


Guidelines Owner:	The Office of Vice President for Research			 جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY عضو في المؤسسة قطر Member of Qatar Foundation
Responsible Unit:	Sponsored Research Office			
Guidelines Name:	Graduate Student Employment under Sponsored Research			
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GRADUATE STUDENT EMPLOYMENT UNDER SPONSORED RESEARCH GUIDELINES

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1. Record of Amendments

This is a record of approved changes made to these guidelines.

Rev.	Approval Date	GUD. Id Code	Type of Change	Description of Change
00	17/05/2022	OVPR-SRO-HR-GUD-001-000	Initial Release	

2. Purpose

The purpose of this document is to establish, implement and communicate clear guidelines for the standardization of the participation of Graduate Students in research grants. All interested parties referred to within this document shall be charged with notice of its contents by virtue of their status as HBKU staff or their agreement to the terms of a Student Research Agreement incorporating the provisions stated herein.


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3. Acronyms and Definitions

Abbreviation	Term
Approved Annual Budget	For the purposes of this document, the Approved Annual Budget refers to the proportion or amount of funds that may be designated for the provision of expenses towards personnel, or Student Researchers specifically ¹ , in accordance with the terms of the relevant Project as expressed within the relevant governing agreements, Research Plan and all applicable policies and procedures including, without limitation, the provisions stated herein.
College	Refers to any one of the constituent academic entities of HBKU
College Focal Point	For the purposes of this document guideline, this refers to the individual within the relevant college who has been designated as the point of contact for the entity for purposes of Sponsored Research Projects and the Research Activities conducted by the Students in service of such Projects.
Dean	The College Dean for the relevant HBKU College in which a given Student Researcher is enrolled.
Double Dipping Funding	Where the Research Activities of a Student Researcher are paid for pursuant to a Student Research Agreement and are also subject to compensation outside the Student Research Agreement irrespective of the source of such compensation.
Eligible Student	Refers to a Student who meets the criteria of eligibility under 3.A(7).
Expenditure	The relevant expenses in service of the preparation and execution of a research project.
Extension of Student Research Agreement (SRA)	Extend the current Student Research Agreement (SRA) for additional months based on budget availability and scope.
Full Time Student Employment	Employment on a full-time basis shall mean any and all forms of employment where the duties of the student comprise forty (40) hours per week or one hundred and sixty (160) hours per month in total. For the avoidance of doubt, this includes other employment within HBKU such as other Projects or a teaching assistant position.
Governing Agreements	Refers to any and all applicable agreements ² , and the terms thereunder, executed between HBKU and Third Parties that purport to set out, among other matters, the terms, constraints, rights, limits, liabilities and


¹ For QNRF projects, this figure may be found within the research administration portal ("Qgrants") for QNRF and listed under personnel in the budget table

² These agreements also include ancillary, supplementary or related contracts between HBKU and Third Parties that, in addition to more primary agreements, likewise apply to the relevant research. These may include, but are not restricted to, Master Agreements with Awardee(s); Sub-Awardee Contracts; Co-Funding Contracts; or Collaborative Research Agreements.

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	principles that shall apply to the manner in which research referred to is conducted and administered ³ .
Granting agency/entity	This refers to the institution which is primarily funding the relevant Project and have solicited the proposal or Research Plan underlying and preceding the Project by way of such funding. For the avoidance of doubt, HBKU may be considered a Granting institute/entity where applicable.
HBKU	Hamad Bin Khalifa University, its home entities, faculty members and researchers.
Non-Stipend Student	An individual who is enrolled in academic courses at HBKU, and not getting any stipend from HBKU, where the maximum allowed time is 40 hours per week with the discretion of the college dean.
Project	Any identifiable research project in which HBKU's Project Lead is engaged; and in the case of Students, the research project to which the Student Researcher's Research Activities under a given Student Research Agreement are in service of.
Project Lead	A HBKU researcher or faculty who designated as head researcher of the relevant project.
Project Years	The annual periods comprising the lifetime of a Project.
QF	Qatar Foundation.
QID	Qatar Identity Card.
Renewal of SRA	The SRA is executed for the same duration and terms of the previous one.
Research Activities	For the purposes of this document, Research Activities shall mean the efforts of a Student which are in direct service of a Project and are within the scope of duties under a Student Research Agreement. Research Activities shall not include work required for the completion of a Student's academic endeavors, such as a thesis or dissertation, even where related to the Research Project.
Research Entity	Refers to any one of the constituent research entities of HBKU.
Research Plan	Refers to the document submitted to the Granting Institution based on which selection of the Project by said Granting Institution was based on.
Salaried Personnel	Students Researchers who are engaged in Full Time Employment and are receiving monthly salaries as a result of such Full Time Employment. Such employment does not exclude employment within HBKU.
Sponsored Research Projects	This refers to all identifiable research projects, and the activities and assignments pursuant to such projects which are funded partially or wholly by external restricted funding administered by HBKU.
SRO	Sponsored Research Office: refers to the entity under the HBKU VPR which is in charge of sponsored research management.
Stipend Student	An individual who is enrolled in academic courses at HBKU, and getting a stipend from HBKU, where the maximum allowed time is 20 hours per

