



*Pakistan Institute of Engineering and Applied Sciences*  
*Nilore, Islamabad, 45650 Pakistan*

**REGISTRAR**

No. PIEAS-671(50)/02 - 2026 / 89

Dated: 12-01-2026

**NOTIFICATION**

A comprehensive revised Graduate Teaching Assistantship (GTA) policy has been formulated and duly approved by the competent Authority.

The policy is hereby notified for information and implementation.

*Basim* 12-01-26

(Dr. Muhammad Basim Kakakhel)  
Registrar

**Distribution:**

1. Deans / Directors, PIEAS
2. All HoDs / HoDivs, PIEAS
3. Controller of Examinations, PIEAS
4. In-charge Data Center, PIEAS

- Cc: - 1. Rector, PIEAS (for information please)  
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## Graduate Teaching Assistantship (GTA) Terms and Conditions for PhD Scholars

*Last update: December 31, 2025*

### Preamble

PIEAS offers Graduate Teaching Assistantships (GTAs) to selected full-time PhD scholars to support their academic development and assist in instructional activities. Scholars receiving the GTA must comply with the following terms and conditions:

### 1. Definitions

- **GTA scholar:** A full-time PhD student formally appointed to perform teaching- related duties under this policy.
- **Contact hour:** A clock hour of direct instructional activity (tutorial, lab supervision, invigilation, or supervised assessment).
- **Active funding period:** The approved period during which a scholar is eligible for stipend payments under the GTA.
- **HoD:** Head of Department.
- **Deans' Committee:** The institutional committee, comprising the three Deans of PIEAS Faculties, responsible for initial GTA appointment decisions.
- **Dean (Research):** The Dean responsible for oversight of research scholarships, GTA continuation, and performance reviews.

### 2. Assessment of suitability

#### (a) At the time of admission

All applicants interviewed for the PhD program will be simultaneously assessed for potential GTA by the PhD Interview Committee.

The committee will record one of three decisions for each admitted scholar:

- *Recommended for GTA (subject to availability)*
- *Eligible but not prioritized*
- *Not recommended at this time*

These recommendations will be forwarded to the Admissions Office and relevant HoD for future reference.

**(b) After admission (later application)**

A currently enrolled PhD scholar may apply for GTA at any point during the semester, through the respective HoD.

Upon receiving the application, the HoD will:

1. assess departmental teaching needs,
2. evaluate the scholar's teaching aptitude and academic standing, and
3. seek financial concurrence from relevant offices.

The complete case will then be forwarded to the Deans' Committee, which will make the final decision on GTA appointment.

**(c) Appointment cycle**

GTA appointments may only start at the beginning of a semester (Fall, Spring, Summer), even if a scholar applies mid-semester.

**3. Stipend**

GTA scholars will receive a monthly stipend of Rs. 65,000/-, payable during active funding periods (see Clauses 8 - 11) as determined by the Deans' Committee.

**4. Mode of payment**

The stipend shall be disbursed exclusively through bank transfer.

**5. University dues and Fee waivers**

All university dues (tuition fee, admission fee, registration fee, examination fee, hostel and mess charges, transport, PERN/digital library, etc.) shall be borne by the scholar selected for GTA. Award of GTA does not automatically include fee waivers. GTA scholars remain eligible to apply for separate fee waivers or scholarships; however, simultaneous receipt of multiple institutional stipend-based awards will not be permitted.

**6. Performance review**

The respective HoD shall evaluate the scholar's GTA performance each semester and recommend continuation or discontinuation of the GTA to the Dean (Research) at least one week before the start of each semester.

**7. Graduate Teaching Assistant (GTA) Performance Rubric**

This rubric (shown as Annexure A) allows:

- GTA scholars to understand expectations clearly
- HoDs and supervising faculty to evaluate GTA performance consistently
- Balanced and fair workload monitoring
- Documentation for continuation/discontinuation decisions

## **8. Funding period**

### **a) Standard Period**

The standard period during which a scholar may avail GTA funding is three (03) years from the date of PhD registration, subject to satisfactory academic progress and performance in assigned GTA duties, reviewed each semester by the Dean (Research).

