

## **Procedures for PI Student Payment**

### **Introduction:**

The Student Affairs Division encourages PI Departments/Programs to utilize the services of our students in areas where it is needed, in order to assist them achieving the development that we seek from them, and to fulfill the following:

- Develop and build our students' personality.
- Provide them with a sense of belonging.
- Develop their skills to learn the working environment.
- And sharpen their work ethics and sense of responsibility.

### **Criteria of Selection:**

1. Available to all PI students (new students will be considered on a case-by-case basis).
2. Recommendation from a faculty member or program director.
3. Minimum CGPA of 2.5 with a good conduct record.
4. Concerned Department/Program has the right to select the student candidate.
5. Contracts must be reviewed and approved by Student Affairs prior to any assignment.

### **Eligibility, Procedures and Payment Method:**

Compensating eligible students includes the following:

#### **1) Scope of Payment Eligibility**

- I. Student Assistants in the PI (Grader, Researcher, Tutor, Assistant....etc.)
- II. Summer Work at PI & Research Assistants
- III. Field Trips
- IV. Summer Internships

#### **2) Procedure and Payment Method**

##### **I) Payment Procedure for Student Assistants in the PI**

- I.1 Maximum working hours are 30 hours per month.
- I.2 Payment is between the rates of AED 30-50 per hour.  
(Based on the student's experience and qualification)
- I.3 Time sheet is initiated by the student and the concerned Department.
- I.4 Student Affairs must check and forward time sheets to the Finance Department for processing.
- I.5 Prior approval from Student Affairs is required; if a student has to work for extra hours per month (maximum permission is 40 hrs per month).

## **II) Payment Procedure for Summer Work at PI and Student Research Assistants**

- II.1 Maximum working days are 20-22 per month.
- II.2 Payment is at the rate of AED 100 per day.
- II.3 Working hours = 8 hrs/day

## **III. Payment Procedure for Field Trips**

Field trips are mandatory and part of a student's course requirement. The instructor might request for an assistant (lab engineer/technician or student) during the field trip. It is the PI's responsibility to provide accommodation, meals, and transportation to the students. Students must adhere to these arrangements and facilities. Whenever the PI plans an activity outside and inside the UAE the payment will be as per the following:

- III.1 Student will receive AED 100 per day for personal expenses during a trip inside or outside the UAE.

## **Summer Internship**

1. **Summer Internship** is mandatory and part of the students' degree requirement. ADNOC Scholarship Department's payment policy is applicable to UAE nationals' students only.

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