

Graduate Teaching Assistant (GTA): Policy

A Graduate Teaching Assistant (GTA) is a full-time graduate student who assists faculty members in laboratory instruction and provides academic support while meeting specific educational and professional requirements.

Eligibility Requirements

1. Applicants must be enrolled as full-time graduate students in a graduate program at NSU.
2. Candidates must excel in the graduate admission criteria.
3. A minimum bachelor's CGPA of 3.5 in the respective program is required.
4. Candidates must demonstrate the hands-on skills required for lab instruction.
5. Priority will be given to candidates with faculty recommendations for specific lab courses.

Mandatory Responsibilities

1. Maintain a 20-hour weekly workload by conducting 4 lab classes and holding 8 hours of office hours.
2. Attend lab sessions of 3 hours and office hours of 2 hours per section each week.
3. Prepare Lab Manuals for the assigned lab sessions.
4. Assist the course instructors in –
 - a. delivering precise lectures relevant to the lab session in the assigned laboratory room,
 - b. evaluating student performance during lab sessions and maintaining proper documentation,
 - c. conducting lab quizzes and other lab-related exams, evaluating lab reports, grading lab exams, and
 - d. proctoring exam rooms for theory courses in the presence of a faculty member.

Benefits

1. A monthly remuneration of BDT 44,000 (before TAX deductions).

Hiring Process

1. Interested applicants will submit a form detailing their interests and qualifications.
2. Shortlisted candidates will be invited for interview.
3. A committee of faculty members will evaluate applicants for the chosen courses.
4. Suitable candidates will be selected for admission and GTA positions.

Terms & Conditions

1. GTAs must meet the graduate admission criteria.
2. GTA benefits only apply to graduate students in the 'Enrolled' status.
3. Full-time GTAs must enroll for at least 6 credit hours of coursework per semester.
4. Full-time GTAs are prohibited from engaging in additional employment during their service period.
5. GTAs must maintain a minimum CGPA of 3.0 in the graduate program.
6. GTAs must achieve at least a 75% score on average in their evaluations each semester.
7. A minimum GTA workload of 50% (equivalent to 2 labs) is mandatory for all appointed GTAs.
8. Authorities reserve all rights to terminate the GTA position in cases of misconduct.

Graduate Teaching Assistant (GTA): Internal Processes

(Internal Administrative Processes – Not Visible to Applicants)

