

## Guidelines for Junior Research Fellows positions leading to PhDs

A special meeting held on 6<sup>th</sup> August 2018 chaired by the Vice Chancellor with DVC, Deans of Faculties, Chairman University Research Council decided to allow academics to recruit a “Junior Research Fellow (JRF)” to support their research and academic *activities with effect from 1<sup>st</sup> January 2019*. This decision was taken based on the UGC circular No. 867 dated 24<sup>th</sup> November 2005 regarding a scheme for the award of Junior Fellowships and appointment of Junior fellows in Departments attached to the Faculties of Arts, Humanities & Social Sciences. The same scheme can be adopted by all Faculties and Institutions in the University system according to above mentioned circular.

### Guidelines and criteria

1. **Position** Junior Research Fellows attached to the Faculties of Commerce & Management, Computing & Technology, Humanities, Medicine, Science and Social Sciences  
  
JRF is required to carry out research leading to a PhD under supervision of the academic and assist in teaching activities of his or her supervisor.  
  
Any academic staff member who can act as a PhD research supervisor could should make a request from the Vice Chancellor through Head and Dean for a Junior Research Fellow for a period of three years or more with a service break every year.
2. **Value of award:** An annual 12-month grant awarded for a period of 3-4 years’ renewable after evaluation at the end of each 12-month period, payable in monthly installments, an equivalent to half the remuneration (including all appropriate allowances approved by the UGC) attached to post coming under the salary code B-05 as stated in UGC circular No. 867 dated 24<sup>th</sup> November 2005.  
  
There should be a university agreed number of Junior Research Fellow positions to a Department.
3. **Qualifications:**
  - (a) Category 1 —  
  
A 4-year degree with specialization in the relevant subject with First or Second Class (Upper Division)

(b) Category 2 –

A 4-year Degree with specialization in the relevant subject with Second Class (Lower Division)

And

A Postgraduate Degree or Diploma of at least 01 academic years' duration in the relevant subject.

(c) Category 3 —

A 4-year Degree with specialization in the relevant subject without a class

And

A Postgraduate Degree of at least 02 academic years' duration in the relevant subject with a research component.

**4. Method of selection: By open advertisement.**

All candidates under categories 1, 2, and 3 below may be interviewed and evaluated on one and the same occasion.

**5. Funding for PhD research except for JRF salary:**

It is the responsibility of the supervisor to secure funding for consumable items, capital /equipment, travel and other costs of the research project.

**6. Nature and period of Award and Appointment:**

**Primary duties of the Junior Research Fellow** is to perform research under supervision of the academic member concern and complete the PhD helping teaching activities of the supervisor in the Department of the Faculty to which they are attached, as assigned to them from time to time by the Supervisor, Head of the Department or Dean of the Faculty, as the case may be.

This condition should be clearly stated when the Junior Research Fellow positions leading to PhDs are advertised.

(i) The Junior Research Fellowship is basically an award and an appointment to encourage and enable outstanding graduates in all fields of the Faculties of Commerce & Management, Computing & Technology, Humanities, Medicine, Science and Social Sciences who are successful in winning an award, to undertake PhD.

- (ii) Junior Research Fellows are expected to complete PhD degree within a period of three or four years, according to the duration of the award (although completion of a postgraduate degree within that period is to contribute 2 ½ days each week towards the academic activities (including teaching) of the supervisor in the Department of the Faculty to which they are attached, as assigned to them from time to time by the Supervisor, Head of the Department or Dean of the Faculty, as the case may be.
  
- (iii) Junior Research Fellows are also required to contribute 2 ½ days each week towards the academic activities (including teaching) of the supervisor in the Department of the Faculty to which they are attached, as assigned to them from time to time by the Supervisor, Head of the Department or Dean of the Faculty, as the case may be.
  
