

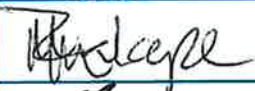




## BIUST Document Control Cover Sheet

Policy Title:	Research Assistantship Policy
Policy Number & URL:	RDI.POL.06
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Responsible Department/Directorate:	Office of Research, Development and Innovation
Policy Owner:	Deputy Vice Chancellor – Research, Development and Innovation
Policy Manager(s):	Director, Research and Development
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### Document Sign Off:

Name	Position/ Role	Signature	Date
	Dean, Faculty of Engineering and Technology		6/12/2021
	Dean, Faculty of Sciences		15/4/2021
	Director, CBMEGE		26/11/2021
	DVC-RDI		16/02/2022
	VC/Chairperson of Senate		16/2/2022

## **RESEARCH ASSISTANTSHIP POLICY**

### **1. Background**

BIUST employs Assistants through its various teaching, research and administrative fields to assist in various duties. While the role and appointment procedure of Teaching Assistants is well defined, there is no policy on the role and appointment of Research Assistants.

A Research Assistantship is a form of apprenticeship which offers professional development for postgraduate students. Another purpose of such a program is to assist students to strengthen their research skills and enhance their opportunities of successfully completing their academic program. This is achieved by including activities that are relevant to each student's program of study and which contribute to the university's research focus areas.

### **2. Purpose**

The purpose of this policy is to provide postgraduate students opportunities to work closely with faculty members in research necessary for professional development. The Research Assistant is expected to assist in research-related tasks in the Department under the supervision of a specific staff member in addition to the work he/she performs on their own thesis project.

### **3. Scope**

The Research Assistantship program will enrol postgraduate students for two purposes:

- (i) to provide them with the financial support to pursue their studies at BIUST, and
- (ii) to enhance collegial collaborations between them and advisors that may result in joint publications and development of other professional skills.

### **4.0 Policy Principles**

**4.1.** BIUST is committed to ensure the success of postgraduate students through the research assistantship program by providing, when possible, financial support beneficial to strengthening the academic research within the institution and providing student financial stability.

**4.2** BIUST is committed to ensuring that research assistantship is consistent with the institution's education objectives of manageable workloads for its staff by utilizing postgraduate students in both teaching and research.

**4.3** BIUST is committed to ensuring that Research Assistants benefit educationally and professionally by offering postgraduate programs that are productive, meet quality management requirements and are consistent with the institution's research goals.

**4.4** BIUST is committed to equal opportunity of all qualified applicants to the Research Assistantship program which respects the rights of all participants and articulates the institutional strategic plan on equal opportunity in Science, Engineering and Technology.

## **5. Policy Goal**

To strengthen the research skills of postgraduate students and assist BIUST academic staff in carrying out their research efforts.

## **6. Policy Objectives**

**6.1** To establish the conditions under which the postgraduate students can be employed as research assistants in the academic projects at BIUST.

**6.2** To establish the obligations and rights of the research assistants when undertaking research activities at BIUST.

**6.3** To provide a framework for the monitoring and evaluation of research assistant activities and practices within the University.

**6.4** To assure and ensure the quality, integrity and standing of research assistants' contributions to the academic research program.

## **7. Policy Applicability**

This policy together with its processes covers the institutional philosophy and arrangements for involving the students in the process of research in the university.

## **8. Policy Implementation Framework**

The Policy will be implemented under the authority of the Deputy Vice Chancellor Research, Development and Innovation. This Policy will be reviewed at planned intervals as stipulated in the Policy Framework.

The ORDI is responsible for the administrative procedures for Research Assistant applications and is responsible for recording Research Assistant outcomes and payment through financial services.

Research Assistants are under direct supervision of the Principal Investigator of a research project who will assess and guide the RA and report to the ORDI and the HODs or Directors of the Research Units.