

## FINANCIAL SUPPORT SECTION OF THE GRADUATE SCHOOL BULLETIN THIS VERSION HAS BEEN APPROVED BY THE OFFICE OF GENERAL COUNSEL

The University offers three types of financial support to graduate students: assistantships, fellowships, and tuition scholarships. Students may receive one type of support or a combination.

Only full-time, degree-seeking students are eligible for support.

Students must remain in good academic standing to be eligible for continued financial support.

Doctoral students are eligible for assistantships and fellowships funded by the University during their first six years of study. Masters' students are eligible for assistantships and fellowships funded by the University during their first three years of study. There is no eligibility limit for doctoral or masters' students receiving fellowships and assistantships funded from other sources.

### ASSISTANTSHIPS

An assistantship is an arrangement in which financial support is given to a graduate student who engages in teaching, research, or professional development activities in furtherance of the University's academic mission as well as his or her holistic development in preparation for a professional career. The University recognizes three kinds of assistantships: Teaching, Project, and Research.

The duration of an assistantship may range from a single academic term to a full year. Assistantships may be full (an expectation of 18 hours/week) or half (an expectation of 9 hours/week). Half assistantships may be combined.

During the term of any kind of assistantship, students are expected to make sustained academic progress towards the degree. For doctoral students, progress includes undertaking research that supports their dissertation or is in preparation for it.

If the types of duties the student will be assigned in a new or existing position do not fall primarily into one of the definitions of assistantships below (Teaching, Project, or Research), then the position should be treated as one of paid employment. [See section below titled Paid Employment.]

### TEACHING ASSISTANTSHIPS

Teaching assistantships are awarded to students who perform duties ranging from reading and grading assignments to running discussion sections or labs, or teaching sections of undergraduate courses. (The latter teaching assistantship is designated as "instructor of record" in the Registrar's course listing.) Assistant Rectors are also classified as teaching assistants, based on their role contributing to the holistic development of the graduate by providing experience with mentoring, guiding, teaching, counseling undergraduate students and planning programs and initiatives to further the holistic development of the undergraduate students.

The time commitment for teaching assistantship duties may vary from week to week but will have a typical maximum of 18 hours per week and may not exceed 20 hours per week.

## PROJECT ASSISTANTSHIPS

Project assistantships are awarded to students who engage in research or other activities not directly thesis- or dissertation-related but that are part of the student's professional development. Examples are: assistance with computations for a faculty member's research when that faculty member is in a department other than the student's own, development of conference materials, editing a journal, or assisting a faculty member with developing or coordinating a conference.

The expected time commitment for project assistantship duties may vary from week to week, but the typical maximum is 18 hours per week and may not exceed 20 hours per week.

## RESEARCH ASSISTANTSHIPS

Research assistantships are awarded to students who assist faculty members on research programs either at the University or in the field.

If the assistantship is funded through a sponsored agreement, then the graduate student must be conducting activities necessary to the sponsored agreement.

The work performed as a research assistant is not only part of the faculty member's research program but also supports the student's dissertation research or preparation for that research and is, therefore, in satisfaction of a degree requirement.

For that reason, while the time commitment attributed to the research assistantship duties of a student is considered to be 18 hours per week, because the research being conducted is integral to the dissertation, or preparation for it, the overall time devoted to the research as a whole is expected to be significantly more extensive.

## FELLOWSHIPS

Fellowships are awarded to assist a student in the pursuit of a degree. No obligation for teaching or research is expected in return. Students who have been awarded fellowships are expected to devote themselves fully to scholarship, research, or the completion of their dissertations.

The duration of a fellowship may range from a single academic term to a full year. Fellowship recipients will be notified by an award letter. Fellowships may be awarded in addition to an assistantship. In these cases, the service requirement is associated with the assistantship portion of the student's total awards.

Note that a fellowship does not exempt a student from a program's *academic* requirements, such as teaching, although it may change the timing of the satisfaction of the requirement.

## TUITION SCHOLARSHIPS

The University offers full or partial tuition scholarships to students qualifying on the basis of merit.

Doctoral students are eligible for tuition scholarships during their first eight years of study. Masters' students are eligible for tuition scholarships during their first five years of study.

## PAID EMPLOYMENT

If a student's duties in a position do not fall primarily into the assistantship definitions above, he or she should be treated as a paid employee. Examples of positions of paid employment include a clerical or administrative-assistant assignment in a department office, working at the circulation desk in a library, or preparing a bibliography for a faculty member.

Students who have been awarded a full assistantship or fellowship may not undertake paid employment with either the University or an outside employer while enrolled. Exceptions may be granted in cases of unique academic or professional benefit, personal benefit, or extreme financial hardship and must have the prior written approval of the graduate student's adviser, director of graduate studies, and the Graduate School. Generally, any exceptions will not exceed 2 hours per week.

Full-time degree-seeking students who are *not* fully supported may undertake paid employment with either the University or an outside employer while enrolled if they have the prior written approval of the student's adviser, director of graduate studies, and the Graduate School. Generally, for these students as well, the total assistantship, if any, and employment obligations may not exceed 20 hours per week.

Note that under current United States immigration regulations, any international student—whether fully supported or not—who is studying on an F-1 or J-1 visa and seeks employment off-campus for any amount of hours, must obtain written authorization through the appropriate staff member within Notre Dame International.

## SPECIAL RULES APPLY FOR SUMMER EMPLOYMENT FOR DOCTORAL STUDENTS

Recognizing that programs' funding models for doctoral students differ widely in the summer months, programs may award a fellowship in the summer yet still allow up to 20 hours of employment per week, either on or off campus. At no time in the summer months may the combination of assistantship, fellowship, and paid employment exceed 20 hours per week unless the student has the prior written approval of the adviser, director of graduate studies and the Graduate School. The requirement (based on current United States immigration regulations) that international students studying on an F-1 or J-1 visa seeking off-campus employment obtain written authorization through the appropriate staff member within Notre Dame International applies in the summer months as well.

## SPECIAL RULES APPLY FOR SUMMER EMPLOYMENT AND ACADEMIC YEAR BREAKS FOR MASTER'S STUDENTS

Students in course-based master's programs have no University-imposed limitations on paid employment when classes are not in session. The requirement (based on current United States immigration regulations) that international students studying on an F-1 or J-1 visa seeking off-campus employment obtain written authorization through the appropriate staff member within Notre Dame International applies during academic-year breaks and in the summer months as well.