Annex 1

APPLICATION FOR THE VICE CHANCELLOR'S AWARDS FOR THE BEST SCHOLARS

Reporting Period: Calendar Year …………………

Note: applicable only for the permanent academic staff

A.   Personal Information:

Name				
Designation				
Department/Faculty				
Category	Young		Senior	
Award/s applying for:	Teaching			
	Research			
	Creative Works			
	Outstanding			

List only those accomplishments and activities that took place within the reporting period

1. Teaching

1.1   List all the courses you taught during the past academic year and the contact hours *(Time table for the academic year should be enclosed).*

Module Code	Academic Year and Semester	Credits	Number of Students	Total Lecture Hours Conducted	Total Practical Hours Conducted	Head's Initial
Total Hours for the Year						

1.2   Extra teaching load outside the discipline

Module Code	Academic Year and Semester	Credits	Number of Students	Total Lecture Hours Conducted	Total Practical Hours Conducted	Relevant Head's initial
Total Hours for the Year						

1.3   Other contributions to teaching and learning (e.g., curriculum development, development of new courses, new teaching materials preparation, participation in workshops/conferences **related to teaching**, contributions to online teaching, field trips & industry visits (related to teaching), Inter-faculty teaching, etc.). (Evidence should be provided)

1.4   Student feedback reports will also be considered in the evaluation *(Academic establishment division should request information from the respective Dean's Office).*

1.5   Peer observation reports will also be considered in the evaluation *(Academic establishment division should request information from the respective Dean's Office).*

1.6   Examination works (provide details for the following activities)

- Question paper setter
- Question paper moderator
- Examination supervisor
- Invigilator
- Paper evaluator (First examiner)
- Paper evaluator (Second examiner)
- Practical board examiner
- Thesis evaluation (undergraduates)
- Thesis evaluation (postgraduate)

Note: The details should be provided on the table format as shown below.

Contribution	Subject code/ Academic year	Timely accomplished *(Academic establishment division should verify this section from the head/examination division of the University)*
Question paper setter		

1.7   Postgraduate and undergraduate students that you supervised or co-supervised during the reporting period. Make lists separately for undergraduate and postgraduates.

University	Student Name and Reg. No.	Degree	Supervisor / Co-supervisor/Other	Start Year	Full or Part-time

1.8.   Participation in Continuing Professional Development (CPD) Programmes

Extension Courses/ Short Courses as a resource person in Seminars/ Workshops/ Staff Development Programmes/ CPD Programmes/ Extension Courses/ Short Courses

1.9   Text books

Text books (other than Journal Articles, Chapters and Books of Scholarly Work) published.

   i.   Recognized publisher
   ii. Other publishers

I hereby certify that the above information is complete and true.

---   ----------------------------
           Signature   **Date**

2. Research

2.1. Please list only those scholarly works which were accomplished during the **reporting year.** Be sure to list all the co-authors and provide complete references. The applicant may prepare the details relevant to scholarly works as per the marking scheme.

- Publications in Indexed Journals (Scopus and web of science)
- Publications in other peer reviewed journals
- Published conference proceedings (full papers)
- Published conference abstracts
- Non-peer reviewed articles/monographs
- Authored or edited books/chapters/other publications
- Citations for the reporting year (refer to your Google Scholar account)

2.2 Patents in the relevant field

List all national and international patents received in the relevant field.

2.3 Research grants

List all research grants and contracts held and consulting work you received during the review year

Sponsor	Your Role (PI/CI)	Project title	Funding Received for Review Year (Rs.)

2.4 Awards and honors and other recognitions

List all Awards you received relevant to your research activities during the review year

I hereby certify that the above information is complete and true.

--   ----------------------------
                 Signature   **Date**

3. Creative works:

3.1. List specific new creative endeavors contributing to knowledge during the reporting year (E.g. performances, designs, exhibitions, patents, licenses, computer software etc.).

- Be sure to list all the co-authors/co-artistes and provide complete references.
- The evidences for each work must be provided in a form that can be evaluated.
- Only those creative works will be considered which are his/ her own works/ creations/ performances.
- Applicants may include his/ her contribution to VAPA TV as a guest speaker/ performer/ presenter
- Each creative work must include a concept paper or an abstract.

