

Employment of Graduate Students General Guidelines Fall 2011

The general guideline is that graduate students in either a thesis-based or course-based program studying full time can be employed for up to 10 hours per week. There is no restriction on work hours for part-time students. Generally, graduate students in a course-based program taking three or more courses are considered full-time.

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 have

<http://www.unb.ca/gradstudies/resources/pdfs/gradstudies-parttimeemploy.pdf> filled out.

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

Working if You Hold a Tri-Council Scholarship:

Each of the Tri-Councils (CIHR, NSERC, SSHRC) limits how much work is allowed while a graduate student is holding a scholarship. Generally this is about eight hours per week.

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:

<https://eservices.unb.ca/calendar/graduate/awards.cgi?tables=awards&title=Awards>

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/aid/index.html>

International and Canadian Doctoral Students may be eligible for the Vanier Doctoral awards: <http://www.vanier.gc.ca/hp-pa-eng.shtml>

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