³ For the purposes of projects under QNRF grants, it includes, but is not limited to, what is typically titled as the "Master Research Fund Agreement".

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	week. Unless the Student Research Agreement is contributing to her/his thesis/dissertation.
Student	An individual who is enrolled in academic courses at HBKU.
Student Research Agreement (SRA)	The agreement signed by a Student for the purpose of undertaking research activity in service of a given project.
Student Researcher	A graduate Student who is enrolled in either a Masters or PhD Program and performs Research Activities in service of a Project pursuant to a Student Research Agreement.
Third Party	For the purposes of this document, Third Party refers to an entity other than HBKU. For the avoidance of doubt, this includes QF and other entities to which HBKU is affiliated.
VPR	Vice President for Research.
Unplanned Student Researchers	To add a new Student Researcher position to the approved research plan within the approved budget, otherwise might participate with zero cost.

4. Terms and Conditions

All interested parties including, without limitation, project leads/investigators, students, Deans and the SRO shall ensure compliance with the guidelines set herein and are charged with notice of its contents by virtue of their employment as HBKU staff or where they have received sufficient notice through other means. For the avoidance of doubt, a Student Researcher's agreement to the terms set out within an applicable Student Research Agreement may serve as such sufficient notice where the said agreement references this document.

A. General Conditions

1. The Project Lead must obtain preliminary approval, described below under Section 4, from the Student's College and Thesis Supervisor, department or division before initiating Student recruitment and hiring process for a project with the SRO pursuant to Section 4.
2. All Students may undertake Research Activities pursuant to Student Research Agreement if conducted in compliance with this document.
3. No Student can receive payment for Research Activities outside the scope of a validly executed Student Research Agreement.
4. Payment by HBKU shall only be processed subject to a validly executed Student Research Agreement and fulfillment of its terms.
5. All individual Student Research Agreements shall be set pursuant to a specified and predetermined number of hours per month that comprise Research Activities for said month.

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6. Only Non-Stipend Students may be financially compensated for their Research Activities, not withstanding exceptions laid out in 4.A(7).
7. Eligible Students are those who are;
 - i) Enrolled at HBKU as a degree seeking student, and
 - ii) In good standing as defined by the Academic Policies.

Eligible Students may be financially compensated for their Research Activities if they meet the following criteria:

 - iii) They are not Salaried Personnel.
 - iv) They are non-Stipend Students.
 - v) They are not subject to Double Dipping Funding.
 - vi) They fulfil any other requirements set by the relevant College where applicable.
8. Students employed under student research agreements are required to immediately notify the LPI and SRO of any changes affecting their eligibility. Failure to notify the LPI and SRO may lead to immediate termination of the student research agreement, the Students should return the payment arising from failure to declare any income changes.
- 9.
10. Extension of Student Researcher's Agreement shall be allowed only once during the duration of the project and as per the budget availability. Renewal of a Student Researcher's Agreement shall only be effective after the end date of the current Student Research Agreement and if in accordance with section 4.D.
11. No Student Researcher shall be entitled to compensation for Research Activities where such amount is not expressly agreed to between HBKU and the relevant Student within the terms of a valid Student Research Agreement.
12. Payments for Research Activities shall be made subject to guidelines provided herein and the applicable Student Research Agreement.

B. Expenditure on Student Research


1. The total annual expenditure related to Graduate Student employment in SRA shall not exceed the Approved Annual Budget of the graduate student position in the Project.
2. Any Expenditure involving Student Researchers shall only be made after the start date of the Project and prior to the end date of said Project.

