

Graduate Assistant (GA), Procedures and Guidelines

Document Title:	ARP-13 (PG) Graduate Assistant (GA) – Procedures and Guidelines
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Date Approved:	(updated in July 2026)
Next Revision:	As per University Guidelines

Disclaimer: This document provides comprehensive instructions and specific guidelines and should be used in conjunction with the policy document for complete understanding and implementation.

Selection and Approval Procedure

1. CGS Members shall, in coordination with the College Dean, identify the expected Graduate Assistant (GA) needs for the following academic year and communicate them to the Deanship of Research and Graduate Studies (DRG) for budget planning purposes.
2. Subject to approved budget and policy provisions, the available GA positions shall be announced by the College in coordination with the relevant University departments, including the Marketing Department where applicable, to ensure proper advertisement of the available positions.
3. Colleges are strongly encouraged to set a clear deadline for applying to graduate assistant positions. The application may include a question asking if the student wishes to be considered for a GA position. This opportunity should be clearly communicated and advertised to all students, and the evaluation process should begin only after the GA application deadline has passed. All eligible students enrolled in the relevant graduate programs shall be given the opportunity to apply for the announced GA positions, in accordance with the requirements of the policy and any applicable program-specific conditions.
4. The relevant CGS Member shall oversee the selection process at the college level and, arrange for the formation of an ad hoc committee to evaluate applications, shortlist candidates, and conduct interviews or other appropriate assessment methods.
5. The selection of candidates shall be carried out in a fair, transparent, and consistent manner, taking into consideration the student's academic standing, suitability for the assistantship, program needs, and any other relevant criteria approved by the College and the University.
6. Following the evaluation process, the CGS member shall submit its recommendations and supporting documents to DRG for review and approval. Such documents may include the evaluation results for all students who were interviewed for the position, nomination of recommended candidates, and any other supporting records required by DRG.
7. Upon receiving DRG approval, the CGS member shall notify the selected applicants and complete the necessary administrative steps for appointment, in accordance with applicable University procedures.
8. All selected GAs shall complete the required formalities and sign the relevant documents before commencing their assigned duties.

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9. The relevant CGS Member shall ensure that each selected GA is assigned to an appropriate supervisor in a fair and balanced manner, taking into consideration the nature of the assistantship duties and the needs of the program.
10. The assigned supervisor shall define the expected duties and objectives of the GA at the beginning of the assistantship period and provide the necessary guidance and follow-up throughout the semester.

Work Procedures and Supervisory Arrangements

1. SGRAs

This section shall apply to students appointed as SGRA, P-SGRA, or PhD-SGRA, in accordance with the approved category of assistantship under the policy.

- a. Each SGRA shall work under the direct supervision of the assigned Supervisor.
- b. At the beginning of each semester, the Supervisor shall set the objectives, and expected outcomes of the assistantship for the semester, in consultation with GA, taking into consideration the student's academic stage, approved category, and workload.
- c. The work assigned to the SGRA shall be academically appropriate, research-related where applicable, and fairly distributed to ensure that the student is neither overloaded nor underutilized.
- d. Assigned duties may include research support, literature review, data collection, data analysis, laboratory or project support, manuscript preparation, academic support tasks, or other scholarly duties relevant to the student's program and assistantship objectives.
- e. The supervisor shall guide the student throughout the semester and monitor attendance, punctuality, commitment, and overall performance on a regular basis.

2. SGTAs

This section shall apply to students appointed as SGTA-Pharmacy only.

- a. Each SGTA shall work under the supervision of the assigned supervisor or other authorized academic personnel, as determined by the College.
- b. At the beginning of each semester, the assigned duties and expected outcomes shall be clearly communicated to the student.
- c. The work assigned to the SGTA shall be relevant to the academic, laboratory, clinical, teaching, or related needs of the program, as applicable.
- d. Duties shall be assigned fairly and in accordance with the approved workload, so as to ensure that the student is neither overloaded nor underutilized.
- e. The supervisor shall monitor the student regularly in terms of attendance, punctuality, commitment, and performance, and shall provide the necessary guidance throughout the semester.

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Attendance and Monthly Sign-In Sheet Submission

1. The assigned Supervisor shall maintain and monitor the attendance record of each GA on a regular basis.
2. A monthly attendance sheet shall be completed for each GA and verified by the assigned Supervisor.
3. The relevant CGS Member shall review the submitted attendance/sign-in sheets and confirm the accuracy and completeness of the information before forwarding them to DRG.
4. The completed monthly attendance/sign-in sheet shall be submitted to DRG by the 18th of each month, or by any other deadline formally communicated by DRG.
5. Timely submission is required to facilitate stipend processing within the same month. Failure to submit the required documents by the stated deadline may result in the stipend being processed in the following payment cycle.
6. All submitted records must be accurate, complete, and compliant with applicable University policies and procedures.

Progress Monitoring and Semester Reporting

1. The Supervisor shall monitor the progress and performance of the GA throughout the semester and ensure that the assigned duties are being carried out satisfactorily.
2. Where needed, the Supervisor shall provide guidance and corrective feedback to support the student and ensure proper completion of the assigned duties.
3. The relevant CGS Member shall oversee the overall implementation of the assistantship at the college level and follow up on any issues related to performance, attendance, workload, or compliance.
4. At the end of each semester, the Supervisor shall provide a brief evaluation or report on the student's performance, as required by the College or DRG.
5. Continued appointment or renewal of the assistantship shall be subject to satisfactory performance, compliance with assigned duties, attendance requirements, and any other applicable policy requirements.