



Examinations Unit
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura

EXAM UNIT
FMSC

NOTICE

Attendance Appeals

Degree Part I and II (Common Subjects)

All the students who have not been met with the attendance requirement of the faculty and wish to sit for the end-semester examination, could make an appeal for attendance. The Attendance Appeals Board for the respective years will be held at the Old Faculty Board Room of the Sri Soratha Mandeeraya as specified below,

	Date	Time
Degree Part II	2022.12.21	1.30pm to 5.00pm
Degree Part I	2022.12.22	9.00am to 2.00pm

Please adhere to the following instructions when making your appeal:

1. The appeal application form should be collected from the Examinations Unit Desk at FMSC (at the ground floor new building) and the duly filled form should be forwarded to the Appeals Board on the respective date by the student.
2. Obtain the date and time of your respective appeals board by making a note at the register which will be at the Exam unit counter (at the basement of the new building) **on 19th and 20th December 2022 from 10.00 A.M. – 4.00 P.M.**
3. Ensure that all evidentiary documents are presented in order to justify the reasons given in the appeal.
4. Ensure that all medical certificates forwarded as evidence are certified by the Chief Medical Officer of the University.

N.B. - Appeals after the above dates and times will not be subjected to consideration.

Dean (FMSC)
2022.12.16