

ALTINBAŞ UNIVERSITY
DIRECTIVE FOR STUDENT HEALTH SERVICES

Objective

Article 1- The objective of this Directive is to regulate and manage the healthcare and psychological counselling services offered to Altınbaş University students; and set forth the rules and regulations concerning the validity of medical certificates as adequate justification and their regulatory approval.

Scope

Article 2 – This Directive shall apply to students attending Altınbaş University associate, undergraduate, graduate degree programs and English preparatory programs; the following are excluded from the scope of this Directive: student’s spouses, children and parents.

Healthcare Units

Article 3 – Healthcare Services in Altınbaş University shall be carried out by the following units: Health Services Unit and Counselling & Psychological Services Unit.

- a) **Health Services Unit:** Students attending Altınbaş University shall apply first to the Health Services Unit to seek medical attention in the event that they become ill or sick (except traffic accidents and emergency situations requiring immediate medical intervention and treatment) within University premises and during the time periods and hours where the University is open. In order to apply, student shall present their student ID cards. Health Services Unit carries out a first aid and an emergency treatment, and prepares a medical certificate, if necessary. Students shall be referred to general hospitals or full-fledged healthcare institutions when deemed necessary by the Health Services Unit. Students shall have their medical certificates approved at the Health Services Unit.
- b) **Counselling & Psychological Services Unit:** This Unit provides students with counselling and support in case they face personal and relational problems. Counselling & Psychological Services conducts individual counselling sessions. Students attending Altınbaş University may apply to Counselling & Psychological Services Unit and request an appointment in case they need support or counselling during the time periods and hours where the University is open (Except in emergency cases).

Students requiring emergency medical attention

Article 4 – In the event that a student becomes ill, or suffers physical injury or wounding during sporting and cultural events or activities taking place within or outside the University premises, their treatment and medicine expenses shall be covered by the University until the emergency is over, regardless of whether they have social security or not.

Validity of Medical Certificates

Article 5 – No other medical certificates than the ones issued by doctors/physicians employed at AU Health Services Unit, University or Public Hospitals shall be deemed valid. In cases where it is possible for doctors/physicians employed at AU Health Services Unit as well to establish and confirm the diagnosis and treatment identified on the certificate; medical certificates issued by private health facilities and family physicians may also be accepted (such as surgical interventions, accidents etc.) In

the event that details of the medical certificate remain unclear, the duration of the period of absence is not precise, and/or the medical certificate is retroactively obtained, the said certificate shall not be accepted.

Article 6 – Medical certificates issued by hospitals outside Istanbul during the time periods and hours where the University is open shall not be accepted, except the cases that are officially documented as an emergency. Medical certificates issued during weekends, public holidays and mid-term breaks, by doctors (practicing in their respective areas of specialization) employed at Public Hospitals, Private Hospitals (in which case a medical certificate signed by two doctors is required) and University Hospitals located in the city/county/province where the student is residing shall be accepted provided that the certificate start date coincides with weekend, public holiday or mid-term break.

Article 7 - For sick leaves/absences more than 20 days, students shall provide a medical certificate issued by a Medical Committee.

Article 8 - Students are required to have their medical certificates approved at Altınbaş University Health Services Unit within 3 business days following the end date of the medical certificate; and submit it to the respective Undergraduate School/Graduate School/Vocational School secretariat, attached to a petition.

Effective Date

Article 9 - This Directive is effective as of the date it was approved pursuant to Senate Decision of September 19, 2012.

Execution

Article 10 – The provisions of this Directive shall be executed by the President of Altınbaş University.