

TEACHING AND RESEARCH ASSISTANTSHIP POLICY

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## 1. PURPOSE

This policy seeks to provide guidelines and a framework for professional staff and faculty members in recruiting, managing, and evaluating students as teaching assistant and researching assistant at British University Vietnam (BUV).

## 2. SCOPE

This policy is applicable for all students who study at BUV. A student assistant must be a full-time registered student in a degree program at BUV and meet all requirements for the assistant role.

## 3. DEFINITION

Student assistants are outstanding students who can execute simple academic tasks with formal instruction and close interaction with faculty members, such as assisting faculty members in classrooms, research, or administrative endeavours. All student assistant duties are designed to foster student training and learning experiences. Although assigned teaching, research or administrative support duties, student assistants are regarded by the university as students and not as employees.

A number of student assistantships are awarded each year on the basis of exceptional scholastic achievement, promise and competence for service in the departments of the university. The duties of student assistants require approximately 10 to 20 hours of work per week, depending on the stipend awarded. Student assistants must satisfactorily perform the duties assigned by the faculty members; make satisfactory progress in their programmes and may not hold any employment or appointment of a remunerative nature during the term of their assistantship.

Student assistants may hold one in two types of Student assistantships: Teaching Assistantship (TA) and Research Assistantship (RA).

Teaching Assistantships (TA) are permitted to have duties including primary responsibility for tutoring small groups of students or support faculty members in lecturing sessions. These student assistants are assigned to departments, divisions, institutes, schools and other offices of the university to assist in the administration of these units. These assistants

will be exposed to a variety of administrative experiences and tasks as an integral part of their academic endeavours to prepare them for future professional roles as administrators. Research Assistantships (RA) are associated with an expectation that the primary duty will be concerned with research. Some student assistants are appointed to support faculty members when conducting research. Whenever possible, these assistants will be assigned to faculty members who are working in a variety of areas to extend the student research experience and professional development. Student assistantships that involve research are generally assigned to those students pursuing degrees that require a thesis or a dissertation.

#### **4. RECRUITMENT CRITERIA**

Candidates for student assistants are responsible for meeting the following eligibility requirements, however, individual schools, departments or programmes may set more rigorous standards.

- Year 2 or Year 3 undergraduate students (Postgraduate programme students to be considered separately)
- No Major Academic Misconduct
- No disciplinary record of suspending the whole semester or higher
- Achieve average grade of 60% or higher in the last level/year

Student assistants, once appointed, must maintain a minimum grade point average of 50%. Postgraduate students may be accepted as student assistants upon approval of CAO or designated person. The workload and working hours of assistants shall be decided by CAO, DCAO or designated person.

Student assistantships are awarded for no longer than one calendar year and are not renewed automatically from year to year unless specifically stated in writing. CAO, DCAO or designated person generally determine eligibility for renewal of student assistantship awards in subsequent academic years. Specific work assignments, scheduling and arrangements relating to vacation and personal leave are determined by the department, programme or administrative unit to which the graduate student is assigned.

#### **5. APPOINTMENT OF STUDENT ASSISTANTS**

Applications for assistantships must be received by the deadline posted each term but normally no less than 2 weeks before the required start date. Every student appointed as a

student assistant will be given an official letter of appointment which will state the terms of the appointment. The letter of appointment should include

- Name and student ID
- The dates of appointment
- Start date and End date
- Requirement to maintain the position
- Other related information

Any payments or allowance must be approved in writing by relevant budget holder and will be communicated to student in the appointment offer documents.

## **6. DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of student assistants will vary from programme to programme.

Student assistants will serve under the direction and supervision of regularly appointed members of the faculty. Student assistants are obligated to maintain the highest standards of academic honesty and integrity and to keep informed of and follow University rules and regulations.

## **7. TIME COMMITMENT**

The number of hours worked each week varies based on the student's work assignments and time commitments. 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 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. During periods of limited or modified hours of business operation on the campus, such as during a pandemic, work assignments requiring physical campus presence will be modified to comply with campus operating guidelines for students.

## **8. TUITION AND FEE SUPPORT**

Tuition and fee support associated with student assistantships varies from year to year and by programme according to the Fee Policy. Payment of special program or class fees varies

from program to program. Students are responsible for settling their accounts according to the rules and procedures of the university.