3.2 Patents in the relevant field

List all national and international patents received in the relevant field.

3.3 Creative works grants

List all creative works grants and contracts held and consulting work you received during the reporting year.

Sponsor	Your Role (PI/CI)	Project title	Funding Received for Review Year (Rs.)

3.4 Awards and honors and other recognition

List all Awards and Honors you received relevant to your Creative Works activities during the review year

I hereby certify that the above information is complete and true.

---   ----------------------------
                    Signature   **Date**

Annex - 2

A. Eligibility

1) Application for Best Young scholar (teaching/ research/ creative works/ outstanding)

Eligible category   - Probationary Lecturer, Lecturer (unconfirmed), Lecturer, Assistant Librarian

2) Applications for Best Senior Scholar (teaching/research/creative works/outstanding)

Eligible category   - Senior Lecturer (Grade II and I), Associate Professor, Professor, Senior Professor, Senior Assistant Librarian, Deputy Librarian, Librarian

B. Minimum Marks Standards

Best Young Scholar Awards

Award	Minimum Marks
Best Young Scholar (Teaching)	60
Best Young Scholar (Research)	40
Best Young Scholar (Creative Works)	40

Best Senior Scholar Awards

Award	Minimum Marks
Best Senior Scholar (Teaching)	60
Best Senior Scholar (Research)	50
Best Senior Scholar (Creative Works)	50

Outstanding Scholar Award (Young & Senior)

To qualify for the outstanding award a candidate should earn minimum marks for each component of evaluation as given below.

	Minimum Marks		
	Teaching	**Research**	**Creative Works**
Best **Young Scholar** (Outstanding)	40	40	40
The candidate secured highest total marks will be awarded			

	Minimum Marks		
	Teaching	**Research**	**Creative Works**
Best **Senior Scholar** (Outstanding)	40	40	40
The candidate secured highest total marks will be awarded			

C. Method of Application

A candidate can apply for one or more awards if he/she secures minimum marks as specified in section (B).

An application for the best scholar awards should be accompanied by;

a) A self-assessment as per the given form and the marking scheme of his/her reporting year specifying the contribution to:
   - Teaching
   - Research
   - Creative Works

b) One copy of **all publications** (e.g. research papers, books, etc.) and **other relevant documents and materials** by the candidate should be submitted.

These documents shall be sent to the Vice Chancellor through proper channel by each candidate with a covering letter applying for the award. The Establishments Division of the University shall handle the entire processing of applications.

D. Method of Evaluation

All the applications and documentary evidences will be evaluated by a panel appointed by the University Senate. Those appointed members/experts should assess teaching, research, creative work and other qualifications of the applicant based on documents submitted and they should allocate marks based on the Marking Scheme.

Composition of the committee:

1. A Vice Chancellor of another university
2. Rector/ Dean of a Fine Arts Campus/ Faculty/ Institute of other Universities
3. Two Senior Professor/ performing in the relevant field from other Universities

MARKING SCHEME FOR THE AWARD OF BEST SCHOLAR

1.0.   TEACHING

1.1   Lectures/Practical - *0.1 point per lecture/ practical hour*

1.2.   Extra Teaching load - *0.5 points/ hour*

Outside the Discipline

Teaching officially in areas other than a staff member's specialty.
For example:

a) Teaching Sinhalese to non-Sinhalese speaking and Tamil to non-Tamil speaking students, by a teacher in the Faculty of Music

b) Teaching Professional Ethics or Management by Visual Arts or Performing Arts Lecturers etc.

1.3   Other contributions to teaching and learning provided with evidence - *1.0 point/activity*

1.4   Student feedback reports

- should have been carried out on form prescribed by Department/Faculty/University
- should have been carried out and analyzed by Head of Department or nominee
- should be carried out for each lecturer separately, if course is shared
- can be carried out for each course taught by a lecturer
- at least 60% of registered students for the course must be sampled
- on a five-level scale of "Very poor, Poor, Average, Good, Very Good", Mean score calculated from the **overall student feedback for a module** corresponds to:

Mean Score	Status	Marks
4.0 < = Mean Score	Very good	3 points
3.0 < = Mean Score < 4.0	Good	2 points
2.0 < = Mean Score < 3.0	Average	1 point