Step-by-Step Processes from Application to Appointment

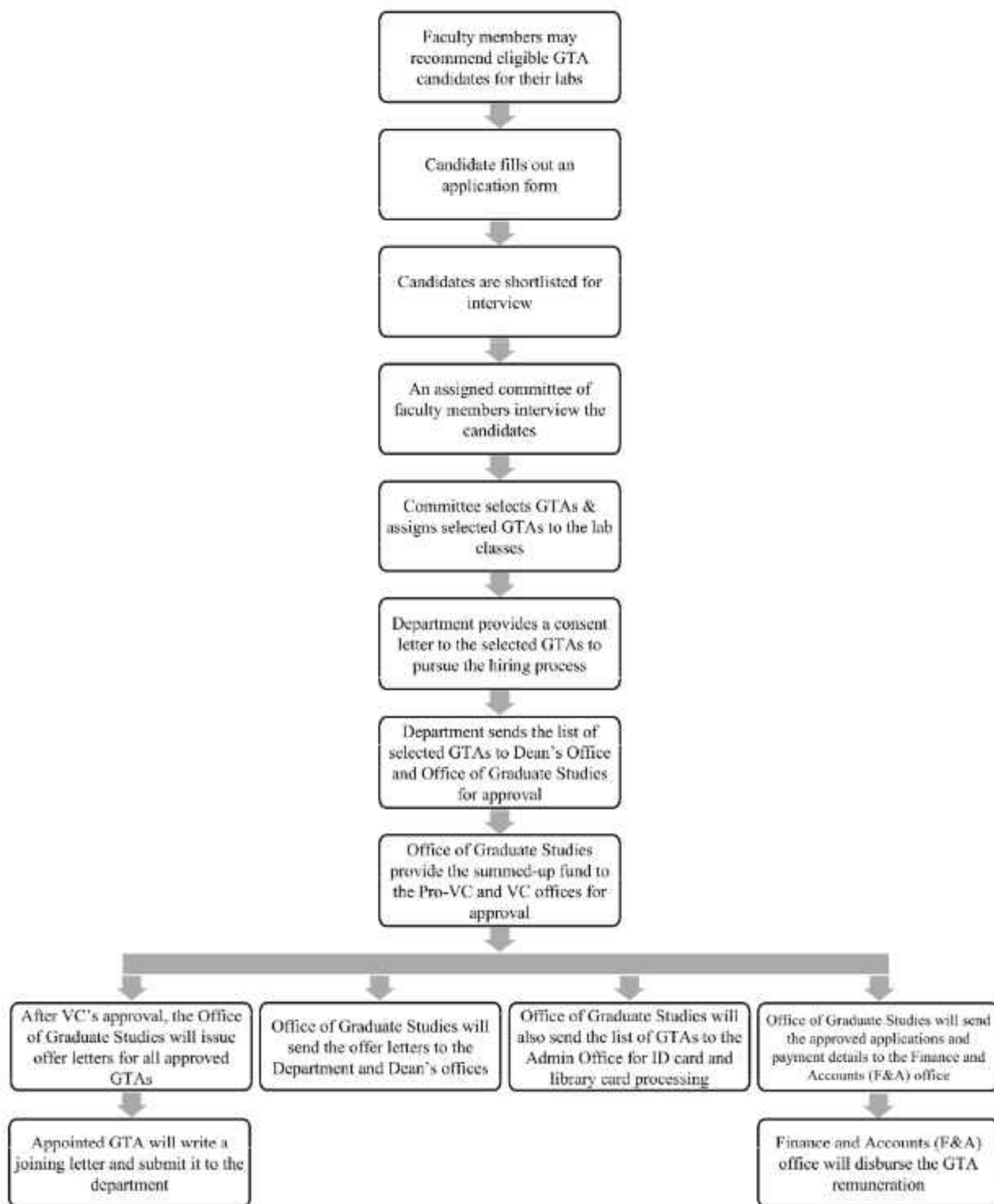
1. Applicants will complete a form to outline their prior experiences with lab instructions, skills, strengths, and qualifications relevant to GTA positions. Applicants will also specify their preferences for the lab courses.
2. Shortlisted candidates will be invited for an interview conducted by a committee of faculty members to assess the applicants' knowledge and hands-on skills with relevant laboratory equipment in their chosen lab courses.
3. The committee will select the top-performing candidates based on their interview performances.
4. The committee will assign GTAs to respective lab courses based on the selected GTAs' preferences, interview performances in their chosen courses, and the demands of those courses.
5. The department will issue a consent letter to the selected GTAs to pursue the hiring process.
6. The department will forward the selected list of GTAs, along with courseloads and course lists, to the Dean's Office and Office of Graduate Studies (OGS) for approval.
7. The OGS will provide the summed-up fund along with the list of GTAs, their courseloads, and course lists, to the Pro-VC and VC offices for approval.
8. Upon VC's approval, the OGS will issue offer letters to all approved GTAs.
9. The OGS will forward the offer letters to the Department and Dean's offices.
10. The OGS will also send the list of GTAs, along with courseloads and course lists, to the Admin Office for ID card and library card processing.
11. The OGS will send the approved applications and payment details to the Finance and Accounts (F&A) office. F&A will process and disburse the GTA remuneration to their bank account monthly through the EFTN transfer method.
12. The appointed GTA will submit a joining letter to the department.

