

Internal Circular No: ACD/2022/01

24.11.2022

University of Kelaniya

Deans of Faculties

Registrar

Librarian

Bursar

DR/SAR/ AR of Administrative Divisions /Faculties

Name to be written in Degree Certificate

This is with reference to the Commission circular no 09/2021 dated 05th November 2021 under the title, 'Name to be written on the Degree Certificate' (Copy Attached). The Name to be written on the Degree Certificate will be the name under which a student has registered for a course of study. Attention is paid to the fact that students may need to change their names during their course of study.

Accordingly, as per the provisions of the commission circular no 09/2021, all undergraduates should be aware that any request for a name change that falls under conditions (a) to (d), should be forwarded to the Academic Division with relevant evidence before the 'effective date of the Degree'.

As per the guidelines of the Senate, the effective date of the degree for any degree program is the first date of the following month in which the final examinations were held – i.e. If the Final examination was held in the month of November 2022, the effective date will be 1st of December 2022.

Further, you are kindly requested to make the student community aware of this requirement and take action to get the name changes done before sitting the final examination as the results will be released to the name under which they are registered.

After the final examination, no name changes would be allowed or accepted.



Senior Professor Nilanthi de Silva

Vice Chancellor



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 09/2021

No. 20, Ward Place
Colombo 07

05th November 2021

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

NAME TO BE WRITTEN ON THE DEGREE CERTIFICATE

Your kind attention is invited to the Commission Circular Nos. 292 of 09.11.1985 and 870 of 02.12.2005.

1. The Commission at its 1054th meeting held on 06.05.2021 having considered the instances where the student name given when registering for the Course of Study at Higher Education Institutions/Institutes could be changed during the course of study the provisions stipulated in previous Circulars issued in this regard decided as follows;
2. The name on the Degree Certificate will be that under which a student has registered for a course of study:

Provided however,

- a) Requests for changes of parts of a name are allowed only if each such part of name is in the Birth Certificate and the request is made with sufficient proof of same before the effective date of the Degree.
- b) Name changes will be recognized only if the request is made before the effective date of the Degree supported by the relevant documentation to prove that the proper legal procedure has been followed.
- c) In case of a member of clergy, upon reverting to lay life before the effective date of the Degree, the name appearing in the Birth Certificate will be written on the Degree Certificate.
- d) In case of a lay student upon becoming a member of clergy his/her new name can be written on the Degree Certificate on submission of legally accepted documents to prove his/her new name, i.e. Samanera/Upasampada Certificate, Silmatha Certificate, Ordination Certificate, etc., before the effective date of the Degree.

- e) Instances mentioned under (a)- (d) can be only allowed before the conferment of the Degree if the request for name change has been duly approved by the Council provided the recommendation of the Senate of the respective University has been obtained.
3. Commission Circular Nos. 292 of 09.11.1985 and 870 of 02.12.2005 are hereby rescinded, without prejudice to any action taken so far under such Circulars.
4. Please take action accordingly.



Senior Prof. Sampath Amaratunge
Chairman

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