

# ASSISTANTSHIPS

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## Graduate Research Assistantships

Students receiving Graduate Research Assistantships must be registered for at least twelve total graduate credits with at least nine hours attempted for a letter grade or on a Pass/Fail basis and be employed at least one-third of the time by the Institute. Students receiving Graduate Research Assistantships are also eligible for a tuition waiver.

## Graduate Teaching Assistantships

Students receiving Graduate Teaching Assistantships must be registered for at least twelve total graduate credits with at least nine hours attempted for a letter grade or on a Pass/Fail basis and be employed at least one-third of the time by the Institute. Students receiving Graduate Teaching Assistantships are also eligible for a tuition waiver.

## Graduate Assistantship Schedule and Flexibility Policy

**Source:** Georgia Tech Policy Library

**Policy Statement:** The work duties of Graduate Research Assistants (GRAs) and Graduate Teaching Assistants (GTAs, encompass 4.5 calendar months for fall and spring terms and three calendar months for summer term. The fall term work period consists of half of August and all of September through December. The spring term work period consists of January through April and half of May. Summer term consists of half of May, all of June and July, and half of August. Supervisors are generally expected to employ a GRA or GTA for the full work period, providing continuous employment and pay throughout the year.

GRAs and GTAs are not required to work on official Institute holidays, which appear on the Human Resources web site. In addition, at the discretion of the student's supervisor, a GRA or GTA may be permitted to average effort over several weeks or cluster research or teaching activities in order to spend one or more weeks away from campus during the semester or, more frequently, during periods when classes are not in session. Any time away requires the approval of the supervisor. This flexibility may be used to allow later start dates for students new to campus. Some work assignments may not permit this flexibility.

GRAs or GTAs appointed to sponsored research projects should monitor their appointments monthly in the Electronic Workload Assignment Form (EWAF), because they will be required to sign an Annual Statement of Reasonableness indicating that the effort they put into projects was correctly recorded. For more information, read the policy on Personal Services Reporting Using the Plan Confirmation System in the Georgia Tech Policy Library.

## Fee Payment through Payroll Deduction

The Office of the Bursar maintains information regarding the GRA/GTA-Fee Payment Program which facilitates the payment of tuition and fees through payroll deductions for students who are employed at Georgia Tech as Graduate Research Assistants (GRAs) or Graduate Teaching Assistants (GTAs) and who are paid on a monthly basis. For more information, read the policy on Payroll Deduction for Tuition and Fees on the Office of the Bursar's web site.