**New
Uzbekistan
University**

RESEARCH

ASSISTANT

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Regulation on the Position of Research Assistant

This Regulation defines the goals, functions, and rules governing the activities of a Research Assistant at New Uzbekistan University (hereinafter – NewUU), including candidate requirements, assignment procedures, performance evaluation (KPI), as well as conditions for contract renewal and incentives.

Chapter 1.

Purpose and Objectives of the Position

The position of Research Assistant is created to support the faculty members in their research and project activities, foster the development of young researchers, build applied competencies, and prepare a talent pool for master's, doctoral programs, and academic careers.

The primary goals of this position are:

- Strengthening NewUU's research potential;

- Increasing the effectiveness of scientific projects;

- Developing strong ties with industry and external partners.

The practice of engaging research assistants is widespread in leading global universities. For example, institutions like MIT, Cambridge, Stanford, and Oxford demonstrate that research assistants actively participate in large-scale grant-funded projects and applied research, contributing to increased scientific output and innovation.

The main responsibilities of a Research Assistant at NewUU include:

- Providing stable and high-quality support for the faculty's research projects and publication activities;

- Facilitating the development of partnerships with industry and the implementation of joint applied research;

- Contributing to NewUU's strategy to strengthen its position in national and international rankings by enhancing publication output and the practical relevance of research.

NewUU expects initiative, responsibility, and high-quality work from Research Assistants. A Research Assistant is expected to make a tangible contribution to the success of the assigned faculty member and uphold NewUU's reputation as a leading academic and research institution.

In their role, the Research Assistant should aim to apply research outcomes in practice, actively engage students in research projects, and enhance student motivation for scientific work.

Assistant Access to Resources.

The Research Assistant has the right to use NewUU's material and technical base (laboratory equipment, computing resources, software, library and information resources) to the extent necessary to fulfill their assigned tasks.

The Research Assistant is granted access to NewUU's internal information resources, including databases, educational platforms, repositories of scientific publications, grant portals, and other tools required for research and educational activities.

The Research Assistant is also entitled to receive organizational and advisory support from NewUU's departments, including the Research Department, Financial Management Department, Department of Human Resources, Recruitment and International Faculty Affairs, and the Legal Office, to effectively carry out their duties.

Participation in Research and Project Activities.

The Research Assistant has the right to participate in the preparation of scientific publications, grant applications, patent documentation, and other intellectual outputs together with faculty members, with appropriate authorship indicated according to their personal contribution.

The Research Assistant also has the right to be included in research teams, working groups, and consortia for the implementation of research projects and grants. Additionally, the Research Assistant may initiate and propose research topics, projects, and initiatives aimed at advancing the scientific and educational activities of NewUU.

Professional Development and Events.

The Research Assistant has the right to participate in scientific, educational, methodological, and organizational events of NewUU, including conferences, seminars, trainings, workshops, and

internships (including international events with NewUU participation). They are entitled to present the results of their activities at both internal and external events organized by NewUU and its partners.

The Research Assistant also has the right to pursue professional development by participating in upskilling programs, training courses, and other forms of learning, subject to agreement with their assigned faculty supervisor and NewUU leadership.

Funding of Rights and Opportunities.

Funding for the Research Assistant's participation in events, professional development, access to resources, and other scientific activities is primarily provided through externally attracted grant or project funds obtained with the involvement of the assistant or their assigned faculty supervisor.

In the absence of grant funding, relevant expenses may be covered, as available, from NewUU budget in accordance with applicable internal regulations.

Chapter 3.

Main Functions and Responsibilities of the Research Assistant

The position of Research Assistant is a full-time role (40 hours per week) and involves a broad range of tasks in support of the academic staff. The list of responsibilities is standardized regardless of the degree or position of the affiliated academic supervisor.

1. Research Activities

Planning and conducting research:

- Participating in the development of research plans, methodologies, and experimental designs together with the project supervisor;

- Organizing and conducting experiments (laboratory, field, computational) in line with the project goals;

- Proposing methodological improvements and adhering to research protocols.

Data collection and analysis:

- Directly conducting experiments and research activities;

- Collecting raw data and performing subsequent processing;

- Applying modern analytical methods (statistical, computational, etc.) to interpret the results;

- Identifying patterns and formulating conclusions.

