

OFFICE OF THE DEPUTY REGISTRAR

(Academic & Publication)

University of Moratuwa

September 30, 2025

All Senate Members

Subject: Formats for Certificates

I am forwarding herewith an extract of the minutes of the 562nd meeting of the Senate of this University held on 20.08.2025 and confirmed at the 563rd meeting held on 17.09.2025 for your information and necessary action.



Acting Deputy Registrar (Academic & Publication)
For Secretary (Senate)

562.07.13 Formats for Certificates

The Memo submitted by the Deputy Registrar/ Examinations & Registration was tabled and the **Senate approved** the following formats with standard font types and font sizes;

- I. Training Programmes
- II. Short Courses
- III. Staff Training Programmes
- IV. Short Courses for UOM Students

(Please refer **DMS [563.03.15](#)** for the tabled document)

Examinations & Registration Division
University of Moratuwa

To : Deputy Registrar / Academic & Publications
From : Deputy Registrar / Examinations
Date : 18th August 2025
Subject : **Formats for Certificates**

Approval of the Senate is sought for the following formats with Standard font types and font sizes as attached herewith.

- Training Programmes (Annex – I)
- Short Courses (Annex – II)
- Staff Training Programmes (Annex – III)
- Short Courses for UOM Students (Annex – IV)



Deputy Registrar
Examinations & Registration



Council
approved
Dept. logo

Department of Certificate Design
UNIVERSITY OF MORATUWA, SRI LANKA

Times New Roman, 22,
Bold

Times New Roman, 22, Bold

This is to certify that

Lucida Calligraphy, 12

.....
has participated in the 40-hour Training Programme in

Lucida Calligraphy,
12

Certificate Design

Lucida Calligraphy, 18, Bold

*conducted by the Department of Certificate Design,
University of Moratuwa, Sri Lanka*

Lucida Calligraphy, 12

.....
Programme co-ordinator

Lucida Calligraphy, 11

<Date>

Lucida Calligraphy, 11

.....
Head, Dept. of Certificate Design

Lucida Calligraphy, 11



UNIVERSITY OF MORATUWA, SRI LANKA

Times New Roman, 22, Bold

This is to certify that

Lucida Calligraphy, 12

.....
has completed with merit the 4-day short course in

Lucida Calligraphy, 12

Certificate Design

Lucida Calligraphy, 18, Bold

*conducted by Department of Certificate Design,
University of Moratuwa, Sri Lanka*

Lucida Calligraphy, 12

.....
Head, Dept. of Certificate Design

Lucida Calligraphy, 11

<Date>

Lucida Calligraphy, 11

.....
*Deputy Registrar,
Examinations & Registration*

Lucida Calligraphy, 11



Staff Development Centre
UNIVERSITY OF MORATUWA, SRI LANKA

Times New Roman, 22, Bold

Times New Roman, 22, Bold

This is to certify that

Lucida Calligraphy, 12

.....
*has completed with a grade of A
the 4-day Staff Training Programme in*

Lucida Calligraphy, 12

Certificate Design

Lucida Calligraphy, 18, Bold

*conducted by the Staff Development Centre,
University of Moratuwa, Sri Lanka*

Lucida Calligraphy, 12

.....
Director, Staff Development Centre

Lucida Calligraphy, 11

.....
Registrar

<Date>

Lucida Calligraphy, 11

Lucida Calligraphy, 11



Department of Certificate Design
UNIVERSITY OF MORATUWA, SRI LANKA

Times New Roman, 22,
Bold

Times New Roman, 22, Bold

This is to certify that

Lucida Calligraphy, 12

.....
*(Student Registration No. 123456X)
has completed with merit the 4-day course in*

Lucida Calligraphy, 12

Certificate Design

Lucida Calligraphy, 18, Bold

*conducted by Department of Certificate Design,
University of Moratuwa, Sri Lanka*

Lucida Calligraphy, 12

.....
Course co-ordinator

Lucida Calligraphy, 11

.....
Head, Dept. of Certificate Design

<Date>

Lucida Calligraphy, 11

Lucida Calligraphy, 11