

Application for Academic Concession for Examinations (on Compassionate grounds/to represent the University in Inter-University, National or International Events)

Duly filled application together with the relevant supporting documents has to be submitted by the student/guardian within 30 days from the last date of examination for which Academic Concession is requested to the Senior Assistant Registrar/ Examinations & Registration (SAR/E&R). In order to retain confidentiality of the student's medical certificates and other documents, the student must submit these documents to SAR (E&R) in a sealed envelope.

1.	Full Name								
2.	Name with Initials								
3.	Registration No.								
4.	Address								
5.	Contact Telephone No.								
6.	Email Address								
7.	Faculty*		Engineering		Architecture		Information Technology		
8.	Department								
9.	Course of Study								
10.	Name of the Examination								
11.	Level		Semester		Year		Term		
12.	Subject Modules for which Academic Concession is requested								
	No.	Module Code	Module Name				Date of the Exam.		
	i.								
	ii.								
	iii.								
	iv.								
	v.								
	vi.								
	vii.								
	viii.								
13.	Reason/s for requesting Academic Concession								
14.	Have you or your Guardian informed the SAR/E&R of your inability to sit examinations stated in 12 above?*					Yes		No	
15.	I have attached hereto relevant proof/evidence in support of my affirmative claim ("Yes") indicated in "14" above.*					Yes		No	
16.	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.	Authenticated documents from GramaSevaNiladhari or a relevant Authority acceptable to Faculty Board.							
	ii.	Invitation Letter/ Registration Letter to represent University, Inter-University, National or International Events							
	Any other relevant documents								
	iii.								
	iv.								
	v.								
17.	Have you obtained Academic Concessions at previous examinations					Yes		No	
	If "Yes", provide the following information								
	Level/Semester/Year/Term				Module Code				

* Place a "√" mark in the appropriate cage

18.	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 "12" above. Signature of the Student..... Date		
19.	The information and particulars provided in 1, 2, 3, 4, 7, 8, 9, 10, 11, 12, 14, 16 and 17 are correct as per the records of the Examination Division. Senior Assistant Registrar/Examination & Registration Date		
20.	Head/ Dept. of Forwarded for your recommendations and observations. SAR/E&R Date		
21.	Chairperson/Faculty Academic Committee (FAC) of the 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		
22.	Dean /Faculty of Request for Academic Concession is recommended/not recommended due to Submitted for recommendation/consideration of the Faculty Board. Chairperson/Faculty Academic Committee (FAC) of Date		
23.	Deputy Registrar/Academic & Publications The Faculty Board ofat it's meeting held onrecommended/did not recommend the request for concession. Forwarded for submitting the recommendation/decision to the Senate for approval. Dean/Faculty of Date.....		
24.	Senior Assistant Registrar/Examinations & Registration The Senate at it's 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