Literature review and best practices:

- Continuously reviewing relevant scientific and technical literature, achievements, and publications (including international sources);

- Preparing literature overviews and informing the supervisor and team about emerging trends and findings, helping to avoid duplication and integrate best practices.

Documentation and dissemination of results:

- Preparing progress and final research reports (monthly, annual, final);

- Preparing research outcomes for publication in the form of articles, conference abstracts, and presentations;

- Contributing to the academic supervisor's publications, from drafting to formatting bibliographies, with the possibility of being listed as a co-author;

- Preparing presentation materials for academic seminars and conferences.

Implementation and application of research results:

- Participating in the application of research results in practice or further development;

- Collaborating with the project team and, if needed, external partners to implement results (e.g., prototyping, preparing industry recommendations, filing patent applications); this ensures the applied value of the work and its relevance to industry and society.

2. Organizational and Administrative Functions

Organization of academic events:

- Supporting the organization of events by the supervisor's department, including academic seminars, conferences, and project meetings;

- Preparing schedules, sending invitations, arranging venues and equipment, taking minutes of key discussions and decisions;

- Actively participating in events aligned with the supervisor's research topics.

Documentation and reporting:

- Maintaining all necessary documentation for research projects and academic work;

- Preparing funding applications and managing (as instructed) the project budget;

- Preparing reports for grant providers;

- Maintaining records of department meetings;

- Keeping track of equipment and consumables;

- Ensuring timely submission of reports on project progress and achievements.

Administrative project support:

- Performing administrative tasks related to the coordination of the research group;

- Preparing work schedules, monitoring task execution, reminding team members of deadlines;

- Strictly adhering to the policies and procedures of NewUU and department in administrative matters.

Material and technical support:

- Monitoring the availability and condition of equipment, materials, and software needed for academic and research work;

- Organizing the procurement and installation of new equipment in collaboration with procurement and technical support services;

- Ensuring proper use of equipment, conducting initial training for new lab users;

- Monitoring compliance with health and safety regulations within NewUU premises.

Coordination of information resources:

- Maintaining up-to-date informational resources for the supervisor's department, including research and academic content;

- Updating content on the department/laboratory website and sending updates about achievements and events;

- Managing research result databases.

3. International Collaboration

Participation in international projects and grants:

- Engaging in joint research with foreign universities and scientific centers;

- Assisting in the preparation of applications for international grant competitions;

- Ensuring compliance with partner requirements and supporting communication.

Representing the University at conferences:

- Preparing materials and presenting at international academic conferences, symposiums, and workshops;

- Showcasing research results internationally;

- Actively participating in international academic events.

Monitoring global trends:

- Continuously tracking international trends in the relevant scientific and academic fields;

- Reviewing foreign publications, reports, and recommendations from professional associations;

- Integrating international standards and best practices into daily work.

4. Industry Engagement

Work on applied projects:

- Participating in applied research aimed at solving real industrial problems;

- Actively engaging in projects commissioned by companies or conducted in collaboration with industry partners;

- Ensuring timely and client-oriented delivery of applied research.

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Support for technology transfer:

- Assisting in the commercialization and application of research results;

- Supporting the preparation of patent applications, technical documentation, and partner reports;

- Demonstrating prototypes to potential partners.

Liaising with industrial partners:

- Establishing and maintaining contacts with industry representatives, tech companies, and startups;

- Organizing meetings, presentations, and university visits to showcase research and understand industry

- Participating in joint seminars, industry open days, and roundtables discussing potential cooperation.

Support for contractual activities:

- Assisting the supervisor in executing contracts with companies (commercial contracts, industry-sponsored grants);

- Monitoring obligations, preparing required reports, supporting interim reviews, and managing correspondence.

All of these functional groups complement each other and form a comprehensive profile of the Research Assistant's duties. By combining research, educational, and administrative roles, the Research Assistant makes a substantial contribution to the success of academic and research programs. Active involvement in international collaboration and industry partnerships enhances the quality of research, the relevance of education, and NewUU's reputation.

Thus, the Research Assistant's role is diverse and meaningful, bridging academic research, education, and real-world practice.

Criteria for Assigning a Research Assistant to Academic Staff

A Research Assistant may be assigned to a full-time faculty member holding the position of Full Professor or Associate Professor, provided that the faculty member meets the established criteria for scientific and research activity.

