

ISTANBUL AYDIN UNIVERSITY

THE DIRECTIVE FOR THE IMPLEMENTATION OF FUNDAMENTALS OF STUDENT MEDICAL REPORTS

FIRST SECTION

Purpose

Article 1 – The purpose of this Directive is to regulate methods and essentials that Istanbul Aydın University students are to follow on the medical reports they take.

Scope

Article 2 – All the students registered to Istanbul Aydın University fall under these implementation fundamentals.

Definitions

Article 3 – In this Directive,

- a) “Facility” refers to the institution, faculty, higher education or vocational school of higher education.
- b) “Student” refers to the student of İstanbul Aydın University.
- c) “Rector” refers to the Rector of Istanbul Aydın University.
- d) “SSI” refers to Social Security Institution.
- e) “University” refers to İstanbul Aydın University.

SECOND SECTION

Medical Reports

Application Method

Article 4 – In the case of students falling ill (except the cases which require immediate treatment such as traffic accident) during the period when the university is open for education, IAU Health Centers shall be the first place that they apply to. The student who applies to University Health Centers shall be examined. Students shall be referred to the hospitals of government agencies, university hospitals or one of the private general hospitals upon request by authorized people of these centers in necessary situations which require further investigation and treatment.

Validity of Reports issued by the Hospitals which are not located within the vicinity of the University Facilities

Article 5 – (1) Should the student is not able to be referred to IAU Health Center (due to emergency treatment or the distance of substitution place) during the term of education at the University, the reports they receive shall have to be confirmed by the chief physician or health

group department so that the reports they receive from the hospitals which bear the qualities stated in Article 4 could be put into operation. Reports which are not confirmed in this way shall not be taken into consideration.

(2) Students who are exempted from compulsory attendance because they are to graduate and students who are on weekend, official, semester or summer holidays could apply to hospitals by following the method stated in the article 5/1 as well as to IAU Health Centers so that they could take a valid action and the reports they receive could be put into operation.

(3) Students who go out of Istanbul with permission for social, cultural and athletic purposes could apply to hospitals which bear the qualities stated in the Article 5 in the places where they are with the approval of the person in charge (trainer, people in charge of the activity etc.).

Article 6 (1) Medical reports obtained from hospital without following the procedures stated in Issue 5/1 shall not be put into process. Reports obtained from health centers or private doctors are not valid unless they are approved by a general hospital.

(2) Medical reports compiled in hospitals abroad could only be accepted with the decision of the related department committee if they are equivalent to the hospitals stated in Article 4.

Submission and Evaluation of Reports

Article 7 (1) Medical reports shall be accepted to be valid as of the date and time they are given and approved by doctor. Students have to submit their medical reports obtained in accordance with articles 4 and 5 to departments they are registered in, the reports could be sent via fax or in electronic environment if necessary. The report should be submitted no later than 5 workdays after the expiry date of it. Otherwise, the report which is not submitted on time in accordance with procedure shall lose its validity.

(2) Student shall apply to the deanery/ directory with a petition stating the quiz, mid-term, oral examination, project submission etc. that are held within the dates of medical report and s/he could not participate in.

(3) Deanery/ directory shall accept the application and evaluate the reports submitted within related committee. It shall send a copy of the reports which they accept as valid excuses to the Head of Department/Program in which the student is registered and declares a make-up examination to be carried out.

Article 8 (1) Make-up examination shall be held on the date and place announced by the Head of the Department/ Program, and the exam results are recorded into the system. Student shall not be given a second right, if s/he does not participate in excuse examination on announced date and time.

(2) Upon request, the long term medical reports accepted as valid excuse with the decision of related department could also be evaluated for re-registration, suspension process in accordance with the procedures of related regulations.

Article 9 (1) Student shall not participate in lectures and examinations held within the dates of the report. In this case, scores obtained as a result of the exam or any other evaluation methods and attendance shall be regarded invalid and a disciplinary process shall be taken against the student.

(2) It shall not be possible for the student to participate in lectures and examinations held within the dates of the report. On the condition that the student submits a new medical report which indicates that s/he recovers before the end date of his/her excuse with a petition to the related department, s/he can participate in lectures and examinations.

Article 10- (1) Medical reports shall not be considered as valid causes of absence in mid-terms, final exams and make-up exams and shall not be put into operation.

(2) Medical reports submitted every other day shall not be accepted as valid causes of absence.

(3) No medical report shall be accepted except for the ones which prove a case of accident. As for the accidents which happen outside Istanbul, the students have to submit a medical report of the accident or a document which proves that they are out of Istanbul.

Article 11- (1) Students who have reports for the term are considered as absent in the lessons during the period for which they submit medical reports.

(2) Students who submit medical reports for more than five weeks during a term shall be considered to have failed in all the classes they take during that term and the NA grade shall be automatically written on their transcripts if they do not submit a request to suspend their registration within the time limit indicated in Article 7/1.

(3) Medical reports shall never be considered as valid causes of absence.

Medical Costs

Article 12- The costs of the medical services provided to the students by the University and the related healthcare providers shall be met by the contracted social security institutions which cover their medical costs. The costs shall be met by the students in person if there is no contract between the institutions.

Requesting Opinion about Medical Reports

Article 13- Reports which are accepted as valid causes of absence shall be considered valid as of the date on which and the hour at which they are issued. If the qualification of the report submitted by the student is ambiguous, or if the term of the recovery is not clearly indicated in the report and if the report is valid retroactively, the relevant unit might request medical opinion from the relevant medical institution via the University Rectorate.

Complaints about and Re-evaluations of Unaccepted Reports

Article 14- Complaints filed by the students as to the unaccepted reports or the requests of re-evaluation made by the lecturers, of the deans or directors to re-evaluate the reports who have

hesitations about their decisions shall be evaluated by a committee comprised of the Vice Rector responsible for Education and Training, the Dean of the School of Medicine or a medical doctor working in the Health Center, the Dean of Students and the representative of the Student Council. Objections to the decision of the committee may be resolved by the Rectorate.

THIRD SECTION

Miscellaneous and Final Provisions

Legal Clauses

Article 15- In the cases for which there are no provisions in the hereby directive shall be resolved in accordance with the regulation.

Validity

Article 16- This directive shall be valid as of the date on which it is approved by the Senate of the Istanbul Aydın University.

Execution

Article 17- The provisions of the hereby directive shall be executed by the Rectorate of Istanbul Aydın University.