5.1.3 **Rules for Research Assistants**

1. The minimum qualification required for recruitment to these positions is a university degree from an accredited higher education institution in a field relevant to the research subject.

   The specific qualifications for each position to be announced will be specified in the relevant vacancy announcement.

   These Rules apply to Research Assistants and not to students, who are subject to different Rules.

2. **Recruitment Procedure**

   Vacancies are announced by the Department concerned, on the initiative of the research coordinator, upon the decision of the Senate. The qualifications required are specified in the vacancy announcement.

   The selection is made by a three-member committee, consisting of academic staff members of the Department, appointed by the research coordinator. The recommendation of the Committee shall be submitted to the Senate. The Committee may request confidential letters of recommendation for candidates. At the discretion of the Committee, candidates may be invited to a personal interview.

3. **Renewal or Termination of Contract**

   a) At least two months prior to the expiry date of the contract, the research project coordinator shall submit a report on the performance of the Research Assistant to the Departmental Council and recommend the renewal or termination of their contract. Upon the approval of the Departmental Council, the Chairperson shall forward the decision of the Departmental Council to the Research Committee, which shall decide on the matter and forward it to the Senate for the final decision.

   b) In the event that the research coordinator considers that the performance of the Research Assistant is unsatisfactory, the contract may be terminated following the procedure set out in 3(a).

   c) In the event that the Research Assistant or the University wishes to terminate the contract, a notice shall be given at least two months prior to the termination.

4. **Rights and Obligations**

   Research Assistants:

   a) may use the University’s equipment, premises and facilities (in accordance with the relevant Rules of Use).
b) have the right to work under safe and healthy conditions. They are subject to all rights and obligations provided for in the Rules of Academic Conduct.

c) are accountable to and work under the supervision of the coordinator of the specific research.

d) Research Assistants that receive funding from the University of Cyprus may provide adjunct teaching work, following the decision of the Departmental Council. The total amount of time spent on adjunct teaching work may not exceed an average of 6 hours per week.

5. Leave of Absence

Research Assistants are entitled to a leave of absence of up to:

a) 20 working days per year, for continuous service of up to 6 years from the date of appointment

b) 24 working days per year, for continuous service of more than 6 years and up to 14 completed years from the date of appointment

c) 29 working days per year for continuous service of more than 14 completed years from the date of appointment.

Provided that, Research Assistants are entitled to carry forward, from one year to another, 13 working days from their annual leave of absence with a maximum accumulation limit of 70 days.

Notes:

Provided that, the research coordinator shall have the authority for making the final decision regarding both recruitment and employment.

Provided that, acceptance of external funding shall imply the automatic approval of the vacancy notice.

The present Rules were approved at Meeting No.29 of the Council of the University, dated 02/07/1997, and were amended at Meeting No. 2/2019 of the Personnel and Regulations Committee, dated 19/02/2019.