



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.



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.



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.Aing 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?

- Contact the department office (UC 2210) or Graduate Assistant Sylvia Kontra (skontra@uwo.ca) to set up access to the photocopier in the Common Room.
- You will be given a free allocation of 10 copies per student per term.
- Once your free allocation is used up, additional copies can be purchased through the department office. Verify current per-copy pricing when you set up your account.



HOW DO I SCAN A DOCUMENT?

- Once you have set up access with the department office you can use the scanning device for free in the Common Room.
- Take a USB with you



HOW DO I FAX?

- Fax machines are largely obsolete and rarely used. If you have an urgent need to send a fax, contact the department office (UC 2210) for assistance.
- For most document delivery needs, email or digital file sharing is now the standard.
- Most official documents can now be submitted by email as scanned PDFs — check with the recipient first.



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:** Contact the department office (UC 2210) to be assigned a mailbox and key.



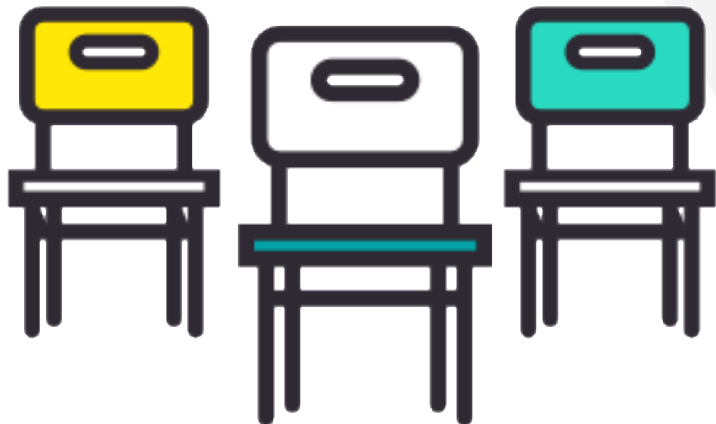
WHAT SHOULD I DO IF I CANNOT MAKE IT TO TEACH?

- Let your students know by email and by OWL **also** let Sylvia Kontra (Graduate Assistant) and **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' — contact the department office (UC 2210) or Graduate Assistant Sylvia Kontra (skontra@uwo.ca) to obtain the form and confirm the current approval process.



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 submit copies of your receipts for your conference trip to the department office (UC 2210) or Graduate Assistant Sylvia Kontra (skontra@uwo.ca).
- Note that you can only claim up to \$200 per year from the department.
- Mileage reimbursement rates in Ontario follow the current CRA rate — as of 2026, this is \$0.73/km for the first 5,000 km (rates are updated quarterly; verify at uwo.ca/finance before submitting).
- Meal allowance follows current Treasury Board/NJC rates (~\$104.70/day in Canada as of 2025, updated semi-annually). Check njc-cnm.gc.ca before travel.



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!!!



The End