N. B.:

1. *The maximum number of GTAs in a department depends on the lab course demands determined by the course pre-registration of current undergraduate students.*
2. *A GTA with a reduced workload (50% or 75%) must take another partial GRA role to fulfill 20 hours total workload.*
3. *The assigned lab classes and required office hours will be proportionately adjusted for a combined role.*
4. *A minimum bachelor's CGPA of 3.5 is preferred for a combined role, but 3.3 can also be accepted.*

Graduate Teaching Assistant (GTA): Internal Processes – Diagram

(Internal Administrative Processes – Not Visible to Applicants)



Graduate Teaching Assistant (GTA): Cost Benefit Analysis

(Internal Administrative Processes – Not Visible to Applicants)

Benefits of GTAs over Part-time Lab Instructors:

1. GTAs, being full-time, offer better student support and contribute to departmental services.
2. Competitive salaries attract high-caliber students and enhance graduate program enrollment, retention, and overall student quality.

GTA Remuneration Justification:

The proposed monthly remuneration per course for GTAs matches that of part-time Lab Instructors but is higher than GRA and FGA salaries due to the heavy workload of 4 lab classes.

CURRENT SYSTEM

Part-time Lab Instructor's monthly salary	Part-time Lab Instructor's workload (Number of sections) per trimester	Per-course monthly cost borne by NSU for a Part-time Lab Instructor
31,200	3	10,400

PROPOSED SYSTEM

GTA's monthly salary	GTA's workload (Number of sections) in a trimester	Per-course monthly cost to be borne by NSU for a GTA
44,000	4	11,000

GTA Remuneration Breakdown:

Items	Breakdown Cost (BDT)	Cumulative Cost (BDT)
GTA's total monthly remuneration		44,000
Per credit tuition fee*	4,500	
Typical course load per semester (6 credits)		
Total tuition fee per semester for 6 credits*	27,000	
Other fees per semester*	6,000	
Total semester fee*	33,000	
Monthly tuition fee (assuming 4-month semester)*		8,250
GTA's net monthly income (after tuition fee payment & before TAX deductions)*		35,750

The asterisk-marked (*) figures are subject to adjustments due to the per-credit tuition fee variations across programs and over time.

Graduate Teaching Assistant (GTA): Code of Conducts

(Departmental Document – Accessible to Appointed GTAs)

Restrictions on GTAs

1. GTAs are restricted from the following tasks –
 - a. Delivering lectures in theory classes.
 - b. Preparing quizzes, midterm, or final exam question papers for theory classes.
 - c. Grading quizzes, midterms, or final exam answer scripts of theory classes.
 - d. Preparing the final grading on behalf of faculty members.
 - e. Submitting grades into the system on behalf of faculty members.
 - f. Proctoring quizzes, midterms, or final exams of theory courses in the absence of the faculty members.

Special Mention

- GTA must send all lab exam questions (quiz, midterm, viva, final) for feedback and approval to the respective course faculty members at least three days before the exam.
- Before informing students, GTA will notify the respective faculty member regarding lab cancellation in case of an emergency.
- GTA can deduct marks or withhold exam papers for a proper duration to prevent unfair means while proctoring the exams.
- GTA will provide a detailed lab syllabus with marks distribution to students, pre-approved by the respective course faculty members.
- GTA must attend a mandatory training session with respected faculty members at the beginning of the semester, as arranged by the department.
- GTA must use only Canvas to notify students about any notices.
- GTA will report any student caught engaging in unfair practices to the respective faculty members.

Graduate Research Assistant (GRA): Policy

A Graduate Research Assistant (GRA) is a full-time graduate student conducting supervised research tasks under a PhD-holder faculty member while fulfilling academic standards and achieving research milestones.

Eligibility Requirements

1. Applicants must be full-time graduate students enrolled in a graduate program at NSU.
2. A minimum bachelor's CGPA of 3.3 in the respective program is required.
3. A PhD faculty-member at NSU must recommend the applicant and serve as his/her research supervisor.

Responsibilities

1. Maintain a weekly workload of 20 hours.
2. Perform research duties as assigned by the supervisor.

Benefits

1. A monthly remuneration of BDT 38,250 (before tax deductions), funded by the research supervisor.

Hiring Process

1. Interested applicants will submit a form detailing their interests and qualifications for GRA positions.
2. Shortlisted candidates will be invited for the interview.
3. A potential research supervisor faculty member will evaluate the applicant's knowledge and skills.
4. Suitable candidates will be offered admission and GRA positions.

