

CHAPTER XI

FACILITIES FOR STUDY TO TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY SYSTEM

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CHAPTER XI

FACILITIES FOR STUDY TO TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY SYSTEM

1. Higher Degrees for teachers and officers in executive grades

Teachers and officers in executive grades are encouraged to pursue higher studies wherever appropriate at a Higher Educational Institution/ Institute outside the Higher Educational Institution/ Institute to which they are attached.

1.1 A teacher or an officer in executive grade of the Commission/a Higher Educational Institution/ Institute may be a candidate for a postgraduate degree in any Higher Educational Institution/Institute to follow a course of study prescribed relating to that Degree, on completion of one year in the post after appointment. Under exceptional circumstances teachers/ officers in executive grades may be allowed to pursue higher studies during the first year of his appointment with the approval of the Commission or the Governing Authority concerned.

Not within the first year of appointment

1.2 Where a teacher/ officer in executive grade is a candidate for a higher degree outside the Higher Educational Institution/ Institute to which he is attached, none of the teachers/ other persons of the same Institution/ Institute to which he is attached shall be appointed as an examiner of such candidate, wherever possible.

2. Payment of fees levied for Study/Training Programmes

2.1 The Commission or the Governing Authority of the Higher Educational Institution/ Institute concerned may authorise employees on the basis of requests made by them through the respective Heads of Departments of Study/ Divisions/Centres/Units in terms of the guidelines in Appendix XII (A) for short term study/ training programmes and workshops conducted by recognized academic and professional institutions for upgrading their knowledge and skills required to perform their duties efficiently, provided funds are available for this purpose.

Payments for Study/ Training and Workshops: Appendix XII (A)

2.2 The following conditions should be adhered to with regard to the payment of course fees in respect of such employees who intend to or have registered to follow various courses of study/ training programmes conducted by the Higher Educational Institutions/ Institutes and any other recognized academic and professional institutions;

Conditions to be followed

2.2.1 An employee who is appointed to a permanent post and who has completed at least one year's service in that post.

2.2.2 The course of study should be directly relevant to their duties and successful completion of such a course should be a requirement for promotion or confirmation.

2.2.3 Such employees shall enter into an Agreement to serve the institution for a certain period depending on the full value of the study/ training programme. Specimen of the agreement format is given in Appendix XII (B).

Appendix XII
(B)

2.2.4 If they fail to complete the study/ training programme successfully and/or fail to serve the institution the obligatory period of service, the full value of study/ training programme should be fully recovered. In the event of a person who has been transferred or released to another institution, his outstanding obligations arising out of such agreements and bonds may be transferred to the institution to which he is transferred or released.

2.2.5 The employee concerned is eligible to receive payment from the Commission/ Higher Educational Institution/Institute for another course of study only after the completion of the first course of study for which the payment has been made by the institution concerned. If an employee wishes to follow more than one course of study at a time, the fees for such course of study will be reimbursed by the Commission/ Higher Educational Institution/Institute concerned only after the successful completion of the initial course of study.

- 2.2.6 An employee in executive grade and two other employees per year may be considered for payment of course fees. This number can be increased on the same ratio depending on the monetary allocation made for the payment of course fees.
- 2.3 Obtaining a Diploma in English from a recognized institution is one of the requirements for completion of the Efficiency Bar as per the Schemes of Recruitment of the following posts. Officers on probation in those posts shall be allowed to follow a Diploma course in English with prior approval of the Governing Authority and be entitled for reimbursement of the course fee on successful completion of the course by submission of the certificate and after confirmation of the officers in the respective post.
- Requirement
for EB
- (a) Assistant Secretary/ Assistant Registrar
 - (b) Assistant Accountant/ Assistant Bursar/ Assistant Internal Auditor
 - (c) Assistant Registrar (Library Services)
 - (d) Assistant Secretary/ Assistant Registrar (Legal & Documentation)
 - (e) Personal Secretary to Chairman of the Commission / Vice- Chancellor of a University
 - (f) Any other post in which the Scheme of Recruitment specifies such a condition as a requirement for completion of the Efficiency Bar (EB)
- 2.4 Leave to obtain Postgraduate/ Professional Qualifications
- 2.4.1 Employees in executive grades in Administrative, Financial/Auditing, Legal & Documentation, Library and Engineering fields may be granted two years full pay study leave by the Commission or Governing Authority of the Higher Educational Institution to which they are attached, to obtain master's degree/
- Two years
study leave
with pay to
executive
grades

professional qualifications which are directly relevant to the areas of work handled by the employee concerned, as specified by the Commission (refer sub-paragraph 29.1 of Chapter X).

