



Department of Civil and Environmental Engineering
FACULTY OF ENGINEERING
UNIVERSITY OF RUHUNA
 Galle, Sri Lanka

*Affix photograph
 3.5cm × 4.5 cm*

APPLICATION FORM FOR MASTER OF ENGINEERING

The application form should accompany a bank slip of processing fee of Rs. 1500/-
 (deposited to the collection account of the University of Ruhuna through any branch of
 People’s Bank by giving the Ref. No. 32222200000017)

For Office Use Only

1. INITIAL SCREENING <i>(This data will be used for initial screening of the application)</i>	
Please select the field of specialization by inserting a cross mark (“X”)	
<input type="checkbox"/> Structural Engineering	<input type="checkbox"/> Water and Environmental Engineering
2. PERSONAL DATA	
FULL NAME: (Mr./Miss/Mrs./) <i>(Please write full name in capitals with surname underlined)</i>	
NAME WITH INITIALS : (Mr./Miss/Mrs./).....	
OFFICE ADDRESS:.....	Phone: Fax: E-mail:
HOME ADDRESS:	Phone:
MAILING ADDRESS:.....	
DATE AND PLACE OF BIRTH: CIVIL STATUS:..... GENDER (M/F):	NATIONAL ID NO.:

3. EDUCATIONAL QUALIFICATIONS (including postgraduate qualification/experience): **Please attach photocopies of certificate/s.**

A. Undergraduate and Postgraduate qualification (Please enclose document evidence)

From Month/Year	To Month/Year	University/Institute	Degree/Diploma etc.	Total Duration Months/Years	Class/grade

B. List University scholarships, prizes or other awards received in the chronological order. (Please enclose documentary evidence.)

C. RESEARCH PUBLICATIONS (If any):
(If necessary attach a separate sheet)

4. PROFESSIONAL QUALIFICATIONS AND WORK EXPERIENCE: **Please attach photocopies of certificate/s.**

Professional Qualifications	Membership Category	Year of Membership obtained

Total years of experience after graduation to date of the application:

A. Present Occupation

Date of joining	Name of the Organization	Title / Position hold	Sector (Public/Private /Statutory/Self-employed)

B. Previous employment

From Month/Year	From Month/Year	Name and address of the organization	Title/ Post held	Reason for leaving

5. OTHERS:

- A. Research proposal: All research proposals shall be typed/written and should include background, objectives, methodology and expected out comes. It is an added advantage to send the research proposal along with the application. **Those who opt to** submit it later shall do it before the end of first semester.

(please attach separate sheet if required)

B. NAMES AND ADDRESSES OF TWO REFEREES :

*Forms for Referees Report annexed hereto **should be attached to this application in sealed envelopes, signed across.***

1.

2.

C. MODE OF PAYMENT OF PROGRAMME FEE:

From personal funds / By employer / Other (Specify)

- D. If you are registered or intend to register for any other postgraduate qualification during the intended period of study of this program, give following detail.

1. Course
2. Administration number if any of already registered students
3. Department / University/ Institute
4. Date of completion of such course

6. DECLARATION:

I declare that all the particulars given above are correct to the best of my knowledge. I understand that any inaccurate or false information (or omission of material and information) will render this application invalid and that, if admitted and awarded a place on the basis of such information, my candidature can be terminated and be subjected to penalties as decided by the rules and regulations of the University of Ruhuna.

Date:

Signature of Applicant:

AVAILABILITY OF STUDY LEAVE (applicable to those who are employed):
State whether you are entitled to study leave for the period specified.

RECOMMENDATION OF THE HEAD OF THE INSTITUTION:

Mr./Ms. is presently attached to our institute. He/she has been working (Designation) for the last years.

If Mr. /Miss. /Mrs. is selected for the above program he/she would be/ not be released on full/part-time basis.

.....
Signature of Head of the Institution

Name :

Designation.....

Date :.....

Official Stamp:

Please send your application to:-

**Senior Assistant Registrar,
Faculty of Graduate Studies,
University of Ruhuna.
Wellamadama, Matara**

Check whether you have attached the following:

1. Affix a recently taken passport size (3.5 cm×4.5cm) photographs at the top right hand corner of the application
2. Copies of certificates of academic qualifications (e.g. Degree certificate with transcripts, etc)
3. Copies of certificates of membership / associate membership / Graduate ship of professional institutions.
4. Copies of certificates of employment records.
5. Letter of consent from employer regarding leave.
6. Letter of Sponsorship (if applicable).
7. Two Confidential Referee Reports in sealed envelopes, signed across.



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Referee Report Form (Confidential)

Confidential report on applicant for admission to postgraduate studies

SECTION I: Applicant’s details (This section must be completed by the Applicant)

Full Name of Applicant	
NIC No. of Applicant	
Degree Programme applied for	
Please select the field of specialization by inserting a cross mark (“X”)	
<input type="checkbox"/> M.Eng. in Structural Engineering	<input type="checkbox"/> M.Eng. in Water and Environmental Engineering

SECTION II: Referee’s report (This section must be completed by the Referee)

Referee’s Name			
Title		Institution	
Address			
Telephone		Email	

Please indicate your level of association with the applicant by ticking the appropriate box/boxes, below.	
This applicant was enrolled in my class/classes.	
This applicant’s Undergraduate Research Project was supervised by me.	
Though I have not taught or not supervised the applicant’s work, I have known the applicant for years.	
I supervised or directed the work of the applicant foryears.	
I do not know the applicant well enough to evaluate.	

Please include any other information (in the space given below or as an attachment) which you feel would assist us in making our decision; whether to admit the applicant to the programme.

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Please give your appraisal of the applicant in terms of the attributes/ qualities listed below. Rate the applicant in comparison to other students you have taught/supervised.

	Below average up to 40%	Average 40 - 60%	Above average 60 - 80%	Good 80 – 90%	Excellent 90% plus	Unable to comment
Technical competence						
Analytical ability						
Ability to plan and complete work						
Oral English expression skills						
Written English expression skills						
Motivation						
Emotional stability and maturity						

Please indicate your overall endorsement by ticking the appropriate box, below.

- | | |
|---|---|
| <input type="checkbox"/> Strongly recommend | <input type="checkbox"/> Recommend |
| <input type="checkbox"/> Recommend with some reservations | <input type="checkbox"/> Do not recommend |

Note: Please enclose the confidential report in an envelope and sign after sealing it. Please return the sealed envelope to the applicant who requires mailing it along with his/her application.

.....
Signature

.....
Date