The purpose of such assignment is to stimulate the research activity of academic staff, increase publication output, and promote collaboration with industry.

The assignment of a Research Assistant depends on whether it is the initial assignment or a renewal.

The criteria are defined as follows:

A Initial assignment (for the first academic year) is possible if the faculty member meets the following conditions:

- has at least two publications in peer-reviewed scientific journals ranked in Q1–Q2 quartiles and indexed in Scopus or Web of Science, published within the last two calendar years;

- has submitted applications for at least two external research projects, which may include grants, contractual research agreements, or contracts with industrial partners.

B Renewal of the assignment for the next academic year is possible if the following conditions are met:

- at least one publication in a Q1–Q2 peer-reviewed scientific journal indexed in Scopus or Web of Science in the previous calendar year;

- serves as the Principal Investigator of an ongoing external research project, such as a grant, contractual research agreement, or a contract with an industrial partner.

The decision to assign or renew the assignment of a Research Assistant is made by the NewUU's Scientific and Technical Council, based on an analysis of compliance with the above criteria.

The preliminary review is conducted by the Research Department no later than 10 calendar days before the start of the academic year.

The Department analyzes the faculty portfolios, including publications and supporting documents related to projects, and submits a justified recommendation to the Scientific and Technical Council for final decision.

§ 1. Target Group and General Requirements

Hiring for the position of Research Assistant is carried out in accordance with the approved Human Resource Policy of NewUU.

The main target group includes young professionals who have recently graduated, specifically bachelor's or master's degree holders from NewUU or other universities (typically within the past few years).

Graduates of NewUU are granted preferential consideration when qualifications are otherwise equal.

Candidates must meet the following requirements:

1 A relevant higher education degree, a bachelor's or master's degree in the corresponding field. In exceptional cases, final-year students may be allowed to apply, provided they fully meet all other criteria and receive approval from the selection committee.

2 Proficiency in English at a level not lower than B2 (CEFR or equivalent), sufficient for participation in educational and research activities at NewUU. Language proficiency must be confirmed by a valid language certificate (IELTS, TOEFL, Cambridge, Duolingo, etc.), or, upon agreement with the Department of Human Resources, Recruitment and International Faculty Affairs, an internal interview may be conducted as an alternative method of assessment.

3 Experience in applied research, including data collection and processing, and preparation of analytical and research reports.

4 Proficiency in modern digital tools for data analysis and visualization.

5 Readiness to engage with industrial partners and to work in multidisciplinary teams.

6 Adherence to principles of academic ethics, research integrity, and confidentiality.

§ 2. Evaluation Procedure and Competitive Selection

Compliance with the stated requirements is assessed based on a comprehensive evaluation carried out by the Selection Committee under the Academic Council of NewUU.

The evaluation includes the following stages:

1 Review of the candidate's portfolio (degree certificate, resume indicating participation in applied research and projects);

2 Interview assessing the candidate's knowledge of the intended area of activity, understanding of research tasks, and readiness to engage with industry (including situational and case-based questions);

3 If necessary, a practical task to assess basic data analysis skills;

4 Verification of English language proficiency based on a valid international certificate or internal interview results (for NewUU graduates, English language testing is not required).

Candidate evaluation is based on a point system in accordance with the criteria set out in this Regulation. The maximum score is 100. The minimum passing score is determined by the committee based on the candidate pool's level of preparation and competitiveness, but not less than 60 out of 100 points.

Criterion	Assessment Description	Maximum Points
English proficiency (for external candidates)	B2 level – 15 points; C1 and above – 20 points	20
Ability to formulate and analyze research problems	Assessed during the interview	20
Knowledge of modern data processing and visualization methods	Assessed during the interview and (if necessary) via a practical task	20
Readiness and ability to collaborate with industry partners	Assessed through case questions and interaction scenarios during the interview	20
Observance of academic ethics in simulated situations	Assessed during the interview via situational questions	20
Total		100

Each committee member assigns scores independently. The final score is calculated as the average of the total scores given by all members.

The selection committee includes the Head of the Research Department, representatives of the faculty, and, without exception, the professor to whom the research assistant is expected to be assigned.