1.5   Peer observation report - *1.0 point / Module*
Number of peer observations

1.6   Examination works (Marks will be given only the examination division can proves that the task has timely completed)

    1.6.1   Paper setting = *3 points/ paper*
    1.6.2   Moderation = *2 points/ paper*
    1.6.3   Supervision = *2 points/ exam*
    1.6.4   invigilation = *1 point/ exam*
    1.6.5   1st Evaluator = *0.01 points/ answer script*
    1.6.6   2nd Evaluator = *0.01 points/ answer script*

1.6.7   Practical board examiner = *0.5/ session*

1.6.8   undergraduate thesis evaluator = *1 points/ thesis*

1.6.9   Postgraduate thesis evaluator = *2 points/ thesis*

Note: For joint contributions in section 1.6, the marks should be appropriately apportioned

1.7   Undergraduate/ Postgraduate Supervision
Supervision of Undergraduate, Ph.D, MPhil, or other postgraduate theses and dissertations.

1.7.1   Ph.D.   *3 points/ thesis*

1.7.2   M.Phil. (Two-year full-time research degree)   *2 points/ thesis*

1.7.3   Two year full-time postgraduate degree (M.Sc., M.A. etc.)   *1 point/ dissertation*

1.7.5   Undergraduate supervision   *0.5point/ dissertation*

Note: For joint supervision in section 1.7, the marks should be appropriately apportioned.

1.8   Participation in Continuing Professional Development (CPD) Programmes/Extension Courses/Short Courses

As a **resource person** in Seminars / Workshops / Staff Development Programmes / CPD Programmes / Extension Courses / Short Courses - *1 point/Activity*

1.9   Text books

Text books (other than Chapters and Books of Scholarly Work) published.

(*i*) Recognized publisher - *up to 5 points/ book*

(*ii*) Other publisher - *up to 3 points/ book*

2.0. RESEARCH

Note 1: In the case of papers/publications with joint authorship, applicants should indicate their actual contribution to the work published and marks should be allocated accordingly.

Note 2: In evaluating and assigning marks to papers, evaluators should bear in mind and strictly enforce the following well, widely and long understood definitions:

a) A Journal Paper: A fully scripted essay of academic significance in a serial publication in numbered volumes to which articles may be submitted at any time and are published only if they pass peer review.

b) A Conference Paper: A fully scripted essay reported in the bound report of the proceedings or transactions of a meeting of academic significance, which is circulated at or after the meeting. Such meetings may also be known by other names such as Conference, Seminar, Colloquium, Forum, Workshop, Congress, and Sessions.

c) Book: A publicly available bound text with ISBN Number.

2.1 Peer reviewed publications (including invited editorials in indexed journals)

2.1.1 Research publications in refereed journals (full paper published)

  i. Paper in a journal that publishes at least two issues per year - *up to 6 points*
  ii. Paper in a journal that publishes less than two issues per year - *up to 4 points*
  iii. Paper if the paper is published in a recognized indexed journal - *add 4 points*

Note 1: Recognized Index journals are listed at http://www.isinet.com/journals under:
  ➢ Science Citation Indexed Expanded (™) (Web of Science)
  ➢ Social Sciences Citation Index® (Web of Science)
  ➢ Arts and humanities citation index® (Web of Science), etc.
  ➢ Scopus

Note 2: The candidate must produce evidence that the journals claimed under 2.1.1 are published at least twice a year and are indexed

2.1.2 Peer reviewed Presentations at National/International Conferences/Symposia

  i. Published as full papers **- *up to 5 points/ paper***
  ii. Published in abstract form **- *up to 2 points/ abstract***
  iii. Presented with evidence **- *up to 2.5 points/ presentation***

2.1.3 Citation of the applicant's work **by others** in books and refereed journals

  i. 1. 0 Point/citation

2.2   Scholarly work

2.2.2   Chapters and books of scholarly work (other than textbooks) published in the relevant field.

  i.   Recognized publisher - *up to 5 points/ chapter or up to 10 points/ book*
 ii.   Other publishers - *up to 3 points/ chapter or up to 5 points/ book*

