TERMS OF REFERENCE (TOR) FOR THE POST OF TEMPORARY RESEARCH ASSISTANT

DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

FACULTY OF ENGINEERING, UNIVERSITY OF RUHUNA

The TOR for the post of Research Assistant (RA) has been prepared so as to provide the maximum benefits to the department as a whole, and the RA and all the academic staff.

The RA should be registered for a part time PhD or MPhil research degree course at the Faculty of Graduate Studies, University of Ruhuna.

The MPhil research carried out by the RA should create new knowledge, and thereby contribute to the field of Civil and Environmental Engineering in particular.

The principal supervisor of the PhD or MPhil research should be an academic staff member of the department.

The RA should abide by contributing any departmental duties recommended by the Head of the department.

The RA should be engaged in his/her research on Fridays and in weekends as prescribed by the Faculty of Graduate Studies based on the number of working hours to complete during his/her research.

Unless in a situation that there is not enough number of temporary instructors, the RA should assist research in all the sub-divisions.

The RA should fulfil the gap between undergraduate students and technical officers during undergraduate research activities.

All the activities engaged by the RA should be monitored by the Head of the department.

RA should submit a progress report on his/her research progress through the supervisor with a monthly attendance report.

RA should enter his/her attendance records as prescribed by the Assistant Registrar, Faculty of Engineering.

RA should submit his/her research progress report in every six-month period to the Faculty of Graduate Studies through the BOS/Engineering, and he/she should make a presentation to the department on each submission.

RA should acknowledge supports extended by the department on his/her publications.

RA should inform his/her unavailability to the Head of the Department in advance using a leave request form through the supervisor.