



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 11/2013 (i)

No. 20, Ward Place
Colombo 07

14th November, 2019

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 Commission Circular No. 11/2013 dated 10.10.2013 on the above.

02. The Commission at its 1016th, 1017th and 1020th meetings held on 23.08.2019, 05.09.2019 and 24.10.2019, respectively, decided to extend the duration of study leave applicable to the staff categories stated in paragraph two (02) and three (03) of the above circular in order to facilitate them to obtain Doctoral degree.

03. Accordingly, the maximum permissible period of study leave shall be as follows;

- (a) Masters Degree/Professional Qualification - 24 months (2 years) with pay
- (b) PhD/Doctoral Degree
 - 36 months (3 years) with pay
 - 12 months (1 year) without pay

04. However, the total study leave entitlement for such staff member in his/her career shall not exceed the limit of 36 months' with pay and 12 months' no pay.

05. Further, it was decided that staff members in the above categories **should register** for such postgraduate degree/professional qualification prior to reaching the age specified below;

- Masters Degree/Professional qualification - prior to completion of the age of 45 years
- PhD/Doctoral Degree - prior to completion of the age of 48 years

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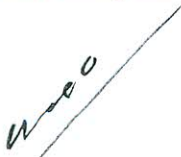
06. However, a grace period of 3 years up to the completion of age of 48 years is granted for the existing staff members to register for a Masters Degree, since the existing circular provisions allows to avail study leave up to 50th birthday. Nevertheless, in all circumstances, such staff member who obtains study leave **should resume duties prior to completion of the age of 52 years** due to the requirements stipulated in the prevailing circular provisions on Bonds & Agreements.

07. In view of the above, clause (iv) of the Commission Circular No. 11/2013 is hereby withdrawn.

08. Moreover, the Commission decided that the said staff members should obtain scholarships/grants from external sources or use personal funds to read for PhD/Doctoral degree instead of requesting funds from the Higher Educational Institutions/Institutes to which they are attached to.

09. The above provisions are effective from 01.11.2019 and other terms and conditions specified in the Commission Circular No. 11/2013 dated 10.10.2013 shall continue to apply subject to the above amendments without prejudice to any action taken so far.

10. Please bring this to the notice of all concerned and take action accordingly.



Professor Mohan de Silva
Chairman

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