

	PROCEDURE
	Student Sick Leave Report

Document No:	Version No.	Document Owned By	Document Owned by Prepared by	Publication Date	Revision Date
PROS.OH.310.09	13	Nuray Akyüz	Zelal Çelik	February 12, 2009	November 6, 2017
Reason for Revision	<ul style="list-style-type: none"> The validity requirements are explained for sick leave reports issued by public or private medical institutions which do not have a contract with the Social Security Institution of Turkey (SGK) due to the special circumstances listed in the procedure. March 1, 2010 Necessary revisions were made pursuant to the recently issued rules and regulations and procedures. March 9, 2015 Pursuant to the letter 60413 of the Higher Education Council of Turkey dated November 6, 2015 and the decision 2015/10 of the University Executive Board dated November 24, 2015, composite examinations have been abolished and students have been granted the right to sit for make-up examinations for final examinations. Accordingly necessary revisions have been made to the document. March 1, 2016 Following the Senate meeting 2016/1 held on January 5, 2016, a revision included in the document. The revision entails granting a make-up examination to students for final examinations. March 1, 2016 The document has been updated due to the recent changes to the effective rules and regulations. March 29, 2017 Pursuant to the letter 62110 of the Higher Education Council of Turkey dated September 14, 2017 and the decision 2017/07 of the University Executive Board dated October 4, 2017, composite examinations have been reinstated. Accordingly necessary revisions have been made to the document. November 6, 2017 				

PURPOSE

The purpose of this procedure is to describe the general rules and procedures that apply to sick leave reports obtained by the Özyeğin University students.

SCOPE

This procedure applies to sick leave reports that document the medical issues of the Özyeğin University students in order to grant them the right to make up any examinations or other requirements they missed or could not fulfill due to a health problem during the academic year.

VALIDITY

This procedure shall be effective as of its date of publication. It is revised and updated in the first two months of the year and whenever deemed necessary. The latest and valid version is the one on the system. It is therefore not recommended that this procedure be printed out and used as such. In the case that it is printed out, it is the user's responsibility to confirm the validity of the document by checking the date against the date on the document posted on the system.

DEFINITIONS, ABBREVIATIONS

Epicrisis / Discharge Report: A brief report issued when a patient is discharged from a hospital, which includes a description of the medical condition, prognosis, and information pertaining to medical examinations and treatment plans in order to provide guidance to the same or a different physician in case subsequent medical treatment is required.

The Respective Unit : The academic unit to which the student is required to submit his/her sick leave report.

SGK : Social Security Institution

MH : Ministry of Health

TSK : Turkish Armed Forces

University (OzU): Özyeğin University

A. GENERAL PRINCIPLES FOR UNDERGRADUATE STUDENTS

1. Students are required to attend all the examinations, and fulfill all the academic requirements during the semester. Students are considered to have failed the examinations or academic work they missed. Students who are granted sick leave with a sick leave report that is duly issued in accordance with the principles set forth by the University, or students who have been granted a leave of absence by the University so that they may represent the University at national and international sports, cultural, scientific and artistic events are allowed to make up the examinations or academic requirements they missed during their leave of absence period. In the Fall and Spring semesters, the make-up right applies to mid-term examinations or academic requirements, while in the summer session, the make-up right applies to mid-term examinations or final examinations or academic work students miss. It is the **course instructor and/or the respective department's executive board** that determines how and **how many times a student is allowed to make up missed examinations or work provided that each student is afforded the opportunity to make up an examination or academic work at least once in each course during a semester.**
2. In the Fall and Spring semesters, students who are eligible to sit a final examination but fail to do so are not granted a make-up examination. Such students are required to sit the composite examination. Students who have exercised their right to make up academic work or mid-term examinations they missed do not lose their right to sit composite examinations. Students who miss a composite examination are not given a make-up examination under any circumstances. Composite examinations are not administered during the summer session. However, make-up examinations are granted for students who missed their mid term or final examinations or academic work in the summer session provided that they have a sick leave report or a leave of absence that conforms with the terms and conditions specified in this document.
3. Students, who for any reason, could not exercise their right to a make-up examination/work are not granted a second opportunity to make-up the examination/work they missed.
4. In order to be eligible for a make-up examination/work, students must submit a written petition to the Dean's/Director's Office of the respective faculty / school / graduate school by the end of the third business day from the date of the exam/work they missed.

