

## **Guidelines for the submission of Application**

- Make arrangements to submit duly filled recommendations from **two** independent referees as instructed in the form. (5<sup>th</sup> & 7<sup>th</sup> Pages of the application form)
- Check whether you have attached the following:
  1. Copies of certificates of academic qualifications.
  2. Copies of certificates of membership/associate membership/graduateship of professional institutions.
  3. Letter of consent from employer regarding leave / permission. (4<sup>th</sup> page of the application form)
  4. Letter of Sponsorship (if applicable.)
  5. Copies of birth certificate & national identity card
- Please hand over the duly filled application form to the Department of Civil Engineering, University of Moratuwa or send through **Registered Post** to :

**The Secretary Construction project Management PG Course  
M.Sc. in Construction Project Management  
Department of Civil Engineering  
University of Moratuwa  
Katubedda  
Moratuwa 10400**

- Closing date for applications is **16<sup>th</sup> November 2018**
- Please contact the Administration Officer (CPM) on Tel: 2650567 Ext: 2216 or Email: secretary.pmuom@gmail.com for further information.

### **Important Dates**

- **Closing Date for Application** : **16<sup>th</sup> of November 2018**
- **Date of Interviews** : **End of November 2018 (will be notified)**
- **Final selected list display** : **(December 2018)**
- **Registrations** : **(Date will be notified)**
- **Date of Commencement** : **01<sup>st</sup> February 2019**

**UNIVERSITY OF MORATUWA  
FACULTY OF ENGINEERING  
DEPARTMENT OF CIVIL ENGINEERING**

**Application Form for Master of Science in Construction Project Management**

**1. PERSONAL PARTICULARS**

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Ms. <input type="checkbox"/> .....	<b>Name in Full :</b> <i>(Write in BLOCK letters and <u>underline</u> surname/family name)</i>	<b>Marital Status</b> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> .....
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<b>Nationality</b> <input type="checkbox"/> Sri Lankan <input type="checkbox"/> Other ( <i>Specify</i> ).....	<b>National Identity Card No.</b> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>													<b>Date of Birth</b> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20%;">Year</td> <td style="width: 20%;">Month</td> <td style="width: 20%;">Day</td> </tr> </table>	Year	Month	Day	<b>Age</b>
Year	Month	Day																

<b>Home Address</b>          <b>Tel:</b> <b>E-mail:</b>	<b>Office Address</b>          <b>Tel/ Fax:</b> <b>E-mail:</b>	<b>Contact Address</b>          <b>Tel/ Fax:</b> <b>Mobile:</b> <b>E-mail:</b>
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**2. ACADEMIC QUALIFICATIONS**

**A. Post – secondary Education**

From Month / Year	To Month / Year	School Attended	Certificate / Diploma	Year

**B. Tertiary Education (Undergraduate and Postgraduate). Please attach ***copies*** of relevant certificates.**

From Month / Year	To Month / Year	Institution / University Attended, Country	Degree/ Main Subjects	Class/ Rank	Year

<b>C. TOEFL/GMAT</b>				
Is English your mother tongue? <b>Yes / No</b>				
If No:				
a) What is the highest examination you have passed in English?				
b) Your language of instruction at the University / Professional body :				
c) TOFEL / IELTS Score ( <i>If available</i> ) :				
d) GMAT / GRE Score ( <i>If available</i> ) :				
<b>D. Membership of Professional Bodies :</b>				
<b>From</b>	<b>To</b>	<b>Professional body</b>	<b>Post Held / membership Status</b>	
<b>E. List in chronological order any University scholarships, prizes or other awards received.</b>				
<b>3. WORK EXPERIENCE</b>				
Total Years of experience after graduation				
Total Years of experience after professional qualifications ( <i>eg. After C.Eng</i> )				
<b>A. Previous Occupations (<i>Please list jobs held last 5 years</i>)</b>				
<b>From Month / Year</b>	<b>To Month / Year</b>	<b>Name &amp; Address of firm / Organization</b>	<b>Title / Position</b>	<b>Nature of Work</b>
<b>B. Present Occupation</b>				
<b>Date of Joining</b>	<b>Name of Firm / Organization</b>	<b>Title / Position</b>	<b>Duties</b>	

