In case of absence of the mutual agreement between two parties regarding the English version of these regulations, Turkish version regulations are the valid source of reference.

EASTERN MEDITERRANEAN UNIVERSITY REGULATION FOR THE APPOINTMENT OF THE RESEARCH ASSISTANTS AND POSTGRADUATE SCHOLARSHIPS

Eastern Mediterranean University Senate prepared the following By-law according to Article 16 of the By-law for the Foundation, Operation and Working Principles of the Institute for Graduate Studies and Research.

Brief Name
VYK 30.09.2013 13-14/1(a)-1 EK 1
VYK 09.06.2022 21-22/22(b)-1 EK 1
VYK 23.10.2023 23-24/6-2(ii) EK 2
VYK 18.10.2024 24-25/4(b)-1

1. Eastern Mediterranean University Regulation for the Appointment of the Research Assistants and Postgraduate Scholarships.

Definition

2. In this Regulation, unless the text requires otherwise;
"Academic Term" means the Fall and Spring Semesters determined by the University Senate;

"Research Assistant" refers to a scholarship graduate student who assists in research, investigations and experiments carried out by units affiliated with Eastern Mediterranean University (EMU) and is appointed as a teaching assistant and/or assistant to carry out the tasks assigned through authorized bodies;

"Unit" means a unit that provides education and training and/or research, publication or dissemination and/or consultancy services at EMU or affiliated to EMU;

"Scholarship" means the monthly allowance and tuition fee exemption given to assistants working as research assistants in return for their duties;

"Center" means the Research Centers and Media Center affiliated to EMU;

"University Executive Board" is the body that assists the Rector in the management of the University;

"Board of Trustees" is the highest decision-making body of the University;

The concepts used in this regulation have the meanings stated in the Statute Establishing Northern Cyprus Education Foundation and Eastern Mediterranean No. 18/86, from which the regulation originates.

Aim and Scope

3. This regulation covers postgraduate students who will serve as research assistants at Eastern Mediterranean University. It also aims to regulate the principles and rules about the qualifications, categorizations, selection, job descriptions, appointments,

scholarships, payments, working conditions and functions of the research assistants who will work at the Eastern Mediterranean University.

Category for Research Assistants

4. (1) **Category A:** This is the research assistant category, in which full time students who are registered to either a doctoral degree program in EMU or, together with the decision of the related councils, who have registered to a postgraduate program of another university can be appointed to work. Passing the Doctoral Degree Qualifying Examination is another requirement for such students.

(2) **Category B:** This is the research assistant category which a full-time doctoral degree student who hasn't yet passed the Doctoral Degree Qualifying Examination and who is either studying at a doctorate program in EMU or who, by the related council decision, has registered to a postgraduate program of another university can be appointed to.

(3) **Category C:** This is the research assistant category to which students can be appointed full-time if they are full time students who are registered to a postgraduate program in EMU.

(4) **Category D:** This is the research assistant category to which full time students who are registered to a postgraduate program in the EMU can be appointed as part time research assistants.

(5) **Category E:** This is the research assistant category to which postgraduate students with a 100% scholarship can be appointed. Students meeting the requirements of this category may be appointed to other suitable categories, if they wish. In this way, the status of a research assistant whose assistantship ends due to various reasons but whose 100% scholarship still continues is automatically shifted to Category E.

Places of Duty for Research Assistants
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5. Research assistants may perform their duties at academic units and/or research centers and administrative units operating under the Rector's Office, if deemed necessary.

Principles to be Followed in Job Distribution
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6. Taking into consideration the research assistants' course-related duties, the preparation time for the course and the number of courses s/he is involved in, the relevant unit determines the load and the duties of a research assistant in a way that the research assistant can carry out his/her student and research duties in a balanced and successful way. The workload of research assistants in categories A, B, and C is organized to be a minimum of 20 hours per week. Research assistants are required to be present in the unit where they work during their working hours. Care is taken by their affiliated unit to distribute tasks to research assistants fairly. D category research assistants are obliged to work a minimum of 10 hours per week, while E category research assistants are required to work a minimum of 6 hours per week.

Duties of

7. (1) **Primary Duties:**

Research Assistants

(a) Delivering the courses assigned by the relevant department (for category A research assistants);
(b) Carrying out or helping others carry out tutorials, laboratory, studio and other similar educational activities;
(c) Helping with the course preparation and/or helping in the regular functioning of the laboratory / studios;
(d) Assessing homework, quiz, laboratory reports and other similar assignments for assigned courses;
(e) Performing invigilation duties during exams;
(f) Providing help in the organizations of various activities such as exams, accreditation work, congress, conference, seminar etc.;
(g) Along with the academic duties, undertaking administrative duties assigned;

(2) **Secondary Duties:**
(a) Arranging and meeting students during contact hours;
(b) Working at academic support desks;
(c) Keeping a record of the homework and exam results;
(d) Performing duties in centers and institutes;
(e) Providing help regarding student registration;
(f) Providing help as an assistant editor in magazines, newsletters, bulletins etc.;
(g) Providing help in the organization of the graduation ceremony and other similar events;
(h) Performing the duties assigned by the department chair and/or dean and/or the person in charge of the unit.

