1. **Preamble**

The guideline covers the terms of reference for Student Assistantship engaged on a temporary basis under research and development (R&D) grants in UTAR.

2. **Objectives of Student Assistantship**

(i) To provide researchers of UTAR a platform to source students’ assistance in research work.

(ii) To provide opportunity for students to be involved and assist in research projects and thus enhancing their exposure and experience in research.

3. **Condition:**

   (i) The Student Assistantship is open to students of UTAR and other institutions of higher learning.

   (ii) Student Assistant is allowed to be engaged under the Project Research Assistantship or Research Scholarship Scheme with the following conditions:

       (a) The combined maximum hours of engagement are 40 hours per week.

       (b) The combined amount for Project Research Assistantship/Research Scholarship Scheme and Student Assistantship Amount is as follows:

           (1) For Master student: shall not exceed RM2,000.00 per month.

           (2) For PhD student: shall not exceed RM2,500.00 per month.

       (c) The applicant is responsible to declare his/her current scheme that was awarded to him/her.

4. **Operation Cost**

   (i) The Student Assistant shall be reimbursed for the travelling and other expenses incurred in carrying out the research project activities.

   (ii) The principal investigator of the project is fully responsible for ensuring the specification of appropriate duration and purpose of engagement and the availability of sufficient operation cost for such purpose.

5. **Reimbursement Rate and Maximum Number of Hours per Week**

   (i) Daily Rate and Limits

       Undergraduate student: RM4.50 per hour up to 15 hours per week.

       Postgraduate student: RM6.00 per hour up to 30 hours per week.
(ii) Monthly Rate and Limits
Undergraduate student: maximum of RM500.00 per month
Postgraduate student: maximum of RM1,000.00 per month

6. **Duration of Student Assistantship**

A Student Assistant can be engaged for a maximum period of three(3) months.

7. **Application and Approval**

(i) **Prior Approval**
   (a) UTAR student
       Prior approval to apply for Student Assistantship from the Dean of Faculty is required.

   (b) Non UTAR student
       For non UTAR student, applicants are required to obtain the prior approval to apply for Student Assistantship from the officers (such as Dean or Deputy Vice Chancellor or Registrar) in institutions of higher learning in which they are currently pursuing their studies. The approval letter has to be submitted together with the application form.

(ii) **Application**
   (a) An Applicant may apply by filling up the Student Assistantship Application form and submit to the Principal Investigator.

   (b) Principal Investigator will consider and recommend the schedule and fill up the project details. Project Investigator of the research grant shall ensure appropriate approval is obtained prior to the commencement of the assignment.

   (c) The duly completed form shall be submitted to the Dean of Faculty concerned for recommendation before forwarding to Director of IPSR for approval.

(iii) **Approval letter**
   (a) The approval letter for the engagement of Student Assistantship will be issued by the Director of IPSR.

   (b) The approval letter shall contain the following information:
       - Project details: title, vote number, principal investigator
       - Engagement schedule
       - Rate and Amount payable

(iii) **Acceptance of Engagement**
The applicant will have to confirm the acceptance by signing the Acceptance of Student Assistantship letter (UTAR-IPSR-SA-003).

8. **Payment and Claim**

   (i) Payment claim shall be made monthly by completing the Student Assistantship Claim form.

   (ii) The duly completed form shall be supported by the principal investigator and dean of faculty before forwarding to the Director of IPSR for approval. IPSR will then issue an instruction to finance to issue payment.

9. **Termination**

   (i) The Student Assistant shall be terminated at the expiry of this Student Assistantship or any time on occurrence of any of the following:
      (a) The Student Assistant fails to perform his/her duties satisfactorily.
      (b) The Student Assistant’s services are no longer required in the project or the work assigned under the project has been completed.
      (c) The work for which the Student Assistant is engaged to perform the services has been suspended or ceased.
      (d) Any gross misconduct, insubordination and persistent absence from work without approval on the Student Assistant’s part.

   (ii) The Student Assistant can terminate his/her Student Assistantship by giving one week (7 days) notice in written to the principal investigator. The letter will have to be forwarded to IPSR for endorsement from Director of IPSR.

   (iii) The Principal Investigator can terminate the Student Assistantship by giving one week (7 days) notice in written to Director of IPSR. The Principal Investigator is advised to discuss with the Student Assistant prior to any termination.

   (iv) Upon termination, the University shall have no further obligation to the Student Assistant.

10. **EPF and SOCSO**

    There shall be no contribution to EPF or SOCSO as the payment involved is for the reimbursement for travelling and other expenses incurred to the Student Assistant for carrying out the research project activities.

11. **Benefits**
A Student Assistant is not entitled to any benefits accorded to permanent staff of UTAR.

12. **Personal Accident & Medical Benefits**

   (i) The Student Assistant does not qualify for medical benefits and any other benefits accorded to permanent staff of the University.
   
   (ii) The Student Assistant is required to obtain personal accident insurance coverage with/without medical benefits. The Principal Investigator shall be responsible for ensuring this implementation.

13. **Duties and Responsibilities**

   The Student Assistant is required to perform his/her assigned duties diligently.

14. **Rules and Regulations**

   Student Assistant is required to comply with the University’s policies, rules and regulations (including any codes of conduct) currently in force and implemented from time to time. Failure to do so, the Student Assistant may be subjected to disciplinary actions by the University at the University’s absolute discretion.

15. **Occupational Safety and Health Policy**

   Student Assistant is required to comply with the relevant provision of the Occupational Safety and Health Act 1994:

   a. Take reasonable safety and health measure for himself and others.
   b. Cooperate with his superior or others in any duties assigned.
   c. Use and wear at all times, any protective equipment or clothing provided by the University.
   d. Comply with any instruction or measure on occupational safety and health instituted by the University.

16. **Confidentiality**

   The Student Assistant must keep in strict confidence all commercial and technical information in whatever form acquired, directly or directly from UTAR or the project in connection to his/her engagement with UTAR, hereinafter called ‘Confidential Information’ for any purpose other than those contemplated in your engagement. Further, the Student Assistant shall not disclose any Confidential Information to any third party for any purpose without the prior written consent of UTAR.
17. **Conflict of interest**

Unless expressly agreed to by UTAR in advance, the Student Assistant shall not seek out, embark upon or be engaged in any other business industry, enterprise or appointment of any kind.

18. **Proprietary Rights**

(i) UTAR shall have the sole and exclusive right to all intellectual property rights that you gained and/or acquire while performing your duties during the engagement. The intellectual properties shall include discoveries, innovations and inventions made and stored physically or electronically such as printed materials, computer software, presentation materials, etc.

(ii) UTAR shall have the right to use these intellectual properties at its discretion in whatever form, manner or purpose.

(iii) The Student Assistant shall not use these intellectual properties for any purpose other than for serving UTAR and shall not use them for their own gain or for any other employer without the prior authorization in writing from UTAR.

19. **Return of University Property**

The Student Assistant who has been issued with University properties shall return such items to the Principal Investigator concerned at the end of every day.

20. **Prohibition of Press Statement, Speeches and Comments**

The Student Assistant is prohibited from making any press or public statements and from circulating any statements pertaining to the University or his duties. He/she should not publish, broadcast or in any lecture or tutorial or speech, comment on anything relating to the University or his duties.

21. **Review of Rules and Regulations**

Universiti Tunku Abdul Rahman at its sole and absolute discretion may vary, modify, add, delete or amend any of the above rules and regulations of the Student Assistantship.