University of Management and Technology

Research Assistant Policy

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1 Objective

The Research Assistantship (RA) Policy at UMT aims to attract, support, and retain high-potential graduate students by providing financial assistance and structured academic engagement. The policy is designed to:

a. Promote a strong research culture
b. Support faculty research and innovation
c. Develop future researchers, educators, and industry leaders

2 Scope

This policy applies to all students enrolled in **PhD/MS programs** at UMT all campuses.

3 Policy Statement

This policy establishes guidelines, standards, and norms for the transparent, merit-based, and quality-oriented selection and engagement of Research Assistants to support faculty in research activities, innovation, and scholarly output.

4 Policy

a. Applicant are eligible for Research Assistant position, if he/she is enrolled in full-time PhD/MS program maintaining minimum CGPA of 3.5 in PhD coursework.
b. Research Assistants/Project Research Fellows shall receive a monthly stipend as approved under the respective funded research project budget.
c. The amount of stipend shall vary depending upon:
    i. The approved funding allocation of the project;
    ii. The complexity and scope of assigned responsibilities;
    iii. The qualification and experience requirements of the position and/or
    iv. Any conditions imposed by the funding agency.
d. Stipend payments shall be subject to satisfactory performance, attendance, and compliance with project requirements.
e. Research Assistant/Fellow appointments shall be strictly linked to a specific externally or internally funded research project and shall remain valid only for the duration of that project
f. Initial appointments may be made for a period ranging from three (03) months up to the approved duration of the project.
g. Appointments may be renewed in phases based on:
    i. Availability of project funds
    ii. Satisfactory performance
    iii. Continued project requirements
h. The Performance assessment may include:
    i. Achievement of project milestones and assigned deliverables
    ii. Quality, accuray, and reliability of research work performed
    iii. Timely completion of assigned tasks and adherence to project schedules
    iv. Contribution toward research outputs, publications, patents, datasets, and other scholarly work.
i. Compliance with research ethics, institutional policies, and funding agency requirements;
j. The University may terminate the appointment before expiry of the contract period under any of the following circumstances:

i. Consistent poor performance or failure to meet project objectives
ii. Serious misconduct, negligence, insubordination, or breach of UMT policies
iii. Violation of research ethics, academic integrity standards, confidentiality obligations, or funding agency requirements;
iv. Submission of falsified data, plagiarism, fabrication, or other research-related misconduct;

k. Upon resignation, completion, or termination of appointment, the individual shall:
i. Submit all project records, data, reports, and research materials
ii. Return University property and equipment
iii. Comply with continuing confidentiality and intellectual property obligations.

5 Professional Conduct and Ethical Responsibilities

a. Research Assistants are required to uphold the highest standards of professional and ethical conduct.
b. Any misuse of authority, including solicitation of favors, exploitation of position, or harassment of students.
c. Particularly gender-based harassment shall constitute serious misconduct and will invite strict disciplinary action under university policies.

6 Policy Procedure

a. Announcement by Principal Investigator (PI)/department
b. Submit application with CV, CNIC, transcript, latest photo and research statement aligned with the project.
c. Selection through interview conducted by committee consisting of PI, CoD and Dean (concerned school)
d. Approved list forwarded to OHCM through Dean within 2–3 weeks.
e. Contract initiated and approved.
f. OHCM forwards to OTR for payment.

7 Compliance and Enforcement

a. Concerned Schools and PI shall be responsible for implementation and compliance of policy.
b. The PI engaging a Research Assistant shall oversee and ensure their compliance with professional and ethical standards.
c. Non-compliance may result in non-payment or termination.



