

Employment of Graduate Students General Guidelines 2016-2017

Graduate students in a thesis-based program, or those studying in a course-based program on a full-time basis (ie., registered in 3 or more courses per term), may engage in additional employment for up to 10-hours per week.

GTA –Graduate Teaching Assistantships

These are governed by a Collective Agreement between the University and PSAC-UGSW (Local 60550) which can be found at: <http://www.unb.ca/hr/employeeagreements/psac-ugsw.html>

Students should be set up on <http://www.unb.ca/hr/resources/forms/gtara.pdf>

GTA appointments should not exceed 10 hours per week. If a full-time graduate student has more than one GTA appointment, the total number of hours of employment should not exceed 10 hours per week.

RA –Research Assistantships

These are also governed by the Collective Agreement between the University and PSAC-UGSW (Local 60550) which can be found at: <http://www.unb.ca/hr/employeeagreements/psac-ugsw.html>

Students should be set up on <http://www.unb.ca/hr/resources/forms/gtara.pdf>

RA appointments are intended for graduate student employment where being a graduate student is a condition of employment. Minimum pay rates are the same as for GTAs.

Teaching on Stipend

Graduate students may be engaged to teach on stipend and are then covered under the Collective agreement on Contract Academic Employees <http://www.unb.ca/hr/employeeagreements/cae.html>
Potential employers should consult the agreement for details regarding students teaching on teaching apprenticeships.

Students being recommended for stipend teaching need to complete the Part-time Employment of Graduate Students form : http://www.unb.ca/gradstudies/assets/pdfs/part_time_empl_graduate.pdf
This form must be completed and signed by all parties: **Graduate Student, Supervisor and Director of Graduate Studies, Dept. Chair or Previous Course Instructor.**

Once the form is completed & signed by all parties, the Faculty or Dept. will submit the **Part-time Employment form & the supporting documentation (copy of the course posting and notification sent to the student that he/she was the successful candidate to teach the course)** to the **Dean of Graduate Studies for approval.** Note: The Part-time Employment form & supporting documentation should be submitted to the School of Graduate Studies at least 6 weeks prior to the start of the term in which the student is teaching. Once approved, the **original Part-time Employment form** will be returned to the Faculty or Dept. so that they can send the **Part-time Employment form with the stipend contract to Human Resources** for processing.

Teaching on stipend has a deemed number of hours. Graduate students teaching on stipend may not hold a GTA at the same time.

Work Study, Campus Police, Libraries, etc.

Pay rates for employment where being a graduate student is not required may be less than pay rates for GTAs and RAs. However, these positions still fall under the overall rule of 10 hours per week.

Potential Sources of Funds:

UNB School of Graduate Studies maintains a list of awards and awarding agencies:

<http://www.unb.ca/academics/calendar/graduate/current/awards/index.php>

This list should be consulted to identify potential funding opportunities.

Canadian Students can apply for the Masters and Doctoral scholarship programs. There is some information at: <http://www.unb.ca/gradstudies/financial/index.html>

International and Canadian Doctoral Students may be eligible for the Vanier Doctoral awards: <http://www.vanier.gc.ca/en/home-accueil.html>

Graduate Students should consult their supervisors and/or Directors of Graduate Studies regarding other funding possibilities.