



7-203 Donadeo Innovation Centre for Engineering
9211 – 116 Street, University of Alberta
Edmonton, Alberta, Canada T6G 1H9
Tel: 780.492.4235
Fax: 780.492.0249
cgradvis@ualberta.ca
uab.ca/civil

Delivered by e-mail to:

Dear

The Department of Civil and Environmental Engineering is pleased to learn that the Faculty of Graduate Studies and Research has admitted you to the **Master of Science (MSc)** program for the **academic year** academic year commencing . We are also pleased to offer you the following appointment:

Working Title:	Graduate Research (RA) and/or Teaching Assistant (TA)
Research Area:	research area/group
Start date of appointment:	
End date of appointment:	

Value of appointment

You will receive financial support with a guaranteed minimum level of funding from all sources including, but not limited to, teaching and/or research assistantships, research project support, graduate research fellowships, scholarships, and awards, in the amount of \$

This amount is valid for the period stated in this letter only. The funding outlined in this letter is expressly contingent on your being able to commence all aspects of your program by the original admission start date of . If you are unable to commence your program, for whatever reason or circumstance, by the original admission start date, funding may no longer be available or possible. This funding offer is only valid if you are residing in Canada. You must report to the Department Graduate Office in person no more than one week after the start date to present your valid study permit to initiate payment.

As a Graduate Teaching or Research Assistant, you will be required to perform such duties as instructing in laboratories, marking assignments and/or conducting research. The number of hours of work will be determined based on a standard rate of pay established by the University, for graduate students, and the amount you receive. The hours of work may not be divided equally for each month during this appointment period. Prior to receiving a Teaching Assistantship, students must complete the Department's Teaching Assistantship training. Further information regarding this training will be provided once you arrive.

This offer is contingent upon you maintaining full time registration and satisfactory academic progress in your degree program (minimum GPA of **3.0/4.0**) and upon satisfactory completion of your assigned duties as a teaching and/or research assistant. Eligibility for assistantships from the Department may be affected should you be the recipient of other awards or scholarships. It is your responsibility to inform us if you receive any such awards from other sources.



In accepting this offer, applicants should be aware that any program or supervisor requirements stipulated in this letter of offer must fully adhere to the requirements set by the Faculty of Graduate Studies and Research (FGSR). Where requirements are in contradiction, FGSR requirements will supersede those of the supervisor and program.

We must have your decision concerning this offer within three (3) weeks of the date of this letter; otherwise this offer will become null and void, and the financial support will be allocated to another candidate. Please sign and return a scanned copy of this letter by email to your supervisor and cc to cgradapp@ualberta.ca. Your Supervisor will confirm the receipt of your signed letter.

Yours truly,

Supervisor

Dr. Zaher Hashisho
Associate Dean Graduate Students-CEE



Offer Acknowledgement

Student's Name:

Supervisor's Name:

Date of Offer:

Offer Details:

Working Title

Graduate Research (RA) and/or Teaching Assistant (TA)

Research Area

insert research area/group

Amount

\$

Start date of appointment

End date of appointment

I acknowledge receipt of this offer and accept the appointment

I decline this offer

Student signature

Date (MMM DD, YYYY)