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| Doctoral Assistantship Policy Guidelines |

The University awards a limited number of Full Award Doctoral Assistantships in the form of full tuition scholarships. The tuition scholarship is recommended by the Program Director for approval by the University President as part of the student’s acceptance to the University.

By my signature on this application, I acknowledge and agree to abide by the following Doctoral Assistantship policy guidelines:

1. A Doctoral Assistantship is awarded in the full amount of student tuition. The application fee ($50) and the completion fee ($200) are not waived as part of the assistantship.
2. Research Assistants report directly to and receive assignments under the direct oversight of an assigned faculty supervisor, as part of a written Doctoral Assistantship agreement.
3. Research Assistants are not considered part of the University faculty, but are considered graduate students and therefore must comply with all student requirements and expectations.
4. Research Assistants are required to prepare and submit a research proposal for approval by the University representative assigned to supervise and direct the assistantship. Research Assistants are expected to contribute a minimum of **five hours** per week during the conduct of their project toward the approved development or project venture, under the supervision of the faculty supervisor.
5. Before undertaking any tasks, Research Assistants are provided written instructions by the supervising faculty member including a list of duties and responsibilities and a proposed timetable. The written instructions are provided to the University administration for final approval prior to the awarding of the Doctoral Assistantship and commencement of research activities. These instructions are made a part of the Assistant’s archival record in Hawaii.
6. As a general rule, students may be expected to contribute a minimum 600 hours as the time commitment of the Doctoral Assistantship. This is understood to be only an estimate of the time needed to undertake the approved Assistantship venture.
7. The records concerning time and activities are to be maintained by the faculty supervisor in journal format and are to be submitted to the University Administration upon completion or termination of the Doctoral Assistantship.
8. Projects conducted through the Doctoral Assistantship program may also be used to fulfill a component for graduate course work, field study, or special projects. The details of fulfilling course assignments or requirements with work conducted through Doctoral Assistantships should be approved by the graduate advisor and coordinated with the course instructor.
9. A final element of the Doctoral Assistantship should result in a paper of publishable quality or another final product of appropriate academic quality. Publications or products resulting from research principally or substantially arising from work conducted during Doctoral Assistantships will be co-authored, with the Doctoral Assistant identified as principal author and other University participants identified as contributing authors, unless otherwise arranged and approved by the University administration.
10. Students who transfer their field of study and do not complete their research, and remain enrolled students, will be charged back a portion of their scholarship in added tuition.

Applicant Initials \_\_\_\_\_\_