

**Application for Academic concession for Examinations (on Medical grounds)**

Duly filled application together with the relevant supporting documents has to be forwarded by the student/guardian within 30 days from the last date of the examination for which Academic Concession is requested to [sar-exams@uom.lk](mailto:sar-exams@uom.lk)

1.	Full Name											
2.	Name with Initials											
3.	Registration No.											
4.	Address											
5.	Contact No.											
6.	Email Address											
7.	Faculty	Engineering		Architecture		Information Technology		Business		Medicine		
8.	Department											
9.	Name of the Examinations	(Ex: Bsc. Engineering)										
10.	Level		Semester		Year		Term					
11.	Modules for which Academic Concession is requested											
	No	Module Code	Module Name							Date of the Exam		
	i.											
	ii.											
	iii.											
	iv.											
	v.											
	vi.											
	vii.											
	viii.											
12.	Reason/s for requesting Academic concession											
13.	Have you or your Guardian informed the SAR/E&R of your inability to sit examinations stated in "11" above?							Yes		No		
14.	I have attached hereto relevant proof/evidence in support of my affirmative claim ("Yes") indicated in "13" above.							Yes		No		
15.	I have attached the following documents in support of the reason/s indicated in "13" above as marked below. (Place a "√" mark for supporting documents submitted with this application.)											
	i.	Medical Certificate (Please refer session 15.1.1.2 of By-Law 15.1 attached herewith)										
	ii.	Prescriptions, Diagnosis Card, etc.										
	iii.	Receipt of payment for the medical certificate (For government medicals only)										
	Any other relevant documents											
	iv.											
	v.											
16.	Have you obtained Academic concession at previous examinations							Yes		No		
	If "Yes", provide the following information.											
	Level/Semester/Year/Term					Module Code						

17.	Information and particulars provided above by me are true and correct to the best of my knowledge and herewith I request to consider granting Academic Concession for the modules indicated in "11" above.		
	Signature of the Student .....		Date .....
18.	The information and particulars provided in 1,2,3,4,7,8,9,10,11,13,15 and 16 are correct as per the records of the Examination Division.		
	Deputy Registrar/Examinations & Registration		Date .....
19.	Head/Dept. of ..... Forwarded for your recommendations and observations. DR/E&R ..... Date .....		
20.	Dean/Faculty of ..... Request for Concession is recommended / not recommended. Examination for the following module/s did not have written examination component and was/were held on dates as indicated below.		
	No.	Code	Name
			Date of Exam
	Observations and Recommendations .....		
	Head/Dept. of .....		Date .....
21.	Chairperson/Senate Sub-Committee on Student Appeals (Medicals) [SSCSA(M)] Request for Academic Concession is recommended/not recommended. Dean/Faculty of ..... Date .....		
22.	Deputy Registrar/Academic & Publications The [SSCSA(M)] at its meeting held on ..... recommended concession for module ..... /did not recommend concession for modules ..... due to ..... Forwarded for submitting the recommendation/decision to the approval of the Senate. Chairperson/ [SSCSA(M)] ..... Date .....		
23.	Deputy Registrar/Examinations & Registration The Senate at its ..... Meeting held on ..... Approved/did not approve the request for concession. Deputy Registrar/Academic & Publications ..... Date .....		

## Regulation 15.1 – Procedure for Academic Concessions

(Regulation framed under By-Law 15.1, which will come into effect on 03/07/2013)

Any form of concession for Absence from Examinations may be considered only for reasons on medical grounds, compassionate grounds, serious unforeseen personal events and selection to represent in Inter-University, National or International competitions.

### 1. Procedure for submission of documents on medical grounds

The student or his/her guardian shall submit a valid Medical Certificate covering the period from either the University Medical Officer (UMO), or from a Qualified Medical Officer together with supporting documents to the SAR/Examinations as described in the following sections.

1.1. **For consideration of academic concession on medical grounds**, the student /parent/guardian should inform the SAR Examinations within 7 days that he / she is sick and unable to sit the examination by telegram, email, registered letter or a fax and submit a valid Medical Certificate covering the period of the examination within 01 (one) calendar month after the last date of the examination.

1.2. **In case of a student missing more than one examination paper or the whole examination**, the student should submit the following documents for consideration of absence from the examination on medical grounds.

- a. Duly completed application form with observations of the relevant Head of the Department and the Dean of the Faculty.
- b. Proof of informing the Senior Assistant Registrar / Examinations
- c. Medical Certificate issued by University Medical Officer (UMO) if the student is treated for the illness at the Health Center, University of Moratuwa.

