

Hazara University

Policy & Procedure for Graduate Assistantships



HAZARA UNIVERSITY MANSEHRA

Ph: 0997-414121 Fax 0997-414111
Email: hazarauniversitymansehra@gmail.com
www.hu.edu.pk

Jamal *[Signature]*

POLICY AND PROCEDURE FOR GRADUATE ASSISTANTSHIPS

Hazara University, Mansehra

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1 FOREWORD

Graduate Assistantships are one of the first and foremost academic employment opportunities for graduate students pursuing higher education. It provides prospects to students for working closely with faculty members and students in teaching, research, or administrative environments which is an integral part of their career and personal development.

Graduate students who hold assistantships benefit educationally and professionally, some of which are as follows:

- Gaining additional research and administrative expertise in their field
- Enhancing their research skills and develop pedagogical skills
- Acquiring experience in leadership, interpersonal effectiveness, and performance evaluation
- Acquiring academic administrative experience
- Enjoy collegial collaborations with advisors that may result in joint publications and other professional activities.
- Skills learned in assistantships prepare students not only for the academy, but also for corporate, government, and nonprofit organizations.

Assistantships also provide graduate students with the financial resources necessary to pursue their degrees. This financial support as a stipend, tuition remission, and benefits is part of Hazara University's commitment to the success of our graduate students.

Hazara University is committed to ensuring that graduate assistant assignments are productive, enhance student qualifications, meet funding support and workload goals, and are consistent with the educational objectives of the student and his or her program.

The duties and responsibilities of the graduate assistants are carried out directly under the supervision of members of the Graduate Faculty. It is incumbent upon all graduate assistants to become familiar with the rules and regulations of Hazara University and of the specific program in which they are enrolled.

2 DEFINITION

A graduate assistantship is an award made on a competitive basis to only Full-Time, MS/MPhil, and PhD students (PhD student would be preferred) at Hazara University. The graduate students are assigned duties related to their program of study. Each permanent faculty member of Hazara University, Assistant professor and above will be provided Graduate Assistant to help them in their research and teaching activities. However, this allocation will be depending on the performance of the faculty member in previous year on the basis of the three major parameters (Research outcome, teaching outcome and community services).

Graduate assistants may hold any of three types of Graduate Assistantships:

1. *Graduate Teaching Assistantship (GTA)*,



2. *Graduate Research Assistantship (GRA)*,
3. *Graduate Assistantship (GA)*.

2.1 Graduate Teaching Assistantships

Graduate Teaching Assistantships are permitted to have duties including primary responsibility for teaching appropriate classes as well as other duties in support of instruction. The employment of graduate teaching assistantships will be carefully planned and carried out in a manner providing the greatest possible benefits to the university's students, the graduate assistants, the departments involved, and the reputation of the university. Graduate teaching responsibilities may include responsibilities for teaching one or more classes and/or other assignments such as assisting in laboratory sessions, helping prepare lectures, grading papers, keeping class records, and conducting discussing groups.

2.2 Graduate Research Assistantships (GRA)

Graduate Research Assistants are associated with an expectation that the primary duty will be concerned with research.

The Graduate Research Assistant (GRA) is divided into two roles: **GRA I** and **GRA II**:

2.2.1 Graduate Research Assistant I

Research doctoral students for whom the conduct of research requires fieldwork, clinical work, or otherwise places like laboratories or an environment that expose them to substantial health hazards.

2.2.2 Graduate Research Assistant II

All other research doctoral or master's students who aren't exposed to substantial health hazards.

2.3 Graduate Assistant

The Graduate Assistant (GA) is divided into two roles: **GA I** and **GA II**:

2.3.1 Graduate Assistant I

Work duties are greater than 50% devoted to research and teaching activities (research and teaching activities can include assisting in grading papers, lab work, etc., or assisting a faculty member with research or time spent involved with thesis and dissertation research).

2.3.2 Graduate Assistant II

Work duties are less than 50% devoted to research and teaching. Graduate Assistant II work duties may include clerical, administrative, working as laboratory assistants, and other appropriate duties so long as these occupy the minority of the student's work assignment.

3 QUALIFICATIONS

Selection of students for graduate assistantships is based on the following:

- Academic performance
- Letters of recommendation
- Standardized test scores of 85 in UGAT, 80 in GAT Subject, GRE, and GMAT would be required for eligibility.
- The student must be enrolled for at least nine hours per semester unless the graduate assistant is involved in their thesis or dissertation preparation (Some departments may require a higher course load)

4 APPOINTMENT OF GRADUATE ASSISTANTS

The application form (Online) for graduate assistantships is in Annexure 1.

In addition to the application, a candidate must submit

1. Three letters of recommendation
2. Standardized test scores
3. Education record
4. Research Proposal
5. List of Publications
6. CV

Deadlines for application may be specified by individual departments. Applications to the Graduate Program for assistantships must be received by the deadline posted each term. To allow time for preparation and processing, it is highly recommended that earlier departmental deadlines be given.

Every student appointed as a graduate assistantship holder will work as per the contract signed by them with the university. Furthermore, they will be given an official letter of appointment which will state the terms of the appointment. This statement will include:

1. Tuition Waiver upto 100%
2. Hostel fee upto Rs. 2000/- per month.
3. Monthly stipend for outstanding candidates
4. Other allowances depending upon the recommendations of the committee.

