

**AGA KHAN UNIVERSITY**  
**Guidelines, Policies and Procedures**

<b>Policy Name</b>	Names on Degrees, Diploma and Certificates Policy
<b>Policy Number</b>	027
<b>Approved by</b>	University Registrar
<b>Date of Original Approval</b>	April 28, 2014
<b>Date of Revisions</b>	NA
<b>Contact</b>	University Registrar

**1.0 GENERAL**

- 1.1 The Office of the Registrar maintains the record of the 'official name' for all students.
- 1.2 The name that appears on the degree, diploma or certificate will normally be in the same format as it is stored in the Registrar's Office records (generally, first name, middle name, last name).
- 1.3 Honorifics, e.g., Father, Brother, Sister, Doctor, Major, General, etc., nicknames or other designations are not permitted on a degree, diploma or certificate parchment.
- 1.4 Students are responsible for verifying that their name is correct on Registrar's Office records and, where applicable, to provide proof of any required changes, including hyphens, spaces, lower/upper case letters, accents, etc.
- 1.5 Unless a degree, diploma or certificate is lost or damaged, it is University policy to produce only one degree, diploma or certificate parchment. (See Policy #020, *Degree, Diploma and Certificate Parchment Replacement Policy*)

**2.0 PAKISTAN**

- 2.1 The Higher Education Commission, Pakistan (HEC) attests the academic degrees awarded by recognised universities in Pakistan.
- 2.2 In order for a degree to be attested by HEC, universities are required to produce degrees, diplomas and certificates in a standard manner.
- 2.3 The Office of the Registrar will produce the degrees, diplomas and certificates of programmes offered by AKU's Pakistan-based academic entities in the following manner:
  - 2.3.1 The name of the student must be the same as is listed on the student's matriculation, intermediate, bachelor's and master's degrees and Computerized National Identity Card / Passport.

- 2.3.2 For students with single names, the degree, diploma and certificate will list the student's name and, on the same line, the applicable notation "s/o" (son of) or "d/o" (daughter of) and the student's father's name.