### **b) Eligibility for Extension**

Upon completion of the standard three-year GTA funding period, a single extension of up to six (06) months may be granted only under the following conditions:

- i. The scholar has attained PhD Candidature by successfully completing the qualifying examination within the prescribed timeframe;
- ii. The scholar has demonstrated satisfactory research progress and publication requirement as endorsed by the PhD Supervisory Committee (Supervisor and approved Committee Members), and separately verified by the Dean (Research) and the HoD of PhD studies; and
- iii. PhD degree requirements are expected to be completed after the extended tenure of GTA.

### **c) Purpose of the Extension**

The extension is intended to support candidates who are in the final stage of research or manuscript completion, ensuring continuity of financial support during this concluding phase.

## **G. Start and end of GTA**

GTA funding becomes effective from the date approved by the Deans' Committee. No stipend or fee reimbursement applies to any period before or after the approved GTA tenure. GTA funding concludes and stops at the end of the standard GTA funding period (i.e., three years after the date of registration in PhD) unless extended under Clause 8(b).

## **10. Scholar-initiated discontinuation (voluntary exit)**

A GTA scholar may choose to discontinue the GTA at the end of a semester by submitting a written request to the Dean (Research) at least one week in advance. If a GTA discontinues mid-semester, stipend will be paid pro-rata up to the effective date of discontinuation.

## **11. Leave, Pause, and Stipend Adjustments**

- GTA stipend is payable only during active funded periods when the scholar is registered and available for GTA duties.
- For approved temporary leaves (medical, compassionate, maternity/paternity) the stipend shall be suspended.

## **12. Dual funding**

Dual funding refers to the simultaneous receipt of two recurring stipend-paying awards. Dual funding is not permitted. Scholars must immediately inform the Dean (Research) if they receive any other scholarship. For the purpose of this policy, fee waivers are *not* considered recurring stipend-paying awards and therefore do not constitute dual funding.

## **13. Monthly disbursement condition**

Monthly stipend disbursement (in a subsequent semester) is contingent upon a satisfactory performance report of the past semester (See Clause 6, 7, Annexure A) submitted by the concerned HoD to PIEAS Accounts before the start of a new semester. Any delayed reports by HoDs shall not disadvantage the scholar.

## **14. Funding availability**

Award and continuation of GTA is subject to the availability of institutional funds.

## **15. Full-time enrollment**

GTA scholars must remain full-time, on-campus PhD students throughout their funded period.

## **16. Academic requirements**

Scholars must maintain a minimum CGPA of 3.0 and comply with all academic timelines prescribed by CGSR, including the Qualifying Examination. Non-compliance will lead to the withdrawal of funding.

## **17. GTA workload**

GTA scholars shall perform up to 9 contact hours per week in the two regular semesters (Fall and Spring). During the Summer semester, the HoD may assign appropriate equivalent duties through the Dean (Research).

For this policy, 'contact hours' include time spent in direct instructional activities such as laboratory assistance, tutorial sessions, and problem-solving sessions. Activities such as class preparation, meeting with the instructor, handling LMS updates, or supervised grading tasks may be counted as non-contact duties. Total GTA-related duties, including contact and non-contact activities, shall not exceed an equivalent of 15 hours per week.

GTA responsibilities are expected to be assigned in a manner that does not adversely affect the scholar's research progress.

## 18. Allowed duties

- Tutorials
- Lab assistance
- Invigilation
- Supervised grading (to be reviewed and approved by the course instructor) – a non-contact duty
- LMS/ Student data portal support
- Preparation of draft assignments/ quizzes/ tests, etc. All drafted assessments must be reviewed and formally approved by the course instructor before use.

A clear written assignment of duties will be formally provided to the approved GTA by the Dean (Research) at the beginning of each semester. This document will be provided to the Dean (Research) by the concerned HoD requiring GTA support.

Proper guidance and supervision of the assigned GTA shall be the responsibility of the concerned (requisitioning) HoD.

## 19. Prohibited duties

- Full-class lecturing without faculty/ instructor's presence
- Independent course management
- Evaluating subjective exams without faculty review
- Acting as primary instructor
- Designing/approving final exam questions
- Administrative workload beyond academic duties

## 20. Laptop provision

No laptop or equipment shall be provided under this GTA.