OR

Medical Certificate issued by a Government Hospital supported by the Diagnosis card, receipt of payment for the medical certificate, results of investigations carried out such as blood test etc. (if any) and prescription forms for drug treatment given. If no diagnosis card is available, other documents mentioned above are essential.

OR

In case the student was treated outside a Government hospital, a Medical Certificate issued by a qualified consultant supported by Diagnosis card, results of the investigations carried out and prescription forms for the drug treatment given are essential.

1.3. **In the case of a student missing only one paper**, the Medical Certificate that the student must submit may be from the University Medical Officer or a Medical Officer registered with the Sri Lanka Medical Council supported by other documents as mentioned in 1.2.

1.4. **A student who is currently undergoing medical treatment for a mental disorder** or his/her parent/guardian should inform of the said condition to the UMO before the commencement of the examination. Any student who fails to do so will not be eligible for any special concessions to be granted by the University on medical grounds.

1.5. **If a student develops a mental disorder during the term time or during the examination**, the student is strongly advised to seek advice and treatment from the UMO. In the event of the student taking treatment from external sources, the student or his/her guardian should inform the UMO within 7 days of the last date of the examination.

Further, the student who develops a mental disorder while doing an examination (without a history of previous mental illness) can be assessed by the UMO and a suitable medical certificate issued to obtain academic concessions with referral to a Consultant Psychiatrist, if required.

1.6. **In the case of students missing continuous assessment components**, on medical grounds the student should inform the relevant Lecturer that he/she is sick and unable to face the continuous assessment and submit a valid medical certificate covering the period of continuous assessment within two weeks of the event for consideration by the examiner of the module.

1.7. In order to retain confidentiality of the student's medical certificates and other documents, the student must submit these documents to SAR (Exam) in a sealed envelope.

## 2. Procedure for submission of documents on compassionate grounds

The student shall submit authenticated documents covering the period, from either the Gramaseva Niladhari(GSN) certified by the Divisional Secretary or any other relevant authority acceptable to the University Senate, together with supporting documents, to the SAR/Examinations as described in the following sections.

2.1. For consideration of academic concession on compassionate grounds, the student should inform the SAR Examinations within 7 days that he / she is unable to sit the examination, by telegram, email, registered letter or a fax and submit authenticated documents covering the period of the examination within 01 (one) calendar month after the last date of the examination.

2.2. In case of a student missing one or more examination papers, or, the whole examination, the student should submit the following documents for consideration of absence from the examination on compassionate grounds.

a. Duly completed application form with observations of the relevant Head of the Department and the Dean of the Faculty.

b. Proof of informing the Senior Assistant Registrar / Examinations

c. In case a supporting document is a Medical Certificate, it should be a Medical Certificate issued by a Government Hospital.

OR

In case the relevant person was treated outside a Government hospital, a Medical Certificate issued by a qualified consultant.

In order to retain confidentiality of the medical certificates and other documents, the student must submit these documents to SAR (Exam) in a sealed envelope.

2.3. In the case of students missing continuous assessment components, on compassionate grounds, the student should inform the relevant Lecturer that he/she is unable to face the continuous assessment and submit authenticated documents, covering the period of continuous assessment within two weeks of the event for consideration by the examiner of the module

## 3. Procedure for submission of documents when selected to represent University, Inter-University, National or International events

The student shall submit an authenticated document covering the period, from the Head/ University Sports Directorate for intra-university representation; Chief Organizer/ Director for Inter-university representation; and, the Director, Ministry of Sports in case of national representation, together with supporting documents to the SAR/Examinations as described in the following sections.

3.1. For consideration of academic concession on Representation grounds, the student should inform the SAR Examinations that he / she is unable to sit the examination, and submit authenticated documents covering the period of examination 01 (one) calendar month before the first date of the examination for consideration.

3.2. In case of a student missing more than one examination paper or the whole examination, the student should submit the following documents for consideration of absence from the examination on representation grounds.

a. Duly completed application form with observations of the relevant Head of the Department and the Dean of the Faculty.

b. Proof of prior approval for Academic Concessions on Representation Grounds to the Senior Assistant Registrar / Examinations

3.3. In the case of students missing continuous assessment components, on representation grounds the student should inform the relevant Lecturer in advance that he/she is unable to face the continuous assessment and submit authenticated documents covering the period of continuous assessment. For consideration by the examiner of the module