
Guidelines for Submission of Applications, and Registration

(For Study Programmes)

University of Vocational
Technology

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1. Submissions of Applications

- 1.1. A person who wishes to register for an academic programme offered by the **University of Vocational Technology (UNIVOTEC)** in a given academic year/Semester shall apply formally using the application form in response to a notice issued by the UNIVOTEC to that study programme.
- 1.2. Applicants shall submit their applications in the prescribed format (online, or on printed format, whichever relevant) and shall arrange it to be received by the University not later than the application closing date. The applicant shall also pay the required non-refundable application fee as stated in the advertisement.
- 1.3. Closing dates and application fees are determined as and when necessary by the relevant authority of the University.
- 1.4. The University will give sufficient publicity through suitable media announcing the submission of application, the study programme, application closing date, date of selection test, and date of registration and course fee. The relevant closing dates and application fees for each qualification are available at the University webpage.
- 1.5. University may adopt an application procedure that requires the registrant if selected, to be present physically at the registration desk, unless specific instructions are given regarding online application and registration procedure.
- 1.6. University may decide the magnitude of the intake for a given programme in a given academic year depending on the demand of that programme and resource capacity available in the University.
- 1.7. The University charges an “application fee” for each application for a given academic year. Under no circumstances that the application fee is transferable from the programme that applied for, and from the academic year that is specifically issued to.

2. Requirements of Applicants

- 2.1 Prior to submitting applications, the applicants shall check and ensure that they satisfy the following:
 - a. Reaching the minimum age if University has specified.
 - b. To be a Sri Lankan citizen

- c. Holding academic qualifications and/or Teaching experience /Industrial experience (whichever relevant) stipulated by the University relevant to the academic programme. (Applications with pending any academic results are not accepted unless forwarded through respective educational institutes with an assurance that the results would be released before the selection test. However, inability of the institute to release the results before the selection test and submission of the same by the applicant will not be considered as reason for the University to grant permission a candidate to sitting the selection test without results.)
- d. Valid documentary evidence to support above in **a, b** and **c**.
- e. Any other documents in addition to above as required by the University.
- f. Applications are accurately filled in conforming to the instructions given for completion of the application.
- g. Programme selected in the application is relevant to the applicant's qualifications.
- h. If the applicant wishes to receive a feedback from the University in effect that the University has received your application, you shall include a self-addressed, stamped post card, or state your e-mail address clearly on the application.
- i. The applicant has acquired the relevant qualifications on or before the stipulated date as given in the instructions for applications.
- j. That the application is received by the University on or before the closing date.
- k. Followed the instructions given prior to prepare and submit "Application for admission."
- l. Copies of all documentary evidence that are requested by the University are enclosed.
- m. Original copy of the payment receipt issued by the bank is enclosed.

2.2 It is the responsibility of the prospective applicants to be aware of the above information and submit the application formally in conforming to the instructions given with the application. Submission of inaccurate information, or incomplete information or failure to meet deadlines will cause rejection of the application.

3. Employees of Organizations

If the applicant is an employee of an organization, he/she shall submit the following:

- a. Certificate of sponsorship, if applicable.
- b. Assurance from the employer for study leave.
- c. Certificate of employment or valid documentary evidence to support the employment, industrial experience or teaching experience, whichever applicable to support the selection process of the relevant study programme.
- d. If the applicant is employed and he/she applies for a study programme to be followed on part time basis or full time basis, but the applicant is reluctant to obtain necessary documents from his/her employer, it is his/her own responsibility to satisfy the requirements of academic acuties of the study programme as stipulated by the University.

4. Registration

4.1. Registration Process

The University will select the students from among the applicants whose applications have been verified and after a suitable screening process prior to registration.

4.2 The screening procedure shall basically consist of inspection of application and the supporting documents submitted, selection test, and interview/s.

4.3 Until the registration is complete the University Management Information System (MIS) provides the following status for each and every application.

- a) "Application Accepted" -
- b) "Application conditionally accepted"
- c) "Application not accepted".

- 4.4. The above status of applicants will be made available through the University' webpage under the link www.univotec.ac.lk and published by the Student Services Unit (SSU).

Application status is clarified below:

- a. "Accepted"- Application is accepted and the applicant qualifies to sit the selection test.
- b. "Conditionally Accepted." The applicants of this category are those who are awaiting certificates to support entry qualifications required for the study programme. Such applicants if selected shall submit the certificates in question on or before the date of selection test, and will be rejected otherwise.