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- Research Activities can only be considered valid and subject to financial compensation if performed pursuant to a validly executed Student Research Agreement expressly providing the Student Researcher with a right to payment for such Research Activities.
- Payments under a Student Research Agreement shall be made on a monthly basis. Or upon the completion of services under a Student Research Agreement. Payments may only be due on or after the first business day of the month subsequent to the monthly period of performance of Research Activities by the Student.
- The rate of payment for Master's Students shall be **thirty-two (32) Qatari Riyals per hour**.
- The rate of payment for PhD's Student shall be **forty-five (45) Qatari Riyals per hour**.
- The content of this document may not, to the maximum extent possible, be interpreted or applied in a manner that is in direct conflict with the terms agreed to with Granting institute/entity(ies) or the policies procedures of the relevant Granting institute/entity(ies). In the event of a potential conflict concerning the maximum allowable payment for Student Researchers between this document and the applicable constraints set by the applicable Granting institute/entity, the more restrictive of the policies and procedures shall prevail to avoid such conflict.

C. Student Employment Terms

- The duration of Student Research Agreements shall not exceed the remaining duration of the relevant Project.
- The duration of Student Research Agreements shall not be less than four (4) months, except where the remaining grant duration is 2- 4 months in which case the SRA shall be set for the remainder of the grant duration.
- The Project Lead may request to add up to, and no more than, three (3) unplanned Student Researcher positions towards a given Project in each Project Year within the yearly approved budget. Such a request will be subject to the SRO's and, where applicable, the Granting institute/entity discretion.
- Students may participate in two Projects based on the time allocation of the Student under HBKU, where signing the Conflict of Interest is required.
- No Student may participate in Research Activities under Projects and pursuant to a Student Research Agreement where such participation is in excess of twenty (20) hours per week or Eighty (80) hours per month irrespective of the number of Projects in which the Student is participating. A higher limit of up to 40 hours per week is allowed if the works is associated to thesis, or, if approved by the college, the work is conducted in summer period.
- The minimum allowed hours per Student Research Agreement is 8 hours per month.

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7. Students who are in employment may be allowed to participate in Research Activities free of cost and pursuant to a Student Research Agreement only if:


- i) Participation does not exceed sixteen (16) hours per week; and

The student provides a written statement from their employer stating that the employer has no objection to the Student's participation in Research Activities.

- ii) If the student is employed for 24 hours per week or less, they are allowed for financial compensation upon the employer's non objection.

D. Renewal


1. All Student Research Agreements, except for those with respect to Unplanned Student Researchers, may be renewed subject to 3.A(7), if and only if the relevant Project Lead expressly preserves such a right during the submission of the relevant Research Plan. Whether to exercise said right shall be within the Project Lead's discretion subject to the requirements of this document.
2. Student Researchers undertaking Research Activities as Unplanned Student Researchers shall not be allowed to renew their Student Research Agreements upon its expiry or otherwise agreed. A new agreement is required for the consequent year.
3. Renewal shall only be allowed where pursuant to a timely request for renewal submitted by the Project Lead to the SRO no later than ten (10) business days prior to the termination of the applicable Student Research Agreement. Where a request for renewal is not submitted in a timely fashion, the applicable Student Research Agreement shall simply expire upon its date of termination.
4. The SRO shall inform the Project Leads where there remains less than thirty (30) days and final notice where there remains less than fifteen (15) days remaining in a Student Research Agreement carrying a right to renewal and no later than ten (10) business days prior to the termination of the applicable Student Research Agreement.
5. Where the SRO fail to inform the Project Lead in accordance with 4.D(4), the Project Lead shall retain the right to renew within fifteen (15) days after termination of the applicable Student Research Agreement.
6. Renewal shall only take effect on or after the first business day following the date of termination of the applicable Student Research Agreement.
7. Renewal may only be requested by the applicable Project Lead in accordance with this section and all other applicable rules and obligations including, but not limited to, eligibility requirements set by the College.
8. The validity of a Student Research Agreement is conditional upon the satisfactory completion of required document checks. Any payment under a Student Research Agreement is conditional upon the submission of all required documents.

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9. Where a Project has been suspended, payments committed under a Student Research Agreement shall not be affected for three (3) months subsequent to the date of such suspensions if the fund is available. Where three (3) months have passed since the date of suspension, all Student Research Agreements tied to the suspended Project shall likewise be suspended with immediate effect.
10. Where a Student Research has performed Research Activities subject to a validly executed Student Research Agreement but cannot meet the threshold requirements set out under Section 3.A(7) or the requisite hours identified in the applicable Student Research Agreement solely because of a change in the status of the Project, they shall be eligible for Pro-rated Compensation upon application to the SRO.

