

SCHEDULE

The following particulars and documents are required in support of travel grants requested by way of air passage by Probationary Lecturers/Senior Lecturers who will proceed abroad for postgraduate studies.

1. An application for postgraduate training abroad (use the attached new application form)
2. A copy of the scholarship/award given to Probationary Lecturer/Senior Lecturer concerned.
3. A letter from the Awarding Agency that the scholarship/other award does not cover the expenses for air passage, if specific instructions relating to travel arrangements are not mentioned in the scholarship/award letter.
4. A letter certifying that the Lecturer/Senior Lecturer concerned does not receive any other award from the Higher Educational Institution/Institute or the other sources or the donor agency/agencies to cover the expenses of air passage should be sent by the University.
5. If the scholarship/award is for a programme on self finance, the applicant concerned should submit documentary evidence as to how he/she finds funds for the programme.
6. Higher Educational Institution/Institute should certify that the Institute has not given any financial assistance from its funds to the Probationary Lecturer/Senior Lecturer concerned to follow postgraduate courses locally. If funds have been given by the Higher Educational Institution/Institute such Lecturers will not be entitled to receive financial assistance as travel grants.
7. Any other relevant documents.

Note

1. *Higher Educational Institution/Institute should certify that the foreign university or the other Institution in which the Probationary Lecturer/Senior Lecturer concerned is registered to follow the course of study, is a recognized Higher Educational Institution.*
2. *The recognition of foreign University or other Institution should be determined as per the information provided in the International Handbook of Universities/Commonwealth Universities Year Book which are the authenticated documents at present and any other document/criteria which may be decided by the UGC from time to time.*
3. *Travel grants by way of air passage should be provided strictly as per the provisions of Public Finance Circular No.431 of 24.04.2008 which was adopted by Finance Circular No.06/2008 of 02.07.2008.*
4. *Any request for reimbursement of the cost of air ticket from Probationary Lecturer/Senior Lecturer who makes such request after the outward/inward journey should not be entertained.*


(Prof. Gamini Samaranayake)
CHAIRMAN/UGC

NOMINATION FOR POSTGRADUATE STUDIES/POST MD/MS TRAINING ABROAD

1. Name of Higher Educational Institution:

2. Name and designation of Probationer:

3. Department of Study:

4. Date of Appointment : (i) as Lecturer Probationary:

(ii) as Senior Lecturer (if direct recruited):

(iii) as Senior Lecturer (promoted):

5. Date of Birth:

6.(a) Has the probationer obtained any postgraduate qualifications locally:

(b) If so, specify qualifications obtained:

(c) Whether the University/Institute has paid the course fee:

(d) If so, specify the amount paid:

7. Foreign postgraduate qualification/s sought:

8. Field of study:

9. Name of the Foreign Institutions:

10. Whether a placement has been obtained in the above Institutions:

11. Whether teaching assistantship or other employment has been offered, and if so, particulars including employments:

12. Probable date of commencement of course of study and its duration:

13. Any other particulars:

I nominate the above named Probationary Lecturer/Snr.Lecturer for postgraduate training abroad.

Vice-Chancellor/Director