

Guidelines for Payment of Allowances Relevant to the Research, Technical and Other Assistants

The Research Committee of Uva Wellassa University recognises following Research Personnel as supportive staff in conducting a Research Project which is recommended by the Research Committee and approved to grant by the Finance Committee of the University. These guidelines will be effective from January 01, 2020.

1. Type of Research Personnel

(a) Research Assistant (RA) recruited leading to a Postgraduate Degree (MPhil/PhD)

- Only one RA is permitted for a grant.
- Principle Investigator (PI) should inform the Research Committee about the appointment of RA having verified the required qualifications. Also, an agreement/understanding should be developed between the PI and RA.
- The Vice Chancellor or a delegated person for the Vice Chancellor will issue a 'Letter of Appointment' for the RA.
- RA who is registered for an MPhil will be paid only for 24 months and RA who is registered for PhD will be paid only for 36 months at the applicable rate specified below. Last stipend will be withheld until the RA provides a copy of the final thesis to the relevant Higher Degree Committee/Post Graduate Unit.
- The RA should be registered with the relevant Higher Degree Committee/Post Graduate Unit submitting the necessary forms and documents.
- Payments will be commenced only after the registration as a Postgraduate student according to the time schedule issued at the beginning of each year by the PI and recommended by the Research Committee.
- The PI should submit the RA's 'Attendance Sheet' (monthly basis) for making the payment. Accumulated Attendance Sheets will not be accepted.
- Any other payment will not be encouraged except the 'stipend'.
- At the end of the Postgraduate Degree registered for, the PI should inform the details to the Research Committee.

(b) Technical Assistant (TA)

- Only one TA is permitted for a grant.
- TA is recommended only for a specific time period/total time period of the Research Project depending on the requirement. This requirement should be recommended by the Reviewers and a justification should be provided by the PI for such a need.
- The TA should have either G.C.E. (A/L) or G.C.E. (O/L) qualification. Payments will depend on the qualification specified.
- Prior approval should be taken from the Research Committee along with the Research Proposal submitted for appointing a TA.

- The PI should submit the TA's daily work report for payment on time, as per the scheduled date.

(c) Other Assistant(s)/Labour(s)

- The requirement should be specified in the Research Proposal at the time of submission.

2. Amount of Payment

Based on the 'Payment Guidelines' specified by National Research Council (NRC) of Sri Lanka in 2019 and the National Science Foundation (NSF) of Sri Lanka in 2018 (Table 1), following rates of payments are adapted (Table 2).

(a) Research Assistant (RA)

Table 01: Reference of Payments for RA (NRC and NSF Guidelines).

Qualification	Payment (Rs.)		
	NRC*	NSF**	NSF***
Bachelor Degree with MPhil	100,000.00	100,000.00	60,000.00
Bachelor Degree with MSc	80,000.00	80,000.00	
Bachelor Degree with a First or Second Upper	60,000.00	60,000.00	
Bachelor Degree with a Second Lower or without a Class	50,000.00	60,000.00	

*Research Assistant

**Research Scholar

***Registered for Postgraduate Research Degree

Table 02: Recommended Rates of Payments for RA by the Research Committee.

Qualification	Stipend (Rs.)
1. Bachelor Degree with Postgraduate Qualifications (MPhil/MSc/MBA/MA or equivalent)*	80,000.00
2. Bachelor Degree with a First or Second Upper	60,000.00
3. Bachelor Degree with a Second Lower or without a class	55,000.00

*Leading to a PhD degree

(b) Technical Assistant

- Here, the Guidelines provided by NRC will be adapted, as it is.
- Accordingly, allowance for TA with G.C.E. (A/L) qualification will be Rs. 1,500.00 per day or Rs. 30,000.00 per month and TA with G.C.E. (O/L) qualification will be Rs. 1,000.00 per day or Rs. 20,000.00 per month.

(c) Other Assistant(s)/Labour(s)

- Payment rate will be decided based on the ongoing rates applied at the University (Government).

3. Method of Payment

Payment can be received by producing a 'Payment Voucher' presented by the PI of the Research Project. The voucher should be enclosed with the 'Attendance Sheet' signed by the PI.

Recommendation can be made by the relevant Head of the Department under which the PI works permanently. Approval will be granted by either the Dean of the relevant Faculty or the Vice Chancellor depending on the amount to be paid.

If the PI is a Head of Department, recommendation will be proposed by the Dean of the respective Faculty whereas if the PI is a Dean the recommendation will be proposed by the Vice Chancellor.

4. Termination of Payment/s

Any payment can be terminated/discontinued due to one or a few of the following reasons with the recommendation of the Research Committee.

- Termination of the Research Project due to poor/under performance, as observed by the Research Committee
- Termination of the Research Project by exceeding the approved time duration for the Research Project
- Poor/under performance of the respective RA or TA, as observed by the PI
- Leaving the Research Project by the RA or TA with and without a prior notice
- Any other reason found to be hindering the progress of the Research Project