

To: D/UGS

Form UGS2.2011  
(updated 12 August 2016)

## APPLICATION FOR LEAVE

## NOTE:

1. Please attach supporting documents for your application.
2. Leave will not be granted during the examination periods. If the student is unable to sit for examinations due to medical reasons he/she should apply to the SAR/ Examinations on the form available at the Examinations Division.

<b>1. STUDENT DETAILS</b>													
1.1. Name	DULANA THAL DAHANAYAKE												
1.2. Reg No	1	7	0	8	0	8	8	1.3. Tel No	0768 435883				
1.4. E-Mail	dulanadahanayake@gmail.com												
1.5. Course (tick/circle appropriate)	<input checked="" type="checkbox"/>	BSc Engineering	BM	CH	CE	CS	<input checked="" type="checkbox"/> ER	EE	EN	MT	ME	TT	MPR
	BSc Transport & Logistics Management												
	BDes Fashion Design & Product Development												
1.6. Current Registration	BSc Engineering/ BSc TLM		S1	<input checked="" type="checkbox"/> S2	S3	S4	S5	Ind. Trng.	S6	S7	S8	Other	
	BDes FD&PD		Year 1		Year 2		Year 3		Year 4		Other		
<b>2. LEAVE DETAILS</b>													
2.1. Type of Leave (Tick appropriate)	1. Leave on Medical/ Compassionate/Official Representation Grounds 2. Leave for Long Duration (maximum one academic year) <input checked="" type="checkbox"/> 3. Leave for Short Duration (maximum 15 working days per semester for BSc Eng or BSc TLM; maximum 12 working days per term for BDes)												
2.2. Reasons for Leave	Travel												
2.3. Duration	Start Date (ddmmyy)	End Date (ddmmyy)	Local/ Overseas	No of Working Days				No of Holidays/ Vacation Days					
	01/10/2018	14/10/2018		10									
<b>3. DECLARATION BY STUDENT</b>													
I hereby certify that													
1. I have reviewed my application and everything stated is true and correct to the best of my knowledge													
2. I understand, accept and agree that it is my responsibility to cover any academic activities missed during my period of leave.													
Signature								Date	05/09/2018				
<b>4. CERTIFICATION &amp; RECOMMENDATIONS</b>													
4.1. Certification by relevant authorized person (for leave for official events only)													
Recommended/ Not Recommended (please state reasons)													
Signature & Seal								Date					
4.2. Recommendation by Semester Coordinator/Year Coordinator													
Recommended/ Not Recommended (please state reasons)													
With the condition that the applicant is fully responsible for cover the semester work.													
Signature	Maheshan Wickramaratne							Date	05/09/2018				
4.3. Recommendation by Head of Department													
Recommended/ Not Recommended (please state reasons)													
Recommended.													
Signature & Seal								Date	05/09/2018				
4.4. Certification by FAC Representative													
Signature								Date	05/09/2018				
4.5. Recommendation by Director/ Industrial Training (for leave requested during the industrial training placement)													
Recommended/ Not Recommended (please state reasons)													
Signature & Seal								Date					

UG DIVISION USE ONLY SEP 2018

Submitted to FAC / Returned to the Student / Returned to the Department on .....

Faculty of Engineering  
University of Moratuwa