- (iv) Although an award of a Junior Research Fellowship and appointment as a Junior Research Fellow is designed for a period of three or four years (at the discretion of the Faculty or Department concerned), the junior Research Fellow will be evaluated by the Supervisor, Head of the Department and Dean of the Faculty at the end of each 12 month period during the duration of the fellowship, and the award and appointment renewed for a further 12 month period on the basis of a positive evaluation, on the recommendation of the Supervisor, Dean and the Head of Department (or by the Supervisor and Dean of the Faculty alone if the Junior Research Fellow is attached to a Faculty rather than to a Department). Conversely, a negative evaluation would result in the termination of the award and the appointment by the Council of the University on the recommendation of the Supervisor, Dean and the Head of Department (or on the recommendation of the Dean of the Faculty alone if the Junior Research Fellow is attached to a Faculty rather than to a Department.)

- (v) A Junior Research Fellow may, of his or her own accord terminate the award and the appointment with one month's notice after completion of 3 years of the PhD studentship agreement.
- (vi) No awardee of a Junior Research Fellowship will be eligible for any other award of a Junior Research Fellowship and appointment as a Junior Research Fellow in the University of Kelaniya after he or she has completed a total period of four years as a Junior Research Fellow.
- (vii) It must be clearly understood that a Junior Fellowship is essentially a facility to encourage postgraduate studies and research, facilitate academic activities of the supervisor and to promote human resource development, and does not carry with it any indication that the awardee will be absorbed into the academic staff of the Faculty or Department concerned.
- (viii) Junior Research fellow should sign an agreement with the University for 3 years in order to be appointed to the post.
- (ix) Junior research fellow should report to the supervisor and a letter of assumption of duties should be sent to the Vice Chancellor through proper channels.

## **7. Selection procedure:**

- I. Selection of suitable candidates for the post of Junior Research Fellow should be based on a Marking Scheme.  
A maximum overall mark of 80 or more is required for the award of a Junior Fellowship.
- II. Short listing of candidates may be done by a Committee comprising the undermentioned:
  - i. Dean/FGS should be the chair of selection committee
  - ii. The Dean of the Faculty concerned.
  - iii. The Head of Department of Study concerned.
  - iv. PhD Supervisor
  - v. Chair Professor or a Senior Member of the Department/Faculty not below the rank of Senior Lecturer nominated by the Vice Chancellor.

III. Short listed candidates are required to make an oral presentation of about 5 - 10 minutes at the final interview

IV. The composition of the Selection Committee is as follows

- i. Dean/FGS should be the chair of selection committee
- ii. The Dean of the Faculty concerned
- iii. The Head of Department of Study concerned.
- iv. PhD supervisor
- v. Chair Professor or a Senior member of the Department not below the rank of an Associate Professor (a Senior Lecturer may be considered only if such Senior Academics are not available)
- vi. A Senior member of the staff not below the rank of an Associate Professor from another Department/Faculty nominated by the Vice Chancellor.

#### **8. Creation of Cadre Provisions –**

- (I). Faculties or Department who wish to award Junior Research Fellowships has to resource these awards by the replacement of cadre position/s available with Junior Research Fellowships.

Faculties or Departments who opt to replace Temporary Lecture positions with Junior Fellowships are required to progressively phase out Temporary Lecturer cadre positions and to replace all existing and future Temporary Lecture positions with Junior Fellowships, once the existing staff who have completed their permitted period of appointment.

- (ii). Once a Faculty or Department opts for the replacement of Temporary Lecturer positions with Junior Research Fellowships, they cannot revive the converted Temporary Lecturer positions, as the purpose of the new scheme is to progressively replace all Temporary Lecturer positions with Junior Research Fellowships. However, the option of adopting the new scheme or retaining the existing Temporary Lecturer system is left to the Faculty or Department concerned.

(iii). Persons who have completed their permitted period of appointment as Temporary Lecturers are eligible to compete for Junior Research Fellowships.

9. The Scheme of Recruitment will be effective from 01.01.2019. It will be applicable to all Faculties, Departments of the University of Kelaniya.

JRF should register for a PhD at the Faculty of Graduate Studies of the University of Kelaniya, will have the privilege to pay the full installment of registration fee at the end of the course before the viva voce examination.