**Reference No:**

**Office use only**

**Application form for Faculty Award**

**Faculty of Islamic Studies and Arabic Language**

**South Eastern University of Sri Lanka**

***Instructions:***

*Read eligibility criteria carefully before filling the application form.*

*Duly completed application together with* ***certified copies of*** *relevant certificates/ documentary proofs, should be submitted to the Office of the Dean, FIA on or before the dead line.*

**1. Personal details**

Title: Mr. / Ms.

Full Name: ………………………………………………………………………………………..

……………………………………………………………………………………….. Name with Initials: ……………………………………………………………………………….

Reg. No: ………………………………. NIC. No: …………………………………… Date of Birth: …………………………. Sex: Male / Female

Contact Address: …………………………………………………………………………………. Telephone No: ………………………... Mobile No: ………………..………...........

Email Address: ……………………………………………………………………………………

**2. Details of the Degree Programme for which you have been registered**

Name of the degree programme: ………………………………………………………………...

Year: (1st year/2nd year/3rd year/4th year)

Date of registration: …………………………………………………………………………........

**3. Academic Performance**

**3.1** Have you completed all academic requirements and compulsory courses for the respective academic year? Yes No



**3.2** Have you obtained GPA of 3.30 or above in each semester? Yes  No 

**3.3 Medals / Prizes**:

**………………………………………………………………………………………………………...**

**………………………………………………………………………………………………………...**

**4. Research & Publications**

*(Please attach certified copies of documentary evidence for all books/ Journals/posters, published)*

**4.1 Details of publications on Indexed Journals**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name of the Indexed Journal, Publisher &***  ***ISSN No.*** | ***Month, Year & Volume***  ***No.*** | ***Title of the paper*** | ***1Your Involvement*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**1** First Author, Second Author or Other (Please specify)

**4.2 Details of publications on Non Indexed Journals (peer reviewed)**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name of the Indexed Journal, Publisher &***  ***ISSN No.*** | ***Month, Year & Volume***  ***No.*** | ***Title of the paper*** | ***1Your Involvement*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**1 First Author, Second Author or Other (Please specify)**

**4.3 Details of Oral presentations**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Conference / Seminar*** | ***Date/s*** | ***Title of the paper*** | ***1Your Involvement*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**1 First Author, Second Author or Other (specify)**

**4.4 Details of poster presentations**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Conference / Seminar*** | ***Date/s*** | ***Title of the paper*** | ***1Your Involvement*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**1 First *Author, Second Author or Other (please specify)***

**4.5 Details of Author / Editor of a book**

***Details of Books published***

*(Please attach certified copies of documentary evidence for all books published)*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Titles of Books*** | ***Publisher and ISBN No.*** | ***Month/Year of***  ***Achievement*** | ***1Your Involvement*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**1Author / editor of a book, Author of a book chapter**

**4.6 1Notable contribution to National/ Institutional research project**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Project Name*** | ***National / Institutional*** | ***Duration of the Project*** | ***Your Contribution (Investigator/ Acknowledgement)*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4.7 Details of Research Awards**

|  |  |
| --- | --- |
| ***1Award Received*** | ***Description of the Academic Activity*** |
|  |  |
|  |  |
|  |  |

1 National Award, Best oral presentation, Best poster presentation or other. (Please specify)

**4.8 Details of Scholarships/Fellowships if received**

**………………………………………………………………………………………………………...**

**………………………………………………………………………………………………………...**

**5. Sports Achievements**

**Provide following information on sports achievements**

*(Please attach certified copies of documentary evidence for all you cited)*

**5.1 Representation**

(Including board games – Carom & Chess)

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name of the Competition*** | ***1Team*** | ***Member/ Captain*** | ***Held on*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1Sri Lankan National Team/University-International Representation / University-National Representation / Faculty etc.

