

# Certificate Course in Teaching in Higher Education 2020 <sup>CTHE – 23</sup>

Staff Development Centre, University of Colombo, PO Box 1490, Colombo (Phone: 011 2594899)

## Application Form with short C.V. and Institutional Certification

(It is proposed to commence the above course from March 2020, for permanent academic staff of universities. Please fill and return this 2-page Application Form and the questionnaire, before 20<sup>th</sup> December 2019 \*\*, to staff Development Centre, University of Colombo, P.O. Box 1490, Colombo. Acceptance to the course (or further queries of your application) will be e-mailed to the e-mail address given by you below, by January 17<sup>th</sup>, 2020.

\*\* PLEASE NOTE: Though applications are entertained up to 20<sup>th</sup> December 2019 (for 2 parallel batches), acceptance will cease earlier if places are filled up (you may therefore e-mail a filled advance-copy to [admin@sdcc.cmb.ac.lk](mailto:admin@sdcc.cmb.ac.lk))

I wish to make a formal application to follow the above course which will run from March to December 2020, with sessions being conducted at the Staff Development Centre, University of Colombo.

My personal details are as follows;

Name in Full: .....  
(Underline last/surname)

Name with initials: .....

Postal Address: .....  
(Please note: correspondence will be to your university address, and not to a private address)

e-mail: ..... Fax No.: ..... Tele. No.: .....  
(an e-mail address is required for the course)

Date of Birth: ..... Age at 31.12.2019: .....

Please underline: Male/ Female Married / Unmarried

Name(s) of your close family members (*e.g.* spouse, sibling/s) who have applied for this 'CTHE 23' (2020 course), if any: .....

### Your Academic qualifications:

Degree	Class awarded	Year awarded	Awarding University

### About your current University Occupation:

University: ..... Department: .....  
Present designation: ..... From (date) .....  
First appointed designation: ..... First appointed date: .....

### Your Duties and Responsibilities at University:

(PG = Postgraduate)

	Degree name	Course taught (in degree)	Year taught (mark X)					# of hours per year	# of students in course / class
			1	2	3	4	PG		
Lectures									
Practical/s									
Tutorials									
Examination Work									
Other duties									

I understand from this Personal Declaration that;

- A. I have received the calendar of dates and have reserved these for CTHE workshops.
- B. the course is run on **weekdays** (1 day per week at Colombo University <sup>separately as a Friday-batch or a Mondays-batch; 0900 to 1600</sup>) and is conducted in English. To pass the course, my Portfolio has to be submitted and the course has to be completed within 2 years of the first course-workshop.
- C. I should have a minimum of **80% attended participation** to qualify for award of the Certificate.
- D. I have to devote at least **6 hrs/week** on my own, over the course duration, for self-study
- E. I have to devote **more time** for self-study in the last 5 months of the course, when my Portfolio is being prepared and finalized.
- F. I shall be involved in some **teaching**, student **assessment** and basic university **administrative** work during the course duration, which will form the basis of my practical work for this course.
- G. I agree to attend a selection interview, if required. I understand that the course fee is non-refundable, that I will be struck off from the course if I do not attend my designated first workshop (to be held on Monday March 16<sup>th</sup>, or Friday March 20<sup>th</sup>, 2020) without a right to fee refund.
- H. Please fill: The course fee of Rs.....has to be paid before course commencement.
- I. I have completed the attached questionnaire on my own and it is attached to this application.

**I am / am not\* a permanent staff member** (\* strike off inappropriate word/s)

**I wish to enroll for this CTHE course because** (give one reason) .....

.....

.....  
 Date Signature of Applicant

I recommend the above application. I have **read** A to G, above, and agree to **provide** the necessary facilities for the applicant to complete this course, including leave on the workshop dates. Payment of the relevant **course fee**, as below, is also **approved** in the event that the applicant is accepted as a course participant.

(Please draw cheques to '**University of Colombo**')

Course fee per person			(MoHE=Ministry of Higher Ed)	
for staff from University of Colombo (UoC) (first time registrants)	for staff from Colombo University (to re-enroll after two years since first registration)	for staff from institutions of UoC and other universities, HEIs coming under <b>UGC</b> and MoHE	for staff from other state universities, HEIs coming under <b>other</b> ministries also	for staff from private universities (e.g. established under Companies Act)
none	Rs. 30,000/=	Rs. 30,000/=	Rs. 35,000/=	Rs. 100,000/=

.....  
 Date Head of Department (Signature & official seal)

.....  
 Date Dean (Signature & official seal)

.....  
 Date (official seal) Vice-Chancellor (Signature)

**Questionnaire to be submitted with the CTHE Application Form**

The purpose of this questionnaire is to identify your development requirements as a prospective CTHE course participant.

Please write your answers in the appropriate boxes as frankly as you can.

Note that there are no universally right or wrong answers for these questions.

You can type into the boxes or handwrite

1. What do you think your undergraduates **expect** from university education?

2. What is the most important learning that you expect your students to gain from **your teaching**?

3. What would you like to be **changed** in graduates' development through the **higher education** they receive in Sri Lankan universities?

4. What are the **attitudes / values** that you would like to see developed in your students while in the university?

5. What is the **most important difference** you like to see between the first year and the final year undergraduates of your university?

6. What do you think is the **objective(s)** in conducting the following **examinations** in the university?

1. continuous assessments:

  
  

2. year/ semester-end examinations:

Thank you

Please submit this completed questionnaire along with your CTHE application

Staff Development Centre, University of Colombo