

### Minimum attendance requirement to sit for End of Course Examinations

The Faculty Board of Science at its 199<sup>th</sup> meeting held on 03.11.2023 re-emphasized that the students must attend and participate in all academic activities to maintain 80% attendance in each course unit for sitting the End of Course Examination (ECE) of the particular course unit. The following valid excuses for absence from attending the academic activities will be entertained.

### Valid Excuses for Absence from attending the academic activities

- (i) If the absence is due to an official university assignment, such as representing the university in national or international games, competitions, or awarding ceremonies, the student should submit a letter of request to the Dean of the Faculty of Science. This request should be made on the recommendation of the Director/Physical Education Unit or relevant head of the departments or any other relevant authorized officer of the university.
- (ii) In the unfortunate event of the demise of a parent, guardian, or sibling, the student may be considered for an excused absence of up to ten working days.
- (iii) If the absence is due to the applicant's wedding, the student can request an excuse for up to five working days. This request should be made in advance to the Dean of the Faculty of Science, and it should be recommended by the Head of the Department. Valid documentary evidence should be provided to support the request.
- (iv) In the case of sudden illness or hospitalization resulting from significant injuries or medical treatments, the student should inform on or before the date of the lecture, laboratory class, or in-course assessment. On their return, a valid Medical Certificate (MC) issued by a Government Medical Officer or a Consultant Specialist or any other registered medical practitioner. The MC must also be certified by the University Medical Officer (UMO). The student should submit the valid MC within three working days from the date of resuming academic activities.

Five \*

The student, who requests such excuses, must submit the following attached application form along with the valid documentary evidence, to the Dean's Office within three working days from the date of resuming the academic activities, detailing the duration of his / her absence and reasons for the same in the aforementioned scenarios.

Faculty Board Faculty Board of Science at its 199 SP (I) meeting held on 14.11.2023 decided that the absence from attending the academic activities shall be excused for another 20% under the above circumstances (i) - (iv). Further, it was decided that the eligibility to sit the practical examinations will be decided by the relevant Heads of the Departments. The attendance percentage of the students who are admitted under the filling of vacancy will be considered from the first day of attending lectures to the relevant course unit.

Approval of the Senate is solicited for the above.

*Plauring*  
Dean, Faculty of Science

Dean / Science

The Senate at its <u>S/480th</u> meeting held on <u>30/01/2024</u> ..... approved/did not approve/Confirmed/noted the above <i>Noted</i> Secretary to the Senate
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\* The Faculty Board at its 203<sup>rd</sup> meeting decided to accept the MC within five working days from the date of resuming academic activities.

## 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><u>three days from the date of resuming the academic activities</u></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