

11/21/2022

Dear Lachlan Pham ,

We are pleased to inform you that you have been approved to take part in the Student Assistantship Program (“**Assistantship**”) with Minsu Park , your Student Assistantship Supervisor (“**Supervisor**”). The term of the Assistantship will be for [AY 22-23] and you shall receive a stipend based on approved hours submitted. We take this opportunity to outline below the terms and conditions of the Assistantship as follows:

**Student Assistantship Title:** Assistant for a core course, Human-centered Data Science

**Student Assistantship Duties:**

Help the instructor of the course organize a research talk for a general audience on campus.

**Start Date:** 11/21/2022

**Stipend:** 38.5AED per hour

**Department:** Division of Social Science (Social Research and Public Policy)

1. **Student Assistantship Responsibilities:** While several of the duties associated with this specific Assistantship will evolve over time, your responsibilities in general include:
  - Maintain full-time enrollment as a NYU undergraduate / graduate student enrolled in an NYUAD credit bearing course and be in good academic and disciplinary standing throughout the Assistantship process.
  - Be prepared to accomplish assigned projects and tasks and refrain from conducting personal business during service hours.
  - Dress appropriately and abide by the relevant policies and

procedures of the department.

- Be punctual, dependable, courteous, and considerate of the department's employees and other staff.
  - Give at least two weeks notice to leave the position if the demands of your Assistantship obligations impede on your academicsuccess at NYUAD.
  - The weekly schedule will be determined between you and the Supervisor.
2. **Relationship:** I understand that the scope of my relationship with NYUAD is limited to an Assistantship position and NYUAD will not provide any other benefits traditionally associated with employment to me. I shall serve only as a student assistant of my own will and that I shall not represent or hold myself out as an officer, employee, representative, agent, partner or other associate of NYUAD of any kind to third parties in relation to this Assistantship or otherwise
  3. **Weekly Schedule/Number of Hours:** Students are allowed to have a maximum of **two** assistantships at a time. Exceptions may be considered after consultation with the CDC. Exceptions that are typically granted are those that are short in duration (one week or less). The weekly schedule of an assistantship will be determined by the student and their supervisor, but not to exceed 7 hours per day and 15 hours per week at any point. You may participate in the program during J-Term and Summer Term only if enrolled in a credit-bearing course. J-Term and Summer Term appointments must not exceed 10 hours per week. Students who work in two assistantships across-departments must ensure the total hours worked does not exceed 15 hours (or 10 hours during J-term and Summer Terms). Any hours worked in excess of this will be considered voluntary hours. All assistantships will end each academic year with the end of classes.
  4. **Work Location:** All students are required to be physically present at NYUAD, and enrolled in classes, for assistantships to be approved. Remote work is not allowed. For research positions, supervisors should adhere to the usual process governing research compliance with public health guidelines on campus.
  5. **Timesheets and Payment:** Please note that student payments are processed bi-monthly, and timesheets should be approved by the supervisors by the 6th and 19th of each month. Backdated timesheets will no longer be honored. Please ensure that timesheets are filled out in a timely manner and submitted within two payment cycles. Please note that the minimum number of hours for a payment to be processed is 3 hours.  
Any delay in the timesheet process may result in a delay of pay to the student assistant. If you do not have a FAB card, you will be contacted for alternative methods of payment.
  6. **Trial Period:** Upon starting your Assistantship, you are subject to a one-month trial period. This trial period allows the Supervisor to end the engagement of a student who is not performing their obligations well or is otherwise deemed not suitable for the position.
  7. **Conclusion of the Student Assistantship:** You may leave your Assistantship position by submitting a notice advising the Supervisor that you wish to end the Assistantship, in writing, no less than two weeks prior to the requested last day of service. The effective end date of your Assistantship position shall be as approved by your Supervisor and the CDC Assistantship team should be notified immediately.
  - 7.1 In the event you fail to perform your Assistantship obligations in a satisfactory manner, departments are required to give a two-week written warning notice. The written warning will give you an opportunity to be aware of and correct specific deficiencies in your work as mutually discussed and agreed with the Supervisor. Your failure to correct the deficiencies outlined in the warning notice may result in the Assistantship coming to an end and you will be blocked from conducting an assistantship for one semester..

- 7.2 Your engagement in the Assistantship may be ended immediately and without notice of a remedial period if you commit a major offense, including but not limited to theft and misconduct. Any incident involving documented misconduct may be referenced to future student assistantship hiring managers should you apply for future student assistantship roles.
8. **Intellectual Property Rights:** You acknowledge and agree that the intellectual property rights if any arising out of the Assistantship hereunder belong to NYUAD, its faculty and/or staff and you will not dispute such ownership.
9. **Equipment and Network Connection:** You shall, at your sole cost and expense, ensure all necessary equipment and network connections are available, compatible, operational in order to complete all required works and services of the Assistantship. You shall not knowingly introduce into any content provided to NYUAD or otherwise cause to be introduced into NYUAD's systems (or those of any third party) any viruses, worms, trojans, other malicious or unauthorized code or disabling features or use such connections for any unauthorized purpose.
- 10 **Release:** You have been advised that you should be performing the activities of this Assistantship in a safe environment. You acknowledge the risks that have been explained to you by the Supervisor and you confirm you have been given time to ask questions about your working area.
- 11 **Confidentiality:** Other than as necessary in the performance of your Assistantship obligations under this letter, you agree to hold in confidence and not disclose or communicate any non-public information of any kind concerning any matters affecting or relating to the business of NYU, NYUAD Corporation, or NYU Abu Dhabi including, without limitation, the names or identifying information of any students.
- 11.1 You are expected to abide by all New York University and New York University in Abu Dhabi confidentiality policies regarding student and faculty information. Students' educational records are protected under the United States of America's Family Educational Rights and Privacy Act.
- 11.2 Information specifically designated as Directory Information usually may be disclosed or released, but all other information regarding students, whether in hard copy, in a computerized database, email or in digitized format, is confidential and may not be disclosed or released except under the limited circumstances set forth in the [New York University Guidelines for Compliance with the Family Educational Rights and Privacy Act \(FERPA\)](#).
- 11.3 You are expected to familiarize yourself with the New York University FERPA Guidelines and to seek the advice of the Supervisor before disclosing any information from student education records other than Directory Information, which only may be disclosed under circumstances that previously have been approved by the relevant department.
- 12 This Assistantship will be governed by and construed in all respects in accordance with the laws of the Emirate of Abu Dhabi and all applicable federal laws of the United Arab Emirates as applied in the Emirate of Abu Dhabi.

To indicate your acceptance of the terms and conditions outlined in this letter, please sign and date in the designated area below and return to your Supervisor to also sign and date. The signed offer letter should be returned to [onboarding.studentassistantship@nyu.edu](mailto:onboarding.studentassistantship@nyu.edu) within 3 business days.

Sincerely,

Student Assistantship Program

Accepted by:

PRINT STUDENT FULL NAME

Lachlan Pham

STUDENT SIGNATURE

*Lachlan Pham*

STUDENT N NUMBER

N14012206

DATE

21 November 2022

SUPERVISOR NAME

Minsu Park

SUPERVISOR SIGNATURE



DATE

November 22, 2022