

**Position: Graduate Teaching Assistantship (GTA)
120 hours per semester**

For complete details on qualifications, conditions, and the application process, refer to the Terms of Reference for the Graduate Teaching Assistantship (GTA) at www.uregina.ca/gradstudies/scholarships.

Doctoral **Masters** **U of R Student #**

Semester you are applying for Fall Winter Year: _____

Check one: Canadian Citizen Permanent Resident Temporary Resident (study permit)

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss Last Name: _____ First Name & Initial: _____ Mailing Address at time of application: (notification of award will be sent here) Phone (Home) _____ _____ Phone (Work) _____ City _____ Prov _____ Postal Code _____ Email Address: _____

Please check, if applicable:

- I am also applying for a Departmental Teaching Assistantship Position for this semester.
- I have held a Teaching Assistant position previously. *Complete table on page 2.*
- I am interested in a Teaching Assistant position in a specific class. *Complete table on page 2.*

I have read the Terms of Reference for this position and am eligible to apply. I am aware that students' personal information is collected on this application for the purposes of administration of this position and do consent to the use and the disclosure of my personal information as described above.

Signature: _____

Date: _____

Please complete page 2

Student Name _____ U of R Student Number _____

Supervisor's Name: _____ Major/Department/Area _____

Previous Teaching Assistant experience:

Course	Nature of Work (marking, labs, seminars)	Semester (i.e. 201010)

Positions you are interested in, in order of preference:

1	
2	
3	
4	

Documents to be included with this application form (see Terms of Reference for Details):

- Current Registration and List of Courses (Unofficial Transcript) from UR Self-Service **or** a University of Regina Advising Report by Term. (contact your Academic Unit for the Advising Report)
- International Students - Study Permit, VISA or Permanent Resident Cards: a photocopy of current documents **MUST** be included with the application form.

Social Insurance Number (SIN) or Temporary Tax Number (TTN): REQUIRED FOR YOU TO BE PAID – If you have never been paid through the University of Regina, please submit your SIN or TTN to your academic unit.

For Use by the Academic Unit/Department Office (as required)

Credit Hours Completed	Offered Yes/No	Semester	Position	
Current Credit Hours Enrolled			GRDTAS	Canadian Citizen or Permanent Resident
CGPA			GRDTAV	Temporary Resident (Study Permit)

Please note: These Terms of Reference do NOT apply to Graduate Scholarships or Research Awards – see separate document.

POSITIONS

For complete details and deadline dates, please refer to the Faculty of Graduate Studies and Research (FGSR) Scholarship pages at www.uregina.ca/gradstudies/scholarships under the heading, FGSR Funding/Special Awards

Graduate Teaching Assistantship (GTA)

- Students are to submit the FGSR Funding Application Form for GTAs *to their academic unit* by the appropriate deadline.
- Duties consist of assisting with the instructional program of undergraduate classes, seminars, or laboratories as assigned by the head of the academic unit. They do not include acting as a research assistant for the personal research of any individual professor.
- The maximum number of hours of work per semester is 120.
- Payment will be made at the end of each month of the semester.
- Duties are to be assigned by the academic unit and should be received by the student prior to, or at the start of, the semester in which the GTA is to be held.

ELIGIBILITY

Qualifications

- Holders of these awards are required to have current status as a **fully-qualified student** in a master's or doctoral degree program in the FGSR at the University of Regina.
- Applicants are required to have appropriate qualifications to participate in the instructional program in the assigned academic unit.
- Recipients of the GTA who have not already completed the teaching assistant workshops regularly offered by the University through the Teaching Development Centre will be required to do so.
- Students may be required to provide evidence that they have sufficient command of the English language for carrying out the prescribed responsibilities.

In Good Standing – Students must be achieving satisfactory performance. An incomplete and/or failing grade from a previous semester's work will render the student ineligible for support for a minimum of one semester.

Post-Program Maintenance - Students who are, or will be, in post-program maintenance (i.e. have completed all formal credit hour degree requirements in the program and therefore would register in GRST 995AA) **ARE** eligible for a maximum of one Graduate Teaching Assistantship from the FGSR. Academic units will make this option available only if they are unable to fill the positions from eligible, qualified students with remaining credit hours who are not holding other FGSR funding.

Registered Full-Time - Awardees are required to be registered full-time in the semester in which the funding is to be received and, accordingly, are required to register in no less than 6 credit hours of course, or thesis, work pertaining to their program when there are outstanding unfulfilled requirements (i.e., thesis, or course credit) in their programs. For students having between 3 and 5 credit hours of unfulfilled requirements remaining, this remainder will define the number of credit hours in which they are obliged to register to qualify for funding.

Registration Date - Awardees are required to be registered by the **10th** day of the first month (January, May, or September) or by a date specified by the academic unit, of the semester in which the award is to be paid in order to meet payroll deadlines. Note: payment will be withheld until the student is registered.

Holders of other FGSR Funding – Students who are holding, or will hold, scholarships or research awards from the FGSR ARE eligible to hold a GTA. Academic units will make this option available only if they are unable to fill the positions from eligible, qualified students with remaining credit hours who are not holding other FGSR funding. Academic units will also have the option to offer a second GTA to eligible students in such circumstances.

Holders of Major Awards - Students who are holding major awards such as national scholarships, i.e. NSERC, SSHRC or CIHR or equivalent (includes major internal awards) ARE eligible to receive funding as a Graduate Teaching Assistant during the tenure of their major award, provided that they do not exceed the restrictions set out by the terms of the major award and also meet the eligibility requirements set forth in these TORs. Academic units will make this option available only if they are unable to fill the positions from eligible, qualified students with remaining credit hours who are not holding other FGSR funding. **Other Employment** – There are no restrictions regarding other employment with respect to the eligibility to hold a GTA.

Number of Awards Per Semester - The GTA does not count towards the number of awards available from the FGSR per semester.

Limit of Awards Per Program - The GTA does not count towards the total number of awards a student may hold during the course of their program.

DOCUMENT and OTHER REQUIREMENTS – to be included with applications for all funding through the FGSR

All Students

- A SIN (Social Insurance Number) or TTN (Temporary Tax Number) – is **required** for all positions before payroll can be processed. Students who have never been paid through the University are to provide their SIN or TTN to their academic unit.
- Students who are awarded a GTA and have never been paid through the University of Regina are to **check** the Human Resources website (<http://www.uregina.ca/hr/forms/payroll>) and complete a TD1, TD1 SK, Authorization for Direct Deposit, and Union Dues Deduction Authorization – CUPE 2419.
- Current Registration and List of Courses (Unofficial Transcript) from UR Self-Service, **or** a University of Regina Advising Report **by term** is required to accompany the application form. Students are to contact their academic unit for the Advising Report.

International Students and Permanent Residents

- Study Permit or Permanent Resident Card - a photocopy of current documents is required to be included with the application form. Note: If the permit will expire **prior** to the completion of the Award, a new permit **MUST** be provided to the academic unit before payroll can be processed.

RATES OF SUPPORT:

Rates of pay are determined by the current CUPE Local 2419 Collective Agreement. The pay rates are listed on the FGSR website at: www.uregina.ca/gradstudies/scholarships/.

AVAILABILITY OF AWARDS

There are always significantly more eligible applicants for these graduate awards than there is available funding. The process is competitive and there is no guarantee that a student will receive a recommendation for funding even though the student has performed very well in the program, or that if recommended, an award can be offered