Terms & Conditions

1. GRAs must fulfill the graduate admission criteria.
2. GRA benefits are only available to graduate students in the 'Enrolled' status.
3. Full-time GRAs are prohibited from engaging in additional employment during their service period.
4. Full-time GRAs must enroll in at least 6 credit hours of coursework each semester.
5. GRAs must maintain a minimum CGPA of 3.0 in the graduate program.
6. A minimum GRA workload of 50% (at least 10 hours of research) is mandatory for all appointed GRAs.
7. Authorities reserve all rights to terminate the GRA position in cases of misconduct.
8. GRA position continuation depends on research supervisor's satisfaction and fund availability.

Graduate Research Assistant (GRA): Internal Processes

(Internal Administrative Processes – Not Visible to Applicants)

Step-by-Step Processes from Application to Appointment

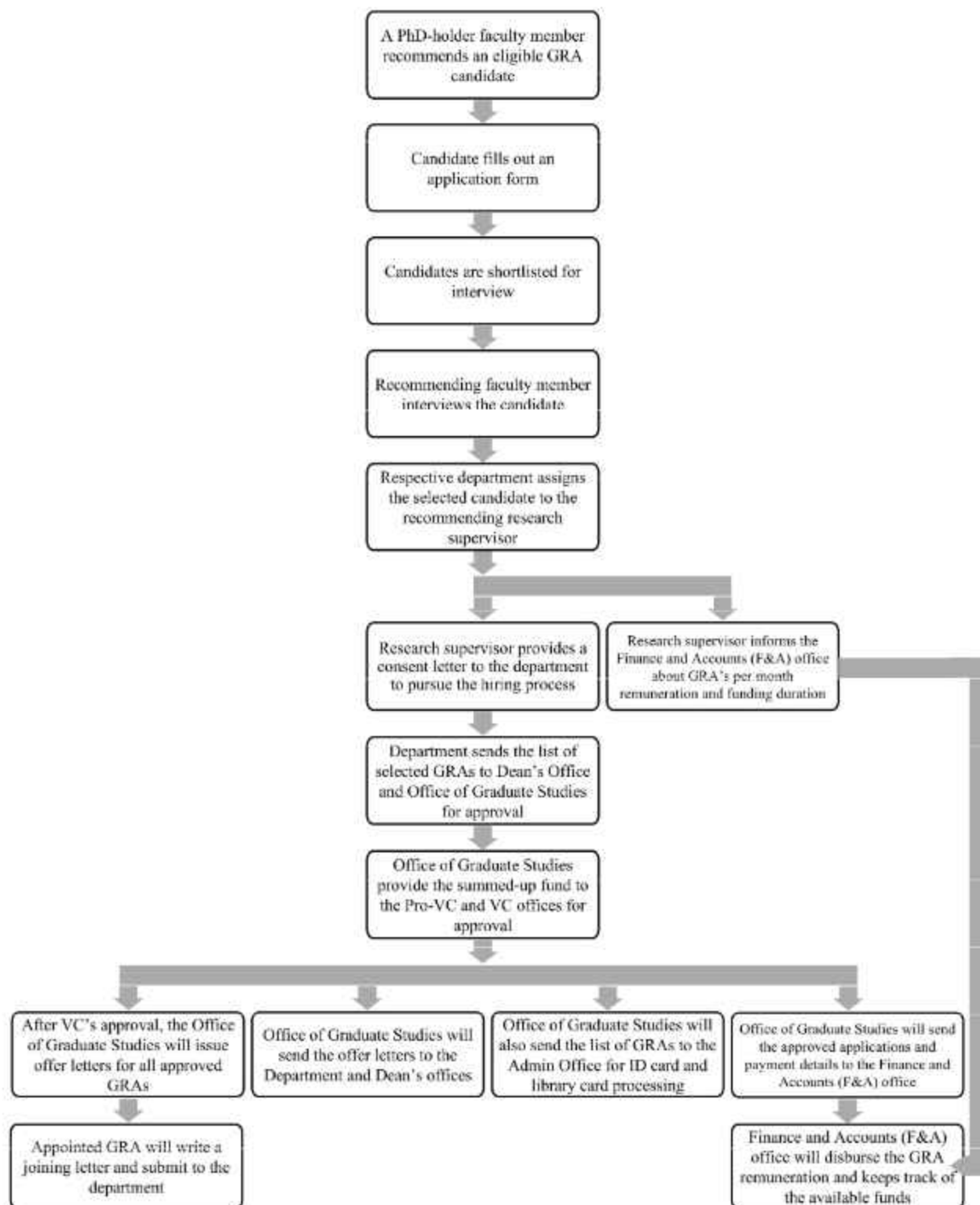
1. Applicants will complete a form outlining their research interests, experience, skills, strengths, and qualifications, along with recommending the research supervisor faculty member's name.
2. The recommending research supervisor faculty members will interview candidates.
3. After the interview, each interviewing faculty member will forward the candidate's name to the department.
4. The department will assign GRAs to respective research supervisors by matching the preferences of the faculty members and candidates.
5. The assigned research supervisor will provide a consent letter to the department to pursue the hiring process, indicating the start and end date of the GRA contract, along with the monthly remuneration and duties.
6. The department will forward the selected list of GRAs, along with their supervisors' names and funding grant numbers, to the Dean's Office and Office of Graduate Studies (OGS) for approval.
7. The OGS will provide the summed-up fund, along with the list of GRAs, their supervisors' names, and funding grant numbers, to the Pro-VC and VC offices for approval.
8. Upon VC's approval, the OGS will issue offer letters for all approved GRAs.
9. The OGS will forward the offer letters to the Department and Dean's offices.
10. The OGS will also send the list of GRAs, along with their supervisors' names and funding grant numbers, to the Admin Office for ID card and library card processing.
11. The OGS will send the approved applications and payment details to the Finance and Accounts (F&A) office. F&A will process and disburse the GRA remuneration to their bank account monthly through the EFTN transfer. F&A will also continuously keep track of the remaining fund amounts under each research supervisor's grant.
12. The appointed GRA will submit a joining letter to the department.

