



UNIVERSITY GRANTS COMMISSION

Commission Circular No. 959

20, Ward Place
Colombo 07
12th July 2011

Vice Chancellors of Universities
Directors of Institutes
Rectors of Campuses

GRANTING OF STUDY LEAVE TO TEACHERS

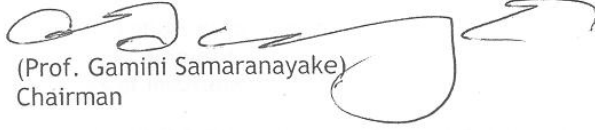
The University Grants Commission having considered the provisions in Commission Circular No. 814 of 14th November 2002 issued with regard to granting of study leave to teachers, decided to replace it having included new provisions as follows.

- (i) *A teacher who has already been granted study leave abroad to read for a Master's Degree and who has been confirmed and promoted to the next higher grade, may be granted study leave to read for a Doctoral Degree only after he has served for a minimum period of 04 years after his return. The period of leave so granted with pay shall be the balance period of the total study leave entitlement of 03 years and 09 months. If additional leave is required to complete the studies, such leave shall be without pay and may be granted by the governing authority on progress reports of the supervisor and upon the recommendation of the Head of Department of Study and the Dean of the Faculty concerned.*
- (ii) *A teacher who has completed a Master's degree locally may be granted study leave to obtain a Doctoral Degree abroad or locally according to the leave regulations presently in force. The Governing Authority could extend the period of leave on a no-pay basis, if necessary.*
- (iii) *A teacher whose initial scholarship/agreement requires him to return immediately after completing the Master's Degree may be granted leave to do a Ph.D. without serving the University for a specified period before going abroad again provided that he does not opt for promotion to the next higher grade after the Master's degree. Such a teacher will be entitled to promotion only after the date on which he finally assumes duties after obtaining the Ph.D.*
- (iv) *A teacher who is direct recruited as Senior Lecturer is not entitled to the privilege of study leave with pay. However, such teacher who has received scholarships/other awards may be granted study leave on no-pay to read for a Doctoral Degree locally/abroad after confirmation in the post with the approval of the Council of the University.*
- (v) *No pay leave so granted to a teacher who is direct recruited as Senior Lecturer shall be limited to a period of 02 years in the first instance and additional leave required to complete the study shall also be granted without pay by the governing authority on progress reports of the supervisor and upon the recommendation of the Head of the Department and the Dean of the Faculty concerned. The total period of no-pay leave so granted shall be limited to a period of 03 years.*

(vi) No period of leave on no pay referred to in paragraphs (i),(ii) and (v) above, shall be considered for purpose of incremental credits or earned sabbatical leave entitlement.

Please note that Commission Circulars **No.455 of 18th October 1990** and **No.814th of 14th November 2002** are hereby rescinded and bring the contents of this circular to the notice of all those concerned.

The provisions of this circular will be effective from 15th July 2011.


(Prof. Gamini Samaranayake)
Chairman

Copies to :

01. Chairman's Office/UGC
2. Vice Chairman/UGC
3. Members of the UGC
4. Secretary/UGC
5. Deans of Faculties
6. Registrars of Universities
7. Financial Controller/UGC
8. Bursars of Universities
9. Librarians /SAL/AL of the HEII
10. Deputy Registrars/Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
11. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
12. Chief Internal Auditor/UGC
13. Govt. Audit Superintendents of Universities
14. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEII
15. Secretaries of Trade Unions
16. Auditor-General
17. File No. UGC/HR/6/4/17

File No.UGC/HR/4/7/38