

**NATIONAL CENTRE FOR ADVANCED STUDIES IN HUMANITIES AND  
SOCIAL SCIENCES (NCAS)**

6A, SUKHASTAN GARDENS, WARD PLACE, COLOMBO 7.

**APPLICATION FOR PHD/MPHIL LEADING TO PH D GRANTS  
PROGRAMME – 2024 (1<sup>st</sup> Round)**

Photograph

3.5 cm x 4.5 cm

**Part A – PERSONAL INFORMATION**

1 Family name (Surname)	First/other names	Gender
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Date of birth:	DD/MM/YYYY	Age at the time of closing the application .....Yrs.....Months.....Dates	National Identity Card No.	UPF No.
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Address to which correspondence should be sent	e-Mail	
	Tel	
	Fax	

**2 University Education.** Give full details in chronological order. (From latest to the Oldest)

From Month/year	To Month/year (Degree effective date)	University (name, place)	Certificates, Degrees obtained	Main field(s) or Subject(s) of study

<b>3 Language Capability</b>  Indicate whether Average Good or Excellent  Type an asterisk next to your mother tongue		SPEAKING	READ ING	WRITE ING
	Sinhala			
	Tamil			
	English			
	Other (Specify)			

**4 Employment Record.** Starting with your present post, list in reverse order positions held.

**4.1 Employment at University**

Period (Month/Year)		Exact title of your post	Faculty	Department	Name & Address of the University
From	To				

**5 References.** List Two Senior Academics who are familiar with your qualifications and capabilities.  
(Please ensure that you include the two referee reports with this application)

Name	Full address (telephone, fax, e-mail if known)	Position

6. State any additional skills and relevant facts which might help to evaluate your application.

**7 Publications (Abstracts/ Full papers)** (Please attach additional pages when space provided is not adequate)- Attach three best publications as per your choice.  
Title, Publisher, Place, date etc. with the cover page, content page and the abstract/ Article as a proof)

## Part B - DETAILS OF THE STUDY

Degree Sought: M Phil Leading to PhD ☐ Ph D ☐

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8 Title of Research

9 Research Field (Please specify)

10 Are you already registered for degree?  
Or do you have a valid placement letter?

Yes

7

No

9

Yes

7

No

1



	Year 1 (Rs.)	Year 2 (Rs.)	Year 3 (Rs.)	Total (Rs.)	
1. Institutional Costs					
Registration fees					
Tuition fees					
Other fees (specify)					
2. Research expenses • (only for the candidates registered in local universities)					
3. Standard living cost (only for the candidates registered in foreign universities) ♦	♦	♦	♦	♦	
Total ♦					
• Detailed budget of research expenses recommended by supervisor should be attached separately ♦ To be filled by officials of NCAS					

#### 17 Other Financial Support

a) Is the proposed Degree study currently being supported by any other grant?

Yes ☐

No ☐

If so, please indicate the name of granting organization and give the amount and duration

Name of Granting Organization

Amount per year

Duration

(c) Is your Degree study currently being considered elsewhere for funding?

Yes ☐

No ☐

If so, by what organization/s; by what date is a decision expected?

#### 18 Other supportive Documents

Self-Declaration Letter *	Yes		No		Work Plan	Yes		No	
Personal Health Report	Yes		No		IELTS/TOEFL/PTE (Attach a Certified Copy)	Yes		No	
Study Leave Letter	Yes		No						

\* Note: Separate self-declaration regarding other sources of funding is needed recommended and approved by the Head, Dean and Vice Chancellor of employed university.

#### Part D – UNIVERSITY APPROVAL

18 I certify that all information in this application to be complete and correct to the best of my knowledge.

.....  
Signature of the Applicant

.....  
Date

19 Recommendations

I recommend/do not recommend the application.

.....  
Signature of the Head of the Department

.....  
Date

I recommend/do not recommend the application.

.....  
Signature of the Dean of the Faculty

.....  
Date

I approve and forward/ do not approve the application.

