

University Rules and Regulations for Graduate Student Assistantship

Approved by COD on November 21, 2022

Approved by President on July 7, 2023

Introduction

A graduate student is a valuable asset who may be offered an assistantship in the form of a tuition and fee waiver. A University Graduate Student Assistantship (UGSA) is offered to a student who is assigned as a Graduate Teaching Assistant (GTA) or a Graduate Research Assistant (GRA) by the respective department. A GTA will mainly teach remedial and/or introductory courses, whereas a GRA will mainly be engaged in research projects under the supervision of a full-time faculty member. The objective of a UGSA is to increase the efficiency of teaching, enhance research activities, and promote NDU's graduate programs. In addition, it provides graduate students with teaching and research opportunities that help them develop their critical thinking, scholarly competence, cultural maturity, and professional and administrative experiences in accordance with the mission, vision, core values, and strategic goals of Notre Dame University-Louaize (NDU).

Eligibility

To be eligible, all applicants are expected to have a full-time load.

(a) NDU students must have:

(i) A minimum of 3.3 GPA in the undergraduate major.

(ii) Three recommendation letters.

(iii) An interview by the concerned Faculty Graduate Committee.

(b) Applicants from other universities to NDU may be required to complete a minimum of 6 graduate credits at NDU with a GPA of 3.5 and above before being able to apply for GTA/GRA.

(c) Other grading systems will be assessed by the concerned Faculty Graduate Committee to determine the GPA in the major field of study.

(d) During the summer session, graduate students may be eligible for a GTA/GRA depending on the approved needs of the respective department.

Duration

A GTA/GRA is granted an assistantship for the duration of one semester/summer session.

Conditional Renewal

A GTA/GRA is renewed if:

(a) The respective department decides on the continuous need for an assistantship,

(b) The student maintains a GPA of 3.5 and above.

Duties of a GTA/GRA

A GTA/GRA will be assigned duties by the Faculty Graduate Committee upon the request of the chairperson of the respective department. The nature of the duties

shall be defined by the concerned department and shall not exceed 20 hours per week.

Selection Process and Appointment Procedure

Upon announcement of a GTA/GRA by the concerned Faculty:

- (a) A graduate student shall submit an application.
- (b) The concerned Faculty Graduate Committee will oversee the selection process. It shall:
 - (i) Review applications (transcripts, recommendation letters, etc.).
 - (ii) Conduct interviews.
 - (iii) Evaluate a one-hour teaching presentation by the candidate.
- (c) Upon the recommendation of the Faculty Graduate Committee, the concerned dean shall offer the student, on behalf of the University, an official letter/contract for final signature.

Compensation

The GTA/GRA shall receive:

- (a) Full tuition waiver.
- (b) Fee waiver.
- (c) Student parking during the duration of the contract.

Enactment

The present rules and regulations shall take effect immediately after their approval by the President.

University Graduate Teaching and Research Assistantship Contract

This agreement is between Mr./Ms. _____, a Graduate Teaching or Research Assistant (henceforth referred to as GTA/GRA), and Notre Dame University-Louaize (henceforth referred to as NDU).

I. Duration of the contract: From _____ to _____

II. The GTA/GRA agrees to:

- 1. Fulfill all the duties of a GTA/GRA according to the University Rules and Regulations for Graduate Student Assistantship and by the Department of _____, Faculty of _____ at Notre Dame University-Louaize.
- 2. Work for _____ hours per week.

III. NDU agrees to:

- 1. Grant the GTA/GRA a tuition waiver for _____ credits.
- 2. Grant the GTA/GRA a fee waiver (Specify fees: _____).

3. Offer the GTA/GRA student parking accommodation.

IV. Other terms:

1. While working under this contract, no fringe benefit of any sort may accrue.
2. By signing this form, the GTA/GRA and NDU accept the said compensation without any employer-employee additional right or benefit.
3. This contract rests on the entire understanding of the signing parties and may not be amended without their written mutual consent.

Signature of the GTA/GRA

Signature of the Dean

Date: _____

Date: _____

Original: HR Office; cc: VPAA, VPAF, Business Office

University Graduate Assistantship Application Form

Applicant's Full Name: _____

NDU Student ID #: _____

Faculty: _____

Department: _____

Applicant's Major: _____

Applicant's GPA: _____ (Attach Transcripts)

Applicant's Sought Assistantship (Rank your choice by priority):

GTA: 1 2
GRA: 1 2

Applicant's Signature: _____

Recommendation of the Faculty Graduate Committee (In the space below, briefly write why the candidate warrants a University Graduate Assistantship):

