**POSTGRADUATE INSTITUTE OF SCIENCE
UNIVERSITY OF PERADENIYA**

**STATEMENT OF INSTRUCTION (LECTURE CLAIM)
(Period……………………………………..)**

***Please fill-in all the information and submit the completed claim with the student attendance sheets.***

Name of Lecturer/Demonstrator:

NIC Number:

Address :

M.Sc. Programme :

***\*To be filled/checked by the M.Sc. Programme Coordinator:***

Academic year: …………… Semester: ………… Course Code: ……………… Number of Credits:………

Number of lecture hours allocated to the above Lecturer/Demonstrator: ………………………………………

***NOTE:* *As we have to make payments according to the M.Sc. Programme Budget, it is not possible to pay formore than the specified number of lecture hours (ie: 1 credit course - 15 h, 2 credit courses - 30 h, 3 credit courses- 45 h, etc.). Programme Coordinator(s), please inform the Lecturers/Demonstrators about their allocation of lecture/practical class hours.***

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| --- | --- | --- | --- | --- |
| **Date** | **Duration of Class** **From To** | **No. of****Hours** | **Lecture (L)/Practical (P) / Field Work (F)/ Other****(Specify)** | **Signature** |
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 Programme Coordinator Chairperson/Board of Study

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 Date Director/ PGIS

\*Lecture claims may be submitted to the PGIS even before releasing the GPA

**Settling the Lecture Claims (for late submissions\* )**

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| **Submission time** | **Percentage of Payments made** |
| If the claims are submitted to PGIS within 6 months of releasing the GPA      (1-6 months)       | 100% will be paid |
| If  the claims are submitted to PGIS between  6 to 12 months of releasing the GPA  (6 – 12 months)  | 50%  will be paid |
| The claims are made after 1 year of releasing the GPA | No payment will be paid and  the amount will be transferred to research  and scholarship fund of the PGIS. |

\*          The claims submitted after the given deadline will not be approved.