

# Guidelines for Post-Graduate Registration

*(Assistant Lecturers & Teaching Assistants)*

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The following guidelines refer to the registration in post-graduate studies by BUE teaching assistants in programmes offered by universities other than BUE. Teaching Assistants and/or Assistant Lecturers are allowed to register for their M.Sc. and/or PhD degrees, respectively, in reputable national and international universities.

1. These guidelines are effective from the date of their approval and shall apply to all post-graduate registrations after that date.
2. For teaching Assistants and/or Assistant Lecturers who are already registered in their post-graduate degrees they should submit a complete background and research capacity survey form.
3. Teaching Assistants are only allowed to register for M.Sc. degrees in universities other than BUE if the required specialization is not part of the BUE post-graduate offerings.
4. Teaching Assistants and/or Assistant Lecturers shall select an internal supervisor from BUE as a co-supervisor for his/her degree.
5. Teaching Assistants and/or Assistant Lecturers shall submit a complete registration request (BUE-PGREG-002 in Annex (A)).
6. Teaching Assistants and/or Assistant Lecturers shall seek his/her department's approval regarding the internal supervisor, as well as, the selected area of research. Such approvals shall be granted against a departmental plan for specialization needs within the department and an agreed number of supervised post graduate students for each staff member.
7. BUE academic staff members shall not supervise more than five teaching assistants at the same time.
8. Study leave privileges shall be awarded only against an approved registration request as indicated in point (5) above.
9. Registration requests shall be submitted to the Faculty Post-Graduate Studies & Research Committee (FPG&RC) for review and endorsement.
10. Teaching Assistants and/or Assistant Lecturers can complete their registration procedures in the requested degree programme only after the Dean's final approval of their registration request.

## **Annex (A)**

## **BUE-PGREG-002**

### Postgraduate Registration Request Form

Name: .....

Programme: .....

Department: .....

Faculty: .....

Degree:      \_\_\_ M.Sc.                      \_\_\_ PhD

University: .....

Internal Supervisor: .....

External Supervisor: .....

Start Date: .....

Expected Completion Date: .....

Area of Research:

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Research Objectives:

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Significance of Research Outcomes:

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Applicant Signature

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Internal Supervisor Signature

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HOD Signature

Faculty Research Committee Recommendation

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Associate Dean for Research & PG

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Dean of Faculty