



# Residency Expectations of NJIT Research Assistants

Office of Research  
Policy No. 1.7

*Last Update: 1 February 2021*

## I. Policy Summary

Research assistants (RAs) conduct research under the supervision of NJIT faculty. Fully supported students have duties considered part-time work equivalent to twenty hours per week. This policy outlines residency expectations for RAs.

## II. Policy Purpose

This policy is intended to provide guidance on NJIT research assistant residence expectations while in NJIT's employ.

## III. Policy Scope and Applicability

This policy is in effect for all units of NJIT.

## IV. Policy Statement

1. Normally RAs at NJIT reside and work in agreed-upon locations within the United States.
2. From time-to-time NJIT RAs may be assigned by NJIT to work at sites outside the United States for reasons associated with a research project during an approved MoU, grant/contract, personnel exchange, or when the interests of NJIT would otherwise benefit from such non-US residence operations as approved by the institution.
3. From time-to-time NJIT RAs may go on pre-approved short trips outside of the United States for personal reasons (e.g., vacation, visiting family).
4. Some RAs may stay, or desire to stay, outside the United States, and continue to do research work for NJIT, for extended periods, and for reasons other than their NJIT assignments or an authorized exchange. For example, they may experience delay in acquiring formal travel papers or experience cessation of international travel due to an unforeseen emergency.
5. In general, NJIT will continue to provide RAs whose situation is described in section 1 or 2 or 3 with pre-approved compensation and other promised educational and monetary benefits, provided these RAs continue to fulfill their contractual obligations with NJIT while abroad as well as follow instructions of their NJIT supervisor.
6. In general, NJIT will not continue to provide RAs whose situation is described in section 4 (and does not fall in the categories of (1) – (3)) with pre-approved compensation or other educational and monetary benefits. Permission to do otherwise must be obtained in writing from the NJIT provost or a person whom the provost has designated to address such matters.
7. Notwithstanding the provisions in sections 1-6, RAs who are funded by grants or contracts must adhere to all residency and workplace restrictions required by the pertinent grant, contract, or funding agency regulations.
8. New PhD students who are also chosen to receive RA support cannot start receiving any funding before they come to campus.

## **V. Procedures**

As outlined in Section V, permission to deviate from this guidance must be obtained in writing from the NJIT provost or a person whom the provost has designated to address such matters.

## **VI. Authority and Responsibility**

The Office of Graduate Studies and Office of Research share institutional authority for the matters addressed in this policy. Questions related to this policy should be directed to the executive director, sponsored research programs administration.

## **Related Policies and Regulations**