**5.2 Colours**

|  |  |  |
| --- | --- | --- |
| ***Name of the Competition*** | ***1 Colours obtained*** | ***Held on*** |
|  |  |  |
|  |  |  |
|  |  |  |

**1** Faculty/University

**5.3 Sports Award (Awarded as Team member or Individual)**

|  |  |  |
| --- | --- | --- |
| ***Name of the Competition*** | ***1 Medal/Place obtained*** | ***Month/Year of Competition*** |
|  |  |  |
|  |  |  |
|  |  |  |

**1**Medal – Gold, Silver, Bronze, Place – 1st, 2nd, 3rd

**5.4 Special Sports Awards**

|  |  |  |
| --- | --- | --- |
| ***Name of the Competition*** | ***1Special award received*** | ***Month/Year of Competition*** |
|  |  |  |
|  |  |  |
|  |  |  |

**1** Sportsman/Athlete of the year etc.

**6. Extracurricular Activities**

***(Please attach certified copies of documentary evidence for all you cited)***

**6.1 Positions held at registered University or Faculty Societies**

|  |  |  |
| --- | --- | --- |
| ***Name of the registered society*** | ***1Position held*** | ***Duration*** |
|  |  |  |
|  |  |  |
|  |  |  |

**1** President/ Secretary/Treasurer/Editor/Vice President/Assistant Secretary/Editor/Committee

Member

**6.2 Positions held at other registered Societies**

|  |  |  |
| --- | --- | --- |
| ***Name of the registered society*** | ***1Position held*** | ***Duration*** |
|  |  |  |
|  |  |  |
|  |  |  |

**1** President/ Secretary/Treasurer/Editor/Vice President/Assistant Secretary/Editor/Committee Member

**6.3 Aesthetic, cultural and social activities – Creativity and exceptional ability in Aesthetic or**

**Technical fields**

This includes music, dance, drama, literature, photography or other such skills exhibited by the student at International/National/University or Faculty level

|  |  |  |
| --- | --- | --- |
| ***1 Level*** | ***Details on performance/participation*** | ***Held on*** |
|  |  |  |
|  |  |  |
|  |  |  |

1 International, National, University or Faculty level please specify

**6.4 Awards at aesthetic or literary events**

|  |  |  |
| --- | --- | --- |
| ***Aesthetic or Literary Event*** | ***1Award*** | ***Month/Year of Achievement*** |
|  |  |  |
|  |  |  |
|  |  |  |

1 International, National, University or Faculty level please specify

**6.5 Other outstanding contribution made to the Faculty, University or National Level**

**.......……………………………………………………………………………………………………**

**…………………………………………………………...……………………………………………**

**…………………………………………………………...……………………………………………**

**…………………………………………………………………...……………………………………**

**6.6 Community Service and Good Citizenship**

**………………………………………………………………………………………………………...**

**………………………………………...………………………………………………………………**

**…………………………………………...……………………………………………………………**

**………………………………………………………………………………………...………………**

**Declaration**

I declare that all the information given in this application form is complete, true and accurate to best of my knowledge and no any disciplinary action has not been taken against me by the relevant University authorities.

…………………………… ……………………………..

Signature of Applicant

Date

**------------------------------- To be filled by Mentor/Advisor--------------------**

I certify that I personally know above student and recommend/ not recommend him/her for the Faculty award considering the achievements listed above. He/ She placed the above signature in front of me today.

……………………………….…………. …………………………….

Name and Signature of Mentor / Advisor

Date

**-----To be filled by the Assistant Registrar, Faculty of Islamic Studies and Arabic Language-----**

I certify that the details provided in the section 1, 2, and 3 are correct/to be corrected as indicated according to the records in the relevant Departments.

*(Any correction should be indicated in* ***red colour*** *at relevant place with initial of Assistant Registrar)*

…………………………………... ………………………….....

Name and Signature of

Assistant Registrar, FIA

Date

**-------------------- To be completed by the Faculty Selection Committee ------------------**

|  |  |
| --- | --- |
| **Achievement** | **Allocated Marks** |
| **Academic Achievements (Maximum 60% of Marks)** |  |
| **Research activity (Maximum 15% of Marks)** |  |
| **Sport Achievements (Maximum 10% of Marks)** |  |
| **Extra Curricular activities (Maximum 15% of Marks)** |  |
| **Total Marks** |  |

|  |  |  |
| --- | --- | --- |
| **Name** | **Capacity** | **Signature** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

This applicant has been nominated for the Faculty Award and forwarded to the Faculty Board for its recommendation to place before the senate for its approval.

**……………………………………………………… …………….…………………..**

**Name and Signature of**

**Chairperson of the Selection Committee**

**Date**