

Graduate Officer - Student Funding Guidelines

September 2006

In recognition of their critical role in support of postgraduate education, the School of Graduate Studies will provide Graduate Officers one (1) graduate unit (GU) per academic year to help support graduate students. This practice became effective September 1, 2006. This initiative is beneficial to the Graduate Officer by providing additional graduate support, and to the School of Graduate Studies by providing another form of funding available for students which assists in the School's mandate to increase student enrolment.

In September of each year, the faculty member who holds the appointment of Graduate Officer as of that date will designate a student(s) to receive the funding. In the case of academic units who have more than one Graduate Officer, the GU will be shared equally. Heads of academic units will identify the name of the Graduate Officer(s) in writing to the School of Graduate Studies by August 15th each year.

The funding:

- a. must be awarded to a baseline-eligible student who is supervised or co-supervised by the Graduate Officer,
- b. may be awarded to more than one student (shared),
- c. may be paid as a stipend or as a graduate assistantship (to assist Graduate Officer with research), this should be indicated by the "earn type" on the payroll form; GAS for GA's or GSS for a stipend,
- d. may be combined with other forms of SGS funding as long as maximums are maintained,
- e. must be paid over a minimum of one semester (no lump sums will be approved), and
- f. cannot be deferred to a future academic year.

Notification:

When recommending a Graduate Officer Award for a student(s), please indicate **"GO Award"** under **"Other"** on the Program of Study and in the comments section of the Graduate Student Payroll form when setting the student up for payroll.