Determining the Number of Research Assistants

8. At the beginning of each semester, the Rector's Office takes as a basis the department's/unit's course/tutorial, laboratory/studio and/or other needs, the request of the department/unit chair and the recommendation/s of the related dean/director and determines the number, type and category of research assistants to be deployed with a consideration of the budgetary limitations and in scope of the quota determined with the decision of the Board of Trustees.

Applications

9. At the beginning of each semester, the candidates are required to apply to the relevant department together with the required information and documents during the dates specified and announced by the Institute of Graduate Studies and Research Directorate.

Required Qualifications for Research Assistants

10. The minimum qualifications listed below are sought in research assistant candidates:
(1) The candidate must be registered to a postgraduate program in EMU or, based on the decision of the relevant boards, of another university as a full-time student or under the conditions specified under Article 19(10) of this by-law.

(2) The candidate must possess proficient language (listening, reading, speaking and writing) and communication skills in the language required in the related program.

(3) Research assistants who will deliver courses need to use the

instructional language very well and must be proficient in teaching the course required knowledge and skills to students.

(4) In order to be appointed as a full time research assistant, students who are newly registered to a graduate program need to have a minimum CGPA of 3.00 out of 4.00 or any other equivalent score at the end of the undergraduate or postgraduate program and, at the same time, must be successful from the oral and/or written exam. However, in cases where the sufficient number of candidates possessing the required undergraduate CGPA criteria is not found, postgraduate students with a CGPA between 2.50 and 3.00 can be appointed as the D-category research assistants provided that they are successful in the oral and/or written exam.

(5) The students' performance in the graduate program and the oral and/or written exam are taken into consideration in cases where students have studied in a graduate program for a minimum of one semester and are going to be appointed as a research assistant for the first time. Students whose graduate program CGPA is between 3.00 and 4.00 can be appointed as full time research assistants. However, in cases where the sufficient number of candidates having the required graduate CGPA criteria is not found, postgraduate students with a minimum CGPA of 2.50 out of 4.00 can be appointed as the D category research assistants provided that they are successful in the oral and/or written exam. In the case where the student takes courses within the scope of the Scientific Preparation and/or Language Support Program without having a program course, successful completion of the taken Scientific Preparation Program and/or Language Support Program courses, with a minimum average grade of 3.00 out of 4.00 for Scientific Preparation Program courses (CGPA), and considering their success in oral and/or written exams, they may be assigned to Category C or D.

(6) Students who are newly registered to a doctoral degree program need to have a minimum CGPA of 3.00 out of 4.00 or any other equivalent score at the end of the postgraduate program.

(7) The students' performance in their doctoral degree programs and the performance in the oral and/or written exam are taken into consideration in cases where students have studied for a semester in a doctoral degree program and are going to be appointed as a research assistant for the first time. The students who have a minimum CGPA of 3.00/4.00 and, at the same time, who become successful in the oral and / or written exam can be appointed as full time or part time research assistants. In the case where the student takes courses within the scope of the Scientific Preparation and/or Language Support Program without having a program course, successful completion of the taken Scientific Preparation Program and/or Language Support Program courses, with a minimum average grade of 3.00 out of 4.00 for Scientific Preparation Program

courses (CGPA), and considering their success in oral and/or written exams, they may be assigned to Category B or D.

Selection of the Research Assistants

11. (1) In addition to the criteria specified in these regulations, the selection of research assistants is carried out by the "Graduate Studies Committee" of each department in accordance with the criteria specified by the faculty/school boards. Criteria to be taken into consideration during the selection is announced to the candidates at least a weak ahead.

(2) At the end of the selection, the list of the candidates found convenient by the department chair and the dean or director is submitted to the Institute for approval through the online submission system. Upon the approval of the Institute, the lists are submitted to the Rector's Office for approval.

(3) The research assistant category and working periods are clearly stated while the research assistant candidate list is being prepared and sent to the Rector's Office for approval.

The Appointment of Research Assistants

12. (1) The list of research assistants whose appointment has become certain is announced through the online entrance system. The research assistants are appointed with an 'appointment letter' written by the Vice Rector for Academic Affairs.

