

Appendix 3

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 April 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.

Note: The exemption form can be downloaded from the faculty webpage:

<http://www.ou.ac.lk/engineering-technology/>