**University of Colombo**

**Staff Development Centre (SDC) – Application**

**Short course in ‘MAKING TEACHING EFFECTIVE’ (MaTE – 2020/2021)**

(Application receipt deadline: 15th September 2020)

Applications are invited for the MaTE – 2020 course (course commencing in October 2020). This higher education teaching development course is offered to lecturers, assistant lecturers, demonstrators, instructors, tutors, etc employed on a temporary/contract basis. Places are limited and you may be called for a selection interview.

**To apply, please fill and return this 2-page Application Form and the questionnaire, before 15th September 2020 \*\*, to staff Development Centre, University of Colombo, P.O. Box 1490, Colombo. Acceptance to the course will be e-mailed to the e-mail address given by you below, by 25th September 2020**

\*\* PLEASE NOTE: Acceptance will cease earlier if please become filled (you may e-mail a filled advance-copy to [admin@sdc.cmb.ac.lk](mailto:admin@sdc.cmb.ac.lk))

I wish to make a formal application to follow the above course which will run from October 2020 to January 2021, with sessions being conducted at the Staff Development Centre, University of Colombo (mostly Wednesday).

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

My faculty semester dates (for 2020 teaching) are: ……………………………………………………………………………

(it is essential to be teaching during this course)

**Your Academic qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | Class awarded | Year awarded | University |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Your current University Occupation:**

University: ……………………………………………………………………………… Department: ……………………………………………………………

Present designation: ……………………………………………………………… From (date) ………………………………to ………………….….

**Your present work at University:** (PG = Postgraduate)

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

(\* strike off inappropriate word/s)

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I understand that;

1. The course is run on weekdays (1 day per week at Colombo University) and conducted in English.
2. I should have a minimum of **80% attendance** to qualify for award of the MaTE Certificate.
3. I have to devote at least **3 hrs/week** on my own, over the course duration, for self-study.
4. 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 the first workshop (to be held on 7th October 2020) without a right to a course fee refund, and that course fee has to be paid before 7th October 2020. I have no objection to use of course data/work for research to improve teaching.
5. To carry out my MaTE – 2020/2021 course practical work, I will be engaged in teaching during the course (from October 2020 to January 2021). In case teaching becomes ‘absent’, I will be struck off the course without a right to a course fee refund
6. I have to pay the course fee as I am a temporary academic staff member of the University of Colombo (faculty/campus). (Please draw cheques in favor of ‘University of Colombo’)

|  |  |  |
| --- | --- | --- |
| Course fee schedule (per person) | | |
| For temporary academic staff from UoC | For staff from Institutions of UoC, other universities and Higher Educational Institutes | For staff from further education institutions, SLIATE, private universities, etc |
| Rs. 5,000/= | Rs. 10,000/= | Rs. 15,000/= |

I have completed the questionnaire on my own and have attached it to this application.

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

……………………………………………………………………………………………………………………………………………………………………………

………………………… ……………………………………….

Date Signature of Applicant

I recommend the above application and will release the applicant for the MaTE -2020 course on 09 days (mostly Wednesdays), beginning in October 2020 in the event that the applicant is accepted as a course participant.

………………………… ……………………………………………………………………….

Date Head of Department (Signature & official seal)

………………………… ……………………………………………………………………….

Date Dean (Signature & official seal)

……………………… ………………………. …………………………………………………………………………

Date (official seal) Vice-Chancellor (Signature)

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Only for office use:…………………………...

**Questionnaire to be submitted with the MaTE Application Form-2020**

The purpose of this questionnaire is to identify your development requirements of the MaTE-2020/2021 course participants.

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

- 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 MaTE application

Staff Development Centre, University of Colombo