

ERCIYES UNIVERSITY

PROCEDURES AND PRINCIPLES REGARDING JUSTIFIED AND VALID CAUSES

CHAPTER ONE – PRELIMINARY PROVISIONS

Article 1 – Purpose and Scope

(1) These Procedures and Principles regulate the rules concerning “justified and valid causes” as set forth in the Erciyes University Associate and Bachelor’s Degree Education and Training Regulations and the Erciyes University Graduate Education and Training Regulations.

Article 2 – Legal Basis

(1) These Procedures and Principles have been prepared pursuant to the Erciyes University Associate and Bachelor’s Degree Education and Training Regulations and the Erciyes University Graduate Education and Training Regulations.

Article 3 – Definitions

- a) Unit: any faculty, institute, school, or vocational school affiliated with Erciyes University;
- b) Unit Administrative Board: the faculty administrative board in faculties, the institute administrative board in institutes, the school administrative board in schools, and the vocational school administrative board in vocational schools;
- c) ÖBİSİS: the Student Information System;
- d) Rector: the Rector of Erciyes University;
- e) Senate: the Senate of Erciyes University;
- f) University: Erciyes University.

Article 4 – Health-Related Grounds

1. To be regarded as excused from examinations, registration renewal, or a request to freeze registration on health grounds, a student must substantiate the illness with a medical report issued by a public or private healthcare institution.
2. If the report does not specify an exact time, the excuse covers the entire day; if a time is specified, the excuse is valid from that time onward.
3. During the valid period of the medical report, the student may not sit for any examinations; any examinations taken are deemed invalid.

Article 5 – Death or Emergency Hospitalisation of Relatives

1. For a student to be regarded as excused due to the death of a relative up to and including the third degree in the direct or collateral line, an official death certificate must be submitted.
2. Beginning on the date of death, the student is granted a seven-day excused period.
3. If such a relative is critically ill and there is no one else to provide care, the student may be considered excused upon submitting documentation of an officially approved companion-care leave.
4. If any of the relatives specified in paragraph 1 are urgently hospitalised because of a serious illness or accident, the student must submit the patient's medical report to be regarded as excused.

Article 6 – Traffic Accident

To be considered excused owing to involvement in a traffic accident, the student must present the official accident report and its attachments.

Article 7 – Detention and Custody

To be considered excused due to detention or custody, the student must submit:

- a) a document issued by the police-station commander if taken to a station for any reason;
- b) a document from the Office of the Public Prosecutor or the relevant law-enforcement unit if placed in police custody;
- c) a copy of the arrest warrant if formally arrested.

Article 8 – Assignment by the University or Other Official Institutions

If a student is officially assigned by the University or another public authority to participate in a national or international competition, sports event, or a similar activity, the assignment document must be provided to be considered excused.

Article 9 – Other Excuses

1. For extraordinary circumstances not listed above—such as fire, flood, earthquake—or other compelling reasons, the student must provide documentation to be considered excused.
2. If the student is unable to complete an examination, a written record prepared by the invigilators may be used to request a make-up exam.
3. In the event of overlapping examinations, or when it is physically impossible to reach a subsequent examination on time, the student may request a make-up exam for those held at the same date and hour, provided that the situation is documented.
4. A student who documents having obtained a scholarship, training, internship (excluding Erasmus+ internships), or research opportunity abroad that will contribute to their studies may apply for a leave of absence (registration freeze).

5. Students enrolled in the preparatory programme who earn the right to transfer to their department/programme in the spring semester may request a leave of absence for that spring semester; students placed through the Vertical Transfer Examination (DGS) in the autumn semester may request a leave of absence for both the autumn and spring semesters.
6. If a student loses the right to military deferment, or if the deferment is revoked and the student is conscripted, the student may request a leave of absence.

CHAPTER THREE – NOTIFICATION, ACCEPTANCE, AND EVALUATION OF JUSTIFIED AND VALID CAUSES

Article 10 – Submission Procedures

1. Students must submit their requests, together with supporting documents, within the following periods:
 - a) Deferred Registration Renewal: within seven days after the registration-renewal period ends;
 - b) Make-Up Examination for Mid-Term: before the end of the course period and within seven working days after the end of the excuse;
 - c) Leave of Absence (Registration Freeze): within one month from the beginning of the semester.Requests are submitted by petition to the Dean's Office, Institute Directorate, School Directorate, or Vocational School Directorate to which the student is affiliated. Students requesting a make-up examination must additionally attach a print-out of their ÖBİSİS "Course Status" page showing their current courses. Students who fail to apply within the specified periods are deemed to have waived these rights.
2. Excuse petitions and their attachments are evaluated and decided upon by the relevant Unit Administrative Board.

CHAPTER FOUR – MISCELLANEOUS AND FINAL PROVISIONS

Article 12 – Cases Not Covered

In circumstances not provided for in these Procedures and Principles, Law No. 2547 on Higher Education, the Erciyes University Associate and Bachelor's Degree Education and Training Regulations, the Erciyes University Graduate Education and Training Regulations, and other relevant legislation shall apply.

Article 13 – Enforcement

These Procedures and Principles enter into force on the date of their adoption by the Senate of Erciyes University.

Article 14 – Execution

The Rector of Erciyes University is responsible for executing these Procedures and Principles.