



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 02/2017

No. 20, Ward Place
Colombo 07

23.01.2017

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

FINANCIAL ASSISTANCE BY WAY OF TRAVEL GRANT FOR POSTGRADUATE STUDIES ABROAD FOR LECTURER (PROBATIONARY), LECTURER, SENIOR LECTURER AND EQUIVALENT TEACHERS

Your reference is requested to Commission Circular No. 958 dated 12.07.2011, and Establishments Circular Letters No. 02/2012 dated 17.01.2012 and 09/2012 dated 15.05.2012, on financial assistance by way of travel grant for postgraduate studies abroad for Lecturer (Probationary) and Senior Lecturer- Direct Recruit.

The Commission at its 951st meeting held on 20.10.2016 decided to **delegate the authority** to the respective Higher Educational Institution/Institute to provide travel grants of air passage for outward and inward journeys for Lecturers (Probationary)/Lecturers/Senior Lecturers Gr. II/I who proceed abroad on study leave to obtain postgraduate degrees, subject to the following conditions;

- i. Lecturer (Probationary)/Lecturer/Senior Lecturer Gr.II/I who are in receipt of a scholarship/ 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/other award (e.g. Teaching Assistantship) does not grant air passage.**
- ii. Lecturer (Probationary)/Lecturer/Senior Lecturer Gr.II/I who are in receipt of funds from local funding sources such as National Centre for Advanced Studies in Humanities & Social Sciences (NCAS), UGC Postgraduate Research Grants are also entitled to receive air passage provided that such grants do not make provisions for same.
- iii. In case of following 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.
- iv. A teacher is entitled only once in his/her career to receive travel grant of air passage for outward and inward journeys for postgraduate studies abroad, while holding the post of Lecturer (Probationary)/Lecturer/Senior Lecturer.
- v. In order to obtain outward air passage, a teacher shall submit a written request with documentary evidence, as specified under required documents in page 2 of this circular, to the Vice Chancellor/Director of the Higher Educational Institution/Institute to which he/she is attached, **at least 20 working days prior to the date of travel.**
- vi. In order to obtain inward air passage, on successful completion of postgraduate studies abroad, the teacher shall send a written (including email) request to the Vice Chancellor/Director of the Higher Educational Institution/Institute, at least 20 working days prior to the date of travel.

Contd...2/-

- vii. **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.**
- viii. Higher Educational Institution/Institute should ensure that the foreign University/Institution in which a teacher intends to register to follow the course of study, is a recognized Higher Educational Institution. The recognition of foreign University/Institution 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 UGC from time to time (list of recognized foreign Universities/Institutions is available in the web site of the UGC i.e. www.ugc.ac.lk).
- ix. Air passage entitled under this circular should not be granted during sabbatical leave period, since separate passage entitlement is available during the period of sabbatical leave.
- x. Travel grants by way of air passage should be provided strictly as per provisions of Public Finance Circular No. 431 of 24.04.2008 and No. 431 (i) of 16.02.2016 as adopted by UGC Finance Circular Letters No. 06/2008 of 02.07.2008 and No. 05/2016 of 20.06.2016 respectively, and also subject to any future amendments that may be issued by the Treasury on purchase of airline tickets to travel abroad.
- xi. The teacher concerned should enter into agreement/bond as per the terms stipulated in Commission Circulars No.377 of 01st August 1998, No.907 of 09th March 2009 and No.920 of 05th February 2010, which shall include the cost of air passage as well.
- xii. A teacher who has not been granted travel grant due to the provisions of Establishments Circular Letter No. 09/2012 (i.e. due to non-refund of earlier paid course fees for postgraduate studies) is entitled for the air passage for the inward journey if he/she is still following the postgraduate studies abroad, subject to the conditions given in the preceding paragraphs from No. i to xi.

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

1. An application for travel grant for postgraduate training abroad (use the attached application form - Annex I)
2. A copy of the scholarship/award given to teacher concerned. In the case of post MD training abroad, letter issued by the PGIM is also required.
3. If specific instructions regarding travel arrangements are not mentioned in the scholarship/award letter, a letter from the Awarding Agency that expenses for air passage are not covered.
4. If the postgraduate degree programme is self-financed, the teacher should submit documentary evidence as to how he/she finds funds for the programme. Eg. UGC or NCAS Grants or by way of his/her own letter with evidence of available funds.
5. Any other relevant documents

The provisions of Commission Circular No. 958 dated 12.07.2011 and Establishments Circular Letters No. 02/2012 dated 17.01.2012 and 09/2012 dated 15.05.2012 are hereby rescinded.

The provisions of this Circular will be effective from 01.02.2017.

Higher Educational Institutions/Institutes are requested to follow the above mentioned guidelines and bring the contents of which to the notice of all concerned.


Prof. Mohan de Silva
Chairman

Copies to :

1. Secretary/Ministry of Higher Education & Highways
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. 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/4/7/38

An application form to be filled by the Lecturer (Probationary)/Lecturer/Senior Lecturer when applying for financial assistance for travel grant for postgraduate studies/post MD training abroad

01. Name of the Higher Educational Institution :
02. Name:
03. Designation:
04. Department of Study:
05. Date of appointment : (i) as Lecturer (Probationary):
(ii) as Lecturer:
(iii) as Senior Lecturer (if direct recruited):
(iv) as Senior Lecturer (promoted):
06. Date of Birth:
07. (a) Has the teacher obtained any postgraduate qualifications locally/abroad:
(b) If so, specify qualifications obtained:
08. Title of the foreign postgraduate qualification sought (PhD/Masters/Post MD Training etc.):
09. Field of Study:
10. Name of the Foreign Institution:
11. Whether a placement has been obtained in the above Institution for qualification stated in No.08
12. Whether a scholarship or a teaching/research assistantship or other paid employment has been offered:
(i) if so, particulars of the employment including the funding
(ii) if past-financed or self-financed evidence of availability of funding
13. Probable date of commencement of course of study and its duration:
14. Any other particulars:

I certify above details are true and correct

Date :

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Signature of the Lecturer(Probationary)/Lecturer/Senior Lecturer

I nominate the above named Lecturer (Probationary) /Lecturer/Senior Lecturer for postgraduate training abroad.

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Head of the Department

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Dean of the Faculty

Date :

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Vice Chancellor/Director