

Application for Evaluation of Qualifications for Exemptions

Who needs to apply for Evaluation of Qualifications?

Only those who possess qualifications **NOT listed in the Student Guidebook 2021/22** need to apply.

IMPORTANT

Please note that only full qualifications are considered, and part qualifications will not be accepted. You are advised to check your qualifications with relevant departments and apply only if necessary.

The following documents must be attached to the Application Form:

- (a) Certified copies of all Educational/Professional Qualifications
- (b) Certified copies of the Syllabi of each subject of the course/programme to be evaluated
- (c) Certified copies of past papers of each subject of the course /programme to be evaluated
- (d) Handbook (Student Guidebook) of the Institution from which each qualification has been obtained

Note: Please note that applicant should provide certified English translations if the originals are in any other language.

The completed application form with relevant documents must be submitted to the Director, Centre for IT Education Services (CITES), The Open University of Sri Lanka, Nawala, Nugegoda as early as possible. **Applications received after May 20, 2021 or incomplete applications will not be processed.**

Please note that Courses in Level 3 and Courses in Level 4,5,6 will be delivered in 2 different delivery cycles. Therefore, only selected courses offered by the Dept. of Electrical and Computer Engineering in higher levels are available to offer in 2021/2022.

If you apply for Evaluation of Qualifications, please remember to ask at the registration counter whether you have been granted additional exemptions, when you come for document verification.

Part C

Provide the particulars of the Qualification you have already gained and that need to be evaluated:

(If you possess more than one qualification to be evaluated, please include additional copies of Part C & Part D of this form together with relevant documents)

Title of the Course/Programme	
Title of the award (i.e. Qualification)	
Name & Address of the Institution which awarded the above-mentioned qualification	
Duration of the Course/Programme	
Year of the award	
Is it Full time/ Part time?	
Entry requirements to follow the course/programme	

Part D

Details of courses/programme mentioned in Part C

1. Number of hours spent on each subject (Use separate sheet if necessary)

Subject/Course	Year	Time spent (Hours)			
		Lectures	Tutorials	Lab Work	Training

2. Provide the Laboratory experiments done in each subject to be evaluated (Use separate sheet if necessary)

Signature of Applicant:

Date:

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Exemptions Granted for the Applicant:

Department	Qualifications considered	Exemptions Granted (State if common for all)	Signature of the Head of the Department	Date