



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 18/2016

No. 20, Ward Place
Colombo 07

15.12.2016

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

STUDY LEAVE TO TEACHERS

Your attention is invited to Commission Circulars No. 88 of 10.07.1980, 429 of 02.03.1990, 445 of 31.07.1990, 455 of 19.10.1990, 814 of 14.11.2002, 959 of 12.07.2011, 963 of 30.08.2011 and Establishments Circular Letter No. 20/1982 of 13.09.1982 issued with regard to granting of study leave to teachers.

The Commission at its 952nd meeting held on 03.11.2016, decided that study leave shall be granted to teachers subject to the following provisions;

1. A teacher who has received a scholarship or other award for a postgraduate degree in a University/Institute recognized by the Commission, may be granted study leave abroad or locally to read for such degree with the approval of the Governing Authority, provided that it leads to confirmation and/or promotion to a higher grade.
2. **Recruited as Lecturer (Probationary):**
 - 2.1 The maximum permissible period of study leave **with pay** shall be;
 - (a) 24 months (2 years) to obtain a Masters degree with or by research
 - (b) 39 months (3 years & 3 months) to obtain a Doctoral degree
 - (c) Where obtaining a Masters degree is a condition precedent to registering for a Doctoral degree, 45 months (3 years & 9 months) to obtain both a Masters degree and a Doctoral degree.
 - (d) A teacher who has already been granted study leave to obtain a Masters degree may be granted balance period to obtain a Doctoral degree, so that the total study leave granted to the teacher shall not exceed the limit of 45 months (3 years & 9 months) total study leave entitlement.
 - 2.2 The maximum permissible period of study leave **without pay**, in addition to the above, that may be granted by the Governing Authority, one year at a time, if satisfied such leave is essential, based on progress reports of the supervisor and upon the recommendation of the Head of the Department of Study and the Dean of the Faculty concerned, shall be;
 - (a) 12 months (1 year) to obtain a Masters degree with or by research
 - (b) 48 months (4 years) to obtain a Doctoral degree
 - (c) Where obtaining a Masters degree is a condition precedent to registering for a Doctoral degree, 48 months (4 years) to obtain both Masters degree and Doctoral degree.
 - (d) A teacher who has already been granted study leave to obtain a Masters Degree may be granted balance period to obtain a Doctoral Degree, so that the total study leave granted to the teacher shall not exceed a total period of 60 months (05 years).
 - 2.3 A Lecturer (Probationary) shall be in continuous service for a period of at least one year from the date of his/her appointment to avail study leave. However, the Council of the University shall use their discretion to grant study leave prior to completion of one year from the date of appointment of a Lecturer (Probationary), if he/she receives a scholarship/other award to read for a postgraduate degree in a university/institute recognized by the Commission.

- 2.4 Each Lecturer (Probationary) shall under normal circumstances be expected to obtain an appropriate postgraduate degree sufficient at least for confirmation, within the initial three-year period of probation referred in section 72 of the Universities Act No. 16 of 1978, as amended. His/her services shall be terminated by the Governing Authority, if he/she fails to obtain such degree within the maximum eight-year period of probation permitted by the same section of the Universities Act.
- 2.5 Study leave shall not be granted to any Lecturer (Probationary) who will not be in a position to obtain the requisite postgraduate degree in the period between the date of commencement of study leave and the date of expiry of probationary period under section 72 of the Universities Act No. 16 of 1978, as amended.
- 2.6 A teacher who has already been granted study leave abroad to read for a Masters degree and who has been confirmed and promoted to the next higher grade of Senior Lecturer Grade II, shall be granted study leave to read for a Doctoral Degree only if he/she has served for a minimum period of 4 years after his/her resumption of duties upon his/her return.
- 2.7 A teacher whose initial scholarship/agreement requires him/her to return immediately after completing the Masters degree may be granted leave to do a Doctoral Degree without serving the University for a specified period before going abroad again, provided that he/she does not opt for promotion to the next higher grade after the Masters degree.

