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றுஹுண பல்கலைக்கழகம்
UNIVERSITY OF RUHUNA

වැල්ලමඩම මාතර 81000 ශ්‍රී ලංකාව වෙල්ලමඩම மாதத்தறை 81000 இலங்கை WELLAMADAMA, MATARA 81000 SRI LANKA

28.04.2016

Internal Circular No: 02/2016

All Deans of Faculties/University of Ruhuna
The Librarian/University of Ruhuna
All the Heads of Departments/University of Ruhuna

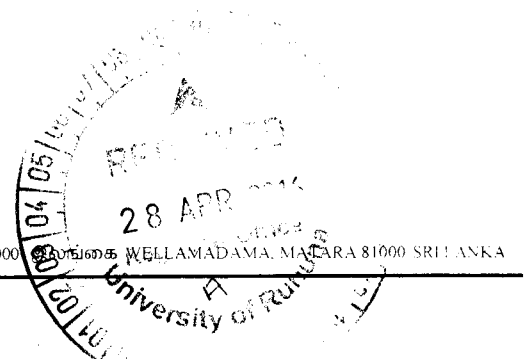
Guidelines for the approval of travel grant under the Capital Development Project Grant

The following guidelines have to be followed when approving the travel grant.

1. A full research paper/extended abstract has to be submitted with the application.
2. Only the presenting author is eligible for a travel grant. In the case of a joint authorship, the presenting author has to obtain the consent from other author/authors for making the presentation. The consent letter/s should be forwarded with the application.
3. The travel grant should be granted only for oral presentation of a research paper at a regional/international conference/seminar/, etc.
4. A Faculty committee which comprises with following persons should make a thorough review about the *quality/standard* of the paper and make a recommendation with the application.
 1. Dean of the Faculty
 2. Heads of the Department
 3. Two Professors/ Senior Lecturers, one with expert subject knowledge in the field of the research paper

If there is more than one application at a particular time, the committee should make a priority with justification(s).

5. If there are several applicants for a same conference/seminar (separate papers), applications should be treated separately.
6. An applicant is eligible to apply for a travel grant only once in two years. Starting date of the previous event (which obtained the travel grant) should be considered for calculation of 2 years.



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7. The maximum amount of a travel grant should be limited to Rs. 200,000 for a applicant, at a particular time.
 8. Applicant should submit travel grant application through official channel to Vice Chancellor's office two months prior to the starting date of the event using the appropriate application form.
 9. At the University level the Leave and Award Committee should make the final decision. In this connection, recommendation made by the Faculty committee, previous research publications, academic/scientific achievements, contribution to University /national work, participation at Faculty Boards, Senate, other fora, punishments, CV, etc. can be taken into consideration.

This circular is effective from 01.01.2016.


28/04/2016
Professor Gamini Senanayake
Vice Chancellor

Professor Gamini Senanayake
Vice-Chancellor
University of Ruhuna
Matara - Sri Lanka.

Cc: Deputy Vice Chancellor
Registrar/UoR
Bursar (Actg.)/UoR
Senior Assistant Internal Auditor
Auditor General/Government Audit Section