



**Examination Unit**  
**Faculty of Humanities and Social Sciences**  
**University of Sri Jayewardenepura, Sri Lanka**

Ref No: \_\_\_\_\_

**Application for Submitting valid Reasons for Absence**  
**from an Examination**

Registration No: .....

Index No: ...../.....

Year 

1	2	3	4	
---	---	---	---	--

Semeste 

1		2	
---	--	---	--

*(Put a tick (✓) in front of the relevant year & semester)*

Name in full :.....  
 .....

Telephone No : .....

Course Code	Name of the Course Unit	Date of the Examination	Time of the Examination (9.00-12.00/1.30-4.30)

**Valid Reasons for Absence from an Examination :**

- Any undergraduate who has failed to appear for an examination due to serious ill-health should submit a medical certificate approved by the medical officer of the university to the office of the dean of the FHSS, within fourteen (14) days with effect from the date of examination. In the case where a medical certificate has been issued by a doctor of private practice who is registered at the Medical Council, it should be certified by a medical officer of the university.
- In the case where such a medical certificate has been issued by an Arurvedic medical practitioner, it has to be authenticated by the Government Ayurvedic Hospital. This medical certificate needs to be approved by the Senate on the recommendation of the Faculty Board.
- In the event of a death of an immediate family member, a certified copy of the "death certificate" and proof of relationship should be presented to the office of the dean to be presented to the Faculty Board and the Senate. Under no circumstances will a "death notice" printed at the time of funeral shall be accepted as a valid document.

Date: .....

Signature of Applicant: .....

**For Office Use Only**

.....  
 .....