

AA 2. GRADUATE ASSISTANTSHIP POLICY

Title:	Graduate Assistantship Policy
Policy Number:	AA 02/ 04.2015
Effective Date:	April 01, 2015
Issuing Authority:	University Administrative Board

1. RATIONALE

Rafik Hariri University (RHU) offers a limited number of merit-based assistantships to graduate students under the Graduate Assistant (GA) Program every term, excluding summer. This form of scholarship provides limited financial support to qualified graduate students for services they render to the University. The GA program consists of two categories: Graduate Research Assistantship (GRA) and Graduate Teaching Assistantship (GTA). The former is offered to graduate students on the thesis option track.

2. POLICY

1. Priority for GA appointments is given to current graduate students who meet the eligibility criteria.
2. A qualified student may receive three quarters (75%), half (50%) or quarter (25%) GA, depending on availability of funds and qualifications of the applicant.
3. Recipients of a scholarship are required to give a set number of hours of service per week to the University depending on the percentage of scholarship received and the number of registered credits as follows:

$$\# \text{ Hours of Service per Week} = 2 \times (\% \text{ Scholarship}) \times (\text{Number of Registered Credits}).$$

The above formula is based on 24 hours of service per week for 12 registered credits and 100% scholarship.

4. The University waives the GAs three quarters, half, or quarter tuition fees, according to the level of the GA.
5. Applications for GA must be received by the Dean's Office (DO) one month before the beginning of a semester.
6. Graduate students having full-time employment elsewhere are not eligible to benefit from the GA program.
7. A schedule of the work assignment of the GA shall be prepared and signed by the Department Chairperson and the student and submitted to the DO.
8. The DO shall maintain records of all GA activities.
9. The work supervisor maintains close interaction with the GA recipient to ensue work is being accomplished as required.
10. The GA performance assessment form must be completed by the GA supervisor at the end of the semester.

3. ELIGIBILITY REQUIREMENTS

To be eligible for consideration as GA scholarship recipient a student should:

- Be a full-time graduate student at RHU.
- Have a minimum cumulative GPA as well as last full-load term GPA of 95 and above for three-quarters GA, 87 and above for half GA or 82 and above for quarter GA.
- Registered for courses during the term of employment.
- Have satisfactorily completed previous employment at RHU.
- Have not been subjected to any penalty due to misconduct

Note that meeting the eligibility criteria does not guarantee receipt of a GA.

4. SELECTION PROCESS

- The Department Chairperson informs the DO of their need for GAs at the beginning of a semester by submitting the **GA Need Form**.
- Applicants complete and submit the **GA Application Form** to the DO by the stated deadlines
- The DO submits the applications to the VP for Academic Affairs ranked according to qualifications and Dean's recommendation.
- Applications are reviewed and GA grants are awarded to the top ranked applicants.
- The GA should coordinate with the chairperson of the assigned department for their work assignments.

5. PAYMENT PROCESS

1. The DO approves the monthly reports and forwards them to the VP for Academic Affairs for final approval.
2. Approved worksheets are sent to the Finance Department for payment.

6. DISQUALIFICATION

The GA grant will be revoked if the student:

- a. Violates University rules and regulations or engage in activities that lead to disciplinary actions
- b. Violates confidentiality or commit a breach of trust
- c. Does not fulfill work assignment as required.

7. STAKEHOLDER IMPACT AND SCOPE

The GA program will enrich research activities and improve services in the learning support centers.

8. RELATED DOCUMENTS

- GA Application form.
- Copy of student's last semester transcripts.
- Student's performance of past GA assignments.
- Assignment Schedule.

9. REVIEW AND APPROVAL

OFFICER RESPONSIBLE: VP for Academic Affairs

AUTHORITY: University Academic Board

POLICY REVIEWED BY: Board of deans, academic units, registrar

EFFECTIVE DATE: July 15, 2015

REVISION HISTORY: None

RELATED POLICIES: Merit scholarship and financial assistance policy, academic regulations.

FINAL APPROVAL BY THE PRESIDENT:

Signature: 

Date: January 1, 2018

GRADUATE ASSISTANSHIP APPLICATION FORM

This form is to be filled out by the student and submitted to the pertinent department for further action. All information must be completed and verified.

Student's Name		ID Number	
Mobile #		Email	
College		Major	
Semester	<input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer	Year	
Graduate Track	<input type="radio"/> Thesis Option <input type="radio"/> Course Option		
UG GPA		Current GPA	
Earned Graduate Credits		# Registered Credits	
Applying for	<input type="radio"/> Graduate Teaching Assistantship <input type="radio"/> Graduate Research Assistantship		
Signature		Date	

Department Chairperson	
Recommendation: <input type="radio"/> Approve <input type="radio"/> Do Not Approve Justification:	
Signature:	Date:
College Dean	
Recommendation: <input type="radio"/> Approve <input type="radio"/> Do Not Approve Justification:	
Signature:	Date:
VP for Academic Affairs	
Recommendation: <input type="radio"/> Approve <input type="radio"/> Do Not Approve Conditions:	
Signature:	Date:

Eligibility Criteria		
<ul style="list-style-type: none"> - Be a full-time graduate student at RHU. - Have a minimum cumulative GPA as well as last full-load term GPA of 95 and above for three-quarters GA, 87 and above for half GA or 82 and above for quarter GA. - Registered for courses during the term of employment. - Have satisfactorily completed previous employment at RHU. - Has not been subject to any penalty due to misconduct. 		
Award and responsibility		
Average	Award	# maximum work hours/week*
> 95	75 % of tuition reduction	18
> 87	50 % of tuition reduction	12
> 82	25 % of tuition reduction	6

* Corresponding to a full-load of 12 credits. For less than 12 credits load, the # hours are prorated as follows:

$$\# \text{ Hours of Service per Week} = 2 \times (\% \text{ Scholarship}) \times (\text{Number of Registered Credits}).$$