E. Duties of Project Lead and Dean

1. The Project Lead and Student Supervisor shall ensure that no Research Activities subject to compensation by HBKU pursuant to a Student Research Agreement have been subjected to double dipping through other research grants.
2. The Project Lead and Student Supervisor shall take all reasonable measures to ensure that the SRO is promptly alerted where they are aware that Double Dipping Funding may reasonably appear to either be occurring or have occurred in the past.
3. To the furthest extent practicable the Project Lead and Student Supervisor shall ensure the absence of any unmanaged conflict of interest during the hiring process.
4. The Project Lead and Student Supervisor shall ensure that the SRO is promptly alerted where a conflict of interest with respect to a Student's employment may reasonably appear to exist.
5. Research Activities in accordance with Student research agreement undertaken by the relevant Student shall be ceased after termination has validly come into effect. In cases of early termination under Section 5, this duty is satisfied where the Project Lead has provided the Student with effective termination notice in accordance with Section 5.
6. All Project Leads and Deans must ensure that they read and understand the contents of this document.
7. The SRO, Project Lead and Dean shall take all actions reasonably required to comply with Governing Agreements.
8. The SRO, Project Lead and Dean shall take all reasonable actions required to adhere to this document in all respects in dealing with matters relating to Student Researchers, including rules regarding eligibility and allowable hours of employment.

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5. Participation of Graduate Students in Grants


The table below sets forth the steps required from all relevant personnel in finalizing a Student Research Agreement:

Procedures	Owner	Process Time	Required Documents/Action
Project Lead submits a request to the college	College Deans	5 WD	College approval
Project Lead Submits completed required documents to SRO officer, copying Student College focal points (scholarship/ Student Affairs)	Project Lead	-	1. Draft Graduate Student Sponsored Research Agreement (SRO-C-009) 2. Student documents: a) Student Enrollment Letter ⁴ b) Student university ID ⁵ c) Admission letter from HBKU d) Copy of College Scholarship Agreement e) QID 3. Bank information- QF Form ⁶
SRO Officer reviews the submitted documents by Project Lead (If needed, additional information may be requested from Project Lead).	SRO Officer	5 WD	1. Check/ Verify Budget availability
SRO submits the agreements to the Project Lead and the College focal points (Project Lead and Student) to proceed with signatures.	Project Lead / College focal	2-3 WD	1. Signed Graduate Student Sponsored Research Agreement (SRO-C-009)

⁴ If it is the pre-enrollment stage (for a new Student), an email from the Admissions Office to the College Focal Point confirming Student enrollment will suffice. For purposes of agreements to be entered into by said Student, the Student must supply the letter of enrolment after start of semester in order to receive payment.

⁵ Student ID number is sufficient before the semester begins. After the semester begins, the Student must provide a copy of the relevant Student ID in order to receive payment.

⁶ This information may be supplied at later date if not available at the time of request. However, this information is necessary in order to process payments.

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6. Early Termination of Student Employment

This section does not apply to termination by a Student Researcher, terminations caused by the early termination or completion of the Project or terminations naturally occurring upon the end date of a Student Researcher Agreement.

The following sets forth what is needed for a validly executed at-will termination prior to the end date of the relevant Student Research, where initiated by the Project Lead. Terminations effected by the SRO must be for cause in accordance with 6.A(10).


A. Procedure and Requirements for Termination

1. Termination of a Student Research Agreement prior to the end date of the relevant Student Research Agreement is valid subject to college approval and the requirements of adequate notice.
2. The date upon which termination of the relevant Student Research Agreement may take effect shall be the first business day of a calendar month.
3. Termination may only be effective if accompanied by the approval of the relevant Dean.
4. In addition to the requirements of 6.A(5), adequate notice requires that intent to terminate the Student Research Agreement is communicated to the SRO by the relevant Project Lead, in writing, at least two weeks prior to the effective date of termination accompanied by proof of college approval in accordance with 6.A(6) and 6.A(8) and warranting compliance with 6.A(5). This may be satisfied by the Project Lead's submission of a Termination Request Form, signed by the Project Lead and the relevant Dean in accordance with 6.A(6) and 6.A(8). Such adequate notice provided to the SRO in the form of electronic mail will suffice.
5. Adequate notice requires that the intent to terminate the Student Researcher's Student Research Agreement is communicated to the relevant Student Researcher, in writing, at least two weeks prior to the effective date of termination. Said notice shall state the effective date of termination. Adequate notice to the relevant Student Researcher can only be sent to a Student after College approval is obtained in accordance with 6.A(6) and 6.A(7). Such adequate notice to the Student Researcher given via electronic mail will suffice.
6. College approval requires approval by the relevant Dean, which must be in writing and included within the Project Lead's notice to the SRO under 6.A(4). College approval signifies that a corrective action plan has been discussed and implemented in accordance with 6.A(8). Approval of the College/Dean is not expected to be unreasonably withheld.
7. Where the date of termination communicated to the Research Student differs to that communicated to the SRO, the former shall serve as the effective date of termination.

