

	<b>INSTRUCTIONS ON THE RULES TO BE FOLLOWED BY STUDENTS WHEN RECEIVING AND SUBMITTING A MEDICAL REPORT</b>	<b>Instruction Number</b>	
		<b>Publication Date</b>	
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## 1. PURPOSE

This instruction has been prepared in order to determine the rules to be followed by students studying at Of Faculty of Technology while receiving and submitting a medical report.

## 2. SCOPE

It covers students enrolled in the Faculty of Technology at Karadeniz Technical University.

## 3. RESPONSIBILITIES

- 3.1 Students must comply with the principles specified in the instruction,
- 3.2 Dean must ensure the implementation of the instruction,
- 3.3 Department Chairs and their assistants must implement the instruction,
- 3.4 Instructors are responsible for taking students to the make-up exam.

## 4. HEALTH INSTITUTIONS WHERE HEALTH REPORT CAN BE OBTAINED

- 4.1 Family physicians
- 4.2 Health units within the institutions
- 4.3 State hospitals
- 4.4 Hospitals within the Faculty of Medicine
- 4.5 Contracted health units of private organizations
- 4.6 Private hospitals and other health institutions

## 5. DOCUMENTS TO BE SUBMITTED TO THE DEPARTMENT

- 5.1 Reports from the health institutions specified in the fourth article.
- 5.2 Form petition prepared for make-up exams and filled in by students.

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<sup>1</sup> Official Gazette dated 18.08.2012 and numbered 28388.

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## 6. TIMING OF SUBMISSION OF REPORTS

The student must submit his/her report within FIVE DAYS FROM THE DAY OF OUTPATIENT TREATMENT OR DISCHARGE to the Head of the Department.

Applications made outside this period will not be processed.

## 7. ACCEPTANCE OF REPORTS, MAKE-UP EXAMS, EXCUSES OTHER THAN REPORTS

7.1 Making a make-up exam is decided by the relevant department chairmanship. Students who cannot take exams due to illness must document this situation with a medical report from health institutions. The student whose report is accepted is given the right to a make-up exam only for the midterm exams he / she could not take. Even if the student has a medical report, he/she will NOT be given a MAKE-UP EXAM RIGHT for the final, resit, and graduation exams.

7.2 Students who receive a report during the midterm exam period, if they apply in writing, are admitted by the Head of the Department to make-up exams in the last week of the semester instead of midterm exams.

7.3 A student who has been given a make-up exam right is not given a new excuse right for any reason whatsoever.

7.4 Students whose first-degree relatives have passed away, who have faced disasters such as floods, earthquakes, fires, who enrolled late due to additional quota or transfer, who participate in the sports and cultural activities of the university as a duty, who need to participate in exams such as ÜDS, LES, ÖSS, KPSS, etc. their situation is evaluated by the head of the department, on the condition that they submit the necessary documents with a petition.

7.5 The exams of the students who make false statements about their report or other excuse, who attend the exams while they are on report, are deemed invalid and legal action is taken against them.

## 8. OTHER PROVISIONS

8.1 Students who cannot take the midterm exams due to their excuses fill out the "MAKE-UP EXAM APPLICATION FORM". The student writes his/her identity information, the reason for not being able to take the exams, and all the courses that he/she cannot take the exam on the days he/she is on report and submits it to the department secretariat together with his/her report.

8.2 Whether the report or other excuse is accepted or not is learned from the department secretariat.

8.3 The student whose report is accepted takes the make-up exam on the day, place and time determined by the Department.