



**University Grants Commission**

ESTABLISHMENTS CIRCULAR LETTER NO.03/2017

No.20, Ward Place,  
Colombo-07

08.02.2017

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes


**Common Undergraduate Curriculum and a Testing Mechanism for English Proficiency**  
**(University Test of English Language - UTEL)**

As per the recommendation of the Standing Committee on Teaching of English as a Second Language (TESL) and the Joint Meeting of the UGC & Committee of Vice Chancellors & Directors (CVCD), the University Grants Commission at its 957<sup>th</sup> meeting held on 19.01.2017 has decided to establish a Common Undergraduate Curriculum and a Testing Mechanism for English Proficiency called "UTEL Testing Services" at the University of Colombo with the support of University of Colombo School of Computing (UCSC) funded by the University Grants Commission.

Further, the University Grants Commission has decided that sitting for UTEL examination is compulsory for all students before they complete the degree programme to make UTEL certificates available for inclusion of the names of students in the convocation list.

A "Consultative Committee" will be appointed in this regard which comprises of one representative from each Higher Educational Institutions in order to make recommendations to establish a sustainable system to conduct UTEL tests continuously in the University system. This Consultative Committee is expected to make financial estimates for the same.

Please take action accordingly.

  
Prof. Mohan de Silva  
Chairman

- Cc :
1. Secretary, Ministry of Higher Education & Highways
  2. Chairman's Office/UGC
  3. Vice-Chairman/UGC
  4. Members of the UGC
  5. Secretary/UGC

6. Deans of Faculties
7. Registrars of Universities
8. Accountant/UGC
9. Bursars of Universities
10. Librarians/SAL/AL of the Higher Educational institutions/Institutes
11. Deputy Registrars/Snr. Asst Registrars/Asst. Registrar of Campuses/Institutes
12. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/ Institutes
13. Chief Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Snr. Asst. Int. Auditor/Asst/Int. Auditor of HEI
16. Secretaries of Trade Unions
17. Auditor-General

File No: UGC/AC/UTEL