**Application for Evaluation of Qualifications for Exemptions**

**Faculty of Engineering Technology**

**Instructions:** This application is for the evaluation of courses of study programs that are outside the university for granting exemptions from the courses of the study programs offered by the faculty of engineering technology.

* Before filling the applications, the applicant must carefully refer the latest version of the students’ guidebook of the faculty (<https://ou.ac.lk/fengtec/>) and check whether the qualifications have been already evaluated. If the exemption of the qualifications is already given in the course exemption list of the guidebook, applying for the course exemption is NOT necessary
* The applicant also must read “Guidelines for the evaluation of programs /courses for granting exemptions” (<https://ou.ac.lk/fengtec/>) and familiarize the conditions and procedures laid down by the faculty for granting exemptions.
* Certified copies of all the documents required for the course evaluation should be submitted along with this application form. Insufficient evidence and information result the rejection of the application
* The receipt of payment for exemption evaluation also must be attached to the application form (Exemption evaluation fee (Rs. 300.00 per credit) can be paid to any regional /study center of the Open University of Sri Lanka)
* The results of the evaluation are uploaded to the faculty web page before commencing the new registration of the particular academic year.
* Duly filled application form together with all other relevant information should be reached to the following address on or before the date given in the faculty website (<https://ou.ac.lk/fengtec/>)

**Assistant Registrar**

**Faculty of Engineering Technology**

**The Open University of Sri Lanka**

**Nawala**

**Nugegoda**

**PART A: Applicant’s personal Information**

1. Full name of the applicant
2. Name with initials
3. Address
4. Mobile No
5. Telephone No (Residential / Office)
6. Occupation
7. Years of service after obtaining the qualification
8. State whether you are newly registered student or an already registered student:

**Part B: Program information**

1. Indicate the programme and area of specialization from which the course exemptions are requested

|  |  |  |
| --- | --- | --- |
| **Name of the program** | **Area of specialization** |  |
| Bachelor of Technology Honours in Engineering | Agricultural & Plantation Engineering |  |
| Civil Engineering |  |
| Computer Engineering |  |
| Electrical Engineering |  |
| Electronic & Communication Engineering |  |
| Mechanical Engineering |  |
| Mechatronics Engineering |  |
| Textile & Clothing Engineering |  |
| Bachelor of Industrial Studies Honours in Engineering | Agriculture |  |
| Apparel Production & Management |  |
| Fashion Design & Product Development |  |
| Textile Manufacture |  |
| Bachelor of Software Engineering | Software Engineering |  |

2. State whether you have the entry qualifications of the program stated in 1 (YES/NO)

*(Note: If your entry qualification comes under “**Obtained an equivalent or higher qualification acceptable to the Senate”,) this application form shall not apply). For further information refer the “Eligibility to admission” section given in the students guide book*

3. Provide the particulars of the Qualification(s) you have already gained and that are to be evaluated:

(If you possess more than one qualification to be evaluated, include additional copies of table 1 )

Table 1

|  |  |
| --- | --- |
| 1. Title of the Course/Programme (Ex: Degree /Diploma/ Certificate/….) |  |
| 1. Title of the award (i.e. Qualification) (Ex: BSc) |  |
| 1. Name and address of awarded institute |  |
| 1. Designation, name and contact details of the official of the institute whom can be contacted ( This should be at least head of the department of study) |  |
| 1. Entry requirements to follow the course/programme |  |
| 1. Duration of the Course/Programme |  |
| 1. Year of the award |  |
| 1. Nature of the program (Full time/ Part time) |  |
| 1. Institution or professional body that approved or accredited the program |  |
| 1. SLQF / NVQ level |  |

4. Details of the courses

Table 2

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course / subject tile | Year / semester /Level | Volume of learning (credits ) | Lectures  (hours) | Lab work  (3 hour sessions ) | Tutorial  (hours) | Field visits  (no days) | Training  (no of weeks) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Table 3

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course / subject tile | Assignments  (Numbers) | Mid term Tests  (numbers) | Field visit reports | Course work / mini project | Design Project | Training |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*(All the information given in the tables 2 should be supported by official/certified copy of the document (program handbook/students’ guidebook))*

*(All the information given in the table 3 should be supported by the copies of course components i.e. assignments, lab reports, etc.. for three years )*

5. Match the course of the OUSL program from which seeks the exemptions with the course(s) of the program that has been completed and obtained the certificate

|  |  |  |  |
| --- | --- | --- | --- |
| OUSL program | | Program that has been already completed | |
| Course code | Course title | Course code | Course title |
|  |  |  |  |
|  |  |  |  |

6. check list: Indicate whether the following documents are enclosed together with the application

|  |  |
| --- | --- |
| Certified Copy of Degree certificate |  |
| Copy of Transcript |  |
| Student guidebook |  |
| Program handbook |  |
| Web link |  |
| Document related to the Course evaluation forms |  |
| Certification from the relevant institution |  |
| Contact information of the institute concerned (tell / email) |  |
| Lab detail sheets |  |
| Project reports |  |
| Assignments |  |
| Final examination papers |  |

I herewith certify that all the information given above are true and correct.

Date Signature of Applicant