

**ANNEX**

**GRADUATE ASSISTANTSHIP PROGRAMME**

International Students on NTU Research Scholarship who are admitted from AY2014/2015 must perform teaching/ laboratory supervision duties to fulfil the requirements of the Graduate Assistantship Programme.

<b>Degree</b>	<b>Total Hours Required to Serve during Candidature</b>
PhD	416 hours
2-year Master's by Research	156 hours
1-year Master's by Research	78 hours

The Scholar is to note that:

- (i) the total time spent on work done under the Graduate Assistantship Programme and any other form of paid or unpaid work, should not exceed 10 hours a week;
- (ii) The Scholar must ensure that the total hours required under the Graduate Assistantship Programme is completed at least six months before graduation; and
- (iii) The Scholar shall be remunerated for performing teaching/research duties and other developmental assignments at a rate in accordance to the Part-Time Appointment Scheme, for work done in excess of the Graduate Assistantship Programme.

The table below sets out the maximum hours that can be clocked under the respective categories:

<b>Mode of Clocking Graduate Assistantship Programme Hours (per candidature)</b>	<b>PhD</b>	<b>Master's (2-year)</b>	<b>Master's (1-year)</b>	<b>Remarks</b>
<b>Teaching/Laboratory Supervision (max.100%)</b>	416	156	78	Official office hours and preparation of the class can be taken into account.  As a guide, preparation time taken for the assignment should not take more than half of the time required for the assignment.
<b>Research assistant duty, inclusive of research supervision (max.60%)</b>	up to 250	up to 94	up to 47	The quality of the research supervision or research assistant duty needs to be endorsed by the student's supervisor(s).  No preparation time is to be clocked in this assignment. The research assistant duty should go beyond the scope of the research project undertaken by the student to fulfil the requirement of the graduate programme.
<b>Other developmental assignments (max.20%)</b>	up to 83	up to 31	up to 16	Other assignments with developmental value approved by the Vice Dean.
<b>Total Hours</b>	<b>416</b>	<b>156</b>	<b>78</b>	

- 1) The Scholar will not be paid any remuneration for the hours clocked under the Graduate Assistantship Programme.
- 2) The Scholar should work with the supervisor(s) on the plan to fulfil the required hours on a yearly (Academic Year) basis.
- 3) The duties can only be clocked for work done and deemed satisfactory by the University.
- 4) If the required hours are not met according to the annual plan or the quality of the work done is unsatisfactory, the faculty or school can reduce the stipend, or withhold, suspend and/or terminate the Scholarship.
- 5) If the total required hours are not met by the time the thesis is submitted for examination, the Scholar will have his/her transcript (both unofficial and official), student status letter, conferment letter and degree scroll (for graduating student) withheld until the fulfilment of the requirement.