

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

1. Medical reports received from all public, private or university hospitals are 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 single physician's medical report from all state, private or university hospitals, and for reports of 11 days or more, the medical board (committee) report of the relevant hospital is accepted.
4. The rules stated below apply for the medical reports to be considered as an excuse for absenteeism or exams that are not taken:
 - a) For English Language School (ELS) students; principles specified by the ELS Directorate apply.
 - b) For graduate students; principles specified by the Graduate School Directorate apply in matters not covered in this document.
 - c) Reports received from the Health Center, family medicine centers, private medical centers or private doctor's offices are not accepted as an excuse for absence.
5. 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. It is at the discretion of the relevant instructor how to make up the exams that cannot be taken during the report period.
6. For a student who has a valid medical report covering the date of final exams, rules regarding the grade (I) indicated in the respective regulation (TED University Regulation for Undergraduate Study) apply.
7. There is no make-up exam for the English Proficiency Exam held by the English Language School (ELS).
8. 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 relevant regulation. In order to be granted a leave of absence for the semester, the medical report should cover 1/3 of the semester.
9. Students are required 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). Secretary of the relevant academic unit checks the validity and the date of submission, obtains the student’s signature, and forwards a copy of the report to the course instructor. The original copies of the reports of the undergraduate and graduate program students are kept in the secretariat of the relevant academic unit.

SENATE MEETINGS THAT REGULATIONS OR AMENDMENTS ARE ACCEPTED

DATE	DECREE NO.	DEFINITION
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05.04.2018	2018/6	Contents changed
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