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3. Teaching Assistant Rights


Goal

This policy aims at identifying the TA entitlements of salary, allowances, vacations and all scholarship allocations with specifying terms and conditions of these entitlements.



Policy

3-1 Salary, Allowances and Air Tickets



Subject	Resident TA	Delegated TA
1- Monthly Salary	<p>- Adjusted salary and allowances in accordance to the salary table attached to these policies. Housing and transportation allowances are not to be paid for the TA when he/she starts his/her scholarship.</p> <p>-It may provide housing for the resident TAs at the students hostel or graduate students hostel (as the case may be) in condition that the TA pays the specified residency fees depending on the availability of vacant rooms in the hostel.</p>	<p>A-The adjusted monthly salary in addition to the university allowance and children social allowance in accordance to salary table attached to these policies.</p> <p>B-Scholarship salary: In accordance to the salary table attached to these policies, the payment starts from the date of the delegation. To pay the salary of the scholarship in married TA category, the wife/husband should obtain a leave without salary from the workplace or not having any delegation or scholarship. TA married to a Non-Emirati or GCC citizen is not eligible for the salary or the allowances specified for the wife/husband during his/her study abroad, as the case may be.</p>
2- Master Allowance or Equivalent	Monthly AED 1000 to be added to the adjusted salary and paid starting from the date of obtaining the degree by the TA.	
3- Purchasing Textbooks and Study Requirements Allowance	-	Based on the salary table attached to these policies.
4- Travel Preparation Allowance	-	Based on the salary table attached to these policies.
5- Health Insurance	Based on the Human Resources Policies in the University	In accordance to the health insurance system applied in the country to which the TA is delegated or medical treatment and medicine costs in case no health insurance in the country of delegation for the TA and his/her dependants (wife/husband and children under 18 years old) when accompanying him/her in the country of the delegation with exception to unnecessary dentistry or any other cosmetic treatments. In case the dependants did not accompany the delegated TA, they are eligible for the health insurance applied at the university.
6-Hotel Costs	-	Costs of full residency of six nights in the hotel for the TA and his/her dependants when arriving to the country of delegation, a maximum of two times during the study period.

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Subject	Resident TA	Delegated TA
7-Annual Air Ticket Reimbursement	-	Reimbursement of an economic return air ticket from UAE to the host country for each year of delegation for the TA and his/her dependants (wife/husband and children under 18 years old) in accordance to terms mentioned in Paragraph (b) of previous Item (1).
8- Expenses of the companion accompanying the Unmarried Female TA.	-	The university covers the expenses of one kin of the unmarried female TA up to the third degree, called in written by TA's guardian . The expenses are as follows: <ul style="list-style-type: none"> - Residency expenses of AED 2500 monthly, paid to the TA within her monthly salary mentioned in Paragraph (A) of previous Item(1). - Health Insurance in accordance to previous Item (5). - Full residency in hotel in accordance to previous Item (6). - Reimbursement of air ticket in accordance to previous Item (7).
9- Air Ticket or Transportation Expenses when Transferring Delegation	-	Economy class air ticket or transportation expenses of the TA and his/her dependants when transferring the delegation from the place of study to the destination transferred the delegation to.
10- Additional Air Ticket Due to Illness	-	Additional economy class air ticket to UAE and back to host country for the TA and his/her dependants in case the TA has illness requires him/her to return to UAE based on the recommendation of the medical authority and suggestion of the cultural Attaché.
11- Interviews	-Return economy class air ticket or its reimbursement from UAE or from the study place of the TA abroad to the place of interviews to continue and complete admission procedures. -Travel allowance specified as 7 days in maximum in accordance to the financial affairs policies in university. Based on the recommendation of the Director of the National Faculty Recruitment and Development Office for up to two times for each degree.	

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Subject	Resident TA	Delegated TA
12- Study Courses and Training or Preparing Programs or Studying Complementary courses and Having Exams	<p>Inside UAE:</p> <p>-Registration fees of study courses, training or preparing programs and tuition fees of complementary courses and exams. Accommodation may be provided.</p> <p>Outside UAE:</p> <p>-Registration fees of study courses, training or preparing programs and tuition fees of complementary courses and exams.</p> <p>-Return economy class air ticket or its reimbursement from UAE to the place of course/training, preparing or study program.</p> <p>- Travel allowance of (AED 1500) per day and up to (AED 20,000) monthly. Based on the recommendation of the Academic Supervisor and Dean for up to two times for each degree.</p>	-
13- Attending Conferences/Symposiums	<p>-Return economy class air ticket or its reimbursement from UAE to the place of conference/symposium.</p> <p>- Registration fees.</p> <p>-Travel allowance specified as 7 days in maximum in accordance to the financial affairs policies in university. Based on the recommendation of the Academic Supervisor and Dean for one time during the residency of the TA.</p>	<p>-Return economy class air ticket or its reimbursement from TA's place of study to the place of conference/seminar.</p> <p>-Conference/seminar registration fees.</p> <p>-Travel allowance specified 7 days in maximum in accordance to the financial affairs policies in university. Based on the recommendation of the Academic Advisor at the university delegated to for up to four conferences/seminars during his/her study.</p>

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Subject	Resident TA	Delegated TA
14- Scientific Visits/Training Courses	-	-Return economy class air ticket or its reimbursement from TA's place of study to any destination for research purposes or attending training courses and (up to \$ 6000 or its equivalent) for the expenses of collecting and analysing the scientific material required to obtain the degree which is delegated for, in addition to the following: - Scientific visit to UAE: hotel accommodation is provided . -Scientific visit to any other destination or attending training courses: Travel allowance of (AED 1500) daily for up to (AED 20,000) or its equivalent for the period of visit / training course. Based on the recommendation of the Academic Advisor of the host university and for up to one time for each degree.
15- Scholarship Salary to Complete Departure Arrangements	-	The scholarship salary continues for period not exceeding two months after completing the Master or Doctorate/Medical Fellowship or end of authorization for post-doctorate research or post-fellowship training to complete the arrangements of the final returning to UAE, considering not to combine the scholarship salary and the monthly salary when appointing as faculty member.



