

Medical Certificates

If a student has been prevented from sitting for a theory or practical examination or lectures due to medical reasons, the student should submit a Medical Certificate (MC) issued by the Chief Medical Officer (CMO)/ University Medical Officer (UMO) of the University of Colombo or a valid Medical Certificate recommended by the CMO/UMO if they seek relief. Such students should make a written request to the Dean of the Nursing Faculty/ SAR Examinations for relief indicating the reason for such absence within **three (3)** working days from the date of absence such examination/ lecture or practical. Students are advised to strictly adhere to the following guidelines in this regard. Failure to follow the guideline may result in the medical certificate being rejected and the absence being treated as one without a valid reason.

1. A student who falls ill during a period of examination should report to the CMO or UMO of the University of Colombo. The CMO or UMO will examine the student and issue a Medical Certificate if necessary.
2. The student should notify the Dean of the Nursing Faculty or SAR Examinations that CMO or UMO have agreed to issues a Medical Certificate within a period of **two (2)** weeks.
3. The student in question is advised to verify from the Dean of the Nursing Faculty or SAR Examinations whether the Medical Certificate has been received from the CMO or UMO.
4. If a student who resides outside the Colombo city limits falls ill during a period of examination or finds it difficult to report to the CMO or UMO due to seriousness of the illness should get treatment preferably from the nearest Government Medical Institution or in exceptional case from Registered Practitioner or a registered Institute. In such instance he/she should follow the procedure given below regard to submission of Medical Certificates.
 - All medical certificates other than those issued by the CMO or UMO must be submitted to the CMO or UMO through the Dean of the Nursing Faculty or SAR Examinations within **seven (7)** days from the last date of the recommended medical leave. The relevant student should be present at the University Medical Center along with the medical certificate.
 - The CMO or UMO shall have the discretion to decline to give his/her observation or recommendations on the Medical Certificates submitted or received after the above period.

- Only Medical Certificates falling into following categories will be accepted by the CMO or UMO for consideration when they are submitted in terms of the above guidelines
 - Medical Certificates issued by a Government Hospital/ District Medical officer
 - A medical certificate issued by a Private Medical Practitioner only if the period of leave is less than **five (5)** days, provided CMO/ UMO may, at their discretion, in appropriate cases may consider accepting a medical certificate issued by a Private Practitioner where the nature and seriousness of illness and the treatment administered, in the opinion of the CMO or UMO are acceptable
 - The CMO or UMO may request; receipt or payment for the Medical Certificate from Government Hospital, prescriptions of the medicines taken, reports of blood tests etc., of further proof of the illness and if the student fails to submit the required documents the application for the medical certificate may get rejected.
- 5. The CMO or UMO shall not take any responsibility for the acceptance or rejection of Medical certificates issued by any outside institution. It will be the responsibility of the student who has sought medical assistance from such institutions.
- 6. If and when necessary, the UMO arranges a Medical Board to consider a request for medical leave by a student.