



University of Moratuwa

Department of Electronic and Telecommunication Engineering

January 12, 2022

Dear Sir or Madam,

Requesting Leave to Sit for Exams During Industrial Training

Thank you for offering industrial training for the students at the Department of Electronic and Telecommunication Engineering, University of Moratuwa.

As mentioned in the initial communications sent to you when looking for industrial training opportunities, the students currently undergoing industrial training have a few pending common examinations to complete as a part of their semester 5 (the semester immediately before the industrial training started) studies. The exams are scheduled to be held according to the below timetable.

Module	Date
Applied statistics	20 January 2022
Numerical methods	22 January 2022
Industrial management	24 January 2022
Multidisciplinary design, innovation and venture creation	26 January 2022
Business economics and financial accounting	28 January 2022

We kindly request you to grant them leave on the exam dates and one day prior to each exam as study leave.

We appreciate your kind corporation.

Thank you.

Yours sincerely,

Dr. Ranga Rodrigo
Head of the Department
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