

**TED UNIVERSITY**  
**IMPLEMENTATION PRINCIPLES FOR STUDENT MEDICAL REPORTS**

1. Medical reports approved by the hospitals and medical centers recognized by the Social Security Institution (SSI) are considered valid.
2. In order to be processed, the medical report has to indicate “sick leave”. Health status documents or reports are not accepted.
3. For reports covering 1-10 days, a regular report, and for those covering 11+ days a committee (medical board) report of the relevant hospital is accepted.
4. The rules mentioned below apply for the medical reports to be considered as an excuse for absenteeism or exams that are not taken:
  - For English Language School (ELS) students; principles specified by the ELS Directorate apply.
  - For graduate students; principles specified by the Graduate School Directorate apply.
  - For undergraduate programs, the excuse of the student who has a regular report covering only 1-3 days is not accepted as an excuse for absenteeism for the dates indicated; those covering 4 or more days are accepted as an excuse for absenteeism for the dates the report covers. In both cases, how the make-up exams are arranged for the exams not taken during the period of the medical report is in the discretion of the faculty member.
5. For a student who has a valid medical report covering the date of final exams, rules regarding the grade (I) indicated in the respective regulations apply.
6. There is no make-up exam for the English Proficiency Exam held by the English Language School (ELS).
7. Leave of absence for a student for one or more semesters due to the health conditions is possible within the scope of the rules indicated in the regulation. In order to be granted a leave of absence for the semester, the medical report should cover 1/3 of the semester.
8. The students cannot attend the courses nor take the exams during the period of leave of absence. The courses and exams taken during this period are considered invalid.
9. Students have to submit the medical reports within 3 workdays starting from the end of the report to the relevant academic unit (English Language School / Office of the Dean/ Graduate School Secretariat).
10. Secretary of the relevant academic unit checks the validity and the date of the medical report, takes the signature of the student, and sends a copy of the report to the faculty member of the course. The original report is put in the student file in the academic unit secretariat.

**CHANGES ACCEPTED IN THE SENATE:**

DATE	DECREE NO.	DEFINITION
09.08.2017	2017-10	Rules and Principles for Student Medical Reports
05.04.2018	2018-6	Context Change