**University of Colombo**

**Human Resource Development Centre (HRDC) – Application**

**Short course in ‘MAKING TEACHING EFFECTIVE’ (MaTE –2025)**

 (Application receipt deadline: 15th September 2025)

Applications are invited for the MaTE–2025 course (course commencing in October 2025). 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 in and return this 2-page Application Form and the questionnaire, before 15th September 2025 \*\*, to Human Resource Development Centre, University of Colombo, P.O. Box 1490, Colombo. Acceptance to the course will be emailed to the email address given by you provided below by 30th September 2025.**

\*\* Acceptance will close earlier if places become filled. (You may email a completed advance copy to **admin@hrdc.cmb.ac.lk**.)

I wish to make a formal application to follow the above course, which will run from October 2025, with sessions being conducted at the Human Resource Development Centre, University of Colombo (mostly Wednesdays).

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 15.09.2025: …………………………………………………………

Please underline: Male/ Female Married / Unmarried

My faculty semester dates (for 2025,2026 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 Unitname/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 or online) and conducted in English.
2. I should have a minimum of **80% attendance (attend at least 08 workshops)**  to qualify for the 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 15th October 2025 without a right to a course fee refund, and that the course fee has to be paid before 15th October 2025. I have no objection to the use of course data/work for research to improve teaching.
5. To carry out my MaTE–2025 course practical work, I will be engaged in teaching during the course (from October 2025 to March 2026. In case teaching becomes ‘absent’, I will be struck off the course without the 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 favour of ‘University of Colombo’)

|  |
| --- |
|  Course fee schedule (per person)  |
| For temporary academic staff from UoC | for staff from institutions of UoC and other universities, HEIs coming under **UGC** and MoHE | for staff from other state universities, HEIs coming under ***other*** ministries, private universities, etc |
| Rs. 8,000/= | Rs. 15,000/= | Rs. 20,000/= |

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

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

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

………………………… ……………………………………….

 Date Signature of Applicant

I recommend the above application and will release the applicant for the MaTE -2025 course on 09 days (mostly Wednesdays), beginning in January 2025 in the event that the applicant is accepted as a course participant.

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

Date Head of Department (Signature & official seal)

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

Date Dean (Signature & official seal)

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Only for office use:…………………………...

**Questionnaire to be submitted with the MaTE Application Form-2025**

The purpose of this questionnaire is to identify your development requirements of the MaTE-2025 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

Human Resource Development Centre, University of Colombo