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8. Project Leads are required to implement a corrective plan for the Student Researcher based on an agreed course of action with the Student's Dean prior to effecting a decision of termination. Typically, this plan should not be less than 2 weeks or longer than 6 weeks. If, in the Project Lead's sole and absolute discretion, the Student Researcher fails to implement the plan, the Project Lead may then choose to initiate the termination process.
9. The SRO may terminate a Student Research Agreement prior to its stated end date. Where such termination is initiated by the SRO it shall be restricted to termination for cause and is subject to the written approval of both the Project Lead and Dean. The Project Lead and Dean may not unreasonably withhold approval.
10. For the purposes of 5.A(9), adequate notice is obtained if the pending termination is communicated to the relevant Student in writing, at least two (2) weeks prior to the effective date of termination. Notice in the form of electronic mail will suffice. Such adequate notice may only be given after approval of both the Project Lead and Dean is obtained.

Procedures	Owner	Process Time	Required Documents
Project Lead submits the completed documents to the College Focal Point for their approval and signature	Project Lead	2-3 WD	1. Termination Request Form (TRF) 2. Email of Student's notice
If College Focal Point approves, prompt notice to Dean of pending termination must be given (for the purposes of Dean's required approval).	CFP	2-3 WD	
If the Dean approves, they must evidence this by signing and returning the TRF to the Project Lead	CFP	-	TRF (filled by Dean)
Project Lead submits Termination Request Form to the SRO at least 2 weeks prior to the effective date of termination	Project Lead	-	TRF

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7. Student Claims

A. General


1. Where a student has any concern that they may be involved in an actual or apparent conflict of interest or a violation of an applicable law or policies⁷, they are strongly encouraged to bring the matter to the attention of their College Focal Point who shall not disclose the identity of said Student in dealing with the matter in accordance with all applicable rules and procedures.
2. All claims by Student Researchers relating to a substantial delay in Payment or failure to receive Payment for said Research Activities will be subject to the provisions of this section as stated below under 7(B).

B. Student Payment Claims

In all cases where a meritorious claim is outstanding, the SRO shall endeavor to ensure resolution within fourteen (14) days of notice of the claim, or as soon as reasonably practicable, where such notice is in accordance with 7(B) of this document.


1. Claims of delay in payments due can only be submitted by Student after five (5) weeks have passed since completed timesheets are submitted to the SRO.
2. A Student Researcher wishing to raise a Payment Claim must bring it to the attention of the relevant Project Lead in a manner that sufficiently identifies the Research Activities allegedly entitled to Payment.
3. Where the Student Researcher fails to receive a sufficient response within three (3) days of bringing the claim to the attention of the Project Lead, the Student is encouraged to bring the matter to the attention of the relevant College Focal Point who shall promptly address the claim in direct coordination with the SRO Senior Manager.
4. Where the Student Researcher fails to receive a sufficient response within three (3) days of bringing the Payment Claim to the attention of the College Focal Point, the Student is entitled to bring the claim directly to the attention of the Senior Director of Research & Planning at the OVRP.
5. Upon receiving notice of a Payment Claim, the SRO, in its reasonable discretion, shall either initiate the payment claim to the Student if it has not already been actioned; inform the Student that their claim is without merit and provide the Student with a brief and adequate justification for such

⁷ This includes all applicable policies ranging from all HBKU policies, including those pertaining to research, QF policies and any other applicable Third Party policies or agreements. These specifically include, but not limited to, the HBKU Code of Conduct & the QF Code of Conduct

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rejection; or, where applicable, inform the Student that the payment is being processed with an explanation of its current status.

6. The SRO should endeavor to execute the appropriate course of action within three (3) days of receiving notice of the Payment Claim and in no event more than seven (7) days of receiving notice of the relevant Payment Claim, where such notice is preceded by compliance with this section.

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8. Appendix

Summary of the eligibility for financial compensation.

<i>Student type</i>	<i>Does the Involvement contribute to the thesis?</i>	<i>Monthly limit of hours</i>	<i>Employment</i>	<i>Remarks</i>
Non-Stipend	Yes	160	No	
	No	80	No	
	No	64	Yes, <24 h/week	Requires employer's non-objection.

Kindly visit the following link to check the tuition fees for all HBKU Colleges.

<https://www.hbku.edu.qa/en/tuition-fees-21>

Please visit the following website for HBKU research and Sponsored Research office:

- <https://research.hbku.edu.qa/>
- <https://www.hbku.edu.qa/en/research/sro>