



POSTGRADUATE DIPLOMA IN ENVIRONMENTAL PLANNING
DEPARTMENT OF TOWN & COUNTRY PLANNING
FACULTY OF ARCHITECTURE, UNIVERSITY OF MORATUWA

INSTRUCTIONS TO CANDIDATES

1. Please complete the application with clear hand writing or type writing.
2. Application should include the attached copies of the certificates of relevant educational, professional qualifications. Do not attach originals.
3. Applicants shall pay a 'non-refundable' processing fee of Rs.1000/-. Applications should accompany either: the receipt for this amount paid to the Shroff, University of Moratuwa (week days from 9.00am to 12.30 pm & 1.30 pm to 3.00 pm) or, the Pay-in-Voucher, obtainable at any Bank of Ceylon branch to the credit of 'University of Moratuwa-A/C No: 70993353'.
(Name of the degree programme and the full name of the applicant should be clearly marked on the bank slip)
4. Completed applications shall be submitted to:
Head, Department of Town & Country Planning,
University of Moratuwa, Katubedda, Moratuwa, Sri Lanka. 10400

(Name of the degree programme should be clearly marked on the top left-hand corner of the envelope)
5. The last date of receiving applications is 16th February 2018.
6. Successful applicants will be called for an interview and such applicants will have to produce the original certificates and evidence of the educational and other qualifications.
7. Selection is purely on merits, and applicants are strictly advised not look sought any action that may have undue influences on the selection procedures.
8. The tuition fee to complete the Postgraduate Diploma is Rs.210, 000/- (excluding tax), which can be paid in installments at the beginning of each semester. In addition to this each candidate will have to pay for Registration, Library facility, Examination fees etc.



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APPLICATION FOR THE ADMISSION: 2018/2020

01	Name in Full				
02	Name with Initials	(Rev/Mr/Ms/Dr)			
03	Permanent address				
04	Contact Details	Address			
		Telephone (mobile if available)			
		Email			
05	Date of Birth		Age as at 16.02.2018		
06	Nationality		07	Civil Status	
08	N I C / Passport Number				

09	Proficiency in English	Speaking			Reading			Writing		
		<i>Good</i>	<i>Fair</i>	<i>Weak</i>	<i>Good</i>	<i>Fair</i>	<i>Weak</i>	<i>Good</i>	<i>Fair</i>	<i>Weak</i>
10	Computer Literacy	<i>Good</i>			<i>Fair</i>			<i>Weak</i>		<i>NIL</i>
	MS office									
	GIS									
	Graphic/ CAD									
	Programming									
	Any other (specify)									

11	Academic Qualifications					
	<i>University/Institute</i>	<i>Degree/Diploma</i>	<i>Class, If any</i>	<i>Date of Enrolment</i>	<i>Date of Award</i>	<i>Core Subjects</i>

12	Professional Qualifications		
	<i>Institute</i>	<i>Membership Type</i>	<i>Date of Election</i>

13	Working Experience				
	<i>Organization</i>	<i>Position Held</i>	<i>Period (specify dates)</i>		<i>Type of work handled</i>
			<i>From</i>	<i>To</i>	

14	Other Achievements (Awards, Scholarships, Participation in International and Local Conferences, Training, workshops etc with relevant years)		

15	Publications and Presentations in Conferences and Seminars (International and Local Conferences)		
	<i>Title</i>	<i>Journal/Event</i>	<i>Year</i>

16	Names & Addresses of Referees	
	<i>First Referee</i>	<i>Second Referee</i>
	<i>Name</i>	<i>Name</i>
	<i>Designation</i>	<i>Designation</i>
	<i>Address</i>	<i>Address</i>
	<i>Telephone</i>	<i>Telephone</i>
	<i>email</i>	<i>email</i>
	<i>Applicant's relationship</i>	<i>Applicant's relationship</i>

17	Mode of Payment	
	<i>Receipt / Pay in Voucher Number</i>	

Write in not more than 200 words your reasons for wishing to follow the Course, and its relationship to your past experience and your intentions for future.
(You may use a separate sheet if the space is not sufficient)

Date

Applicant's Signature



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SELF ASSESSMENT FORM

Please assess your capacities in the following and attach this form to your application.

	Qualification	Marks	Self Assessment Mark	
1	University Degree			
	Honours or Special Degree of 04 Year Duration in Town & Country Planning, Architecture, Civil Engineering, Landscape Architecture, Transport & Logistics Management, Quantity Surveying, Facilities Management, Agriculture, Economics, Estate Management & Valuation, Geography, Law, Sociology, Applied sciences, Environmental Science, Forestry, Bio-Sciences	1 st Class or 2 nd Class (Upper Division)	10	
		2 nd Class (Lower Division)	08	
		Ordinary Pass	06	
	General Degree of 03 Year Duration	1 st Class or 2 nd Class (Upper Division)	08	
		2 nd Class (Lower Division)	06	
Ordinary Pass		05		
2	Postgraduate Diploma or Masters Degree in Urban/ Environmental Planning (Only 01 Qualification is considered)	Of minimum 01-year duration	02	
		Of minimum 02-year duration	03	
3	Relevant Experience in the area of Environmental Planning and Urban Development	More than 04 years	04	
		03-04 years	03	
		02-03 years	02	
		01-02 years	01	
		Less than one year	00	
4	Membership of a Professional Institute (Only 01 Membership is Considered)	Elected before 03 years	03	
		Elected before 01 year	02	
		Elected within less than 01 year	01	
5	Publications and Presentations	More than 01	02	
		One	01	
6	Extra Curricular Activities	Sports, Community Activities, etc.	02	
	Total			



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ACKNOWLEDGEMENT

(Please do not write anything on this page)

We acknowledge the receipt of the following items from:

1	Duly Completed Application	
2	Copies of the Certificates of Education & Professional Qualifications	
3	Self Assessment Form	
4	Receipt of Payment / Pay-in Voucher for Rs. 1000/-	