

**University of Kelaniya - Faculty of Science**

**Application for the absence for lectures/practical sessions**

01. Name with initials : .....

02. Registration No : .....

02. Contact No : .....

03. Address : .....

.....

04. e-mail address : .....

05. Have you obtained an extension of the academic year before ? Yes/No :

06. Dates of Absent : From:..... To:.....

**Course Unit**

(i).....

(ii).....

(iii).....

(iv).....

**Course Unit**

(v).....

(vi).....

(vii).....

(viii).....

07. Evidence (acceptable written documents should be attached, please see the instructions for the acceptable documents)

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.....

Signature of the Student : .....

Date: .....

08. Recommendation of the Dean:

Signature : .....

Date: .....

**Instructions for the students:**

- ❖ If the student is unable to participate to lectures/practical session, a medical certificate should be submitted within 14 days from the day of absence as evidence.
- ❖ If the student is unable to participate to practical class, copy of the medical certificate should be submitted to the office of the relevant department and the original medical certificate along with this application should be submitted to the Dean's Office within 14 days from the day of absence as evidence.
- ❖ If the medical certificate issued from the private practice of Western, Ayurvedic, or Homeopathy doctors, the medical certificate should be certified by the Medical Officer of the University.