The admission status is changed to "Accepted" if these applicants comply with this requirement before the date of selection test at any time. This status will be changed to "Not Accepted" if the applicant fails to produce the certificate of qualifications before the date of selection test.

- c. "Not accepted" – These applications cannot be entertained under any circumstances

- 4.5. Those applicants who fall into the category (c) ("Not Accepted") will be informed by the University before the date of selection test that their applications were rejected with giving reasons to do so. The decision of the University on this matter is final and further negotiations, communications and appealing against this decision are not possible under normal circumstances.

- 4.6. Failure to provide accurate information clear information and adherence to meeting submission date, lack of information etc. will be reasons for the "Not Accepted" status of the applications.

5. Payment of application processing fee

- 5.1. The applicant is required to fill the paying slip to the value of Rs./= (as decided by the University) from any branch or Bank of Ceylon to the credit of “University of Vocational Technology: A/C No. 0070308457. The applicant shall also fill the paying voucher prior to pay the fees to the bank. This voucher with the bank’s certification and the third copy of the bank paying slip shall accompany the application form.
- 5.2. Alternatively, the applicant may pay the fees to the University Shroff at the paying counter of the University instead of paying it to the bank.

6. Selection Test

- 6.1. Appearing for a Selection Test and/or Interview
The University may decide appropriately the selection procedure. The procedure may involve a selection test or an interview or both as the University decides.
Accordingly, the applicants shall sit a selection test and /or an interview when the University requests to do so.
 - 6.1.1 Upon the receipt of the application, the University will assign an admission code to each application, and this will be the reference No. for all official purposes until the applicant registers as a student in the University. Once the applicant is registered and has become the student, this admission code (reference No.) has no effect.
- 6.2. Only those whose applications falling into “Accepted” and “conditionally Accepted” categories will be called for a Selection Test. The applicant will be informed officially and/or his/her name will be published on University website giving the date of the selection test, its time and venue by the Student Service Unit (SSU).

- 6.3. Admission card, instructions for examinations, etc., will be sent to the student by post to the address given in the application form in addition to the method of providing information in 6.3.
- 6.4. The applicant shall get the admission card attested by the relevant officer as stated in the document.
- 6.5. Those who are required to sit the selection test shall possess with them the following when they enter into the hall, where the test is conducted:
 - a. Duly completed admission card
 - b. Notice of calling for the test
 - c. Any other, such as stationery as specified in the notice
 - d. National Identity card or valid passport for the purpose of identification
- 6.6. The appropriate bodies of the University will have the right and the discretion to draw up the assessment criterion at the selection test and screening procedure. The criterion will be known to the applicants.
- 6.7. Academic achievement of the applicant, recommendations from the Quality Assurance, Admission and Accreditation Council and/or Academic Council and performances of the selection test, where relevant will be considered by the Evaluation Committee nominated by the relevant Faculty and approved by the Academic Council of the University.

7. An Interview

- 7.1 The University may decide whether to hold an interview to support the selection process.
- 7.2 The student shall personally appear before the interview panel when requested to do so.
- 7.3 The student shall observe the interview etiquettes, while appearing before the interview panel.
- 7.4 Applicants are expected to produce original copies of certificates during the interview.

- 7.5 The results of the selection test and the interview are the decisive factor considered by the members of the Committee on Admissions in their deliberations regarding each applicant's suitability for the study programme.
- 7.6 The details of the selected applicants for registration will be published at the University webpage.
- 7.7 Once selected, if the applicant needs any assistance in taking further academic decisions, he/she may consult the Student Service Unit (SSU).
- 7.8 Any external or internal influence on the members of the Committee during the screening process in favour of a particular candidate/s will be considered as a reason to disqualify the applicant/s.

8. Registration

- 8.1 Registration is the acceptance of the selected applicant as a student in the University. Prior to registration the applicant is issued with an offer letter for a particular academic programme along with a voucher to pay the relevant course fee, of which following may be the constituents:
 - a) Registration fee – To be paid at the first registration and subsequently at re-registrations
 - b) Tuition fee
 - c) Facility fee
 - d) Library deposit (Refundable)
 - e) Library fees (non refundable)
 - f) Laboratory fee if applicable (non refundable)
- 8.2 The letter calling for registration will request the applicant to produce the original documents of the following:
 - a. School leaving certificate.
 - b. National Identity Card or Passport.
 - c. Birth Certificate.
 - d. Certificates of all academic qualifications.

