

Candidates who wish to be selected for a course of study and a university for which he/she has indicated a lower preference should make an appeal as per the instructions given in the Section 4.4.

4.4 Procedure to make an appeal

After the completion of selection of candidates for admission under the normal intake for the academic year 2021/2022, the UGC will appoint an Appeals Committee to investigate and report on appeals made by candidates regarding the admission under the normal intake. Appeals will be entertained from the following;

- (a) Applicants who fall within the declared minimum Z-Score for selection for a particular course of study of a university for which the requirements for university admission have been fulfilled but not selected, subject to provisions made in Section 3 of this Handbook.
- (b) Applicants who have been selected for a particular course of study of a university, but consider that they qualify to be selected for another course of study of a university indicated by them for which the requirements for university admission have been fulfilled, subject to provisions made in Section 3 of this Handbook.
- (c) Applicants who request that their course of study of the university/higher educational institute be changed to another course of study of a university/higher educational institute to which they have given a lower preference for which the requirements for admission have been fulfilled. (In order to consider appeals for a change of course of study of a university/higher educational institute there should be vacancies in the relevant course of study of the university/higher educational institute. Students' order of Z-Score will be taken into consideration when there are more students who have appealed than vacancies).
- (d) Applicants who failed to apply for a particular course of study of a university/higher educational institute for which the requirements for admission have been fulfilled (In order to consider appeals under this category there should be vacancies in the relevant course of study of the university/higher educational institute. Students' order of Z-Score will be taken into consideration when there are more students who have appealed than vacancies).

The Appeals Committee will not consider appeals made in respect of the following and such appeals will not be acknowledged and payments will not be refunded.

- i. Admission under special provisions
- ii. Admission for special subjects under an additional intake
- iii. Admission under filling of vacancies

Those who wish to make an appeal should fill the specimen application mentioned in Annex-I of the Section 10 of this Handbook and send under registered cover to reach the Secretary - Appeals Committee on University Admissions, C/O University Grants Commission, No. 20, Ward Place, Colombo 07 within four (04) weeks from the date of publishing the Cut-Off-Points (COPs). The words "Appeals - University Admissions" should be indicated on the top left hand corner of the envelope.

A payment of Rs. 500/= should be made for every appeal. This payment should be made to the credit of the UGC Collection Account No. 0002323287 at Torrington Branch of the Bank of Ceylon or Collection Account No. 167-1-001-4-3169407 at Town Hall Branch of the People's Bank by filling in the paying-in-voucher for payment of cash to the UGC.

Every appeal should be accompanied by the counterfoil of the paying-in-voucher authenticated by the seal of one of the above-mentioned banks and the signature of an Authorised Officer on such counter foil. No appeals will be considered or notified without this payment. Also, incomplete or appeals with unclear reasons will be rejected.

Appeals through fax or e-mail will not be considered.

Specimen form for Appeals is also available on the UGC web site - www.ugc.ac.lk.

If you wish to send more than one appeal, you can use a photocopy of the specimen form for Appeals.

4.5 Procedure to make a complaint/objection regarding selection of a particular student for a course of study/ university

Persons who wish to object to the selection of a particular student for a given course of study of a university on the ground that he/she is not qualified for selection, can do so in writing to the Deputy Secretary/ University Admissions, University Grants Commission, No 20, Ward Place, Colombo 07.

When a complaint is made, the complainant should give as much information as possible about the student whose selection is objected to, stating the nature of the objection and wherever possible produce documentary evidence in support of the objection.

4.6 Postponement of admission

- (i) If any candidate selected for admission to a course of study of a university is desirous of obtaining a postponement of his/her admission, he/she may be granted such postponement provided that the university concerned is satisfied with the reasons adduced by the candidate.
- (ii) In every such case, the student should register at the University Grants Commission for the course of study of the university/higher educational institute to which he/she has been selected in the first instance, and an application be made to the Registrar of the university concerned indicating the specific grounds on which a postponement is sought before the commencement of the academic year.
- (iii) The maximum period for which such postponement is given will be one academic year.
- (iv) When a postponement is given, the candidate will be admitted to the same course of study of the university/higher educational institute for which he/she was selected earlier. Any candidate obtaining a postponement of admission will not be eligible to seek admission to any other course of study of a university/higher educational institute on the basis of the results of a G.C.E (Advanced Level) Examination held in a later year, after 2021.

4.7 Inquiries on university admission

All correspondence regarding admission to undergraduate courses should be addressed to;

Deputy Secretary/ University Admissions
University Grants Commission,
No 20, Ward Place,
Colombo 07

Telephone No.s : 011 - 2695301, 011 - 2695302, 011 - 2685758, 011 - 2123481,
011 - 2692357

Fax No. : 011 - 2691678

Web site : www.ugc.ac.lk

Correspondence with regard to the information about a particular course in a university should be addressed to the Registrar of the university concerned. The addresses of universities are given in Annex (c).