§ 3. Contracting and Legal Basis

Upon successful completion of the competitive selection process, the candidate enters the employment contracting stage. Research assistants are hired under a fixed-term employment contract for one academic year (12 months), with the possibility of extension based on annual performance evaluation results (as detailed in Chapter 6).

Contracting is carried out in accordance with the labor legislation of the Republic of Uzbekistan and internal regulations of NewUU.

§ 4. Funding and Remuneration

The Research Assistant position is typically funded by NewUU's internal budget. It is also permissible to enter into additional contracts under externally funded research projects, in accordance with the conditions of the respective grant or contract.

The monthly salary may reach up to 12 million UZS. The exact amount is determined based on internal regulatory provisions of NewUU. Salaries are paid on a monthly basis.

Additional holiday bonuses and other incentives available to other employee categories do not apply to research assistants unless explicitly provided for by special Rector's orders or terms of externally funded projects.

In the case of high KPI performance and positive feedback from the assigned faculty member, a Research Assistant may be recommended for financial incentives in accordance with the procedure described in Chapter 6 of this Regulation.

Key Performance Indicators (KPI) of the Research Assistant

§ 1. Evaluation System and Minimum Requirements

To assess the performance of research assistants, NewUU introduces a unified KPI system based on quantitative indicators. All research assistants, regardless of their academic field, experience, or the profile of their supervising faculty, are evaluated according to the same criteria.

The minimum annual requirements include publications in international journals and participation in externally funded research projects (grants, commercial contracts, or industry agreements). These metrics align with international standards for assessing research personnel.

Each KPI has a clearly defined method of measurement and is verified automatically through an established system, which eliminates subjectivity and ensures comparability among employees.

In all leading universities, research assistants are required to publish at least one article annually in an indexed journal and participate in external projects. Unified evaluation criteria based on the number of publications and projects ensure objectivity, transparency, and eliminate differences between departments and supervising professors.

The established minimum KPI thresholds are realistic and comply with global standards. In leading international universities, research assistants are expected not only to publish their research results but also to actively participate in preparing external funding applications. Young researchers who independently secure grants are especially valued in some cases, they may be granted a special status, such as Junior Fellow.

In our system, these aspects are reflected through indicators of publication activity, grant involvement, and organizational contribution. Meeting these requirements supports international benchmarking and motivates research assistants to engage in productive scientific work and professional growth.

Standardized verification methods are defined for each indicator.

KPI Indicator	Unit	Annual Minimum	Verification Method
Publications in Scopus / Web of Science	number of papers	≥ 1	Database link with NewUU affiliation
Participation in external research projects	number of projects	≥ 1	Copy of agreement registered on the internal platform
Organization of scientific seminars	number of events	1 per month	Report with photos approved by the Research Department

Note: All listed KPIs are mandatory. Failure to meet the minimum requirement for any of them constitutes non-fulfillment of the performance expectations. For instance, the absence of at least one Scopus / Web of Science publication within a year indicates non-compliance with the established standards. Similarly, if a Research Assistant is not involved in any external project, the minimum KPI is considered unmet.

In addition to KPIs, structured feedback from the assigned professor is a mandatory component of the annual evaluation. This feedback should cover:

- the assistant's involvement in research and organizational activities;
- timeliness and quality of task completion;
- evel of independence, initiative, and teamwork;
- contributions to publications, proposals, and project implementation.

The Research Assistant's performance is assessed through two complementary components: confirmed completion of all mandatory KPIs and positive structured feedback from the supervising professor.

To extend the Research Assistant's contract for the following year, both conditions must be met. If either condition (e.g., unmet KPIs or negative feedback) is lacking, the contract will not be renewed.

This approach ensures transparency and predictability of the Research Assistant's career path, cultivating a culture of accountability and professional growth.

