



## REQUEST FOR GTA APPOINTMENT OUTSIDE OF WESTERN ENGINEERING

Engineering Graduate Students who are offered GTA position outside of Engineering are required to seek approval from their home department prior to accepting the GTA offer to ensure compliance with SGPS regulations pertaining to GTA appointments.

### PART A: To be completed by the student

I \_\_\_\_\_ have been offered a Graduate Teaching Assistantship in the Department of \_\_\_\_\_, Faculty of \_\_\_\_\_ for the \_\_\_\_\_ term and academic year \_\_\_\_\_. The assistantship requires, on average, a commitment of \_\_\_\_\_ hours per week during this period.

### PART B: To be completed by the Graduate Program Chair, or Graduate Program Coordinator

I confirm that this student is enrolled as full-time graduate student in the \_\_\_\_\_ program at Western University and the total GTA appointment hours within and outside Engineering do not exceed 140 hours per term.

Grad Chair/Coordinator Name

Grad Chair/Coordinator Signature

DATE

### PART C: To be completed by the student's primary supervisor

I understand that \_\_\_\_\_ will be fulfilling duties with a Graduate Teaching Assistantship in the Department of \_\_\_\_\_, Faculty of \_\_\_\_\_ for the \_\_\_\_\_ term and academic year \_\_\_\_\_. I also understand that this assistantship will require the student to commit, on average \_\_\_\_\_ hours per week to those duties during the aforementioned time period.

Supervisor Name (Print)

Supervisor Signature

DATE