

## Graduate Assistant (GA), Procedures and Guidelines

**Document Title:** ARP-13 (PG) Graduate Assistant (GA) – Procedures and Guidelines

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**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 Procedure

1. The Dean of Research and Graduate Studies allocates a suitable budget for relevant graduate assistanceship (excluding some categories where budget is allocated by the respective colleges) for graduate programs and informs graduate program coordinators and college Deans the allocated funds (i.e. total number of credit hours supported and funds for monthly stipend) as soon as budget is approved.
2. The Graduate Program Coordinators, and College Deans advertise such positions and also use their personal contacts to search outstanding graduates with strong potential for graduate studies and research to apply for these positions. They can also use their networking to invite outstanding graduates from UAE or abroad.
3. All students enroll in the program shall have the opportunity to apply and compete for graduate assistanceship, as they wish.
4. At the start of each academic year, the college Dean shall form an ad-hoc selection committee to review student applications, interview the short-listed candidates, assess candidates based on a pre-defined criterion and recommend candidates to the Dean of Research and Graduate Studies for approval. The college Dean send all details, such as recommendation form (with scores against set criteria), CV's of short listed candidates, copy of email/advertisement sent to all students etc. to the Deanship of Research and Graduate Studies with recommendations.
5. The Dean of Research and Graduate Studies send approval to the college Dean and notify other relevant offices such as Audit, Finance etc. College Dean, then, inform applicants formally and hire them on the positions.
6. All selected GA's will be required to sign service contracts before commencing their work.
7. The graduate program coordinator and college Dean will be responsible for assigning a supervisor for each SGRA, while SGTA will work under the program coordinator and college Dean.
8. The supervisor(s) will be informed about expected outcomes and they shall be responsible to ensure that the research task is well-defined and properly supervised to achieve these outcomes.

### Roles and Responsibilities of SGTA and SGRA

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9. SGRA are typically involve in conducting research under the supervision of a faculty member or a senior researcher. Their roles and responsibilities may vary depending on the field of study, the research project, and the requirements of the faculty member or researcher they are working with. Some of the typical roles and responsibilities of GRAs include:
- a. Successfully executing the tasks assigned to him/her as per agreed upon criteria communicated by the Dean of the College and/or Supervisor;
  - b. Conducting literature reviews and collecting data relevant to the research project;
  - c. Assisting with experimental design and data collection;
  - d. Conducting statistical analyses and interpreting research findings;
  - e. Participating in lab meetings and presenting research findings;
  - f. Collaborating with other members of the research team;
  - g. Assisting with grant proposal writing and manuscript preparation;
  - h. Cooperate with the Supervisor and Staff Members; shall fulfill all research tasks assigned to them as part-time Research Assistant in the best possible manner and to complete satisfaction of research supervisor(s) assigned by his/her department/college.
10. The typical role and responsibilities of SGTA (Pharmacy and Dentistry) are as follows:
- a. Conduct Seminars/ workshops /work in labs/clinical activities as assigned by supervisor;
  - b. Deliver lectures as needed;
  - c. Work according to supervisor direction and supervision;
  - d. Ensure applying the safety roles set by AU EHS office in the labs and clinics, as applicable;
  - e. Manage the lab/clinic discussion at the beginning of each session, as per supervisor instructions;
  - f. Work in the lab or clinic to provide support to the faculty;
  - g. Assist the faculty in planning and preparation for lab and clinical activities;
  - h. Plan, prepare, and develop various teaching aids;
  - i. Assist faculty in all clinical and lab assessment tasks including exam invigilation;
  - j. Prepare for the lab or clinical demonstration including models, instrument, etc. before the beginning of lecture, lab or clinical sessions;
  - k. Work with clinical staffs to provide quality patient treatments;
  - l. Refer patients to appropriate specialists when needed;
  - m. Stay abreast with latest developments and techniques in their area;
  - n. Work with clinical staffs in managing patient appointments and scheduling to achieve productivity goals;

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### Progress Monitoring

11. Graduate Assistants should have regular meetings with the appointed supervisors on a regular basis and keep a record of such meetings.
12. Graduate Assistants submit progress report to the supervisor, who submits report with his/her evaluation to the college member of Council of Graduate Studies, at the end of each Fall and Spring semesters.
13. The college member of Council of Graduate Studies forwards progress report to the Deanship of Research and Graduate Studies with his/her comments and endorsement from the College Dean.