Mechanical Engineering

Request Form for Teaching and Research Assistantship Positions Outside the Department of Mechanical Engineering

Important Guideline:

Graduate students in the Department of Mechanical Engineering (ME) are normally supported by a full funding package that involves Teaching Assistantship (TA) and Research Assistantship (RA) components. We consider the departmental TA and RA positions to take priority over any external positions. **ME students are strongly discouraged from taking TA and RA positions outside the department.** This is to avoid running into some common problems observed in the past, such as reduced research quality, negatively impacted research progress, going over program timelines and encountering potential departmental funding cuts. **If a student decides to work outside the department, he/she is obligated to submit this form to the Graduate Program Assistant prior to signing any contract outside the department.**

Student Information	
Surname:	Given name:
Student Number:	Email:
MASc PhD	Full Time Part Time
Supervisor:	Supervisor email:

Based on your offer letter, are you fully funded by a standard LSE package?   Yes   No

External Contract Information	
Program:	Location:
Type of Contract: RA TA GA	
Dollar amount:	Total hours:
Contract timeline:	
Contract Supervisor name:	
Supervisor email:	Supervisor phone:

Rationale for taking external contract (attach page explaining)

I understand that if my research is affected negatively upon taking the position above, my funding components may be changed by the Graduate Program in ME

Student Signature	Date

Supervisor to complete:

Supervisor Name:

Option 1) I approve the student taking the above contract provided that satisfactory research progress is maintained

Option 2) I discourage the student from taking the contract

Supervisor Signature	Date

Committee Members' approval if Option 1 is selected above

Member Signature	Date
Member Signature	Date
Member Signature	Date

Graduate Program Director

Signature	Date