Faculty of Graduate Studies- University of Ruhuna

GUIDELINES FOR SUBMISSION OF LECTURER PAYMENT REQUESTS

1. General Requirements

After conducting lectures, practical sessions, assignments, or any other academic activities assigned under a program, the relevant lecturer shall submit the Lecturer Payment Request Form (FGS-LP-01) to the Deputy Registrar, Faculty of Graduate Studies (FGS).

The following requirements shall be fulfilled by the relevant lecturer and Program Coordinator when submitting payment requests for academic activities carried out under programs offered by the Faculty of Graduate Studies (FGS).

2. Guidelines for Lecturers

2.1 Lecturer Appointment and Lecture Schedule

1. The relevant lecturer appointment letter shall be available for the particular semester or academic year
2. The approved lecture schedule and conditions of the appointment letter shall be followed when conducting lectures.

2.2 Preparation and Uploading of Lecture Materials

1. Relevant lecture notes, handouts, and other lecture materials shall be prepared.
2. Lecture materials shall be uploaded to the Learning Management System (LMS).
3. Evidence of uploading lecture materials to the LMS shall be maintained for payment purposes.

2.3 Maintaining Records of Lectures Conducted

1. Proper records of lectures conducted shall be maintained.
2. Physical lecture attendance sheets shall be maintained for physical lectures.
3. Student attendance records shall be maintained for online lectures.
4. Online lecture videos of the whole lecture shall be uploaded to the LMS.
5. Evidence of uploading online lecture videos to the LMS shall be maintained for payment purposes.

2.4 Submission of Payment Requests

1. After conducting the assigned lectures, the lecturer shall complete the Lecturer Payment Request Form (FGS-LP-01).
2. The payment request shall indicate the actual lecture hours conducted and the approved payment rates.
3. The lecturer shall sign the payment request form and submit it to the Program Coordinator with the relevant supporting documents.

BGS Approval : 157 meeting on 04.11.2026