§ 2. Incentives for High Performance

Research assistants who exceed the baseline performance standards, such as publishing more than one article, securing multiple external grants, actively contributing to lab development, or organizing additional scientific events may be eligible for the following types of incentives:

1	Annual monetary bonuses;

2	Participation in international internships, conferences, and projects;

3	Direct admission to NewUU's master's programs with partial scholarship, or to PhD programs;

4	Consideration for faculty or postdoctoral positions

1. Annual monetary bonuses

Bonuses are awarded in the following cases:

N°	Basis for Bonus	Calculation Mechanism
1	All KPIs met + positive feedback	Fixed bonus – equivalent to USD 2,000
2	More than one publication	Bonus based on faculty scoring and reward policy
3	Attraction of external funding	5% of the amount, up to a maximum of USD 5,000

2. Participation in international internships, conferences, and projects

Participation may be granted in two forms:

1 Priority participation. Granted to research assistants who have successfully met all KPI requirements and received positive structured feedback from their assigned professor. If NewUU implements grant projects that include staff participation in trainings, workshops, conferences, or seminars, such assistants will be given priority during competitive selection. They are favored when competing under equal conditions.

2 Guaranteed participation. Granted when a Research Assistant or their supervising professor secures an external contract of at least USD 100,000.

In such cases, participation in international scientific activities (internships, conferences, workshops, etc.) is guaranteed and fully funded by the University, regardless of the terms of the external project.

3. Direct admission to graduate programs with partial scholarship or consideration for faculty/postdoctoral positions

Research assistants who successfully meet all performance standards and receive positive structured feedback may be recommended for direct admission to NewUU's master's program without entrance exams. A 50% tuition scholarship may be provided for master's program.

If they meet the necessary qualifications and have proven academic achievements, the candidate may be considered for a PhD program, a faculty position, or a postdoctoral research position at NewUU's Advanced Research Institute, subject to the approval of the relevant academic committee.

§ 3. Evaluation Procedure and Decision-Making

To access any of the incentive opportunities, the research assistant must submit the required documents and an official application addressed to the Rector of the University.

Upon approval, admission to the master's program is processed automatically by the Admissions Office, with no need for further competitive selection.

For appointments to faculty or postdoctoral positions within the Advanced Research Institute at NewUU, the recruitment process is handled by the Department of Human Resources, Recruitment and International Faculty Affairs in accordance with internal procedures and regulations.

Incentive decisions are formalized by the Rector of NewUU as follows:

- By July 10 of each calendar year, professors supervising research assistants must submit structured feedback to the Research Department in accordance with this Regulation;

- At the end of July, following the academic year, the Research Department conducts a comprehensive review of KPI achievement (based on Scopus/Web of Science data and internal project records) and the feedback provided;

- Based on this analysis, the department prepares recommendations on contract renewals and incentive allocations (bonuses, scholarships, internships, etc.).

Final decisions on incentives and contract extensions are made by the Rector based on the proposal of the Vice-Rector for Innovation and Research. The corresponding order must be signed before the beginning of the next academic year.

This evaluation system reflects international best practices applied at leading institutions such as MIT, Cambridge, ETH Zurich, and the Technical University of Munich, where research assistants are expected to contribute not only to applied research but also to the long-term development of scientific groups and external partnerships.

By implementing such an approach, NewUU fosters a highly effective research environment and enhances its international competitiveness.

Chapter 7.
Supervision and Reporting Structure

The Research Assistant positions are part of the structure under the Vice-Rector for Innovation and Research, specifically within the Division for Research and Industrial Collaboration Development. These positions have been introduced through a partial reduction in the number of Assistant Professor roles within the Teaching Support Group.

In daily activities, the Research Assistant reports directly to their assigned faculty supervisor. For administrative matters, the assistant is accountable to the Head of the Research Department.

Chapter 8.   Final Provisions

This Regulation on Research Assistants is approved by the Rector and enters into force upon the signing of the corresponding official order.

The Regulation may be reviewed and updated as needed, but no less than once every two years, taking into account changes in legislation, the strategic priorities of NewUU, and the accumulated implementation experience.

Proposals for amendments may be initiated by the Vice-Rector for Innovation and Research, the Research Department, or other relevant units.

Based on this Regulation, each Research Assistant, together with their assigned faculty supervisor, shall develop an individual plan for the academic year.

The plan must include expected research tasks, participation in projects, publication goals, and educational activities.

The individual plan is subject to mandatory approval by the Research Department within the first month from the start of the contract. Its implementation is taken into account during the annual performance evaluation and when making decisions on contract renewal or incentive awards.

This Regulation governs the participation of research assistants only in those research projects that are initiated or supported by faculty members and implemented with external funding. It does not apply to projects funded directly by NewUU and provided to faculty members under internal grant programs.