

Guidelines for UGC Postgraduate Grant Scheme
(Common for all UGC Postgraduate Grant Schemes)

1. Purpose of the Scheme

The purpose of the UGC Postgraduate Grant Scheme is to strengthen the research capacity of state universities under the University Grants Commission by way of financially supporting permanent members in the teacher category in all disciplines to acquire required postgraduate qualifications for their career advancement.

2. General Requirements

2.1 The applicant shall be a permanent member of the academic staff of a Higher Educational Institutions / Higher Educational Institutes operating under the purview of the University Grants Commission.

2.2 Grants under UGC postgraduate Grant Scheme shall be available only for local/foreign PhDs, and MPhils leading to PhDs and equivalents.

2.3 The maximum age limits of applicants to apply for UGC postgraduate Grant Scheme for PhDs, and MPhils leading to PhDs and equivalents as at the closing date of applying is 45 Years.

In the case of grants offered under Griffith University (GU), Australia – UGC and Queensland University of Technology (QUT), Australia -UGC scholarship schemes, the age limit for Masters is 35 Years.

2.4 Grants are not awarded for applicants who register at the same University where they are employed presently to avoid inbreeding.

2.5 Applicants are not eligible for funding from UGC for his or her postgraduate studies if he/she receives financial support from the postgraduate funding scheme operated by the NCAS, a Government project (i.e. World Bank, Asian Development Bank sponsored projects) or a recipient of foreign/local scholarship through the Government or a related institution for the same purpose.

However, a candidate who has received partial funding support for his/her PhD/MPhil from any other source less than the maximum permissible level of funding per candidate under the UGC grant scheme can seek additional funding support from the UGC for the same study. All applicants need to declare any form of foreign and local funding (scholarships, tuition waivers, partial funding, research support, and living stipend etc.) available for his / her intended postgraduate

studies with the application for funding. If such funding is available the amount/s has/have to be disclosed with the source/s.

2.6 Applicants shall also be required to declare any subsequent funding from other local & foreign sources (scholarships, tuition waivers, partial funding, research support, and living stipend etc...) that would be available for his/ her postgraduate studies after the UGC has awarded the grant to pursue his /her postgraduate studies and when grantee make request for the release of the 1st 2nd and 3rd Installments of the grant. UGC is compelled to terminate & recover the Grant if the information provided by the grantee is found to be false or inaccurate.

2.7 The UGC reserves the right to revise the already approved grant amount at the event of revealing alternative source/s of funding for the same purpose in the form of grant, scholarship, tuition/ fee waiver etc.

2.8 All applicants are required to achieve the following minimum overall band score of IELTS (Academic) in order to qualify for a grant under any UGC Postgraduate Grant scheme.

- i. At least overall score of 6.5 for IELTS (Academic) with no band less than 6.0, or its equivalent is required for both Masters and PhDs conducted in English medium
- ii. If the IELTS requirement is specified by the University and it differs from the above, UGC will consider such applications on case by case basis taking in to account the factors such as recognition, research excellence and world ranking of the university considered.
- iii. If No IELTS requirement is imposed by the University concerned, the default IELTS requirement as mentioned in the (i) above to be fulfilled by the candidate.
- iv. IELTS requirement for applicants of Ayurveda discipline is at least overall score of 6.5 for IELTS (Academic) with no band less than 6.0.
- v. Validity period of the IELTS results should be 2 years from the test date of the IELTS at the closing date of application.
- vi. Equivalence of TOEFL (Test of English as a Foreign Language) internet based test and IELTS (Academic) Band Scores

IELTS(Academic) Score - Minimum		TOFEL iBT® Score - Minimum	
Overall	6.5	Overall	79
Reading	6.0	Reading	13
Listening	6.0	Listening	12
Writing	6.0	Writing	21
Speaking	6.0	Speaking	18

