

NOTICE

All Students of the Faculty of Graduate Studies (FGS)

Please be informed that **any request related to your registered degree program must be submitted to the Secretary of the relevant Board of Study (BOS)**. This refers to the Assistant Registrar (AR), Senior Assistant Registrar (SAR), or Deputy Registrar (DR) of the respective faculty.

Requests may be submitted through any of the following methods:

- Email
- Postal mail (hard copy)
- Hand-delivery to the Secretary at the Dean's Office of the relevant faculty

While students may address their requests to the **Program Coordinator, Chairperson of the BOS, or the Dean of FGS**, it is mandatory that **all such requests be submitted to the Secretary of the BOS**, as the BOS serves as the **first recommending authority** for all student-related matters. Once received, the request will be forwarded to the Faculty of Graduate Studies (FGS) through the appropriate administrative channel with the necessary BOS recommendation.

Please note that **FGS will not be responsible for any documents submitted through unofficial channels or to persons other than the BOS Secretary**.

This procedure has been introduced to ensure the **smooth and efficient flow of documentation** and to **avoid delays or misplacement of student requests**. Following this channel will also help expedite the processing and response to your requests.

Your cooperation in strictly adhering to this process is highly appreciated.

Deputy Registrar

Faculty of Graduate Studies

University of Ruhuna