5 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of graduate assistants will vary from program to program. However, the universal duties and responsibilities of graduate assistants are as follow:



- Graduate assistants will serve under the direction and supervision of regular members of the Faculty of the department.
- Graduate assistants are obligated to maintain the highest standards of academic honesty and integrity and to keep informed of and follow the program, departmental, faculty, and University rules and regulations.
- Graduate assistants are not permitted to enroll in any course for which they are assigned assistantship responsibilities.
- A graduate assistant or fellow (tuition) who drops a course, withdraws from the University, or resigns an assistantship before the end of the semester will be required to reimburse the University for courses paid by the tuition waiver.
- A student may hold only one assistantship at a time.

6 TIME COMMITMENT

The time commitment for an assistantship is twenty hours per week devoted to assigned duties at the University. This time includes hours spent in preparation or in supporting work outside the classroom or laboratory. This workload is not to interfere with academic responsibilities. *The work period is set by the institution each academic year.*

Assistantship funds provided by the *institution* may not be used for work assigned outside of the designated assistantship work period.

The work commitment is included in a semester work schedule to be established at the initiation of work assignments. If unable to perform any duties, the assistant will notify their respective supervisors of the circumstances as soon as possible.

7 FORMAL EVALUATIONS

Prior to the end of each academic year, the department will evaluate the performance of all graduate assistants. The graduate assistant will be given a written evaluation; a copy shall be kept on file in the department office for the duration of the appointment. The original evaluations shall be forwarded to the Dean's office to be filed in permanent archive records.

8 REAPPOINTMENT OF GRADUATE ASSISTANTS

Reappointment will be considered for those assistants who are making satisfactory progress toward completion of their degree program, have been performing well in their assistantships based on formal evaluations, and the length of time they have held their assistantships. For all assistantships, the initial appointment is for one academic year. They may be reappointed for an additional year subject to the satisfactory completion of teaching responsibilities, satisfactory academic performance, and timely progress toward the degree. A written evaluation of teaching performance, including input from students as well as supervisors or regular faculty members, should be submitted each semester to the student and forwarded to the Graduate School which will maintain a record of the evaluations.

9 ASSISTANTSHIP STIPEND AND TUITION WAIVER

Graduate assistants receive various financial benefits as determined by the statutory bodies of the university.

Full Tuition waiver would be provided based on the recommendation of the supervisor, duly ratified and approved by the concerned Chairperson/Dean of the Department.

A biweekly timesheet signed by the student's graduate faculty supervisor and departmental chair. Hours worked detail is required, the submission of a timesheet indicates that the graduate assistant is consistently performing his/her assistantship duties. If a timesheet is not submitted, a cheque will not be available to the student for that pay period. Cheques are direct deposited.

10 PROCEDURES FOR RESOLVING COMPLAINTS

The Graduate Assistant would adhere to the Hazara University Students Discipline Rules as well as the Efficiency & Discipline statutes 2016 for Hazara University Employees. However, the following additional venues may be exhausted beforehand like an informal discussion in which the graduate assistant should make every effort to resolve a complaint with the graduate supervisor.

11 TERMINATION OF GRADUATE ASSISTANT OR TUITION FELLOW APPOINTMENT

Any appointment may be curtailed, diminished, or terminated at any time for any of the following reasons:

- Lack of funds
- Failure of the student to maintain satisfactory student status or to make appropriate progress towards the degree
- No further need for the functions to be performed
- Incompetence or misconduct of the graduate assistant or fellow
- Or failure to complete the degree requirements.

Termination of appointment action is initiated by the supervisor to which the graduate assistant is assigned. The supervisor meets with the graduate assistant and explains the causes of termination.

On the recommendation of the supervisor, the Department Chair forwards a recommendation for termination of appointment to the Dean of the faculty. The letter explains the basis of the recommendation for termination. The Dean of the faculty reviews the recommendation for termination of appointment and may investigate the circumstances of the termination. After the review, he may send a recommendation regarding the termination. Only the faculty Dean may terminate an appointment.

Grievances regarding termination shall follow the Procedure for Resolving Complaints (See 10




A termination for budgetary considerations is not subject to the Procedure for Resolving Complaints.

12 ADDITIONAL BENEFITS AND RESPONSIBILITIES

Some additional benefits and responsibilities of the graduate assistants are as follows:

- Expenses incident to assigned duties.
- Graduate assistants will be reimbursed by the institution for necessary expenses and/or travel associated with assigned duties.
- The graduate assistant shall secure approval from the Department Chair prior to incurring expenses.
- The department or college will provide the necessary physical space and services for the execution of the graduate assistant's duties.



Application form for Graduate Assistantships (online form)

Name				
Father Name				
ID Card No				
Program		MS/MPhil	PhD	
Cellphone No				
Email Personal				
Test Score (if any)	UGAT	GAT Subject	GRE	GMAT
Graduate Assistantship Applied for		Graduate Teaching Assistantship (GTA), Graduate Research Assistantship (GRA), Graduate Assistantship (GA).		
Financial Need		<i>(Provide a rationale for financial need and list other financial assistance applied for or awarded for the upcoming academic year)</i>		
Describe your specific research skills and reasons why you should be considered.		<i>(List skills for supporting research activities such as data collection, coding, library searches, editing, etc.)</i>		
Describe your teaching skills & reasons why you should be considered.		<i>(List your specific skills for supporting teaching activities such as oral and written communication, tutoring/teaching, maintaining records, etc.)</i>		
Upload all Academic Documents				
Upload 3 Letter of Recommendations				
Upload Research Proposal				
Upload List of Publications				
Upload CV				
Certification		<i>I certify the information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of the information I have stated in this application.</i>		
Applicants Initials and Date				


