

### **5.7.B Medical Report Procedures**

KUST recognize the policy and Procedures set by the MHESR for considering a medical report particularly during the Exam. Based on Ministry of Higher education and Scientific Research the medical reports will be valid after the verification by the permanent medical committee of the governorate. In order facilitate the procedure KUST has arranged the following with Shorsh hospital:

1. Students will take supporting medical letter from the Office of Student Affairs and Registration.
2. Student must visit the doctors of Shorsh hospital on the same day of the Exam; this means that your sick leave is for the date written on the supporting medical letter.
3. After visiting the doctors of Shorsh hospital and getting the necessary medical prescriptions and in case of granting a sick leave the report has to be confirmed by Director of hospital (Dr. Jalak Qadar Ismaeel).
4. Without the confirmation of the Director your medical letter (approved by the doctors) **will not be considered**.
5. After submitting your medical letter to the Office of Student Affairs and Registration KUST will consider your sick leave request, the student will be notified through the Office of Student Affairs and Registration/ Exam committee and Faculty about the date of redoing the missed Exam.

#### **NOTE:**

Students cannot get a supporting medical letter from Office of Student Affairs and Registration dated in the past or future.