

SELÇUK UNIVERSITY DIRECTIVE ON JUSTIFIED AND VALID EXCUSES

PART ONE

Purpose, Scope, Basis, Definitions

Objective

Article 1-(1) The purpose of this Directive is to determine the evaluation principles of the excuse applications of the students registered in all academic units of Selçuk University.

Scope

Article 2-(1) This Directive covers the procedures and principles regarding the evaluation of excuse applications of students registered in all academic units of Selçuk University.

Basis

Article 3- (1) This Directive has been prepared on the basis of Selçuk University Associate Degree and Undergraduate Education and Examination Regulations and Selçuk University Graduate Education and Training Regulations.

Definitions

Article 4-(1) In this Directive;

- a) Unit: The faculty, college, conservatory, institute or vocational school where the student is enrolled
- b) First degree relative: Mother, father and children
- c) Second degree relative: Siblings, grandparents
- ç) Student: Selçuk University student,
- d) Rector: Selçuk University Rector,
- e) Senate: Selçuk University Senate,
- g) University Selçuk University,
- ğ) Board of Directors: The board of directors of the relevant unit.

PART TWO

Justified and Valid Reason Procedures

Application form and authorised committees

Article 5 - (1) Applications for excuse are made to the relevant units within five working days at the latest from the end date of the excuse with petitions with supporting documents.

(2) The requests of the students who report their excuses for justified and valid reasons are evaluated and decided by the relevant board of directors in accordance with the provisions of this Directive.

PART THREE

Excuse Examination, Registration Freeze and Excused Registration

Excuse Exam

Article 6-(1) Students who cannot attend the midterm exams due to a justified and valid excuse accepted by the relevant unit board of directors are given the right to an excuse exam if they apply in due time.

(2) Students who cannot take the final exams due to an excuse but can take the make-up exam are not given an additional excuse exam right. However, students who represent our country and our University at national and international level in scientific, cultural, social and sportive activities at home and abroad reserve the right to take midterm exams or final and make-up exams with the decision to be taken by the relevant administrative boards.

(3) On the days when the student, whose justified and valid excuse is accepted by the relevant unit board of directors, is excused, the time when the excuse starts is taken into account, and exams taken before the excuse start time, except for health-related excuses, are considered valid.

(4) In the following cases, the student is given the right to an excuse exam;

a) In the event that the student undergoes surgery, is hospitalised, or has a condition that requires intervention in the emergency departments of hospitals, he/she has a medical report or delegation report from the University health institutions or full-fledged health institutions and submits these documents to the unit where he/she is registered.

b) Exposure to natural disasters, provided that the student has documented it with a document to be issued by the highest local authority or legal persons/organisations authorised by it,

c) Accompanying the student in the event of the birth of the student's spouse and severe illness of the spouse, first and second degree relatives and documenting the accompaniment,

ç) Requesting to be excused up to seven (7) days from the date of death, provided that the student's spouse, first and second degree relatives document the death,

d) The student has a traffic accident and documents this situation,

e) Documentation of the student's detention, arrest or conviction that does not remove the student status in terms of the content and consequences of the judgement or does not require the student to be dismissed in accordance with Article 54 of Law No. 2547 titled Disciplinary Affairs of Students,

f) Representing our country or the University in international/national events, (during the periods of participation including travelling)

g) Conflicting times of the student's midterm exams

ğ) The student does not have the opportunity to come to the university in cases such as state of emergency, martial law or curfew declared by the central / provincial administrations.

Registration Freeze

Article 7- (1) Students whose valid excuses are accepted are suspended for one or two semesters with the decision of the relevant unit board of directors if they apply until the end of the excused late registration period specified in the academic calendar for each semester / year. The total period of the student's registration suspension cannot exceed half of the normal education period of the

programme in which the student is enrolled. The excuses to be evaluated in the student's application are as follows:

- a) The student has health problems and in order for the health-related excuse to be accepted, the health report must be obtained from the University health institutions or full-fledged health institutions,
- b) The student is exposed to natural disasters, provided that the student has documented it with a document to be issued by the highest local authority or legal persons / organisations authorised by the relevant local authority,
- c) The student's spouse, first and second degree relatives are accompanied in case of severe illness, (Provided that it is documented with a health report and accompanying document obtained from university health institutions or full-fledged health institutions)
- ç) The student's request to interrupt his / her education for economic reasons,
- d) The student's request to interrupt his / her education by documenting the student's detention, arrest or conviction that does not remove the student's student status in terms of the content and consequences of the sentence or does not require the student to be dismissed in accordance with the disciplinary regulations,
- e) The student's request to interrupt his/her education by documenting that he/she represents our country or the University in international/national events,
- f) The student's request to interrupt his/her education by documenting the loss of his/her deferment right or the cancellation of the deferment and being enlisted in military service.
- g) The student, who has a public duty, requests to interrupt his / her education by documenting his / her transfer or assignment outside the city where the unit he / she is enrolled in is located,
- ğ) The student's request to interrupt his/her education by documenting that he/she has obtained opportunities such as scholarships, internships, exchange programmes and research that will contribute to his/her education and training abroad,
- h) The student's request to interrupt his/her education by documenting that he/she does not have the opportunity to come to the university due to reasons such as state of emergency, martial law or curfew declared by the central / provincial administrations.

Excused course registration

Article 8- (1) The student's excuse accepted by the relevant unit board of directors is taken into consideration by the unit board of directors, provided that the student applies by the deadline for late registration application with excuse determined in the academic calendar of the relevant unit / year.

Absenteeism

Article 9- (1) With the approval of the relevant unit supervisor, if the student represents our country or the University in international / national events, the periods including travel are not subject to attendance audit. In addition, the Senate decides in which cases the student will not be subject to attendance audit.

SECTION FOUR

Final Provisions

Cases where there is no provision

Article 10- In cases where there is no provision in this Directive, the provisions of the relevant legislation and the decisions of the University Senate shall apply.

Effectiveness

Article 11- This Directive enters into force on the date of its adoption by the Selçuk University Senate.

Execution

Article 12- The provisions of this Directive shall be executed by the Rector of Selçuk University.

The Senate of the University where the Directive is Adopted

Date	Number of Decision
28/09/2023	2023-115