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3-2 Leave



Subject	Resident TA	Scholarship TA
1- Annual Leave	Based on the leaves of faculty member stated in the university Human Resources Policies.	Based on the systems of the host university.
2- Sick Leave	Based on the Human Resources Policies in the University.	Based on the systems of the host university.
3- Emergency Leave	Based on the Human Resources Policies in the University.	---
4- Leave without Pay	For up to one year for two times during working as a TA.	
5- Escort Leave inside or outside UAE	For up to two months to escort a kin for up to second degree for medical treatment inside or outside UAE.	For up to two months to escort a kin for up to second degree for medical treatment inside or outside UAE upon the approval of the host university and recommendation of the Cultural Attaché of the host country.

3-3 Other Rights



Subject	Resident TA	Delegated TA
1- Application Fees	Fees to apply for admission of foreign language and graduate studies or its requirements. In addition to all other relevant fees such as visa fees, SEVIS system fees, mail expenses, transcript fees, medical check up fees, insurance fees for medical error of College of Medicine & Health Sciences TAs.	
2- Tuition Fees	-	Tuition fees to study foreign language for up one year in addition to fees to study the requirements of Master and Doctorate/Medical Fellowship, to be paid directly to the university or the institute of the TA. These fees will not be paid if the TA changed his/her specialization or host university without a prior approval of the Vice Chancellor. Tuition fees are not to be paid for dropped courses after the TA being registered except for emergency cases assessed by the Cultural Attaché of the country of delegation.
3- Education Fees (wife/husband and children)	Education fees for up to three children from elementary school to high school based on the Human Resources Policies at the university.	Tuition fees for the wife or the husband to study foreign language for one year. Day care fees or Kindergarten for up to \$ 7000 or its equivalent annually for each child. Tuition fees for children education from elementary school to high school for up to \$ 7000 or its equivalent annually for each son/daughter.

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Subject	Resident TA	Delegated TA
4- Books and Journals		Subscription in four journals or bodies issuing journals in the field of specialization for each degree not exceeding \$ 400 or its equivalent for each journal or body. Reimbursement of purchasing references or scientific books in the field of specialization for each degree not exceeding \$ 800 or its equivalent for Master and \$ 1600 or its equivalent for Doctorate.
5- Computer and its accessories		Up to AED 10.000 or its equivalent to purchase computer and its accessories for one time during working as TA.
6- Scientific Equipment / Fees to Use Labs and Equipment / Software	-	Up to \$ 6000 or its equivalent to purchase or rent scientific equipment or fees to use labs and equipment or purchase software for one time for each degree.
7- Dissertation	-	Up to \$ 2000 or its equivalent for expenses of editing, printing and binding the dissertation for each degree.
8- Exams' Fees and Expenses	-	TA is authorised to take exams related to specialization and the university covers the following: Fees specified for exams. - Return economy air ticket or transportation expenses from place of study to the place of exam. -The specified travel allowance for up to three days.
9- Luggage Shipping	-	- AED 6000 to ship luggage to UAE after ending the delegation and returning as resident TA upon completing the Master or transferring his/her delegation to another destination directly after obtaining Master. -Up to AED 6000 to ship luggage to UAE upon completing the Doctorate/Medical Fellowship.
10- Death	-	- In case of the TA's death, the university covers expenses of embalming and transporting the corpse to UAE in addition to the expenses of the dependants departure. - In case of the death of the TA's kin abroad, the university covers expenses of embalming and transporting the corpse to UAE in addition to one return economy air ticket to accompany the corpse.

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Subject	Resident TA	Delegated TA
11- Post-Doctorate Research or Post Fellowship Training.	-	<p>The scholarship TA is authorized, for up to two years and not exceeding one year in each time, starting from the next day of obtaining his/her Doctorate or Medical Fellowship, to conduct research or more training in the field of his/her specialization before his/her appointment as faculty member at university based on the recommendation of the Dean, Provost and approval of the Vice Chancellor. The TA is entitled during the authorized period for the monthly salary, scholarship salary and allocations specified for the scholarship TA, except:</p> <p>A- Items no.: 3-4-6-9-11-13-14 of Paragraph 1-3 (Salary and Allowances). B- Item no. 5 of Paragraph 2-3 (Leaves). C- Items no.: 1 (except insurance fees for medical errors of Medicine TAs) - 2-4-5-6-7-8 of Paragraph 3-3 (Other entitlements).</p>
12- Award of Completing Doctorate or Medical Fellowship before end of scholarship period	-	<p>The TA who obtained Doctorate or Medical Fellowship before the end of the original specified scholarship period no less than six months, is entitled for an award of one month salary as faculty member, and two months' salary as faculty member, if he/she completed his/her degree one year or more earlier than the specified period.</p>

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Procedures of Policy No. (3) - Teaching Assistant Rights

The resident and scholarship TA are entitled for the salaries, allowances, air tickets, leaves, and other entitlements in accordance to the terms and regulations specified in the Teaching Assistant Affairs Policies.