(2) Duration of the appointment, duties expected from the research assistant, working hours, rules to be followed and performance expectations in the registered program are clearly stated in the letter of appointment.

(3) A separate folder is kept for each research assistant that are appointed in the department/unit.

(4) A copy of the appointment letter is sent to the relevant Dean, Director and the Institute Director.

Duration of Duty and Leave of Absence

13. (1) Research assistants in all categories are appointed on a semester basis. The duration of duty which is stated in the appointment letter of the research assistant is determined by the Rector's Office in line with the academic calendar and the category of the research assistant. However, the duration of the duty for research assistants in category A who have been appointed during the Spring Semester and research assistants sent to a graduate program at another university as part of the mutual agreement between universities is until the beginning of the next academic year.

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(2) Only research assistants in Category A can perform duties in the Summer Term. However, if deemed necessary, research assistants in the B, C, and D categories, with their justifications, may be assigned during the Summer Term upon the relevant department's request, the recommendation of the Rectorate, and the approval of the Board of Trustees. Research assistants in the Category E are not assigned at all. Research assistants to be appointed in the Summer Term may be

assigned based on the categories of the same academic year's Spring Semester. However, students who have been academically dismissed at the end of the Spring Semester will not be appointed for the Summer Term.

(3) The maximum period of appointment for the postgraduate students is 6 semesters and for doctoral degree students, the period is 12 semesters as of the first semester they started taking courses from their programs.

(4) Research assistants in Category A can take a leave of absence for 15 working days during academic semester breaks upon the relevant Dean's/Director's/Unit Head's approval.

(5) Upon the recommendation of the Rector's Office and the approval of the University Executive Board, research assistants who use their own means or the scholarship provided by the university or who make use of the mutual agreements between the University and other institutions in order to attend a course or a training program that is related with their field of study may be granted a leave of absence equal to the duration of the course or the study period. If the amount of scholarship granted to such research assistants is lower than the amount they receive from the Eastern Mediterranean University, the difference in amount is covered by the University. The period of leave of absence taken for this reason is included in the duration of the research assistantship. Research assistants in this position are required to return back to duty at the end of their course or training. Otherwise, they are obliged to submit a payment to the University in return for all the expenses made for them.

Sickness and Maternity Leave

14. (1) With the Unit Chair's approval, a total of 21 days sick leave can be given to a research assistant during a year. The Institute Director is informed about this issue.

(2) A seven-day formal illness report to be given to a research assistant is prepared by a doctor, and illness reports longer than seven days are prepared by Official Health Boards. However, in cases of surgery, a report not longer than 21 days given by the doctor who carried out the surgery is also valid. This period can be extended only for once for another 21 days by the University Executive Board.

(3) Pregnant research assistants have an 8 week leave of absence before birth and another 8-week leave period after birth and their scholarship continues during this period.

Research Assistant Scholarships
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15. (1) Category A, B and C research assistants who have registered to a doctoral degree program are exempted from the educational fees for all taken courses and thesis registration for the semester. Category D research assistants are exempted from half of the educational fees for a semester (the student activity fund is not included in the aforesaid exemption).

(2) By taking the net minimum wage rate in the TRNC as a basis, research assistants are paid monthly scholarships according to the criteria below:

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(a) Category A research assistants are paid a monthly scholarship that is a equal to 1.05 of the net minimum wage in TRNC.

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(b) Category B research assistants are paid a monthly scholarship that is a equal to 0.84 of the net minimum wage in TRNC.

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(c) Category C research assistants are paid a monthly scholarship that is a equal to 0.63 of the net minimum wage in TRNC.

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(d) Category D research assistants receive a monthly scholarship that is to the half of that received by category C research assistants.

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(e) Category E research assistants are not paid any separate scholarship. Research assistants in Category E may be assigned as student assistants in any department of the university, provided they complete their weekly workload, not exceeding 60 hours per month.

(f) Scholarships and payments of the research assistants appointed during summer school periods in scope of the quota determined by the Board of Trustees are equal to the amount they receive during a normal semester.

Supervision and Guidance

16. As one of the aims of postgraduate education is to prepare students to act professionally, members of the academic staff and administration are required to provide supervision and advisorship for research assistants in the class, laboratory, studio and the office. Department/Unit chairs have the responsibility of taking the necessary precautions that will aid the professional development of research assistants, listening to their problems, creating appropriate studying conditions, following their professional development and success by taking into consideration the observations of the academic staff and thesis supervisor, evaluating their performance, warning them whenever necessary and guiding them in a positive and constructive manner.

