

## Application to Appeal for Sitting Examinations (For Appeals)

Student number  Faculty

1. Full name of the student

2. Name with initials

3. Permanent address

4. Contact Information  
Mobile -   
Fixed -   
Email -

5. Have you obtained a Deferment? Yes  No

If yes, state

Current stage of the academic programme 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

6. Reasons for not being able to appear for the test

i) Medical reasons

ii) Other reason  
(Please specify)

Academic year for the examination in which you could not appear

Academic year for the examination in which you request to appear

\* Parts 7 and 8 are mandatory when filling for medical reasons.

7. Medical certificate number and date (for medical reasons)

8. Details of medical certificate submitted in the previous year's relevant to subjects applied for

Academic year medical certificates were submitted	Number of attempts	The subject code for the First Semester	Date of Examination	The subject code for the Second Semester	Date of Examination

Certification of the University Medical Officer:

1<sup>st</sup> Medical

2<sup>nd</sup> Medical

.....  
University Chief Medical Officer

.....  
University Medical Officer

9. Subject Codes of exams for which you were unable to sit and Recommendation of the Department / Faculty of study

The subject code for the 1 <sup>st</sup> Semester	Date of Examination	The subject code for the 2 <sup>nd</sup> Semester	Date of Examination	Other facts	Recommendation of the Department of study

I certify that this information is true and correct to the best of my knowledge. I am aware that if proved that misleading and inaccurate information is provided, my appeal will be rejected and disciplinary actions may be taken.

Signature of the student: .....

Date: .....

Entered medical information is accurate

Yes

☐

No

☐

Has appeared for the relevant examination

Yes

☐

No

☐

The subject codes mentioned are accurate

Yes

☐

No

☐

Submitted on time

Yes

☐

No

☐

How many times have medical certificates been submitted 1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

Recommendation of the Director / Inter-Faculty Curriculum Coordinating Unit or Faculty Exam Unit

Recommended / Not recommended

Signature: .....

Checked by : .....

Date: .....

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Has appeared for the relevant examination	Yes	<input type="text"/>	No	<input type="text"/>
The subject codes mentioned are correct	Yes	<input type="text"/>	No	<input type="text"/>

**Recommendation of the Dean of the Faculty - Recommended / not recommended**

Signature: .....

Checked by: .....

Date : .....

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**Recommendation of the Appeal Committee:**

Appeals Committee Meeting No .....

Date of Appeals Committee Meeting .....

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**Instructions**

When you submit the Appeals for Medical reasons,

1) You should submit the medical within 14 days after finishing relevant course unit.

If you could not appear for exams for several consecutive days, the Appeal should be submitted within 14 days of the last date you could not sit for the exam.

E.x.- If a student could not appear for exam modules scheduled for 1st ,2nd and 3rd date, the student may submit the Appeal within 14 days of the 3rd date he/she could not appear.

2) Admission card relevant for the Absent Subjects of the exam should be submitted with the application together with other documents.

3)As per the recommendation of Appeals Committee and Senate, only the following types of medical Certificates are accepted or examination purposes.

- A medical certificate issued by the University Medical Officer / University Ayurveda Medical Officer
- A medical Certificate issued by the Government hospital (Indigenous / Western) and MOH (Medical officer Health) for the infectious disease condition.
- A Medical certificate issued after hospitalization at government or private (Indigenous / Western) hospital.
- **Private medical certificate** (Western / indigenous) – **Only accept Medical Certificate issued by the relevant medical consultant**, which should be certified by the University Medical Officer.

4) Keeping a copy of the Appeals application and medical certificates may be useful.

The charges to be made for student's appeals to sit examinations and medical grounds, w.e. f. 2022/2023as follows

Kind of Payment	Revised Amount for course unit	2 <sup>nd</sup> ,3 <sup>rd</sup> Medical
Medical	Rs.100.00 Per course unit	Rs.500.00 Per course unit
Repeat or any other Situation	Rs. 500.00 Per course unit	

