



**APPLICATION FOR
THE 12th CERTIFICATE COURSE IN TEACHING IN HIGHER
EDUCATION (CTHE)**

01	Name						
02	Date of Birth						
03	Address (Residential)						
04	Tel		05	Mobile Phone			
06	Gender		07	Civil Status			
08	Faculty		09	Department /Unit			
10	Office Tel		11	Email Address			
12	Designation		13	Permanent/Temporary			
14	Date of Appointment						
15	Educational Qualifications						
15.1	Basic Qualification (First Degree)						
15.2	Postgraduate Degree /Degrees (if any)						
16	Subject areas you cover in teaching						
17	Research area/ areas of your interest						
18	Particulars about your publications *						
18.1	In refereed journals (Number)		18.2	As extended abstracts (Numbers)		18.3	As abstracts (Numbers)
19	Please indicate your expectations from the SDC (Tick the appropriate cage/cages)						
19.1	Teaching in Higher Education Course		19.2	How to use Audio – Visuals for teaching			
19.3	Conduct of Assessments		19.4	Use of information Technology for preparing lectures			
19.5	Quality enhancement of the Academics		19.6	Research Methodology			
19.7	Any other (Please specify)						

20	<p>I understand that,</p> <p>A. The CTHE is conducted mostly on Wednesdays, Thursdays, Fridays, during weekends and public holidays and/or during the mid-semester break, study leave period, examination period and vacation at the Uva Wellassa University and is conducted in English medium.</p> <p>B. To pass the course, I have to fulfill the following:</p> <ul style="list-style-type: none"> • Submit and pass assignments given at the workshops (within 14 days after the workshop) • Conduct and pass the teaching practice evaluation. • Submit and pass the portfolio at the end of the course. <p>C. I have to devote at least 6 hrs/week for self-studies/independent learning</p> <p>D. I should have a minimum of 80% attendance with minimum 50% attendance for each of the 10 modules to qualify for the award of the certificate.</p> <p>E. The course fee is non refundable.</p> <p>Signature of the Applicant: Date:</p>						
21	<p>Course Fee</p> <table border="0"> <tr> <td>Permanent Members (Internal)</td> <td>Free of charge</td> </tr> <tr> <td>Temporary Staff Members (Internal)</td> <td>Rs. 15,000.00*</td> </tr> <tr> <td>External Applicants</td> <td>Rs. 30,000.00*</td> </tr> </table> <p>*Please attach the receipt of the payment received from Shroff, Uva Wellassa University to this application.</p>	Permanent Members (Internal)	Free of charge	Temporary Staff Members (Internal)	Rs. 15,000.00*	External Applicants	Rs. 30,000.00*
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Temporary Staff Members (Internal)	Rs. 15,000.00*						
External Applicants	Rs. 30,000.00*						
22	<p>Recommendation of the Head of the Department:</p> <p>I recommend / do not recommend this application. I have read and agreed to provide the necessary facilities, for the applicant to complete this course.</p> <p>I would like to release Dr/Mr/Ms/..... of my Department from lectures/examinations/other duties to attend the lectures/workshops organized by the Staff Development Centre (SDC) until the end of this course.</p> <p>Head /Dept. of.....</p> <p>Name:</p> <p>Tel: Email:</p> <p>Signature: Date:</p>						
23	<p>Recommendation of the Dean of the Faculty:</p> <p>I recommend /do not recommend this application.</p> <p>Dean /Faculty of</p> <p>Tel Email.....</p> <p>Signature: Date:</p>						

* Note: You may use a separate sheet if you need to provide more information