Obligation to Attend Guidance Programs and Courses

17. In order for research assistants to get prepared for their duty in the best possible way, they are required to attend guidance programs prepared at the beginning of the Spring and Fall semesters by the related unit and, during a semester, various seminars and similar activities to be identified and announced by their department. Related unit monitors the attendance of the research assistants to such events. The related department/unit chair issues a warning if the research assistant has an invalid excuse for not attending any of these activities. A note is written in the folder of the person concerned in order to be taken into consideration during the re-appointment if the related person still persists to behave in the

unwanted way.

Evaluating Research Assistants

18. (1) The evaluation of research assistants is carried out at the end of each semester by the related department/unit head by looking at their success in the courses taken, their success in carrying out assigned duties and by taking into consideration the reports given by the academic staff and the thesis supervisor the research assistant is working with.

(2) After the evaluation report is signed by the research assistant and the department/unit head, it is submitted to the Dean/Director, Institute Director and the Rector's Office.

(3) The research assistant's appointment letter, evaluation reports, awards taken (if any), publication(s), attended conference(s), presented paper(s) and other documents about leave of absence and discipline are all included in his/her folder which is kept in the relevant Department/Unit.

Principles for Re-appointment

19. (1) In accordance with the provisions of this regulation, research assistants who demonstrate successful performance may be re-appointed at the end of their duty period upon the request of the relevant Department /Unit Head and favourable views of the Dean or School Director, consent of the Institute Director, proposal of the Rector's Office and approval of the Board of Trustees.

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(2) Research assistants who will be re-appointed as full time research assistants need to have a minimum GPA and a CGPA of 3.00 out of 4.00 at the end of the completed semester. The most recent CGPA is taken into consideration in the re-appointment of the research assistants who have no registration for credit courses at the end of the completed semester.

(3) An A category research assistant is reappointed to duty in the B category, a C category research assistant is reappointed in the D category and a D category research assistant is reappointed again in the same category if their education period is extended.

(4) Postgraduate students who freeze their registration or who are in awaiting publication status or whose registration is on hold cannot be appointed as research assistants.

(5) An A category research assistant is appointed in the B category and a B category research assistant is appointed to the C category if they are unsuccessful in their thesis studies and/or seminar course. Those research assistants who are in the C category and who have become unsuccessful in their thesis studies, seminar courses or projects are appointed to the D category. Category D research assistants in a situation as such are reappointed to the same category.

(6) Research assistants in the B category who have become

unsuccessful in their Doctoral Degree Qualifying Exam are appointed to be research assistants in the C category.

(7) B category research assistants can be appointed in the C category, and C category research assistants can be appointed to the D category if they have become unsuccessful in one course but their CGPA is 3.00 and above.

(8) C category research assistants who have become successful in all their courses but who possess a CGPA between 2.50 and 3.00 can be appointed to the D category.

(9) Category E research assistants whose 100% scholarship continues are reappointed to the same category regardless of any other criteria.

(10) The appointment of a student who has left the registered program due to any reason and who has registered to the same or a different program within the first four semesters after leaving the program is carried out with a consideration of the period the student served as a research assistant and his/her success rate.

(11) Students who have gained admission to a postgraduate program on a conditional basis may also be appointed as research assistants if the number of required research assistants is not sufficient. However, in reappointing those students who are only enrolled in Scientific Preparation and/or Language Support programs, it is required that they have successfully completed the courses of the enrolled Scientific Preparation Program and/or Language Support program, with a minimum cumulative grade point average (CGPA) of 3.00 out of 4.00 in the overall grades of the Scientific Preparation program courses.

Termination of Duty

20. Based on the reasons below, the Rector's Office can terminate the duty of a research assistant before the end-date of his/her duty upon the recommendation of the Dean/Director/Unit Chair.

(1) The resignation of the research assistant of his/her own accord with a valid reason.

(2) Identifying / proving behavior that is not appropriate to the academic ethics and/or studentship.

(3) Receiving a disciplinary penalty by the Disciplinary Committee which is approved by the Rector's Office.

(4) Being unsuccessful in carrying out the given duties, rejecting duties, or, without any reasonable justification and despite having received a written warning previously, continuing to be absent from duties.

(5) A health committee decision showing that there is a behavioral or physical illness at a rate that prevents him / her to carry out the duty.

(6) The graduation of the research assistant from the registered postgraduate program.

Payment of the Educational Fees Back to the University

21. (1) A research assistant who leaves duty or the registered program before the end of a semester without the approval of the related unit has to pay the educational fee s/he was exempted from back to the University.

(2) Research assistants who leave their duty before the end of the semester by taking the approval of the related department have to pay the amount of educational fee that corresponds to the period starting from the date of leaving the duty until the end of that semester.

Executive Power

22. This By-law is executed by the Rector's Office.

Coming into Force

23. The By-law comes into force at the beginning of the first academic semester following the approval of the Board of Trustees.