Confirmation and promotion in appointment while on study leave

- 2.8 The Governing Authority shall confirm any Lecturer (Probationary) in his/her post on his/her obtaining an appropriate postgraduate degree (including who is on study leave), provided that he/she has also satisfied such other conditions as are required to his/her confirmation.
- 2.9 A confirmed Lecturer who has completed five years of service and obtained study leave abroad/locally to read for a postgraduate degree without applying for next promotion shall be promoted to the post of Senior Lecturer Grade II from the date on which he/she finally resumes duties after obtaining the postgraduate degree.
- 2.10 A confirmed Lecturer who has not completed five years of service and obtained study leave abroad/locally to read for a postgraduate degree shall be promoted to the post of Senior Lecturer Grade II from the date on which he/she finally resumes duties after obtaining the postgraduate degree or completes the five years of service, whichever occurs later.

3. Directly Recruited as Senior Lecturer / Lecturer (unconfirmed):

- 3.1 A teacher directly recruited as Senior Lecturer / Lecturer (unconfirmed) shall be granted study leave for a PhD/Doctoral degree after confirmation in the post, with the approval of the Governing Authority.
- 3.2 The maximum permissible period of study leave **with pay** shall be 3 years.
- 3.3 The maximum permissible period of study leave **without pay**, in addition to the above, that may be granted by the Governing Authority, one year at a time, if satisfied such leave is essential, based on progress reports of the supervisor and upon the recommendation of the Head of the Department of Study and the Dean of the Faculty concerned, shall be 2 years.

4. Notes:

- 4.1 Each teacher who avails study leave shall enter into an agreement and a bond with the HEI that includes an obligatory period of service, as appropriate to his/her period of study leave, from the date of resumption of duties, or the date of award of the degree, whichever is later.

- 4.2 If the teacher fails to fulfill the requirements of the agreement and the bond with the HEI, including the requirement to obtain the qualification of a postgraduate degree, that would lead to confirmation and/or promotion, he/she shall be bound to pay the HEI, the all expenses incurred in connection with such leave.
- 4.3 Each teacher on study leave shall regularly send to the Principal Executive Officer, half-yearly reports of such teacher's progress as a postgraduate student, and such reports shall have been issued by his supervisor or director of studies. Such reports shall be filed in records of such teacher's personal file.
- 4.4 An additional period of six months study leave with pay shall be granted to a teacher who goes to non-English speaking country for his/her postgraduate degree, where it is a mandatory requirement to obtain proficiency in the language of that country before pursuing the postgraduate studies. Such teacher should produce documentary evidence regarding the need for gaining proficiency in the language of the country from the supervisor concerned.
- 4.5 Under no circumstances the study leave with or without pay shall be extended beyond the maximum permissible periods.
- 4.6 Any teacher holding the post of Associate Professor/Professor shall not be granted study leave after reaching the age of 50 years, with effect from April 2017.
- 4.7 Study leave shall not be allowed to obtain post-doctoral qualification.
- 4.8 No period of leave without pay referred to in 2.2 and 3.3 above shall be considered for the purpose of determining the incremental credits or earned sabbatical leave entitlement.
- 4.9 The above shall apply *mutatis mutandis* to the Library Staff recognized as teachers by the Universities Act No. 16 of 1978, as amended.

Please note that the Commission Circulars No. 88 of 10.07.1980, 429 of 02.03.1990, 445 of 31.07.1990, 455 of 19.10.1990, 814 of 14.11.2002, 959 of 12.07.2011, 963 of 30.08.2011 and Establishments Circular Letter No. 20/1982 of 13.09.1982 are hereby rescinded, without prejudice to any action taken so far under such Circulars/Circular Letters.

Please take action accordingly and also bring this to the notice of Academic Staff concerned.

The provisions of this Circular will be effective from 01.01.2017.


Prof. Mohan de Silva
Chairman

Copies to :

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2. Chairman's Office/UGC
3. Vice Chairman/UGC
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5. Secretary/UGC
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7. Registrars of Universities
8. Accountant/UGC
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