

## Faculty of Science, University of Jaffna

### Application for request to excuse from attending the academic activities

<b>Name with initial(s)</b>			
<b>Reg. No.</b>		<b>Mobile No.</b>	
<b>E-mail Address</b>			
<b>Postal address</b>			
<b>Level of study (1G/1S/ 2G/2S/3G/3S/3M/4M/4X)</b>		<b>Subject combination or Specialisation</b>	
<b>Period of absence to be excused to the attendance of the course units</b>	<b>Course code</b>	<b>Dates</b>	
<b>Reason for the absence</b> Select (mark – ‘X’) the appropriate box  This request should be submitted with valid supportive documents within <b>three days from the date of resuming the academic activities</b>		An official university assignment – Specify the detail	
		Applicant’s wedding – Specify the date of the event	
		Sudden illness or Hospitalisation resulting from significant injuries or medical treatments – Specify the detail	
		Demise of a parent, guardian, or sibling – Specify the detail	
<b>No. of absent in lecture / practical for each course unit excused so far</b>			

I hereby declare that the information given above is true to the best of my knowledge and I am aware that the excuses will only be considered **up to 20 %** of the lectures conducted for the respective course unit.

.....  
Date

.....  
Applicant

**Recommended/Not Recommended the above request**

.....  
Date

.....  
Academic Counsellor/Director-Physical Education Unit

**Recommended/Not Recommended the above request**

.....  
Head/

**Approved/Not Approved the above request**

.....  
Date

.....  
Dean/Faculty of Science