

Senate Memo: Foreign Travel Grants and Providing Registration fees for local symposia to facilitate Undergraduate students.

At 04/ 2019 Research Council Meeting held on 03rd April 2019, it was discussed that the undergraduate students should be encouraged to participate for International Research Conferences by providing foreign travel grants and Providing Registration fees for local symposia to present their papers in the conferences which are listed in **Scopus**.

Accordingly, the Research Council held on 03rd April 2019 decided to amend the guidelines for Foreign Travel Grants and Guidelines for Providing Registration fees for local symposia to encourage the undergraduate students to present their research articles in Scopus listed journals. Application to be submitted by the supervisor, on behalf of the undergraduate for the cost of participation of the undergraduate student.

Hence, this memo is forwarded to obtain the Senate approval.

a). Foreign Travel Grants

The undergraduates should meet the following criteria to be eligible for the award.

1. The research paper should have been accepted as an oral or a **poster** presentation at a prestigious international meeting or conference, relevant to the field of study and the student should be the presenter. The applicant should declare the presenting paper should not have been submitted to and/or presented at any other national or international symposium/workshop. In case the applicant is found to breach this condition, he/she has to refund to the university the full travel grant awarded and will not be qualified to apply for future travel grants under this scheme.
2. The same paper will not be eligible for another travel grant for the supervisor who is a permanent academic staff member.
3. The University address should appear below the name of the student. If the paper does not contain the words "University of Kelaniya" in the address, the travel grant will not be awarded.
4. The e-mail address of the presenting student should be the university of **Kelaniya** e-mail (i.e., username followed by @stu.kln.ac.lk) while the e-mail address of the supervisor should be the university of **Kelaniya** e-mail (i.e., username followed by @kln.ac.lk).
5. The supervisor should have Google Scholar and ResearchGate profiles which have been made public in University of **Kelaniya** domain and university of Kelaniya email address (username@kln.ac.lk) should appear.
6. The particular conference proceedings should be listed in Scopus

7. The award will be made to cover the cost of participation (registration fee, visa fee, air fare, cost of accommodation and incidental expenses) for the presenting student and this would be issued to the supervisor who should be a permanent academic staff member. However, this student travel grant will not be counted as a travel grant awarded to the supervising staff member.
8. Initially one grant can be allowed for each department depending on the number of departments and Faculty requirements in each faculty. The department of the supervisor can be considered as the department. Number of departments in each faculty is considered as the maximum number of grants per faculty.
9. Selection criteria developed by the University Research Council should be used to select the best student presentation from the faculty for recommending a Research Council travel grant. **(Annex a)**
10. **Only one grant will be made in relation to any one research project.**
11. Applications prepared as per the format given should be sent to the Chairman of the Research Council with the recommendation of the Director/FRC, Head of the Department and Dean of the Faculty.
12. A hard copy of the abstract/extended abstract that **has** been accepted for presentation should be submitted with the application.
13. The PDF version of the abstract/extended abstract that had been accepted for presentation should be submitted with the application to be published in the University **of Kelaniya** e-repository
14. An individual undergraduate student will be awarded not more than maximum of **Rs. 300,000.00** on any one occasion.
15. Foreign travel grant requests should be first submitted to faculty grants scheme. If there are no funds available in FRC, travel grant request should be forwarded to the Research Council.
16. A report should be submitted within 2 weeks of returning from the meeting. The report should be made according to the format given **Annex 4b.**
17. After returning to the Country, the student must make a presentation to the Faculty Board on the research he/she had presented at the international forum.
18. Directors/FRCs should keep track whether the presentations are made after returning to the country and report to Research Council.

b). Providing Registration fees for local symposia

The undergraduates should meet the following criteria to be eligible for the award.

1. The research paper should have been accepted as an oral presentation or a poster presentation at a symposium or a conference organized by a state university, recognized institution or a professional organization/association and the student should be the presenter.
2. The same paper will not be eligible for another grant for the supervisor who is a permanent academic staff member.
3. One research project is entitled for only one registration fee.
4. The e-mail address of the presenting student should be the university of **Kelaniya** e-mail (i.e., username followed by @stu.kln.ac.lk) while the e-mail address of the supervisor should be the university of **Kelaniya** e-mail (i.e., username followed by @kln.ac.lk).
5. The supervisor should have Google Scholar and ResearchGate profiles which have been made public in University of **Kelaniya** domain and university of Kelaniya email address (username@kln.ac.lk) should appear.
6. The particular conference proceedings should be listed in Scopus
7. The award will be made to cover the Registration fee for the presenting student and this would be issued to the supervisor on behalf of the undergraduate who should be a permanent academic staff member.

However, this student travel grant will not be counted as a travel grant awarded to the supervising staff member.

8. Initially one grant can be allowed for each department depending on the number of departments and Faculty requirements in each faculty. The department of the supervisor can be considered as the department. Number of departments in each faculty is considered as the maximum number of grants per faculty.
9. Selecting criteria developed by the University Research Council should be used to select the best student presentation from the faculty for recommending a Research Council grant. **(Annex a)**
10. **Only one grant will be made in relation to any one research project.**

11. Applications prepared as per the format given should be sent to the Chairman of the Research Council with the recommendation of the Director/FRC, Head of the Department and Dean of the Faculty.
12. The letter of acceptance of the abstract/extended abstract/research paper and the documentary evidence for the amount of registration fee should be submitted with the application.
13. Applicant should declare the presenting paper should not have been submitted to and/or presented at any other national or international symposium/workshop. In case the applicant is found to breach this condition, he/she has to refund to the university the registration fee awarded and will not qualify for Research Council grants to present papers at national symposia in future.
14. A hard copy of the abstract/extended abstract that had been accepted for presentation should be submitted with the application.
15. PDF version of the abstract should be submitted with the application to be published in the e-repository of the university.
16. Abstract of the paper presented should be published in the Research Gate profile of the applicant.