## 21. Authority and Roles

- **Deans' Committee:** has the authority to approve initial GTA appointment recommendations.
- **HoD:** recommends candidates, supervises assigned duties, and submits performance reports each semester.
- **Dean (Research):** reviews semesterly performance reports and decides continuation or termination of funding in line with institutional policy.
- All decisions shall be recorded and communicated to the Registrar's Office and PIEAS Accounts.

## **22. Appeals and Grievance**

A GTA may appeal termination or unsatisfactory evaluation in writing to the Dean (Research) within 10 working days of notification. The Dean (Research) will convene a review committee (comprising Deans' Committee + two independent senior faculty) and respond within three (3) weeks. Decisions of the review committee may be escalated to the Rector as per institutional grievance procedures.

## **23. Amendments**

These Terms C Conditions may be amended from time to time by the Deans' Committee.

### **Declaration**

I, \_\_\_\_\_ have read and understood all the policy postulates regarding the engagement, continuation, discontinuation, workload requirements, and performance rubrics for Graduate Teaching Assistantship. I agree and promise to abide by all the above Terms C Conditions. I fully understand that non-compliance with any requirement may result in immediate withdrawal of the GTA.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Date: \_\_\_\_\_



**Pakistan Institute of Engineering and Applied Sciences**  
Office of the Registrar

**Graduate Teaching Assistantship (GTA)**  
**Performance Rubrics**  
for Semester-based Evaluation

Each category is scored on a 4-point scale, where:

4 = Excellent      3 = Satisfactory      2 = Needs Improvement      1 = Unsatisfactory

**A. Instructional Contribution (40%)**

Indicator	Description	Score 1-4
A1. Conduct of Tutorials / Labs	Clarity of explanations, preparation of material, engagement with students; follows faculty guidance	
A2. Responsiveness to Students	Provides timely support, answers student queries appropriately, holds consultations as assigned	
A3. Classroom/ Lab Management	Manages student attendance, maintains discipline, ensures safety, handles disruptions professionally	
A4. Adherence to Course Plan	Coordinates effectively with instructor; sessions align with course objectives	

**B. Assessment and Academic Support (25%)**

Indicator	Description	Score 1-4
B1. Grading Accuracy	Fair, consistent, error-free grading; aligns with instructor rubrics	
B2. Timeliness of Grading	Submits graded work within timeframes set by the instructor/HoD	
B3. Quality of Feedback	Provides constructive, relevant feedback to students where required	
B4. Academic Integrity Compliance	Maintains confidentiality of examination material; strictly follows PIEAS academic integrity protocols	

### C. Professionalism and Communication (20%)

Indicator	Description	Score 1-4
C1. Communication with Instructor	Communicates regularly, reports issues promptly, accepts feedback positively	
C2. Professional Conduct	Punctual, reliable, maintains ethical behavior, respectful attitude	
C3. Record-Keeping C Reporting	Maintains attendance, grade records, and documentation accurately	
C4. Collaboration	Works cooperatively with other GTAs, LEs, or lab staff	

### D. Preparation and Initiative (15%)

Indicator	Description	Score 1-4
D1. Preparation for Duties	Arrives prepared; understands assigned tasks; reviews materials ahead of time	
D2. Initiative C Problem-Solving	Proactive in identifying issues and proposing solutions	
D3. Adaptability	Handles unexpected challenges; adapts to instructor needs and class dynamics	

#### Calculation of Summary Score

$$\text{Summary score} = A_{\text{avg}} \times 0.40 + B_{\text{avg}} \times 0.25 + C_{\text{avg}} \times 0.20 + D_{\text{avg}} \times 0.15$$

#### Interpretation of Summary Score

Total Score	Rating	Recommendation
3.5 – 4.0	Excellent	GTA strongly recommended for continuation
3.0 – 3.49	Satisfactory	Continue GTA
2.5 – 2.99	Needs Monitoring	Continue GTA with caution and targeted feedback
< 2.5	Unsatisfactory	GTA discontinuation may be recommended

#### Mandatory Documentation

The HoD must submit the following documents to Dean Research within one-week after the end of every semester:

- GTA Performance Evaluation Form (Rubric)
- Brief justification
- Attendance logs
- Student Feedback Forms (on availability, clarity of explanation, helpfulness)
- Academic Progress Report incl. Semester result showing CGPA (> 3.0)