

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 in general as well as during semester breaks and summer vacations.

(3) For reports that have been obtained from an institution other than Koç University Health Center, latest within **5 (five)** working days after the ending date of the report, the **original** report must be hand delivered to the Koç University Health Center during working hours and on workdays, or a scan must be emailed to healthcenter@ku.edu.tr. For reports that have only been submitted electronically within the period specified, originals must be dispatched to the Health Center latest within 10 (ten) working days after the end date of the report. Otherwise these reports shall not be processed.

(4) For situations that could require long-term psychiatric treatment, at the beginning of the treatment, the original of the report indicating the situation must be submitted to the Health Center within 10 work days.

Submission and Evaluation of Reports

Article 4

(1) **The validity dates of the reports** provided by KU Health Center and 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 5th working day the report can be submitted**, it is the student's responsibility to communicate this to the faculty member teaching the course in 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. 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 followed concerning the student’s situation.

Objections

Article 5

(1) Objections to reports that were not accepted because of late submission, and other objections shall be made to the Executive Board 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.