N. B.:

1. *The maximum number of GRAs in a department has an upper ceiling related to the number of available grants (CTRG and non-CTRG).*
2. *In addition to the GRAs, research supervisors have the flexibility to hire research assistants outside of the graduate student pool at NSU. Research supervisors will not be obligated to hire their research assistants from graduate students only.*
3. *A GRA with a reduced workload must take another partial GTA role to fulfill 20 hours of total workload.*
4. *For the combined role, a minimum bachelor's CGPA of 3.5 is preferred, but 3.3 can also be accepted.*

Graduate Research Assistant (GRA): Internal Processes – Diagrams

(Internal Administrative Processes – Not Visible to Applicants)



Graduate Research Assistant (GRA): Cost Benefit Analysis

(Internal Administrative Processes – Not Visible to Applicants)

Benefits of GRAs over RAs:

1. GRAs will attract high-caliber students, boosting graduate program enrollment and student quality.
2. Full-time GRAs assigned to PhD faculty will foster a research-focused environment, enhancing both the quality and quantity of publications.

GRA Remuneration Breakdown:

Items	Breakdown Cost (BDT)	Cumulative Cost (BDT)
GRA's total monthly remuneration		38,250
Per credit tuition fee*	4,500	
Typical course load per semester (6 credits)		
Total tuition fee per semester for 6 credits*	27,000	
Other fees per semester*	6,000	
Total semester fee*	33,000	
Monthly tuition fee (assuming 4-month semester)*		8,250
GRA's net monthly income (after tuition fee payment & before TAX deductions)*		30,000

The asterisk-marked (*) figures are subject to adjustments due to the per-credit tuition fee variations across programs and over time.

Foreign Graduate Assistant (FGA): Policy

A Foreign Graduate Assistant (FGA) is a full-time international graduate student who conducts supervised research tasks under a faculty member and provides academic support services while fulfilling academic standards.