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|-------|---|---|
| 2.4.2 | Permanent members of the Academic Support Staff, Medical Officers and Dental Surgeons may be granted two years full pay study leave to obtain master's degree/ professional qualifications required for their promotions (refer sub-paragraph 29.2 of Chapter X). | For Academic Support Staff as well |
| 2.4.3 | Other executive grade officers in the permanent service, who are required to obtain postgraduate qualifications for their promotions may be granted two years full pay study leave to obtain such master's degree / professional qualifications (refer sub-paragraph 29.3 of Chapter X). | Other executive Staff Grades |
| 2.4.4 | All categories of staff mentioned in sub-paragraphs 2.4.1, 2.4.2 and 2.4.3 above may also be granted 03 years full pay study leave and one year without pay study leave by the Commission or Governing Authority of the Higher Educational Institution/Institute to which they are attached to obtain Ph.D./ Doctoral qualifications which are directly relevant to the areas of work handled by the employee concerned, subject to where total study leave entitlement for such staff member in his career shall not exceed the limit of three years with full pay and one year without pay (refer sub-paragraph 29.4 of Chapter X). | For Doctoral studies three years with pay |
| 2.4.5 | All Study Programmes mentioned above should be in accordance with guidelines given in Sri Lanka Qualifications Framework (SLQF). | In accordance with SLQF guidelines |
| 2.4.6 | The employees mentioned in above categories should register for such postgraduate degrees/ professional qualifications prior to reaching the age limits shown below;
Master's degree/ professional | Age limits |

qualification prior to completion of 45 years.

Ph.D. / Doctoral qualification prior to completion of 48 years.

Nevertheless, in all circumstances, such staff member who obtains study leave should resume duties prior to completion of the age of 52 years.

2.5 The study leave shall be granted to the above categories of staff, subject to the conditions mentioned in paragraph 29 of Chapter X.

2.6 Staff members mentioned in sub-paragraph 2.4 above who avail of the above stated study leave may obtain scholarships/ grants from external sources or use personal funds to read for Ph.D./ Doctoral degree instead of requesting funds from the Commission/Higher Educational Institution/ Institute to which they are attached.

Funds from external sources or personal funds

2.7 Staff members who avail of study leave under sub-paragraph 2.4 above should submit relevant certificates on successful completion of their studies to the Establishments Division within three months after resuming duties.

2.8 Each staff member who intends to avail of study leave without pay should make arrangements for regular settlements of monthly installments of loans and advances or settle the full amount before availing of such leave.

3. Staff Development Programmes

3.1 The Commission through the Standing Committee on Staff Development will co-ordinate and regularly review staff development programmes implemented across the Higher Educational Institutions/ Institutes and facilitate progressive improvements.

Commission to co-ordinate

3.2 Staff development programmes encompass training aimed at six target groups of the Commission/ Higher Educational Institutions/ Institutes, namely;

Target groups

- (a) Higher Management
- (b) Academic Staff
- (c) Executive Categories (including University Medical Officers and Dental Surgeons)
- (d) Academic Support Staff
- (e) Technical Officers
- (f) Other non – academic, non-administrative Staff

3.3 Higher Educational Institutions should arrange short term training programmes on a priority basis in order to provide opportunities to a larger number of personnel.

3.4 The administration of Staff Development Centres is guided by the guidelines specified in Appendix XIII.

Appendix XIII

4. Utilisation of income derived from the violation of Agreements and Bonds entered into with Universities by teachers/officers who had obtained study leave

4.1 All income derived from the violation of bonds and agreements should be invested in fixed deposits, treasury bills etc. and only the interest earned out of such investments should be utilized for disbursement.

Should be invested in treasury bills, fixed deposits, etc.

4.2 Interest income generated from violation of agreements and bonds may be utilized for the following purposes;

Utilization of interest income

(a) Short term training programmes/ workshops

(b) Provision of assistance to teachers/officers to present papers at conferences

(c) Provision of assistance for research and publications

(d) Provision of assistance for organizing conferences/ seminars/ workshops locally

4.3 As far as possible assistance provided under this scheme should be made as partial support for the relevant purpose rather than full support.

Partial support only

4.4 All such assistance should have been approved prior to the commencement of the activity for which assistance has been sought.

Prior approval for financial assistance and once in five years

Governing Authorities of Higher Educational Institutions/Institutes are authorized to determine the quantum of assistance to be provided to a member of staff subject to upper limits mentioned in Appendix XIV and the mode of payment on the recommendation of the Study Leave / Leave & Awards Committee or any other relevant statutory committee. Such assistance is given to any teacher /officer only once in every five years. Each Higher Educational Institution should lay down the guidelines for utilization of income derived from the violation of agreements and bonds.

Appendix XIV

4.5 However, Higher Educational Institutions/ Institutes are not debarred from utilizing the income generated from violated agreements and bonds to sponsor teachers involved in postgraduate studies based on institutional needs.

Based on institutional needs

4.6 Under this scheme assistance for training programmes should mainly be provided to teachers/officers who are in the junior categories and to those who have had no opportunity for overseas study/training. When granting assistance to attend conferences priority should be given to teachers/officers in the senior categories.

Priority for junior categories

5. **Reimbursement of subscriptions to Scientific and Professional Institutions /Associations**

Teachers and officers shall be reimbursed fees paid by them in connection with membership fees to local learned Associations/ professional institutions and to foreign recognized scientific/ professional institutions in the following manner;

Reimbursement of subscriptions

(a) Reimbursement of subscription fee for one membership shall be made within the budgetary allocation of the institution concerned.