- e. Documents requested to be obtained from the employer.
 - f. Any other documents depending on the study programme.
 - g. Documentary evidence for the payment of the Registration fees, course fees, Library fees, etc.
- 8.3 University has no obligations to refund the above fees in case of a disqualification of an applicant for reasons due to lapse/s from the part of the applicant at the registration stage.
- 8.4 The applicant who is duly registered for an academic programme shall become a student of the University and will receive a Student number and a Student Identification Card.
- 8.5 The selected candidate shall personally appear before the registration desk for registration, unless the provision is available for online registration.
- 8.6 Under exceptional circumstances, a selected candidate may send his/her close relative with all original documents stated under 8.2 above, but prior permission from the relevant Dean obtained for inability of the candidate to be present in person.
- 8.7 The selected candidate is required to appear at the registration desk on a given date and a time for registration. Failure to do so will not arrange additional registration dates for her/him for this purpose.

9 Deferment of Registration

- 9.1. Once the applicant is selected and informed about the selection, if he/she fails to register to the programme on the stipulated date the University considers that the applicant is not keen registering in the programme and will be dealt with accordingly.
- 9.2. Once registered to a programme the student shall not attempt to withdraw or postpone the following of the programme under any circumstance.
- 9.3. However, under exceptional circumstance, the Academic Council on the recommendation of the Faculty Board may consider the withdrawal or deferment from the programme if officially communicated to the Dean

within a month from the date of registration. If the Academic Council approves the request, such students will be refunded only 75% of the tuition fee and other refundable fees, but not the registration fee or any others. After the lapse of one month the Faculty will not entertain any request made to withdraw from the programme or for a deferment. Any student who make such a request after the above deadline and inactive with the study programme will be treated as he/she abandoned the study programme

- 9.4. Deferment if approved is normally allowed for a period of one academic year only, unless the Academic Council on the recommendation of the Faculty Board takes a different decision. In case of a deferment, the fees applicable to succeeding academic year will be effective, and the student shall pay any difference to meet any new fees in the succeeding year. Such students are not required to sit any new selection test and should follow the programme on the same basis (fulltime or part time) on which the student registered in the preceding year.

A student who opted to follow a particular programme may request to change previously selected programme, provided that he/she makes an official request to the relevant Dean and does so within the first month from the date of registration. The approval to change the programme depends on the decision of the relevant Dean of the Faculty based on several factors. The students shall note that making the above change at the request of the student is not an easy task and also not guaranteed always.

- 9.5. An applicant whose application has been declined to accept may request for reasons for doing so from the University Student Service Unit (SSU).

10. General Information

- 10.1. Post orientation is the process that the student is given an opportunity to learn and familiarize about the University, its services and resources. The relevant academic staff in the relevant Faculty and academic department/s will be responsible in this exercise.
- 10.2. The registered student shall contact Registrar, Student Services Unit in order to obtain a valid University identity card. The University identity card is an important document of the student and it should be produced to any member of the academic or/ administrative staff when requested to do so within the University premises.
- 10.3. Although a student can carry the University Identity Card when he/she is outside the University premises, it is not a substitute to the National Identity Card, and the legal authorities which maintain the law and order of the country may require National Identity card.
- 10.4. Once the Students loses his/her University Identity Card from his possession, he/she should immediately inform about it to the Assistant Registrar, Student Service Unit (SSU) and obtain a temporary letter to prove his/her studentship until he/she is issued with the new student identity card, which is a duplicate. The University will charge a nominal fee to issue a duplicate identity card.
- 10.5. A student is required to register annually as far as he/she is selected to follow a study programme and continues to study in the University from the beginning to end of the programme.
- 10.6. Once registered at the commencement of the programme in the first year, the admission to subsequent academic years or semester of the same academic programme is Re-Registration.

- 10.7. If a student wishes to defer his registration at the beginning of any academic year to the beginning of the subsequent year, he/she should maintain the studentship by paying the student re-registration fee applicable to that academic year and re-registration cannot be deferred more than two consequent academic years. Any student who refuses to maintain the studentship without any valid reason will be treated as abandoned the study programme.
- 10.8. A student who wishes to defer his/her registration shall obtain prior permission from the relevant Dean of the Faculty, and the student shall keep a copy of the approval letter with her/him and it is his/her responsibility to produce this letter at the re- registration. Such deferment is done with the approval of the academic Council only.