<b>4. OTHER INFORMATION</b>	
<b>A.</b> Other relevant information ( <i>Such as courses attended, research undertaken, publications etc.</i> )	
<b>B.</b> Do you have any physical or other disabilities which might necessitate special arrangements?	
<b>C.</b> Source of finance for the study? <b>Privately / Sponsored</b> If sponsored, please specify the sponsor:	
<b>D.</b> Please describe briefly your reasons for wishing to study this course and how you see it fitting into your future career.	
<b>E.</b> Are you registered for any other postgraduate course? <b>Yes / No</b> If 'Yes' give details:	
<b>F.</b> Name, designation & address of two referees:	
1.	2.
<b>5. DECLARATION</b>	
I affirm that all statements made by me in this form are correct. I understand that any inaccurate or false information (or omission of any required 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 I can also be subject to any penalty dictated by the rules of the University of Moratuwa.	
<b>Date :</b>	<b>Signature :</b>

Please send your application to:-

**The Secretary Construction project Management PG Course  
M.Sc. in Construction Project Management  
Department of Civil Engineering  
University of Moratuwa  
Katubedda  
Moratuwa 10400**

**(Closing date for application is 16<sup>th</sup> November 2018)**

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**LETTER OF CONSENT FROM THE EMPLOYER**  
**GRANTING PERMISSION FOR STUDY**

The Course Coordinator  
**M.Sc. in Construction Project Management**  
Department of Civil Engineering  
University of Moratuwa  
Moratuwa 10400

**RE: Mr. / Mrs. / Ms. / Miss: .....**  
**Applicant for M.Sc. in Construction Project Management Programme in University of Moratuwa**

I understand that Mr./Mrs./Ms./Miss:..... who is working at our organisation has applied for MSc/PG Diploma in CPM Programme in the University of Moratuwa, scheduled to be commenced in February 2019

If he/she is selected:

- i. I grant/do not grant permission for him/her to pursue studies during Fridays (from 1.30 pm -7.30 pm) and Saturdays (from 8.30 am – 6.45 pm) during the study period.
- ii. I grant / do not grant official leave for him/her for attending classes.
- iii. Our organization will/will not sponsor him/her course fees.

I recommend /do not recommend Mr. /Mrs. /Ms. /Miss. .... for the above course.

Yours sincerely

Signature :.....

Name :.....

Designation :.....

Organisation :.....

Date :.....

**UNIVERSITY OF MORATUWA  
FACULTY OF ENGINEERING  
DEPARTMENT OF CIVIL ENGINEERING**

**LETTER OF RECOMMENDATION FOR MASTER OF SCIENCE IN CONSTRUCTION PROJECT  
MANAGEMENT**

**CONFIDENTIAL**

*Note to candidates: Please enter your name below and forward this form to your referee requesting that it be completed and returned to: The Secretary Construction project Management PG Course , M.Sc. in Construction Project Management, Department of Civil Engineering, University of Moratuwa, Katubedda, Moratuwa 10400*

1. Full Name of Applicant (Underline surname):

2. How long have you known the applicant and in what capacity?

3. What do you consider are his/her major talents or strengths?

4. What do you consider his/her major liabilities or weaknesses?

5. What do you think are the applicant's reasons for deciding to take this course? Do you think that these reasons are sound?

6. Please indicate how the applicant relates to the group in which you know him/her.

Quality/Skills	Outstanding	Very good	Good	Average	Poor
(a) Intellectual ability					
(b) Originality of work					
(c) Managerial ability					
(d) Technology interest					

7. Does the applicant show any evidence of career, personality or emotional problems? If so please explain.

8. If you are the employer or manager of this candidate, how this training will benefit his/her future career within your organization and how it contributes to your organization?

9. Any other comments :

Name of the Referee :

Signature :

Position :

Date :

Official address :

**UNIVERSITY OF MORATUWA  
FACULTY OF ENGINEERING  
DEPARTMENT OF CIVIL ENGINEERING**

**LETTER OF RECOMMENDATION FOR MASTER OF SCIENCE IN CONSTRUCTION PROJECT  
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9. Any other comments :					

Name of the Referee :

Signature :

Position :

Date :

Official address :