Eligibility Requirements

1. Applicants must be foreign natives with valid international passports.
2. Candidates must be full-time graduate students enrolled in a graduate program at NSU.
3. Applicants must successfully pass the interview conducted by a dedicated committee of faculty members.
4. A minimum bachelor's CGPA of 3.0 in the respective program is required.
5. Applicants must achieve an IELTS score of 6 or pass an English Proficiency Test arranged at NSU.

Mandatory Responsibilities

1. Maintain a total weekly workload of 20 hours of research with a faculty member.
2. Perform research duties as assigned by the supervisor.

Benefits

1. A 100% tuition fee waiver for graduate studies at NSU.
2. A monthly stipend of BDT 40,000 (before TAX deductions).

Hiring Process

1. Interested applicants will submit a form detailing their research interests and qualifications.
2. Shortlisted candidates will be invited for the interview.
3. Faculty will interview FGA applicants in their chosen research areas.
4. Suitable candidates will be selected for admission, tuition fee waiver, and FGA positions.

Terms & Conditions

1. FGAs must fulfill the graduate admission criteria.
2. FGA benefits only apply to graduate students in the 'Enrolled' status.
3. Full-time FGAs are prohibited from engaging in additional employment during their service period.
4. Full-time FGAs must enroll for at least 6 credit hours of coursework each semester for which the university pays the tuition fee. FGAs must pay for the additional enrolled credit hours.
5. FGAs must maintain a minimum CGPA of 3.0 each semester in the graduate program.
6. Authorities reserve all rights to terminate the FGA position in cases of misconduct.
7. The continuation of an FGA position depends on the satisfaction of the research supervisor.

Foreign Graduate Assistant (FGA): Internal Processes

(Internal Administrative Processes – Not Visible to Applicants)

