



2: Welcome to Western

C) Questions that come up

But what about...?

- You must still have lots of questions about pretty much everything.
- Hopefully, these slides will help you answer some of them.
- If not, remember you can always ask our Grad Assistant, Sylvia Kontra.



Will I have to pay tuition?

- Yes! Every student at Western has to pay tuition.
- Graduate students pay tuition at the start of every term and there are three terms in the graduate year (Fall, Winter and Summer).

Will I have a monthly salary?

- If you T.A. for a course, then you will be paid monthly.
- Monthly pay is the second **last** business day of the month.

28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Will I get paid during the summer months?

- Normal T.A. position lasts from September until the end of April.
- In the summer, if you are **fundable**, you will receive WGRS only.
- Fundable students are within two years of their program for Masters or within four years in their program for Ph.D.

Can I go on holidays?

- Yes.
- Normal vacation entitlement is **two weeks** of vacation during the year, to be scheduled by mutual agreement between graduate student and advisor or supervisor or graduate chair, as appropriate.

Can I go away to study/do research?

- Yes.
- If you are planning to go away to do research/field work you need to let the program know. If you would like to do research or field work exceeding four weeks, then you must submit your proposal to the Chair and have it approved by the program before leaving. This will then be placed in your file.

Current Student Regulations under the subject of Registration

Can I work while studying?

- The University recommends that students should not be employed on or off campus for more than an average of ten hours per week in any term.
- However, they consider your T.A.ing to be your work hours.
- This is not always feasible for every student.
- Consider your teaching, class and studying schedule and establish your priorities.

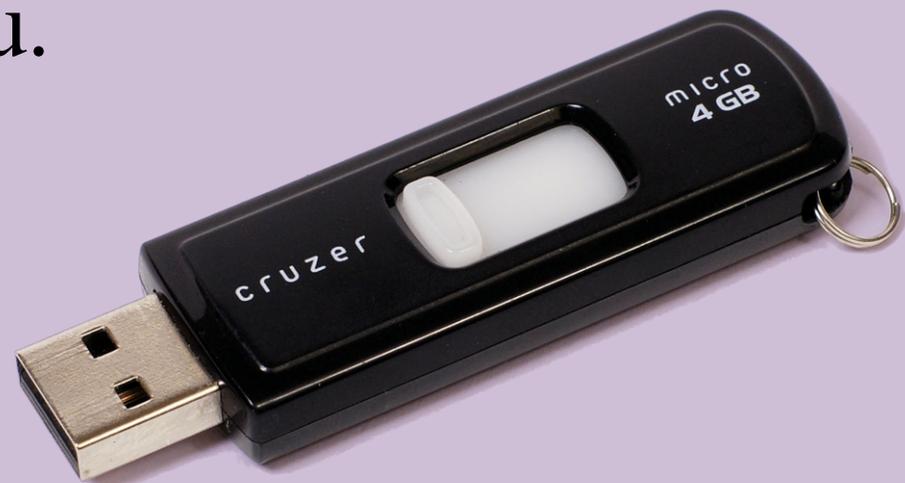
How do I print or make photocopies?

- You should see Dawn to create a password for the photocopier in UC 116 (Common Room).
- You will be given a free allocation of 10 copies per student per term.
- Once allocations are used up, copies can be purchased from Dawn for .05/copy (e.g., \$10 buys 200 copies).



How do I scan a document?

- Once you have created a password with Dawn you can use the scanning device for free in the Common Room.
- Take a USB with you.



How do I fax?

- Once you have created a password with Dawn you can use the faxing device in the Common Room.
- Put the sheet you want to fax in any of the scanning devices and press fax.
- Before the fax number you want to fax to, you will need to press **9**.

What keys should I have?

- Office keys: you will need to apply [online](#) for them and pick them up at the Support Services Building, room 133.
- A/V keys: you will also need to apply [online](#) for them and pick them up at the Support Services Building, room 133.
- Mailbox keys: see Jamie at Arts and Humanities building 3R02 room for them.



What should I do if I cannot make it to teach?

- Let your students know by email and by OWL **also** let Jamie, Sylvia or Dawn **and** your course supervisor know so that a note can be placed on your classroom door.
- If you are attending a conference or on holidays it is mandatory that you complete an ‘Absence from Campus Form’ which has to be approved by Joyce and can be obtained from Dawn.

What should I do if I cannot make it to class?

- You need to email your professor before the class to let him/her know that you will be absent.
- It will be your responsibility to get the materials that were covered in class.



How should I claim travel expenses?

- You will need to hand a copy of your receipts during your conference trip to Dawn.
- Note that you can only claim up to \$200 per year from the department.
- Mileage reimbursement rates in Ontario are .55 cents per kilometre.
- Maximum allowance for meals are \$71.30/day in Canada.

Well, well...

- We hope you found these presentations useful to guide you through your first days at Western.
- Don't worry if you still have many questions in your mind, we are all here to help.
- All the members of the Hispanic Studies and Comparative Literature programs are looking forward to meeting you very soon!!!