- 2.9 All applicants for UGC Postgraduate Grant scheme are expected to register in reputed universities for their postgraduate studies. Therefore, it is the responsibility of the applicant to check the credentials of the intuitions and the prospective supervisor/s prior to registration for the intended postgraduate programme. The UGC may request the candidate to provide the credentials of prospective supervisor in terms of his/her qualifications and research publications.
- 2.10 All applicants for UGC Postgraduate Grant scheme are expected to verify the UGC recognition of the foreign or local Higher Educational Institutions / Higher Educational Institutes before registering for a postgraduate degree.
- 2.11 All the applicants are required to submit a copy of the letter of registration or the letter of acceptance for the intended postgraduate programme issued by the HEI at which he/she intends to start or has already started his/her postgraduate studies.
- 2.12 The UGC Postgraduate Grant Scheme provides a maximum of only 03 years of funding for PhD/Doctoral studies and maximum of only 02 years funding for MPhil/Masters. Overall grant limit of UGC Postgraduate Grant Scheme is LKR 2.0 million per year per candidate for both institutional and living expenses. Maximum Limit for living expenses is LKR 1.5 million per annum per candidate for their postgraduate studies overseas. Limit applicable to individual candidate under living expenses will vary depending on the country within the maximum limit specified above.
- 2.13 In case of candidates registering with foreign universities/HEIs for his or her postgraduate studies, the amount of grant will be determined based on the academic fees payable to the respective university/HIEs by the candidate and the country specific living allowance determined by the UGC subject to a maximum ceiling determined by the UGC from time to time. However, living stipend could be proportionately reduced for the period that the candidate lives in Sri Lanka within his of study period.
- 2.14 In case of candidates registering with local HEIs for his postgraduate studies, the amount of grant will be determined based on the academic fees payable to the respective University/HEI by the candidate and research expenses for the intended study.

2.15 A candidate applied for the UGC funding after registration for his or her postgraduate studies might not be eligible for funding for the full period as indicated below.

- i. A candidate applied within six months of registration could be considered for funding for full period of his or her studies subject a maximum of 03 years for PhD and equivalent and 02 years for MPhil/Master's.
- ii. A candidate applied within second six months of registration could be considered for funding for 02 years and 6 months or 01 year and 06 months of his or her PhD or Master's respectively
- iii. A candidate applied within third six months of registration could be considered for funding for 02 years or 1 year funding for his or her PhD or MPhil/Master's respectively.
- iv. A candidate applied within fourth six months of registration could be considered for funding for 01 year and 6 months of his or her PhD.
- v. A candidate applied within fifth six months of registration could be considered for funding for 01 year of his or her PhD.
- vi. In case of PhD/Doctoral studies, a candidate applied within sixth six months of Registration or after could not be considered for funding under the UGC grant scheme. Similarly, in case of MPhil/Master's, a candidate applied within fourth six months of registration or after could not be considered for funding under the UGC grant scheme.

2.16 All candidates who are qualified to receive financial support under this scheme shall report periodic progress of his or her studies once in every six months to the UGC with the comments of the Academic supervisor through proper channel and expenditure report annually through the Bursar of the University which the grantee is employed. Subsequent instalments of the Grant shall be released upon the successful submission of Progress Reports and Expenditure Reports to the UGC.

2.17 The candidates those who register with foreign University/HEIs are supposed to fully spend his intended period of studies in respective foreign countries. If they wish to visit Sri Lanka during the intended period of studies they shall inform the UGC of such visits with justifications and the dates of travel.

2.18 A selected candidate under the UGC Postgraduate Grant Scheme should fulfill all the requirements and make a formal request for the release of the first installment of the grant within a period of two months from the date of award of the grant. If any candidate fails to fulfill this requirement his or her grant will automatically be terminated after two months from the date of award of the grant. Failure by the candidate to secure the grant shall result in the transfer of the scholarship to the next eligible candidate.

2.19 If the applicant is a probationary lecturer, not confirmed in service he/she should show the evidence that he/she could complete the intended postgraduate programme at least six months prior the expiry of his/her probationary period, i.e., in case of a candidate who wishes to use the grant for 3 year PhD programme, his/her probationary lecturer status should be valid to a minimum of another 03 years and 6 months from the time of commencement of his planned studies.

Every grantee should submit a detailed work plan of his/her studies approved by the supervisor within two months of commencement of his/her postgraduate programme.

2.20 Candidates who are awarded the UGC grant should submit a certified copy of the degree certificate to the UGC through the proper channel on completion of the degree.

3. Decision of the Grant

Every decision of the grant with regard to each applicant will be taken by the University Grants Commission. A panel appointed by the UGC will carry out the selection based on the Selection Criteria approved by the UGC. The panel will peruse all the documents submitted by each eligible candidate including research proposal and will call the candidate for an interview before making its recommendation to the UGC.

