

**ISTANBUL AYDIN UNIVERSITY**  
**DIRECTIVE ON THE IMPLEMENTATION PRINCIPLES**  
**FOR STUDENT HEALTH REPORTS**

**CHAPTER ONE**  
**Purpose, Scope and Definitions**

*Purpose*

**ARTICLE 1 –**

The purpose of this Directive is to regulate the procedures and principles that Istanbul Aydın University students shall follow in obtaining health reports.

*Scope*

**ARTICLE 2 –**

All students registered at Istanbul Aydın University fall within the scope of these implementation principles.

*Definitions*

**ARTICLE 3 –**

In this Directive:

- a) Unit: the relevant institute, faculty, school or vocational school of the University,
  - b) Student: an Istanbul Aydın University student,
  - c) Rector: the Rector of Istanbul Aydın University,
  - d) SSI (SGK): the Social Security Institution,
  - e) University: Istanbul Aydın University,
- shall mean.

**CHAPTER TWO**  
**Health Reports**

*Application procedure*

**ARTICLE 4 –**

If students fall ill during periods when the University is open for education and training, they shall follow the procedure below in order to obtain a health report.

***Application to hospitals and validity of reports***

**ARTICLE 5 –**

(1) During periods when the University is open for education and training, in order for students' health reports obtained from hospitals to be processed, the health reports they receive must be approved by the chief physician or the health group presidency. Reports that are not approved in this manner are not taken into consideration.

(2) In order for health reports obtained by: students who have no attendance requirement due to being in graduation status; and students who are in weekends, official holidays, semester breaks or summer breaks; to be processed, they must meet the conditions specified in Article 5(1).

(3) Students who are sent outside Istanbul on authorized leave for social, cultural and sportive purposes may apply to hospitals in the place where they are located with the approval of the supervisor in charge (coach, event officer, etc.).

**ARTICLE 6 –**

(1) Health reports obtained from hospitals without complying with the procedure specified in Article 5(1) are not processed. Health reports obtained from health centers or any private physician become valid only after being approved by a fully equipped state hospital.

(2) Health reports issued by hospitals abroad may be accepted by a decision of the relevant unit administrative boards.

***Submission and evaluation of reports***

**ARTICLE 7 –**

(1) Illness reports are deemed valid as of the date and time they are issued and approved by the physician. Students must submit their reports obtained as specified in Articles 4 and 5 to the unit in which they are enrolled—if necessary by fax or electronically—no later than five (5) business days following the end date of the report. Otherwise, a report that is not submitted on time and in due form loses its validity.

(2) The student applies to their Deanship/Directorate with a petition stating the midterm examinations they could not attend during the period covered by the report.

(3) The Deanship/Directorate that accepts the application evaluates the reports in the relevant board and sends a copy of those accepted as a valid excuse to the Department/Program Chairship where the student studies for necessary action, and to the Rectorate for information; and notifies that a make-up (excuse) examination should be held.

**ARTICLE 8 –**

(1) The make-up (excuse) exam is held on the day, time and place announced by the Department/Program Chairship, and the Chairship ensures that the exam result is entered into the system. A student who does not take the make-up exam held on the announced day and time cannot be granted an additional exam right.

(2) Long-term illness reports issued by the health institutions specified in Article 4 and accepted as a valid excuse by a decision of the relevant board may also be evaluated—upon request—within the procedures of the relevant regulation for registration renewal and enrollment freezing.

**ARTICLE 9 –**

(1) A student may not attend classes and examinations held during the period covered by a report. If they do, the grades and attendance records obtained from examinations or other assessment activities are deemed invalid and disciplinary procedures are applied.

(2) It is not possible for the student to attend classes and examinations during the report period. However, if the student submits to the relevant unit—together with a petition—a health report stating that they have recovered before the end of the report period, it is possible for them to attend their classes and examinations.

**ARTICLE 10 –**

(1) Illness health reports do not give rise to an excuse right for make-up, end-of-term, graduation and resit examinations and are not processed.

(2) Except for cases such as an accident officially documented from outside Istanbul during the dates when education and training continue, or cases where the student can document that they are outside the city, no illness report obtained is accepted as a valid excuse for examinations.

**ARTICLE 11 –**

(1) Students who are on report during the term are deemed absent for the classes held during the report period.

(2) Students who obtain a health report longer than five (5) weeks in a semester fail all courses registered in that semester due to absenteeism and the grade NA is automatically entered into their transcript, unless they have notified the relevant unit of their request to freeze enrollment within the period specified in Article 7(1).

(3) Illness reports are in no way accepted as an excuse for absenteeism.

***Obtaining an opinion regarding the report***

**ARTICLE 12 –**

Reports accepted as a valid excuse are deemed valid as of the date and time they are issued. In cases where the nature of the report submitted by students is not fully clear, rest periods are not

clearly determined, or the report is retroactive, the relevant unit may request a medical opinion from the relevant health institution(s) through the Rectorate.

***Complaint and re-evaluation process for reports not accepted***

**ARTICLE 13 –**

Student complaints regarding reports that are not accepted, and re-evaluation requests arising where a faculty member, dean or director has doubts about an accepted report, are evaluated by a committee consisting of: the Vice Rector responsible for education and training; the Dean of the Faculty of Medicine or a physician serving at the Health Center; the Student Dean; and a representative of the Student Council. Objections to the committee's decisions are evaluated by the Rector and finalized.

**CHAPTER THREE**  
**Miscellaneous and Final Provisions**

***Cases not provided for***

**ARTICLE 14 –**

In cases not provided for in this Directive, procedures are carried out within the framework of the relevant legislation.

***Entry into force***

**ARTICLE 15 –**

The "Istanbul Aydın University Health Report Implementation Principles Directive" included in the Istanbul Aydın University Senate dated 10/03/2016 and numbered 2016/03 has been repealed. This Directive enters into force as of the date it was adopted by the Istanbul Aydın University Senate dated 18/02/2019 and numbered 2019/04.

***Execution***

**ARTICLE 16 –**

The provisions of this Directive are executed by the Rector of Istanbul Aydın University.