

**Report of Senate Subcommittee on
Format of Certificates for Short Courses, etc.**
as revised based on Senate decision of 17th March 2010

Introduction

The University of Moratuwa issues certificates for several types of short courses and training programmes.

This document defines the features of such certificates, and is presented to Senate for approval. It is based on the study of a number of existing certificates, and is mainly a codification of existing practice. The draft formats are attached.

Types of Courses

Certificates for the following types of courses are covered by this document.

1. Training Programmes (for all recipients)
2. Short Courses (primarily for the public)
3. Staff Training Programmes
4. Short Courses for UoM Students

Common Features

All certificates will be printed on both sides of a single sheet of A4-size paper.

The front of the certificate will contain the following information.

- University crest / Council approved Dept. logo
- Name of recipient
- Name of the Course
- Duration of the course in days (provided each day comprises at least 6 hours of work) or hours
- Date of issue of certificate
- Signatures

The back of the certificate will contain

- Course Outline
- Dates on which the course was conducted
- Evaluation Scheme (if applicable)

Training Programmes

Certificates for training programmes will be issued by the Dept/Division/Centre conducting the programme.

If the department or other unit has a Council approved logo, it may be on the top right of the certificate, with the university crest on the top left. Otherwise, the university crest shall be on the top centre of the certificate.

The main heading will be:

Department of XXX
University of Moratuwa

The wording "has attended" or "has participated in" will be in the text following the name of the recipient.

The certificate will be signed by the course co-ordinator and head of dept., or equivalent.

Short Courses

Certificates for short courses will be issued by the university.

Certificates will have the university crest on the top centre.

The main heading will be:

University of Moratuwa

The wording "has successfully completed" will be in the text following the name of the recipient.

If the course has multiple levels of performance, text such as "with Distinction", "with Merit", "with an overall grade of A", etc. will be included (The performance criteria should be given on the back).

The duration of the course will be indicated in hours or days.

The certificate will be signed by the head of dept., or equivalent, and SAR Exams.

Staff Training Programmes

Certificates for staff training programmes will generally be issued by the Staff Development Centre.

Certificates will have the university crest on the top centre.

The main heading will be:

Staff Development Centre
University of Moratuwa

The wording "has completed" will be in the text following the name of the recipient.

If the course has multiple levels of performance, text such as "with Distinction", "with Merit", "with an overall grade of A", etc. will be included (The performance criteria should be given on the back).

The duration of the course will be indicated in hours or days.

The certificate will be signed by the Director SDC, and Registrar.

Students

Certificates for student training programmes will generally be issued by the dept/centre conducting the course.

Certificates will have the university crest on the top centre.

The main heading will be:

Department of XXX
University of Moratuwa

The text (Student Registration no. 123456x) will be shown under the name of the recipient.

The wording "has completed" will be in the text following the name of the recipient.

If the course has multiple levels of performance, text such as "with Distinction", "with Merit", "with an overall grade of A", etc. will be included (The performance criteria should be given on the back). The duration of the course will be indicated in hours or days.

The certificate will be signed by the course co-ordinator and head of dept (or equivalent).

(signed)

Prof. Kapila Jayasinghe



Prof. Gihan Dias

(signed)

Prof. Samitha Manawadu

(signed)

Mr. P. M. Karunaratne

2010 May 11



Council
approved Dept.
logo

Department of Certificate Design
UNIVERSITY OF MORATUWA, SRI LANKA

This is to certify that

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

Certificate Design

conducted by the Department of Certificate Design, University of Moratuwa.

Course co-ordinator

Head, Dept. of Certificate Design

31st February 2010



UNIVERSITY OF MORATUWA, SRI LANKA

This is to certify that

.....

*has completed with Merit
the 4-day short course in*

Certificate Design

conducted by the Department of Certificate Design, University of Moratuwa.

Head, Dept. of Certificate Design

Senior Asst. Registrar, Examinations

31st February 2010



**Staff Development Centre
UNIVERSITY OF MORATUWA, SRI LANKA**

This is to certify that

.....

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

Certificate Design

conducted by the Staff Development Centre, University of Moratuwa

Director, Staff Development Centre

Registrar

31st February 2010



Department of Certificate Design
UNIVERSITY OF MORATUWA, SRI LANKA

This is to certify that

.....
(Student Registration No. 123456x)

has completed with Merit

the 4-day Course in

Certificate Design

conducted by the Department of Certificate Design, University of Moratuwa.

Course co-ordinator

Head, Dept. of Certificate Design

31st February 2010