Step-by-Step Processes from Application to Appointment

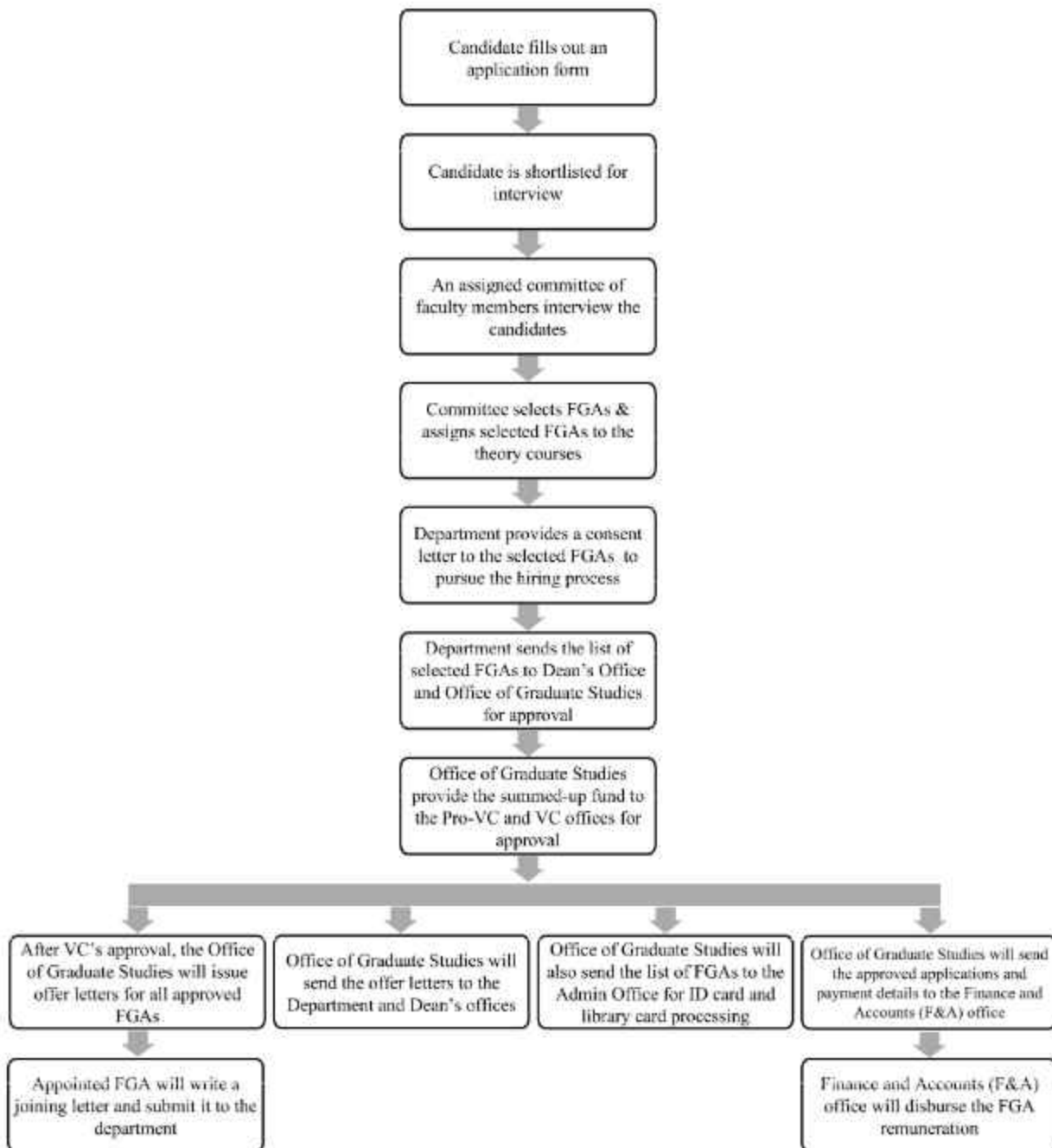
1. Applicants will complete a form to outline their prior research experiences, relevant skills, strengths, and qualifications.
2. Shortlisted candidates will be invited for an interview conducted by a dedicated committee of faculty members to evaluate their knowledge and skills in the candidate's chosen research areas.
3. After the interviews, interviewing faculty members of the committee will rank the top-performing candidates.
4. The committee will assign FGAs to respective research supervisors based on the selected FGAs' preferences and knowledge in their various research areas.
5. The department will issue consent letters to the appointed FGAs.
6. The department will forward the appointed list of FGAs, along with their supervisors' names, to the Dean's Office and Office of Graduate Studies (OGS) for approval.
7. The OGS will provide the summed-up fund along with the list of FGAs, along with their supervisors' names, to the Pro-VC and VC offices for approval.
8. Upon VC's approval, the OGS will issue offer letters to all approved FGAs.
9. The OGS will send the offer letters to the Department and Dean's offices.
10. The OGS will also send the list of FGAs, along with their supervisors' names, to the Admin Office for ID card and library card processing.
11. The OGS will send the approved applications and payment details to the Finance and Accounts (F&A) office. F&A will process and disburse the FGA remuneration to their bank account monthly through the EFTN transfer method.
12. The appointed FGA will submit a joining letter to the department.

N. B.:

1. *The university pays the FGA's tuition fee and stipend.*

Foreign Graduate Assistant (FGA): Internal Processes – Diagram

(Internal Administrative Processes – Not Visible to Applicants)



Foreign Graduate Assistant (FGA): Cost Benefit Analysis

(Internal Administrative Processes – Not Visible to Applicants)

Benefits of FGAs:

1. An increase in the number of FGAs will enhance the university's global ranking and visibility.

FGA Benefits Details:

Items	Breakdown Cost (BDT)	Cumulative Cost (BDT)
FGA's total monthly cost borne by the university (including tuition fees)*		48,250
Per credit tuition fee*	4,500	
Typical course load per semester (6 credits)		
Total tuition fee per semester for 6 credits*	27,000	
Other fees per semester*	6,000	
Total semester fee (paid by university)*	33,000	
Monthly tuition fee (assuming 4-month semester): (Paid by the university)*		8,250
FGA's monthly stipend (after tuition fee paid by the university & before TAX deductions)		40,000

The asterisk-marked (*) figures are subject to adjustments due to the per-credit tuition fee variations across programs and over time.