



Bilkent University

Health Center

External Institution Health Report Approval Request Form

Student and medical report information (to be filled out by the student)			
Student name		Student ID	
Medical institution name		City/Province	
Name of doctor issuing report		Doctor's specialization	
Examination date		Diagnosis	
Medical Report (sick leave) start date		Medical Report end date	

The following documents must be submitted along with this form:

1. Medical report (must be issued from a university, state, or private hospital and approved by its Chief Physician)
2. Patient Information Form (must be completed and signed by the doctor issuing the medical report)

I, the Bilkent University student as identified above and whose signature is below,

1. Confirm that the medical report and Patient Information Form I am submitting accurately reflect my actual illness, examination, laboratory test results and required treatment and my actual state of health,
2. Pledge to submit in a timely manner, all laboratory test results, radiological test results, epicrises, prescriptions, and similar documents, if requested by the Health Center,
3. Agree to go to the Health Center for a physical examination and any new medical tests, if called in by the Health Center,
4. Consent to the Health Center contacting the medical institution which issued the report and the doctor who signed it for information about my state of health,
5. Acknowledge that I may be subject to disciplinary action if there is evidence that I have provided incorrect information or falsified documents.

Student signature		Date	
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This section to be filled out by Health Center staff	
Any further examinations/tests (if performed)	
Health Center Assessment	
Health Center Approval	

Bilkent University Health Center - Student Medical Report Guidelines

Article 1.1 - These guidelines describe the principles and procedures to be followed by students in the submission of medical reports for academic and administrative purposes.

Article 1.2 - These guidelines apply to all students enrolled at Bilkent University or taking courses at the university and the medical reports issued by Bilkent University Health Center or outside medical institutions. The Student Medical Report Principles referred to in the Undergraduate Education Regulations are described in this document.

Article 2.1 - Medical reports submitted by Bilkent University students for academic or administrative purposes must be either issued by the Bilkent University Health Center or approved by the Health Center within the required time limits.

In accordance with the provisions of the Undergraduate Education Regulations, the medical report must specify "sick leave" to be accepted as an excuse. Other reports or "health status reports" are not accepted as academic excuses.

Article 2.2 - During the semester and the final examinations period, students with health issues should first apply to the Bilkent University Health Center. After a physical examination and follow-up, a medical report is issued by the Health Center, if deemed necessary.

In some cases the Health Center staff may find it necessary to refer the student to doctors under contract with Bilkent University or to other medical institutions. Students whose first physical examination took place at the Health Center and were referred to an outside institution or contract doctor must take the medical report to the Health Center to have it approved. If the report duration is longer than three days, it must be approved within at most three working days after the last day of the sick leave. Reports of three days or fewer must be approved within one working day after the last day of the sick leave.

Article 2.3 - When necessary, medical reports issued by some outside medical institutions may be accepted, provided that the Health Center checks and confirms that the medical report accurately reflects the medical condition of the student.

The Bilkent University Health Center is the decision-making authority for approval of all medical reports issued by outside medical institutions.

An outside medical institution must be either a university, state, or private hospital and any medical reports issued must be approved by its Chief Physician. During the physical examination, the doctor of the outside medical institution issuing the report must fill out and sign the Bilkent University Patient Information Form. Medical reports issued by sources other than contract doctors referred by the Health Center or university/state/private hospitals will not be accepted.

Students holding medical reports issued at an outside medical institution upon physical examinations and treatment must take the medical report, along with the Patient Information Form, to the Bilkent University Health Center for approval. If the report duration is longer than three days, it must be approved within at most three working days after the last day of the sick leave. Reports of three days or fewer must be approved within one working day after the last day of the sick leave. If the report dates fall within the final exam period, a copy of the medical report and the Patient Information Form must be submitted to the Health Center within two working days after the final exam is given.

Applicable only during the semester period, if the outside medical institution visited is located beyond the borders of central Ankara district, documentation justifying travel outside the district and travel documents must be presented. Reports issued from a foreign country must be in English or be accompanied by an certified English translation.

Reports of more than 10 days must be issued by a committee of doctors.

Article 2.4 - **Student medical reports submitted for academic or administrative purposes must accurately reflect the actual physical condition of the student. Students bringing medical reports from outside medical institutions for Health Center approval must also sign a form stating that the report accurately reflects their health status.**

All medical reports issued by outside medical institutions are subject to scrutiny by the Bilkent University Health Center. As part of its inquiry, the Health Center may ask to see all laboratory test results, radiological test results, epicrisis, prescriptions, and similar documents. The center may also call in the student for a physical examination and ask for new medical tests. The Health Center may contact the medical institution issuing the report and the doctor who has signed it. If it is ruled that the medical report does not reflect the actual medical condition of the student, it will not be approved. If deemed necessary, the Health Center can request for the Office of the Rector to lodge a formal complaint against the doctor or institution issuing the medical report. Disciplinary action will be taken against students who wrongfully submit a medical report to unjustly gain academic or administrative benefit.

Article 3.1 - These guidelines take effect on the date it is approved by the University Senate.

Article 3.2 - The Office of the Rector of Bilkent University implements the provisions of these guidelines.