.....  
Signature of the Vice Chancellor

.....  
Date

FOR OFFICE USE ONLY

**APPLICATION CHECK LIST**  
**(Applicants registered/ proposed to be registered at Local Universities)**

**Documents to be submitted with the Application (Addendum to the Clause 4 of the Guidelines)**

No.	Description	Mark
01	Complete Curriculum vitae with the current position at the Respective University	
02	Certified Copies of the Degree/ Diploma Certificates mentioned in the application, along with the original detailed results sheet issued by the relevant HEI.	
03	A letter issued by the University/HEI where the applicant is employed at, certifying the availability of study leave	
04	Letters of commendation by the two (02) referees mentioned in the application.	
05	Registration letter /Placement letter for the intended postgraduate programme issued by the intended University/HEI.	
06	A well- written- research proposal (approximately 1500 words for Masters/ Masters leading to PhD, and 2000 words for PhDs) with the letter of acceptance by the proposed University	
07	Declaration of other sources of funding available for the intended study programme (any subsequent funding secured by the candidate should be declared to the NCAS immediately by the candidate) <sup>1</sup>	
08	Certified copies of the research and publication by the candidate <sup>2</sup>	
09	Total budget of tuition fee obtained from the intended University/HEI of registration).	
	Total budget of the research expenses certified by the Supervisor	
10	Letter from the Registrar of the university certifying the name of the supervisor appointed by the Senate with his/her institutional affiliation.	
11	Six months progress report <b>(Must be submitted by the candidates who are applying after six (06) months of registration).</b> <sup>3</sup>	
12	A copy of the official Identity card issued by the University/HEI	
13	A copy of the National Identity Card	
14	Copy of the Birth Certificate	
15	Any other supporting documents 1. .... 2. .... 3. ....	

**\*\*\*\* Please note that the non-submission of all the mandatory documents will result in rejecting of your application with no further communication.**

<sup>1</sup> Please note that no applicant is eligible for funding from the NCAS for his or her postgraduate studies if he/she receives financial support from the postgraduate funding scheme operated by the University Grants Commission, a Government project (i.e. World Bank, Asian Development Bank sponsored projects) or a recipient of foreign/local scholarship through the Government or a related institution for the same purpose (Extracted from NCAS funding Guidelines: 2:4).

<sup>2</sup> Please attach three best publications (abstracts/ full papers) as per your choice: Title, Publisher, Place, date etc. with the cover page, content page and the abstract/ Article as a proof, certified by the respective Head of the Department/ Dean/ Vice Chancellor/ Coordinator)

<sup>3</sup> Please visit the <https://ncas.ac.lk/grantees/> and download the latest six-monthly (version 02) progress report for the purpose.

## APPLICATION CHECK LIST

(Applicants registered/ proposed to be registered at Universities Overseas)

### Documents to be submitted with the Application (Addendum to the Clause 4 of the Guidelines)

No.	Description	Mark
01	Complete Curriculum vitae with the current position at the Respective University	
02	Certified Copies of the Degree/ Diploma Certificates mentioned in the application, along with the original detailed results sheet issued by the relevant HEI.	
03	A letter issued by the University/HEI where the applicant is employed at, certifying the availability of study leave	
04	Letters of recommendation by the two (02) referees mentioned in the application.	
05	Registration letter /Placement letter for the intended postgraduate programme issued by the intended University/HEI. In case of an applicant intended to register with a foreign university/HEI, acceptable level of communication with the university/HEI is sufficient at the application stage.	
06	A well- written- research proposal (approximately 1500 words for Masters/ Masters leading to PhD, and 2000 words for PhDs) with the letter of acceptance by the proposed University	
07	Declaration of other sources of funding available for the intended study programme by way of scholarships, partial funding, tuition waivers, living stipend etc. by the applicant other than government funding/scholarship. (any subsequent funding secured by the candidate should be declared to the NCAS immediately by the candidate) <sup>4</sup>	
08	Certified copies of the research and publication by the candidate <sup>5</sup>	
09	Certified copies of IELTS/TOEFL/ PTE results sheet	
10	Documentary evidence for the relevant course fees including registration, payable to the intended postgraduate programme (By way of an official invoice sent by the intended University/HEI overseas).	
	Total budget of the living expense/medical insurance etc., certified by the University.	
	Total budget of the research expenses certified by the University overseas	
11	Credential of the prospective supervisors in terms of qualifications and research Publications.	
12	Six months progress report ( <b>Must be submitted by the candidates who are applying after six (06) months of registration</b> ). <sup>6</sup>	
13	Copy of the Passport with bio page and the visa pages ( <b>Must be submitted by the applicants who are already in overseas carrying out the studies</b> ).	
14	A copy of the National Identity Card	
15	Copy of the Birth Certificate	

**\*\*\*\* Please note that the non-submission of all the mandatory documents will result in rejecting of your application with no further communication.**

<sup>4</sup> Please note that no applicant is eligible for funding from the NCAS for his or her postgraduate studies if he/she receives financial support from the postgraduate funding scheme operated by the University Grants Commission, a Government project (i.e. World Bank, Asian Development Bank sponsored projects) or a recipient of foreign/local scholarship through the Government or a related institution for the same purpose (Extracted from NCAS funding Guidelines: 2:4).

<sup>5</sup> Please attach three best publications (abstracts/ full papers) as per your choice: Title, Publisher, Place, date etc. with the cover page, content page and the abstract/ Article as a proof, certified by the respective Head of the Department/ Dean/ Vice Chancellor/ Coordinator)

<sup>6</sup> Please visit the <https://ncas.ac.lk/grantees/> and download the latest six-monthly (version 02) progress report for the purpose.