2.2.3   Editing of Collections of Essays and Books *- up to 5 points/ book*

2.2.4   Editing of Classical Work/Book Reviews *- up to 5 points/ book*

  i.   Translation and publication of Books of Scholarly Work - *up to 4 points/ book*
 ii.   Bonus for publication with recognized publishers *- up to 5 points/ book*

2.2.5   Editor-in-Chief of journals published at least twice a year *- up to 3 points/ journal/ year*

2.2.6   Reviewer/Editorial Board Member of journals published at least twice a year *- up to 2 points/ journal/ year*

2.2.7   Conference chair/keynote speaker/convener

2.2.8   Session chair/conference panel member/reviewer/editorial board member

2.2.9   Newsletters/scientific magazine articles *- up to 3 points/ article*

2.3   Patents in the relevant field

  i.   National patents *- up to 05 points per patent*
 ii.   International patents *- up to 10 points per patent*

2.4   Research Grants

List all research grants and contracts held and consulting work you received during the review year *- 5 points per grant*

2.5   Awards in Research

Special Academic/Professional Awards or recognized Academic/Professional Distinctions in research *- up to 10 points/award*

3.0 Creative Work

3.1 Creative work in literature, culture, theater, music, dancing, arts, etc.

Note: For joint creative works, the marks should be appropriately apportioned.

Section	Marks (Maximum)
3.1. Creative Work (Visual Arts/Performing Arts/Creative Writing)	
3.1.1 Visual Arts	
3.1.1.1 Creative work in Fine Arts	

Original art work in Fine Arts in national level
  i. Solo/group exhibition
  ii. Other recognized works
	Up to 20/activity
	Up to 10/activity

Original art work in Fine Arts in international level
  i. Solo/group exhibition
  ii. Other recognized works
	Up to 30/activity
	Up to 15/activity

3.1.1.2 Creative work in Applied Arts	

Original design in Applied Arts in national level
  i. Solo/group exhibition
  ii. Other recognized works
	Up to 20/activity
	Up to 10/activity

Original design in Applied Arts in international level
  i. Solo/group exhibition
  ii. Other recognized works
	Up to 30/activity
	Up to 15/activity

3.1.2. Performing Arts	
3.1.2.1 Dance or Ballet	

Original choreographic work in Dance or Ballet in national level
  i. Solo/group exhibition
  ii. Other recognized works
	Up to 20/activity
	Up to 10/activity

Original choreographic work in Dance or Ballet in international level
  i. Solo/group exhibition
  ii. Other recognized works
	Up to 30/activity
	Up to 15/activity

3.1.2.2 Music or Opera	

Original musical work in Music or Opera in national level
  i. Solo/group exhibition
  ii. Other recognized works
	Up to 20/activity
	Up to 10/activity

Original musical work in Music or Opera in international level
  i. Solo/group exhibition
  ii. Other recognized works
	Up to 30/activity
	Up to 15/activity

3.1.2.3 Theatre, Drama, Film or Television	

Original creative work in Theater, Drama, Film or Television in national level
   i. Solo/group exhibition
  ii. Other recognized works
	Up to 20/activity
	Up to 10/activity

Original creative work in Theater, Drama, Film or Television in international level
   i. Solo/group exhibition
  ii. Other recognized works
	Up to 30/activity
	Up to 15/activity

3.1.3 Creative Writing / Literature	
i. Composition of creative writing as a solo/group in national level	Up to 20
ii. Composition of creative writing as a solo/group in international level	Up to 30
3.1.3.1 Artists Residency/ Workshop/ Camp for Visual & Performing Arts	
i. Participation at national level	Up to 05
ii. Participation at international level	Up to 10
3.1.3.2 Curatorial Work in Exhibition except the candidate work (other artist)	
i. Exhibition in national level	Up to 10
ii. Exhibition in international level	Up to 15

3.2   Patents in the relevant field

National patents *- up to 10 points per patent*
International patents *- up to 20 points per patent*

3.3   Grants for projects of creative works

List all grants and contracts for projects of creative works you received during the reporting year *- up to 8 points per grant*

3.4   Awards in creative works

Special Academic/Professional Awards or recognized Academic/Professional Distinctions for creative works *- up to 10 points/ award*