B. GENERAL PRINCIPLES FOR GRADUATE STUDENTS

1. Students are required to attend all the examinations, and fulfill all the academic requirements during the semester. Students are considered to have failed the examinations or academic work they missed. Students who are granted sick leave with a sick leave report that is duly issued in accordance with the principles set forth by the University, or students who have been granted a leave of absence by the University so that they may represent the University at national and international sports, cultural, scientific and artistic events are allowed to make up the mid term or final examinations or academic requirements they missed during their leave of absence period. It is the **course instructor and/or the respective department's executive board** that determines how and **how many times a student is allowed to make up missed examinations or work provided that each student is afforded the opportunity to make up an examination or academic work at least once in each course during a semester.**
2. Students, who for any reason, could not exercise their right to a make-up examination/work are not granted a second opportunity to make-up the examination/work they missed. Composite examinations are not administered at the end of any semester (including summer sessions).
3. In order to be eligible for a make-up examination/work, students must submit a written petition to the Director's Office of the respective graduate school by the end of the third business day from the date of the exam/work they missed.

C. GENERAL PRINCIPLES FOR THE ENGLISH PREPARATORY PROGRAM STUDENTS

1. The English Preparatory Program students are expected to attend at least 80 percent of the total class hours during the academic year. Students who exceed the 20 percent limit on

unexcused absences are not allowed to take Level Assessment Tests (LAT) or English Proficiency Tests (TRACE).

2. Students who have been issued with a Medical Board Report for at least 10 days in accordance with the following principles set forth by the University are granted a make-up examination/work. However, it is at the discretion of the Executive Board of the School of Languages to accept or reject the Medical Board Reports issued for fewer than 10 days for exceptional cases.
3. Students are not granted a make-up examination/work for the English Placement Test (PLACEMENT), English Proficiency Tests (TRACE), mid terms, quizzes, and MCD tasks.
4. Students who were unable to sit for the Level Assessment Test (LAT) due to medical reasons may apply to the Executive Board of the School of Languages within the application period announced by the School of Languages Management, provided that they have a Medical Board Report for at least ten (10) days. If the student's excuse is deemed acceptable, the student is granted the right to sit for the Level Assessment Test (LAT).

PROCEDURE

1. Report Period

Students can obtain sick leave reports for a maximum of 10 days at a time. Sick leave reports are issued by physicians, and, when necessary, can be extended one time only for a maximum of 10 additional days. Reports for more than 10 days must be issued by the boards of health institutions. In case of sudden illnesses or unexpected health problems which interrupt a student's studies, the student may apply to obtain a leave of absence for an academic semester or an academic year in accordance with the respective rules and regulations, and procedures.

2. Authorized Institutions for Sick Leave Reports

Only the sick leave reports obtained from the following institutions are deemed valid: Hospitals or any other health institutions under the control of the Social Security Institution (SGK), Ministry of Health (MH), or Turkish Armed Forces (TSK); State and Foundation Universities; University-recognized health institutions listed in [SMP_01_07 Recognized Private Hospitals for Sick Leave Reports](#); and the University's Health Center.

Sick leave reports issued by any institution other than those specified above due to the following special circumstances must be approved by the respective institution's chief of medicine.

- Surgeries and treatments such as plaster cast application and suturing (excluding outpatient treatments by injection, abscess drainage, and tooth extractions),
- Diagnostic procedures performed by incisions through the skin or mucous membrane (such as endoscopy, laparoscopy, catheterization, biopsy, etc.) The following procedures do not qualify as special circumstances: routine phlebotomy/blood sample collection procedures.

Sick leave reports which are not issued in compliance with the terms and conditions specified in this Article are not accepted.

