



VC's Award and Dean's Award –2026 Call for Nominations

INTRODUCTION

The Vice Chancellor's Award and the Dean's Award shall be awarded annually to two students with the overall performance (academic and extracurricular activities) in each Faculty under the approved marking scheme. These awards are funded by the Campus and administered by the office of the Deputy Vice Chancellor with the collaboration of faculties, and assistance of the Examination and the Student Affairs branches.

DEFINITION

The Vice Chancellor's Award and the Dean's Award

The best overall student and the second-best student, who completed the academic programme from each faculty shall be selected under the approved marking scheme for the Vice Chancellor's Award and for the Dean's Award, respectively.

THE AWARD

A Medal and a Certificate of Achievement shall be awarded to the recipients under the approved marking scheme at the General Convocation and students of the graduating batch will be eligible for the Award.

APPLICATION PROCEDURE

- a) Students shall apply for the awards using the Application Form (Annexure 1) published on Saegis LMS. Application form can also be downloaded from the "Student Portal" in Saegis website site, www.saegis.ac.lk.
- b) Students shall submit certified copies of all the documentary evidence with the application.
- c) Students shall submit their application to the Registrar's office **on or before 16th October 2026 (Extended Deadline)**.
- d) Students shall prepare and participate in an interview if the selection panel requests.

ELIGIBILITY CRITERIA

Applicants must strictly meet the following criteria:

- a) **Academic Standing:** Minimum Second-Class Upper Division (Local) or Merit Pass (International).
- b) **Performance:** Passed all course examinations on the first attempt (no repeats).
- c) **Conduct:** No history of written warnings or disciplinary action.
- d) **Minimum Total Score:** 75+ marks (Vice Chancellor's Award) or 65+ marks (Dean's Award).

SELECTION MARKING SCHEME (100 Marks Total)

Category	Maximum Marks
A. Academic Excellence	50
B. Research	10
C. Sports Achievement	20
D. Extracurricular Activities	20
Total	100

TIMELINE

Activity	Deadline/ Date
Call for Application	22 nd September 2026
Extended Submission Deadline	16 th October 2026/ 5.00 PM
Verification of Documents	*for office use only

SUBMISSION DETAILS

Physical Delivery: Registrar's Office, 7th Floor, Saegis Campus

Dr Esmond De Silva
Registrar



Academic Year of Applying:

Application for Vice Chancellor's Award and Dean's award

INSTRUCTIONS

- Please complete this form in BLOCK LETTERS.
- Attach certified copies of all supporting documents (certificates, letters, publication proofs).
- Calculate your own estimated scores based on the criteria above.

SECTION 01: CANDIDATE INFORMATION

Field	Details
Full Name	
Registration Number	
Programme Name	
Faculty/Department	
Contact Number	
Email Address	

SECTION 02: ELIGIBILITY SELF-DECLARATION

(Please tick the appropriate box)

Criteria	Yes	No
1. I hold at least a Second-Class Upper Division (or Merit Pass).	[]	[]
2. I passed all course examinations on the first attempt.	[]	[]
3. I have no history of written warnings or disciplinary action.	[]	[]

SECTION 03: SCORING DETAILS

A. ACADEMIC EXCELLENCE (50 Marks)

- **Overall Percentage:** %

(Note: The Faculty will apply the scaling formula. Top candidate receives 50 marks; others are scaled proportionally.)

Academic Achievement Level	Max. pts allocated	Details	Final Grade/ GPA
Final Grade / Class	35 for First class/Distinction, 30 for Second Upper/Merit		
Dean's list/ Consistent highest academic performance	04 (01pt per academic year)		
Prizes or Awards (academic/professional qualification)	06 (02pts per award/prize)		
Professional Qualifications	05 (01pt per qualification completed)		
TOTAL			/50

SN: If the programme duration is shorter than four years, the maximum marks will be limited to the number of eligible academic years in that programme.

Participation certificates, attendance certificates, or awards without a competitive or merit-based selection process are not eligible. The same award may not be claimed under both this criterion and the "Professional Qualifications" criterion. Where an item could fall under both, it shall be assigned to the category that yields the higher mark, but not both.

Only qualifications completed during the candidate's current programme of study and up to the application closing date will be considered, unless otherwise approved by the selection committee.

B. RESEARCH (Max 10 Marks)

Achievement Type	Max. pts allocated	Details (Position, Publication Title, Event)	Marks Claimed
Patent or formally recognized innovation	03		
Journal Publication/ Book Chapter	03 (01pts per article/a book chapter)		
Peer-reviewed conference paper or presentation	02 (01pt per paper/presentation)		

Organizing Committee member- Conference or Symposium	02 (01pt per event)		
TOTAL			/10

SN: Non-duplication applies across sub-criteria. Only achievements received during the candidate's current programme of study and up to the application closing date will be considered.

C. SPORTS ACHIEVEMENT (Max 20 Marks)

Achievement Level	Max. pts allocated	Details (Event, Year, Team)	Marks Claimed
International representation or placing	08 (medal/ top 3), 06 (representation)		
National representation or placing	06 (medal/ top 3), 04 (representation)		
University/Inter-Faculty representation or placing	04 (champion/ runner-up/top 3), 02 (representation)		
University Captaincy	04 (02pts per sport/ per year)		
Participation	04 (01pt per sport/max 3 sports)		
TOTAL			/20

SN: Highest applicable achievement per sport should be counted to avoid double counting. Only achievements received during the candidate's current programme of study and up to the application closing date will be considered

D. EXTRACURRICULAR (Max 20 Marks)

Achievement Type	Max. pts allocated	Details (Position, Publication Title, Event)	Marks Claimed
Society President/Sec	06 (03pts per year)		
Executive committee member	03 (01pt per year)		
Batch Representative	02 (01pt per year)		

Significant Achievements (external recognition)	06 (03pts per award),		
Significant Project Leadership	04 (02pts per year)		
Recognize Community Volunteer aligned with SDGs	05 (min.40 hrs)		
TOTAL			/20

SN: Only achievements received during the candidate's current programme of study and up to the application closing date will be considered. Non-duplication applies.

SECTION 04: TOTAL ESTIMATED SCORE

- i. **Total A (Academic Excellence) : / 50**
- ii. **Total B (Research) : / 10**
- iii. **Total C (Sports Achievement) : / 20**
- iv. **Total D (Extracurricular) : / 20**
- v. **GRAND TOTAL : / 100**

SECTION 05: CANDIDATE DECLARATION

I hereby declare that the information provided above is true and accurate. I understand that any false information or failure to provide supporting documents will result in immediate disqualification.

Signature :

Date :

SECTION 06: OFFICIAL VERIFICATION (For Faculty Use Only)

Verification Item	Verified By (Initials)	Date
Academic Standing Verified		
Disciplinary Record Verified		
Documents & Evidence Verified		
Final Score Calculation		
Status: [☐] Approved [☐] Rejected		

Recommended by the committee members	Signature	Date
Dean		
Director Academic and International Affairs		
Approved by the Committee Chair	Signature	Date
Deputy Vice chancellor		
