

IMPORTANT NOTICE

ONLY

FOR STUDENTS WHO HAVE REGISTERED FOR TRAINING MODULES FOR THE ACADEMIC YEAR 2023/2024

In view of applying for “Undergoing Training”/“Releasing of Training”, students should strictly follow the instructions given below to complete the registration for training and obtain **eligibility** for the registered industrial training modules (AGW, CVW, EEW, DMW, TAW).

1. Click the **web link** to open the **Google Form** received to **your individual official university email address (Student_ID@ousl.lk)**.

Note : If you do not receive the link from the relevant Training Engineer within a week from publishing this notice, please check whether your **S ID email address** is active.

2. **Compulsorily download** and save the [FET/TRG/01-2023|2024] Form (preferably “DOC” format) by clicking the **web link given in the first section of the Google Form**.
3. Fill the Form **in either way** of the following methods and **save** in **PDF Format**.
 - (i) By **typing** the required information in the “DOC” file itself and placing the **Digital Signature (scanned image)** → **[Saved Copy]**
 - (ii) By using the **pen** after obtaining a hardcopy of the Form and taking a **Scanned Copy of the same** → **[Scanned Copy]**
4. **Upload** the **PDF Version** of the **Saved Copy or Scanned Copy** to the **first section of the Google Form** available in the Web.
5. **Strictly fill** all the other requested details (**most importantly correct registered training course code**) and submit the Google Form **only once**. Please note that submitting the Google Form **more than once** is a **disqualification** for either undergoing training or releasing of training.

The duly filled Google Form along with the uploaded PDF Format of the FET/TRG/01 Form, should be submitted on or before 31st August 2024.

Please note that FET/TRG/01 **filled saved/ scanned copies send via email/upload to OULMS or filled hard copies send via post/fax will be Rejected** without prior notification.

Please note that Google Form submission with FET/TRG/01 Form uploaded, is compulsory as it is the sole CA component for the Eligibility of all Industrial Training Modules. Failure to submit it on or before the deadline will lead to the relevant training module/s been considered as **Repeat (FA)** as per new requirement approved by the Senate. Losing the Eligibility for the relevant module/s requires re-registration during the **next** academic year.

[Training Engineers / FET]