

APPLICATION FORM
WORKSHOP ON ACADEMIC ADMINISTRATION - 2018
STAFF DEVELOPMENT CENTER, EASTERN UNIVERSITY, SRI LANKA

My personal details are as follows:

Name in full:

(Rev./Prof./Dr./Mr./Mrs./Ms.)
 (Underline last name/surname)

Name with initials:

Postal address:

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E-mail:

(An e-mail is required for the course)

Fax no:

Tele No:

Sex:

Marital status:

University Occupation:

University:

Faculty:

Department:

Present designation: from (date):

Date of first appointment:

Administrative Positions held:

Position	Date		Campus / Institute / Department / Unit / Center
	From	To	

I understand that:

- A. The course will be conducted **bi-weekly only on Saturdays** in English medium.
- B. I should have a minimum of **80% attendance** to qualify for the award of the certificate.
- C. I have to involve in group activities and discussion panels to qualify for the award of certificate.
- D. I have to devote **more time for independent learning**.
- E. I shall be involved in **panel discussions** and basic university **administrative** work during the course which will form the basic knowledge in Academic Administration.
- F. I am a **permanent** staff member of recognized HEI.

Date:

Signature of applicant:

I **recommend** the above applicant. I have **read** and **agree** to provide the necessary facilities, as given in A to F above, for applicant to complete this course. Payment of the following fees is also approved in the event that the applicant is accepted as the workshop participant.

	For staff from University, Campuses HEI's etc. (verify with SDC in case if you have any doubts)
Course Fee	Rs. 15,000.00
Meals & refreshments for the workshops	Included in the course fee
Total	Rs. 15,000.00

Date:

Head of the Department:

Date:

Rector /Dean /Director:

Date:

Vice Chancellor: