



REGULATION ON THE ASSIGNMENT OF RESEARCH ASSISTANTS AND POSTGRADUATE SCHOLARSHIPS

**(Regulation under Articles 10(2)(3) and 16(2) of the Charter of Arkin University of Creative
Arts and Design)**

SECTION ONE Purpose, Scope, Basis, and Definitions

1. Purpose and Scope

- (1) The purpose of this Regulation is to establish the procedures and principles regarding the recruitment process of Research Assistants at Arkin University of Creative Arts and Design (ARUCAD).
- (2) This Regulation covers the provisions of Arkin University of Creative Arts and Design regarding the assignment of Research Assistants in education and training, as well as the working conditions and job descriptions of Research Assistants.

2. Legal Basis

This Regulation is referred to as the ‘Regulation on the Assignment of Research Assistants and Postgraduate Scholarships at Arkin University of Creative Arts and Design’ and is enacted by the University Senate.”

SECTION TWO Categories of Research Assistants

3. Definitions of ARUCAD Research Assistant Categories

- (1) Category A: This category of Research Assistantship applies to doctoral students who are either enrolled in a PhD program at ARUCAD or, with the approval of the relevant boards, enrolled in a PhD program at another university and have successfully passed the Doctoral Qualifying Examination. These students *may be appointed as full-time* Research Assistants.
- (2) Category B: This category of Research Assistantship applies to doctoral students who are either enrolled in a PhD program at ARUCAD or, with the approval of the relevant boards, enrolled in a PhD program at another university but have not yet successfully passed the Doctoral Qualifying Examination. These students *may be appointed as full-time* Research Assistants.
- (3) Category C: This category of Research Assistantship applies to graduate students enrolled in a *thesis-based* master’s program at ARUCAD or, with the approval of the relevant boards,

enrolled in a thesis-based master's program at another university. These students *may be appointed as full-time* Research Assistants.

- (4) Category D: This category of Research Assistantship applies to graduate students enrolled in a *thesis-based* postgraduate program at ARUCAD or, with the approval of the relevant boards, enrolled in a thesis-based master's program at another university. These students *may be appointed as part-time* Research Assistants.

SECTION THREE

Number, Assignment, and Duties of Research Assistants

4. Number of Research Assistants

At the beginning of each semester, the number and categories of Research Assistants to be appointed shall be determined by the Rectorate, taking into account the department's or unit's course, tutorial, laboratory, studio, and other requirements, in consultation with the relevant Dean and within the framework of the budget.

5. Principles Regarding the Assignment of Duties

- (1) Research Assistants may be assigned to both academic and administrative units according to institutional needs.
- (2) Only Category A Research Assistants may teach courses approved by the department.
- (3) The workload of Category A, B, and C Research Assistants shall preferably not exceed 20 hours per week. However, if necessary, it may be increased up to 30 hours.
- (4) The workload of Category D Research Assistants shall preferably not exceed 10 hours per week. However, if necessary, it may be increased up to 15 hours.

6. Duties of the Research Assistant

- (1) To properly teach the courses assigned to them (applicable only to Category A),
- (2) To conduct or assist in the conduct of studio, laboratory, tutorial, and similar instructional activities,
- (3) To assist academic staff in matters such as course preparation and delivery,
- (4) To assist in the regular operation of studios or laboratories,
- (5) To assist in the evaluation of assignments and reports for the courses to which they are assigned,
- (6) To serve as an invigilator during examinations,
- (7) To assist in academic activities organized by the University (such as conferences, seminars, webinars, workshops, exhibitions, etc.),
- (8) To assist with accreditation activities,
- (9) To hold academic consultation hours for students,
- (10) To assist with student registration procedures,
- (11) To serve as an assistant editor,
- (12) To assist in ceremonies and similar events organized by the University,
- (13) To assist in the University's promotional and marketing activities,
- (14) To perform other appropriate duties assigned by the heads of units.

SECTION FOUR
Application and Evaluation Procedure for Research Assistants

7. Qualifications Required for Research Assistant Positions

- (1) To be enrolled in a graduate program at ARUCAD or at another university; and
 - (a) For newly enrolled students, to have obtained a minimum cumulative grade point average of 2.50/4.00 or its equivalent upon completion of their undergraduate or graduate program, and to be successful in the oral and/or written examination to be administered;
 - (b) If the applicant has completed at least one semester of study in a graduate program at ARUCAD or another university, to hold a minimum cumulative grade point average of 2.50/4.00 or its equivalent in the graduate program in which they are enrolled, and to be successful in the oral and/or written examination to be administered;
 - (c) If the applicant is enrolled solely in scientific preparatory courses in a graduate program at ARUCAD or another university, to be successful in all courses in which they are registered, as well as in the oral and/or written examination to be administered;
 - (d) Graduate students whose most recent graduation grade or current cumulative grade point average in the program in which they are enrolled does not meet the above requirements, and whose cumulative grade point average falls between 2.00 and 2.50, may be appointed as research assistants in categories other than Category A, provided that they are successful in the oral and/or written examination to be administered, subject to the approval of the Department Board/Faculty Board and the Rectorate.
- (2) To demonstrate proficiency in the language of instruction of the relevant program within the unit in which the appointment will be made;
- (3) To possess effective communication skills;
- (4) In cases where teaching duties are assigned, to possess the necessary knowledge, skills, and competencies in the relevant field, and to use the language of instruction effectively;