4. Documents to be submitted with the Application

- i. Registration letter /Placement letter for the intended postgraduate programme. In case of an applicant intend to register with a foreign university/HEI, acceptable level of communication with the university/HEI is sufficient at the application stage.
- ii. A well written research proposal. (Approximately 2500 words)
- iii. A letter certifying the approval of the study leave for intended postgraduate studies by the University at which the applicant is employed.
- iv. Details of two referees as specified in the application who can provide academic references in English.
- v. Candidates applying after six months of his registration shall submit a progress report of his or her studies with the comments of the supervisor through proper channel.
- vi. Documentary evidence for the relevant Course fees payable to the intended postgraduate programme.
- vii. A declaration of other sources of funding available for the intended study programme by way of scholarships partial funding, tuition waivers, living stipend etc. by the applicant. (Any subsequent funding secured by the candidate should be declared to the UGC immediately by the candidate)

- viii. A record of research and publication by the candidate.
- ix. Certified copies of IELTS results sheet.
- x. The total budget of the research expenses certified by the supervisor (only for the locally registered candidates).
- xi. Credential of his/her prospective supervisors in terms of qualifications and research Publications. Locally registered candidates should provide a letter from the Registrar of the university certifying the name of the supervisor appointed by the Senate with his/her institutional affiliation.
- xii. Letter of UGC Recognition issued by the UGC on the recognition of particular Higher Educational Institution / Higher Educational Institute which the applicant is intended to follow his/her postgraduate studies.
- xiii. A copy of the National Identity Card

5. Documents to be submitted prior to the release of first installment of the grant

- i. Candidates who are awarded the grant should request for the release of 1st installment within 2 months from the date of award of the grant and subsequent installments of the grant (2nd & 3rd installments) within the period of 03 years from the date of award of the grant. Failing which remaining installments will be cancelled. The grant will automatically terminate after 03 years from the date of award of the grant. The interval between two installments should be at least 01 year. Grantee should declare the availability of other funding sources at each request.
- ii. An applicant can request further time to submit following documents mentioned under item x to xi of Section 4 above at the time of interview if those documents are not ready. Such candidates are supposed to submit them prior to the release of first installment of the grant. (On or before two months from the date of award of the grant)
 - x. The total budget of the research expenses certified by the supervisor (only for the locally registered candidates)
 - xi. Credential of his/her prospective supervisors in terms of qualifications and research Publications. Locally registered candidates should provide a letter from the Registrar of the university certifying the name of the supervisor appointed by the Senate with his/her institutional affiliation.
- iii. A certificate from the Vice Chancellor of the University / HEI where the applicant is currently employed whether the applicant has secured any funding in the form of scholarships, tuition waivers, partial funding, research support, and living stipend etc. from the university/HIE at which applicant is employed or any other local or foreign organization. If such funding is available the amount/s has/have to be disclosed with the source/s.
- iv. Every candidate shall submit Inception Report including an intended plan of activities in relation to his or her study programme including date of

commencement and the intended date of completion within two months from the date of award of the grant. In this plan, intended activities shall be divided into six monthly periods from the date of commencement. In case of a candidate who is going to start or already started their postgraduate studies in foreign universities, and intend to spend a part of the study period locally (Split Programmes), should indicate the period/s planned to spend locally within his intended study programme with justifications.

- v. A Personal Health Report endorsed by the University Medical Officer of the University which the applicant is employed.
- vi. A certified copies of the surety bond and the agreement with the University / HEI which the candidate is employed including the breakdown of the bond.
(The candidate should sign an Agreement and Bond with the University/HEI as per the UGC Circular No 920 dated 5th February 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”.)
- vii. A letter certifying the approval of the study leave for the intended postgraduate studies by the university/HEI at which the applicant is employed.

28th December 2021

Chairman, University Grants Commission

Note:

- These guidelines are valid for all UGC coordinated Postgraduate Grant Schemes in addition to the specific conditions stipulated in signed MoUs between UGC & Griffith University, Australia, UGC & Queensland University of Technology, Australia, and UGC & International University of Japan, Japan.)
- Above Guidelines can be revised subject to decisions of the Commission in future.