3. Report Template

Reports must be written on the relevant institution's letterhead paper for sick leave reports. Reports must contain the start and end date of the sick leave period, document protocol number, and stamp and signature of the physician who issued the report. If the report is issued by a board, then the report should also contain the stamps and signatures of each board member.

4. Report Approval

Sick leave reports issued by the recognized health institutions specified under "Authorized Institutions for Sick Leave Reports" in Article 2 do not require approval from the OzU Health Center.

Sick leave reports issued by a hospital or medical institution other than those specified in Article 2 or in the list provided in Article 2, and epicrisis/discharge reports issued as a result of special circumstances specified in Article 2 must be submitted to the Administrative Staff at the respective academic unit in which the student is enrolled within three (3) business days from the date of the missed examination/academic work. All reports must be submitted together with the FORM_OH_310_09_04 Sick Leave Submission Request, which duly explains the purpose of the report.

The Administrative Staff at the respective academic unit submits the report to the university physician for approval via email. The university physician will review the report that day and inform the Administrative Staff whether or not the report is acceptable. The administrative staff at the respective academic unit then informs the student via the student's OzU email whether or not the report is deemed acceptable.

5. Report Submission

a) For Current Undergraduate and Graduate Students:

Students must submit their sick leave reports to the Administrative Staff at their faculties/schools/graduate schools **within 3 business days from the date of the missed exam/academic requirement**. Sick leave reports obtained from private health institutions due to special circumstances specified in Article 2 must also be submitted **within 3 business days from the date of the missed exam/academic requirement**. All sick leave reports must be submitted together with [FORM_OH_310_09_04 Sick Leave Submission Request](#) which explains the purpose of the report.

All the fields of the Sick Leave Submission Request must be filled, and the form must be submitted together with the sick leave report. Sick leave reports submitted without the Sick Leave Submission Request are not considered. The Administrative Staff may seek the opinion/confirmation of the respective hospital or the OzU Health Center for any suspicious reports.

The Administrative Staff at the respective academic unit checks whether the report is acceptable as per the requirements specified in the Report Template section. If the report is deemed unacceptable in terms of its format, the student is notified within two business days (the same business day or the next business day at the latest) via his/her OzU email. If the report is acceptable in terms of its format, the Administrative Staff promptly submits the report to the student's course instructor(s) and/or the respective executive board via email within two business days (the same business day or the next business day at the latest). If the course for which the student requests a make-up examination/work is offered by an academic unit other than the student's academic unit, the Administrative Staff at the student's academic unit informs the Administrative Staff at the other academic unit via email. In such a case, the Administrative Staff at the other academic unit or the respective course instructor will notify the student via his/her OzU email address of the date and time the make-up exam will be held or the make-up work will be due. If it is the Executive Board that allows the student to make up the missed examination or work, then the notification will be sent to the student's OzU email address by the administrative staff at the respective academic unit. Students will be notified at least 3 business days before the make-up date.

Students' sick leave reports are kept by the administrative staff for one year.

b) For Current English Language Preparatory Program Students:

The student must submit the Medical Board Report within three business days from the end date of the report to the respective course instructor. If the Medical Board Report is issued for fewer than 10 days, the student must also provide a petition which clearly explains his/her situation. Both the petition and the report must be submitted to the Administrative Office at the School of Languages within three business days from the end date of the report. The Administrative Staff at the respective academic unit may seek the opinion/confirmation of the respective hospital or the OzU Health Center for any suspicious reports.

Sick leave reports which do not conform with the requirements specified in this document are not deemed valid. Sick leave reports are reviewed by the Executive Board of the School of Languages, and the results are notified to the students via their OzU email addresses.

Students' sick leave reports are kept by the administrative staff for one year.

6. **SMP_01_07 Recognized Private Hospitals for Sick Leave** Reports is regularly checked and revised by the Health Center at the beginning of each semester. The updated list is submitted to Student Services.
7. The forms and the list is posted on the University website, "Community Space", and MyOzU.

RELEVANT FORMS

FORM_OH_310_09_04 Sick Leave Submission Request

----- end -----