



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 11 /2013

No. 20, Ward Place
Colombo 07
10th October 2013

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**STUDY LEAVE FOR OBTAINING POSTGRADUATE DEGREE / PROFESSIONAL
QUALIFICATION TO EXECUTIVE STAFF / ACADEMIC SUPPORT STAFF /
MEDICAL OFFICERS & DENTAL SURGEONS**

Your attention is invited to the following Commission Circulars issued regarding the above matter.

Paragraph 3(iii) of Commission Circular No. 440 of 02.05.1990
Commission Circular No.601 of 21.03.1994
Commission Circular No.809 of 08.11.2002
Commission Circular No.931 of 27.09.2010
Commission Circular No.936 of 25.10.2010

The Commission at its 872nd meeting having considered the fact that career development of the holders of posts in administrative and other staff grades should also be enhanced, decided to grant up to two years of full-pay study leave once in their career to the following categories of staff (as categorized in the Commission Circular No.905) to obtain a **Postgraduate Degree/Professional Qualification** which should be **directly relevant to the area of work** handled by the employee concerned;

- Administrative
- Financial/Auditing
- Legal & Documentation
- Library Services
- Engineering Services

and

- Academic Support Grades
- Medical Officers and Dental Surgeons

Furthermore, the holders in the "Other Staff Grade" posts indicated in the Commission Circular No. 905, where the postgraduate degree/ professional qualification is a requirement for their promotion/s are also eligible for two years of full pay study leave.

The holders of the posts in the Financial/ Auditing category can also be allowed to complete the practical training/ articleship requirement of the Institute of Chartered Accountants of Sri Lanka (ICASL) or of other such recognized professional bodies, after being eligible for Intermediate Level/ Final Level examination or its equivalent up to the Membership. Study leave will not be granted to gain work experience required to be eligible to sit for any examination and/or gain membership of any professional body.

The study leave should be granted to the above categories of staff, subject to the following conditions ;

- (i) Study Leave may be granted within the probationary period only to those who require such postgraduate degrees/professional qualifications for their confirmation in the post as per the Scheme of Recruitment applicable to the post.
- (ii) In instances where such postgraduate degree/professional qualification is not required for confirmation, such employee shall be granted study leave after his/her confirmation in the post.
- (iii) The relevant employees are required to enter into a Bond & Agreement with the authorities of the UGC/HEI as the case may be.
- (iv) The employees concerned should resume duties after study leave on completion of the postgraduate degree/professional qualification ten years before the date of retirement, i.e. on or before his/her 50th birthday.
- (v) Priority should be given to employees as appropriate, at the discretion of the Head of the Department, based on the institutional and individual needs.
- (vi) Study leave should not be combined with the available sabbatical leave.
- (vii) Officers should not pursue their postgraduate studies in the same university/HEI to which they are attached to.

The provisions laid down in Commission Circular No.920 of 05.02.2010 on Agreements and Bonds to be signed by Teachers/ Officers/ Other employees in the university system who are on study leave locally and abroad, and any amendments made thereto subsequently should also be applicable in granting study leave under this Circular.

Paragraph 3(iii) in the Commission Circular No. 440 and following circulars are rescinded hereby with immediate effect without prejudice to any action taken so far by the provisions of the following Circulars.

Paragraph 3(iii) of Commission Circular No. 440 of 02.05.1990
Commission Circular No.601 of 21.03.1994
Commission Circular No.809 of 08.11.2002
Commission Circular No.931 of 27.09.2010
Commission Circular No.936 of 25.10.2010

You are kindly requested to take action accordingly.



Prof. Kshanika Hirimburegama
Chairperson

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 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Deans of Faculties
 7. Registrars of Universities
 8. Accountant/UGC
 9. Bursars of Universities
 10. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
 11. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of
Campuses/Institutes
 12. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
 13. Chief Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors of HEIs
 16. Secretaries of trade Unions
 17. Auditor –General

File No: UGC/HR/6/4/16