

University of Moratuwa

Award of Postgraduate Diploma/MSc/MEng/MBA by Course

(This form shall be used to request Postgraduate Diploma, Master of Science, Master of Engineering and Master of Business Management degrees by course. A separate form available at the office of the Director Postgraduate Studies shall be used for postgraduate research degrees or degrees with major component of research). In addition, a duly completed Clearance Form should be submitted to SAR/Examinations by all postgraduate students as a pre-requisite to release results of the final examination and to obtain your degree/diploma Certificate or the Transcript).

Part A: (To be completed by the Student)	
Candidate's Name:	Registration Number
Department of Study.....	Date of Registration
Course Registration for Postgraduate Diploma/MSc/MEng/MBA in	
Type of Registration: Full time/Part time	Period of Study: FromTo
I, hereby, request for the award of Postgraduate Diploma/MSc/MEng/MBA in	
Student's signature	Date
Part B: (To be completed by the Course Co-ordinator). Item (b) & (c) are applicable only for MSc, Meng or MBA degrees)	
(a) The student has satisfied all the course requirements of the study program, and results have been ratified by the Board of Examiners.	
(b) The student was examined onby a panel duly appointed by the Senate, who are satisfied with the student's work. (reports attached).	
(c) Corrections to the dissertation (if any) have been made satisfactory, and submitted after corrections on	
Title of Dissertation:	
A bound copy of the dissertation has been submitted to the Head of Department Yes/No	
Another bound copy of the dissertation has been sent to the University Library Yes/No	
(d) Effective Date of the Degree/Diploma	
<i>(First day of the month after completion of all examinations required for award of the Degree and submission of corrected dissertation)</i>	
Course Co-ordinator's signature: Date:	
Part C: (To be completed by the Head of Department and endorsed by the Dean)	
I recommend the award of Postgraduate Diploma/MSc/MEng/MBA into the above student.	
Please check all details given above and obtain the Senate approval for award of the Diploma/Degree.	
Signature of the Head of Department:	Date:
Signature of Dean, Eng./Arch/IT:	Date:
Part D: (To be completed by the S A R/Examinations)	
To: Deputy Registrar (Academic)	
Results have been checked to be correct. The effective date is also confirmed.	
Please obtain the Senate approval for the award of the Postgraduate Diploma/MSc/MEng//MBA in	
.....to the above student.	
Signature of SAR/Examinations: Date:	

University of Moratuwa Student Clearance Form

Clearance should normally be made in the order shown. This Clearance Form should be submitted by all post-graduate students any time after their last examination. Diploma/degree results of the Students will not be released by the University until all clearances have been made.

Candidate's Full Name :

Registration Number :

Program of Study :

Department of Study :

Date of Last Examination :

Authorized Signatory	Description of Clearance	Signature	Date
1. Course Co-ordinator	All borrowed Materials returned, no dues to the laboratories.		
2. Librarian	All Books returned, no outstanding fines, registration cancelled.		
3. Director/Physical Education	No dues to the Sports Division.		
4. SAR/Welfare	Entitlements for Welfare facilities have ceased/not registered for such facilities.		
5. Medical Officer	Student Registration cancelled/Not registered for medical facilities		
6. SAR/Exams	All tuition and other fees have been paid. ID Card and Record Book invalidated.		
7. Student	All money due to me from the University has been received.		

I declare that all the signatures I have taken are the authentic signatures of the specified signatories.

.....
Signature of Student

This completed form should be submitted to the Senior Assistant Registrar/Examinations.

*Please strike off inapplicable words

*Recommended by the Sub-Committee held on 31st July 2003
Accepted by the Senate at its 288th meeting held on 17th September 2003*