8. Procedures for the Selection and Appointment of Research Assistants

- (1) The selection of Research Assistants shall be conducted by the Graduate School Administrative Board within the framework of the criteria specified in this regulation, in addition to any criteria determined by the Faculty/School Boards. The evaluation standards and criteria to be considered in the selection process shall be communicated to candidates at least one week in advance.
- (2) Candidates deemed suitable by the Directorate of the Graduate School shall be submitted to the Rectorate for approval. The Research Assistant Category shall be clearly indicated on all submitted lists.
- (3) The list of Research Assistants whose appointments have been finalized shall be shared by the relevant units, and an official appointment letter shall be issued by the Rectorate to the approved candidates. Copies of the appointment letters shall be forwarded to the relevant Dean's Office/Directorate and the Graduate School Directorate for necessary action.
- (4) The appointment letter shall specify the category of the Research Assistant and the duration of the appointment.
- (5) In cases of necessity, appointments may also be made during the summer term with the approval of the Rectorate.
- (6) Master's students may be appointed for a maximum of six semesters, and doctoral students for a maximum of twelve semesters.
- (7) Those assigned to Category A, may take a maximum of 15 working days of leave between semesters with the approval of the Dean's Office/Directorate/Unit Head. A Research Assistant may be granted up to 21 days of sick leave per year with the approval of the Department Head.

This period may be extended one-time for an additional 21 days by decision of the Rectorate and/or the Board of Trustees. Pregnant Research Assistants are considered to be on leave for 42 days before and 42 days after giving birth, and their scholarships continue during this period.

- (8) A copy of the letter and their current CV is placed in the relevant officer's file by Human Resources.

SECTION FIVE

Research Assistant Scholarship and Reassignment Principles

9. Research Assistant Scholarship

- (1) Graduate program research assistants in categories A, B, and C shall be fully exempt from the semester tuition fees arising from the courses and/or thesis registration they undertake in the period to which they are assigned, whereas research assistants in category D shall be exempt from fifty percent of the semester tuition fee. At ARUCAD, graduate program research assistants in categories A, B, and C shall receive a monthly scholarship based on the minimum wage applied in the TRNC, in accordance with the criteria specified below.
- (a) The monthly scholarship for research assistants in category A, shall be equal to the minimum wage applied in the TRNC.
 - (b) The monthly scholarship for research assistants in category B shall be 0.75 times the minimum wage applied in the TRNC.
 - (c) The monthly scholarship for research assistants in category C shall be 0.50 times the minimum wage applied in the TRNC.
 - (d) The monthly scholarship for research assistants in category D shall be equal to half of that of category C.
 - (e) Scholarships/allowances for assignments during the summer term shall be the same as those during the regular terms.
- (2) Research assistants enrolled in a *thesis-based* master's program at a university other than ARUCAD shall receive a monthly scholarship based on the minimum wage applied in the TRNC, in accordance with the criteria specified below.
- (a) The monthly scholarship for research assistants in category A shall be equal to the minimum wage applied in the TRNC.
 - (b) The monthly scholarship for research assistants in category B shall be 0.75 times the minimum wage applied in the TRNC.
 - (c) The monthly scholarship for research assistants in category C shall be 0.50 times the minimum wage applied in the TRNC.
 - (d) The monthly scholarship for research assistants in category D shall be equal to half of that of category C.
 - (e) Scholarships/allowances for assignments during the summer term shall be the same as those during the regular terms.

10. Principles for the Reassignment of Research Assistants

- (1) The assignment of research assistants whose service period has expired may be extended, taking into account the durations specified in Article 8.
- (2) Research assistants to be reassigned on a full-time basis must have a cumulative grade point average of at least 2.75 at the end of the completed term.
- (3) Postgraduate students who have suspended their registration or are in publication waiting status cannot be appointed as research assistants.

- (4) The reassignment of research assistants who fail the doctoral qualification exam or thesis is decided by the Rectorate upon consultation with the relevant Department and the Dean's Office.
- (5) The appointment of a student who changes his/her program for any reason is evaluated based on the duration served as a research assistant, their performance during the assignment, and their cumulative grade point average.

10. Termination of the Assignment

The research assistant shall leave the assignment or the assignment shall be terminated under any of the following circumstances:

- (1) At the research assistant's own request,
- (2) In the event of conduct deemed incompatible with academic ethics,
- (3) Upon a determination of culpability by the disciplinary committee,
- (4) Due to failure to perform the assigned duties,
- (5) Due to refusal to perform the duties,
- (6) In case of unexcused or unacceptable absence,
- (7) In case of detection of a physical or mental disorder that would prevent the student from continuing his/her duty,
- (8) Upon graduation.

11. Tuition Fee Reimbursement

A research assistant who leaves the program or position in which he/she is registered before the semester ends is obliged to pay the tuition fee for the relevant semester to the university.

SECTION SIX Other Matters

12. Other Matters

In cases not explicitly addressed in this regulation, or in situations that may arise during its implementation and are not clearly specified herein, the Board of Trustees shall have the authority to make decisions on the matter.

13. Entry into Force

This regulation shall enter into force as of the date it is adopted by the Senate of Arkin University of Creative Arts and Design.

14. Authority for Implementation

The provisions of this regulation shall be implemented by the Rector of Arkin University of Creative Arts and Design.