(b) Reimbursement of subscription fee up to a maximum of two other memberships if any, could be made using generated funds of the institution.

- (c) Reimbursement as indicated above shall be made only if such membership is required for enhancement of professional competence/ career advancement and future promotions.

6. Financial Assistance By way of Travel Grant for postgraduate Studies Abroad for Lecturer (Probationary), Lecturer, Senior Lecturer and corresponding Library Staff

6.1 The respective Higher Educational Institution/ Institute may provide travel grants by way of air passage for outward and inward journeys for Lecturers (Probationary)/ Lecturers/ Senior Lecturers Grade II/Grade I and corresponding Library Staff who proceed abroad on study leave to obtain postgraduate degrees subject to the following conditions;

- (a) Lecturer (Probationary)/ Lecturer/ Senior Lecturer Grade II/Grade I and corresponding library staff who are in receipt of a scholarship or other award for the purpose of obtaining a postgraduate degree with or by research, may be given air passage to proceed abroad if documentary evidence is submitted to show that the scholarship or other award (e.g. teaching assistantship) does not include air passage.
- (b) Lecturer (Probationary)/ Lecturer/ Senior Lecturer Grade II/Grade I and corresponding library staff who are in receipt of funds from local funding sources such as National Centre for Advanced Studies in Humanities and Social Sciences (NCAS), University Grants Commission Postgraduate Research Grants, etc. are also entitled to receive air passage provided that such grants do not make provisions for same.
- (c) In case of split postgraduate degree programmes abroad, a teacher concerned shall receive one air passage for outward and inward journeys, even if they receive one return air passage from local/ foreign funding agency.

- (d) A teacher is entitled to receive travel grant by way of air passage for outward and inward journeys for postgraduate studies abroad only once in his career while holding the post of Lecturer (Probationary)/ Lecturer/ Senior Lecturer Grade II/Grade I/ corresponding posts of Library Staff.
- (e) In order to obtain outward air passage, a teacher shall submit a written request with documentary evidence to the Principal Executive Officer of the Higher Educational Institution/ Institute to which he is attached, at least 20 working days prior to the date of travel as given in Appendix XV.

Appendix XV
(A)

Documents required to be submitted in support of such travel grant are given in sub-paragraph 6.2 below.

- (f) In order to obtain inward air passage on successful completion of postgraduate studies abroad, the teacher shall send a written request (including email) to the Principal Executive Officer of the Higher Educational Institution/ Institute, at least 20 working days prior to the date of travel.
- (g) In the event of a teacher abandons or fails to complete the prescribed course, he shall have to arrange the inward air passage to Sri Lanka and meet the expenses thereof on his own.
- (h) Any request for reimbursement of the cost of air ticket from a teacher concerned, who makes such request after the outward/inward journey should not be entertained.
- (i) Higher Educational Institution/ Institute concerned should ensure that the foreign university/ institution in which a teacher intends to register to follow the course of study, is a recognized institution. The recognition of foreign universities/ institutions should be

determined as per the information provided in the International Handbook of Universities/ Commonwealth Universities Yearbook, which are the authenticated documents at present and any other document/ criteria which may be decided by the Commission from time to time (list of recognized foreign universities/ institutions is available in the web site of the Commission i.e. www.ugc.ac.lk).

- (j) Air passage under this provision should not be granted during sabbatical leave period.
- (k) Travel grants by way of air passage should be provided strictly as per provisions of existing Public Finance Circular or Circulars issued by the Government from time to time and also subject to any future amendments that may be issued by the Treasury on purchase of airline tickets to travel abroad.
- (l) The teacher concerned should enter into an agreement and bond as per the terms stipulated in paragraph 31 of Chapter X, which shall include the cost of air passage as well.
- (m) A teacher, who has not been granted travel grant due to non-refund of earlier paid course fees for postgraduate studies, is entitled for air passage for the inward journey if he is still following the postgraduate studies abroad, subject to the conditions given in the preceding subparagraphs from (a) –(l) above.

6.2 Documents to be submitted in support of travel grant by way of air passage by the teacher concerned who will proceed abroad for postgraduate studies;

- (a) An application for travel grant for postgraduate studies abroad. Application form given in Appendix XV shall be used for this purpose.
- (b) A copy of the scholarship/award given to a teacher concerned. In the case of post MD training abroad, letter issued by the PGIM is also required.
- (c) If specific instructions regarding travel arrangements are not mentioned in the

Documents needed:

scholarship/ award letter, a letter from the Awarding Agency to the effect that expenses for air passage are not covered.

- (d) If the postgraduate degree programme is self-financed, the teacher should submit documentary evidence as to how he intends to finance the programme by way of his own letter with evidence of available funds.
- (e) If the postgraduate degree programme is financed by a local donor agency, a letter from such agency to the effect that they have agreed to finance the programme.
- (f) Any other relevant documents.