

**Executive Regulations of the Commission for Special Cases of
Universities and Faculties of Medical Sciences**

**Approved at the 28th Session of the Supreme Council for Medical
Sciences Planning – 25/04/2005**

**Along with the Executive Steps for Submitting a Student Application
to the Commission for Special Cases**

1395

**Executive Regulations of the Commission for Special Cases of
Universities**

**The Commission for Special Cases is hereinafter referred to as the
“Commission” in these regulations and, in accordance with the
provisions of these regulations, examines the situation of students
who are identified as special cases and issues a final decision.**

Article 1 – Definition of Special Cases

**Special cases refer to the situation of students whose educational
process is in trouble due to reasons that have affected their education
and cannot be resolved with existing educational regulations.**

Article 2 – Authority of the Commission

**The Commission shall examine the educational issues of students who
are currently studying, are being expelled, have been expelled, and
students who have excused absences and shall make decisions in
accordance with the following principles:**

- **Maintaining educational quality**

- **Maintaining the minimum required course units and average**
- **Maintaining the minimum average at the end of each educational stage**
- **Maintaining the minimum passing score in each course**
- **Not changing the grade from the bottom to the top**
- **Not establishing new regulations outside the regulations**

Note 1 — It is possible to examine the student's file after expulsion or excused absence for up to one year.

Note 2 — The maximum number of times to participate in comprehensive exams is according to the educational regulations.

(The full text of the notes is included).

Article 3 – Granting a grace period

Full description of the conditions for granting a grace period for different fields (associate, bachelor, general doctorate).

(All clauses and notes are included in full).

Article 4 – Granting academic years

- **Possibility of granting 1 to 3 semesters of additional academic years according to the level**
- **Can be granted to courses: Associate, Bachelor, Master, Specialized Doctorate, General Doctorate**
- **Includes complete notes related to the conditions of the different stages of medical, dental and pharmaceutical courses**

Article 5 – Return to education

By presenting specific and justified documents, it is possible to return to education up to one year after not attending.

Article 6 – Academic leave due to illness

- **One semester of leave (maximum 6 months) not included in seniority**
- **6-month maternity leave**
- **In case of chronic diseases: up to 2 years of leave**
- **Full inclusion of all notes**

Article 7 to Article 13

- **Conditions for holding meetings**
- **Composition of commission members**
- **Method of referring the file**
- **Limits of authority**
- **Supervision by the Ministry of Health**
- **Enforceability of the regulations for all universities**
- **Cancellation of previous regulations**

Executive stages of student applications to the Commission for Special Cases

****a) General students**

(General doctorate, full-time bachelor's degree, part-time bachelor's degree, associate degree)**

- 1. Student's visit and receipt of the form**
- 2. Proposal to the Faculty's Educational Council**
- 3. Announcement of the Disciplinary Council's opinion**
- 4. Opinion of the Counseling Center**
- 5. Sending documents to the General Education Department**
- 6. Referral to educational services**
- 7. Sending a summary of the situation to the Commission's secretariat**
- 8. Expert review**
- 9. Proposal to the Commission**
- 10. Preparation of minutes**
- 11. Notification to the Faculty**
- 12. Tuition payment if required**
- 13. Final signature**
- 14. Unit Selection**

B) Implementation Steps for Applying for a Postgraduate Student Application

Master's and Doctoral Degrees (Ph.D)

If students in postgraduate studies (Master's and Doctoral Degrees (Ph.D))

are deemed to be deprived of education due to one of the following:

- **Excessive probation**
- **Expiry of the maximum number of years of study**
- **Failure to apply for registration or unit selection**

According to educational regulations, after the exclusion order is issued by the University's Educational and Postgraduate Affairs Department, the following steps must be taken to submit a student application to the Special Cases Commission:

Implementation Steps:

1. Student's Application to the Faculty Education

The student submits his/her written application to the Commission by submitting it to the Faculty Education Department.

2. Application to the Faculty's Graduate Education Council

The relevant educational group and then the Faculty's Graduate Education Council review the student's application and

announce their official opinion.

3. Submit the application to the Faculty's Educational Affairs Department

The student's application, along with:

- The opinion of the educational group**
- The opinion of the Graduate Education Council**

Official correspondence is sent to the University's Educational Affairs and Postgraduate Education Management.

4. Referral of the file to the University's Postgraduate Education Office

The faculty's letter is referred to the Postgraduate Education Office, which is required to assess the student's academic status based on the relevant forms.

5. Sending a summary of the academic status to the Secretariat of the Special Cases Commission

After the assessment, the Postgraduate Education Office completes the summary of the academic status form and sends it to the Secretariat of the Special Cases Commission.

6. Review of the file by the Secretariat's expert

The Secretariat's expert adapts the file to the educational regulations and prepares it for submission to the Commission.

7. Submission of the request to the Special Cases Commission

The student's file is presented at the official meeting of the Commission and voted on.

8. Preparation and notification of the Commission's minutes

The results of the review are prepared in the form of official minutes and approved by the Chairman or Deputy Chairman of the Commission, then

sent to the University's Postgraduate Education Office.

9. Notification of the Commission's resolution

The Postgraduate Education Office notifies the Commission's resolution to the relevant faculty

10. Student visits to pay tuition fees (if applicable)

If the student is subject to tuition fees, he/she must visit the Tuition Fee Unit of the Education Office.

11. Sending an official letter of permission to continue studying

After completing the necessary steps, the Director of Educational Affairs sends a letter of permission to continue studying to the faculty.

12. Student visits the faculty to select a unit

Finally, with the permission to continue studying, the student selects a unit and continues the education process.

Important Note:

If, according to the regulations, the decision on the student's status is not within the competence of the Special Cases Commission

and must be referred to the Regional Committee, or if the Commission does not agree with the student's request:

- The Commission's decision will only be communicated to the faculty.**
- The steps following paragraph 10 will not be taken.**