

 <b>KOÇ UNIVERSITY</b>	<b>KOÇ UNIVERSITY REGULATION OF STUDENT HEALTH REPORTS</b>	Update Date : 14.01.2022 Update No : 01 Responsible Unit :RAI Page : 1 / 2
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**KOÇ UNIVERSITY**  
**REGULATION GOVERNING IMPLEMENTATION PRINCIPLES**  
**OF STUDENT HEALTH REPORTS**

**Purpose**

**Article 1**

The purpose of this Regulation is to govern the procedures and the principles concerning health reports Koç University students shall acquire.

**Coverage**

**Article 2**

This regulation shall cover all students registered to Koç University.

**Validity of Reports**

**Article 3**

(1) During the periods when Koç University is in session, students can apply to the Koç University Health Center in case of a medical situation, except in situations such as traffic accidents requiring emergency intervention and treatment.

(2) Students can also apply to the Koç University Health Center during holidays as well as during semester breaks and summer vacations.

(3) Students should send an e-mail to [healthcenter@ku.edu.tr](mailto:healthcenter@ku.edu.tr) within 5 (five) days following the end of the report period, the reports they receive from an institution other than KU Health Center. The originals of the reports must be kept by students to present when necessary. In these reports, it is important that there are criteria to ensure the validity of the report, such as the name of the disease, the dates of rest, the doctor's stamp and signature (can also be electronically signed), the name of the given institution, and it is important to ensure that it is transmitted legibly. Reports that do not meet these criteria will not be accepted and will not be handled into the system.

(4) In cases where a long-term rest report is given, such as for psychiatric treatment, that requires leave of absence, the original of the report stating the situation at the beginning of the treatment must be submitted to the Dean of Students within 10 days.

(5) Health Reports are not evaluated by the Health Center for taking leave of absence. If students take also leave of absence relevant health report, should submit a petition to University Executive Council.

**Submission and Evaluation of Reports**

**Article 4**

(1) The validity dates of the reports provided by KU Health Center or submitted by students to the Health Center and approved by Health Center are communicated to relevant faculty member, academic advisor, college dean's office and school director's office via email.

(2) Rules announced at the beginning of the semester by the faculty member teaching the course shall determine how assessments (weekly examination, midterm examination, oral examination, project submission, et cetera) missed or not completed by a student with a legitimate medical report shall be made up. If this rule provides for the make-up scheme (amnesty examination, make-up examination, et cetera.) to take place possibly before the 5<sup>th</sup> day that the report can be submitted, it is the student's responsibility to communicate this to the faculty member teaching the course in a timely fashion.

(3) The rules announced at the beginning of the semester by the faculty member teaching the course shall determine how the grades of a student with a legitimate report will be affected because of non-attendance during the report period.

(4) When the health situation of the student who applied to the Health Center does not require the preparation of a health report, a "Student Medical Examination Document" shall be prepared at the request of the student and be given to student. This document shall specify on which day and during which time interval the student was examined, observed and treated in the Health Center. After this document (which is not considered a medical report) is communicated to the relevant unit or to the faculty member, it is fully in the discretion of the relevant unit or faculty member to determine what kind of a procedure shall be followed concerning the student's situation.

### **Objections**

#### **Article 5**

Objections to reports that were not accepted because of late submission, and other objections shall be made to the Executive Council of the relevant College or Graduate School.

### **Validity**

#### **Article 6**

This Regulation is effective as of its publishing date.

### **Execution**

#### **Article 7**

This Regulation is executed by the President of Koç University.