

## 21.7 Guidelines for appointing Research Assistant (RA) in IEERD funded research Projects.

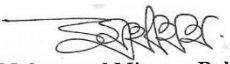
21.7.1 The Advisory Council discussed the RA appointment criteria sent by the registrar office on 03 December 2019. The Advisory Council recommended following criteria for appointing Research Assistant:


1. Research Assistant (RA) must be a registered student in the postgraduate program of the respective department of University of Asia Pacific (UAP).

OR

RA must be a graduate of UAP and registered student in the postgraduate program at

- Bangladesh University of Engineering and Technology (BUET) (for Engineering and Architecture departments).
  - Dhaka University (for all other departments).
  - In exceptional cases, if the research on a particular topic requires specialized expertise and no suitable RA is available among UAP postgraduate student/UAP graduate, PI can, with consultation of HoD/Dean and the funding authority, propose to appoint a RA who is not a graduate of UAP but meet all other criteria. The PI should submit a written explanation while proposing to appoint a RA under this clause.
2. A postgraduate student, who wants to be a RA, must take minimum 9 credit hours in a regular semester. To be eligible for renewal of appointment in following semester, he/she will have to pass all the courses and obtain GPA of at least 3.0 in the previous semester, in addition, a recommendation letter from respective Head of the Department and responsible supervisor/principal investigator. If funded by IEERD, all RA related documents should be processed through the Director, IEERD.
  3. University of Asia Pacific will provide 50% tuition fee waiver to the appointed RAs who are postgraduate students of UAP for the duration of their job contract.
  4. The appointment is valid for one semester subject to the conditions mentioned above. A person can be appointed as RA for a maximum of four academic semesters.
  5. Salary of the RAs will be disbursed from the research fund by the account department on recommendation of the Head of the Department and the concerned supervisor/principal investigator.
  6. Daily activity form of the RA should be submitted on monthly basis.
  7. If funded by IEERD, all RA related documents should be processed through the Director, IEERD.
  8. Appointment letter should be issued by the Registrar's office on recommendation of the concerned supervisor/ principal investigator/ Head of the Department/Dean/Director IEERD.
  9. The above criteria are applicable for the appointment of departmental, IEERD as well as externally funded RAs.

  
(Dr. Muhammad Mizanur Rahaman) 15.12.19  
Professor & Director, IEERD  
UAP Muhammad Mizanur Rahaman  
Professor & Director  
IEERD  
University of Asia Pacific

  
Prof. Dr. Jamilur Reza Choudhury  
Chairman, Advisory Council, IEERD  
and  
Vice Chancellor, UAP  
Prof. Dr. Jamilur Reza Choudhury  
Vice-Chancellor  
University of Asia Pacific

**As per decision number 21.7.1 of 21<sup>st</sup> IEERD Advisory Council Meeting (4.12.19)**

To attract graduate students with good academic background and also to assist the academic /research activities of the departments, UAP have been appointing Research Assistant (RA) to different department as per their requirements. As it has been done on case to case basis, UAP authority feels a policy needs to be formulated to have uniformity in appointing RAs.

Criteria for Research Assistantship are as follows:

1. Research Assistant (RA) must be a registered student in the postgraduate program of the respective department of University of Asia Pacific (UAP).

OR

RA must be a graduate of UAP and registered student in the postgraduate program at

- Bangladesh University of Engineering and Technology (BUET) (for Engineering and Architecture departments).
- Dhaka University (for all other departments).
- In exceptional cases, if the research on a particular topic requires specialized expertise and no suitable RA is available among UAP postgraduate student/UAP graduate, PI can, with consultation of HoD/Dean and the funding authority, propose to appoint a RA who is not a graduate of UAP but meet all other criteria. The PI should submit a written explanation while proposing to appoint a RA under this clause.

2. A postgraduate student, who wants to be a RA, must take minimum 9 credit hours in a regular semester. To be eligible for renewal of appointment in following semester, he/she will have to pass all the courses and obtain GPA of at least 3.0 in the previous semester, in addition, a recommendation letter from respective Head of the Department and responsible supervisor/principal investigator. If funded by IEERD, all RA related documents should be processed through the Director, IEERD.

3. University of Asia Pacific will provide 50% tuition fee waiver to the appointed RAs who are postgraduate students of UAP for the duration of their job contract.

4. The appointment is valid for one semester subject to the conditions mentioned above. A person can be appointed as RA for a maximum of four academic semesters.

5. Salary of the RAs will be disbursed from the research fund by the account department on recommendation of the Head of the Department and the concerned supervisor/principal investigator.

6. Daily activity form of the RA should be submitted on monthly basis.

7. If funded by IEERD, all RA related documents should be processed through the Director, IEERD.

8. Appointment letter should be issued by the Registrar's office on recommendation of the concerned supervisor/ principal investigator/ Head of the Department/Dean/Director IEERD.

9. The above criteria are applicable for the appointment of departmental, IEERD as well as externally funded RAs.

As per decision of IEERD  
Advisory Council dated 09.12.19  
# 21.7.1

  
17-12-19

Dr. Muhammad Mizanur Rahaman  
Professor & Director  
IEERD  
University of Asia Pacific