



University of Ruhuna

Submission of Medical Certificates for the Examination

- 1. Full Name (Mr./Miss):
- 2. Students Reg. No:
- 3. Examination:
- 4. Year: Semester:
- 5. Contact Number:
- 6. Have you submitted a medical certificate for an examination before: Yes / No
- 7. If yes, please specify:
- 8. Details of subjects covered by the Medical Certificate

Name of Subject	Subject Code	Date and time of the Examination

9. Details of the Medical Certificate.

Medical Certificate No	Period of covered	Subject Code of Course Units covered	Date and place of the Medical certificate issued

I Certify above information is correct any other information.

Signature of student:

Date:

NB: This form should accompany a duly signed medical certificate within 07 days of commencing your leave.

Important

Criteria of the submission of the Medical Certificate by candidate who failed to attend in any Examination for medical reasons:

01. Failing to attend the Examination for Medical Reasons

Please follow the instructions given below if any candidate is unable to attend the examination on medical reason.

- 1.1 The Medical Certificate submitted by the candidate should be issued by the Medical Officer of the University, Medical Officer of a Government Hospital or by a Consultant
- 1.2 The Medical Certificate submitted by the candidate should be on a standard format of a Government Medical Certificate with the official stamp of the Medical Officer
- 1.3 Any Medical Certificate issued is valid only for 14 days and if further time is needed an additional Medical Certificate should be obtained separately.
- 1.4 If any candidate is unable to attend an examination that should be informed to the Dean or Registrar of the Faculty by telegram.
- 1.5 The relevant Medical Certificate should be sent to the Registrar of the Faculty without delay.

02. Approval of Medical Certificates

Please follow the below instruction for approving a Medical Certificate

- 2.1 Medical Certificates submitted by candidates will be sent to the Medical Officer of the University for observations and will be submitted to the next immediate Faculty Board meeting for approval.
- 2.2 If the Medical Officer is requested to obtain observations from the Medical Board, such Medical Certificate shall be forwarded to the Medical Board with the permission of the Faculty Board.
- 2.3 The decisions taken on Medical Certificate should be informed to the candidate and copies of those shall be sent to the Student Affairs Branch and the Personal file of the candidate.