



POLYTECHNIC UNIVERSITY OF PUERTO RICO
GRADUATE SCHOOL

GRADUATE SCHOOL ASSISTANTSHIPS
AND AWARDS PROGRAM



GENERAL GUIDELINE

Introduction

Polytechnic University of Puerto Rico *Graduate School's Assistantship and Awards Program* provides partial financial support for graduate students. The funds provided throughout the program are intended to encourage students to participate in an academically relevant work experience while pursuing graduate study. For instance, graduate assistants may help faculty in teaching classes, supervise laboratories or work with faculty who are conducting research. Faculty provides careful guidance so that graduate assistants develop new skills while carrying out their assigned responsibilities. Thus, the program provides genuine benefits to the graduate student and to the University community.

There are different types of awards provided by the program. These awards include:

- Teaching Assistantships
- Research Assistantships
- Graduate Student Research Award
- Graduate Student Travel Award
- Graduate Intervention Project

Requirements

To be eligible for an award, applicants must be:

- regularly admitted to a graduate degree program,
- in good academic standing, and
- enrolled as a full-time student (at least six credit-hours per regular term).

To receive or maintain an assistantship/award placement, the graduate student must be in good academic standing. All graduate assistants/awardees must meet general requirements and specific remarks listed below.

Assistantships and awards recipients are expected to be enrolled in required courses within their planned programs of graduate study and/or prerequisites necessary to offset any undergraduate deficiencies prior to undertaking such requirements.

Specific Remarks

Teaching Assistantships

- Students applying to this award will need the following items:
 - a recommendation of the Graduate Program Coordinator.
- Students applying to this award must not have a full time job.

Research Assistantships

- Students applying to this award will need the following items:
 - a recommendation of the Graduate Program Coordinator.
- Students applying to this award must not have a full time job.

Graduate Intervention Project

- Students applying to this award will need the following items:
 - a letter from the professor that will supervise the intervention project activities, and
 - a recommendation of the Graduate Program Coordinator.
- Students applying to this award must not have a full time job.

Note: The above assistantships (i.e., Teaching Assistantship, Research Assistantship, Graduate Intervention Project) are awarded for the academic year¹ (i.e., fall, winter and spring terms) subject to the following conditions:

- the teaching/research advisor (e.g., the professor supervising the student's work) must submit a written evaluation of the student's work before the beginning of each new term,
- a positive recommendation of the Graduate Program Coordinator, and
- the student must be in good academic standing.

¹ Subject to availability of funds.

Graduate Student Research Award

This award is intended to help students pay for extraordinary or unusual costs incurred in research projects. This award is **not intended** to cover research project costs that are the responsibility of the academic department.

The typing of theses/design projects and project papers, as well as the purchase of supplies and equipment commonly provided by departments or by other existing grants or funds are **not** considered to be unusual expenses.

Graduate Student Travel Award

The award supports graduate student travel to meetings or events sponsored by professional or academic organizations for the purpose of reporting the results of research or exhibitions, or otherwise disseminating results of their scholarly activity. This award does not cover conference attendance for other purposes (e.g., as a non-presenting attendee or workshop participant), nor to present the findings of another's scholarly work.

Procedure

Graduate students can obtain an application for a graduate assistantship/award at the offices of the Graduate School Dean or the Graduate Studies Affairs. Alternatively, graduate students may access the Graduate School web site at www.pupr.edu/gs and download the application file. When applying, students should proceed as follows:

1. Contact the Graduate Program Coordinator or Chair of the academic department where you would like to obtain the assistantship/award so that you may determine whether such an assistantship or award is available. Although it is preferable that you pursue an assistantship/award in the area of your graduate study, it is not a requirement.
2. Complete the Application for Graduate Assistantship/Award, including the names of two persons who can provide letters of recommendation. It is the student's responsibility to have the letters of recommendation sent to the Graduate School directly by the person making the recommendation.
3. Attach a resume or any other support document related to the type of assistantship/award that is being requested.

A personal interview may be necessary to evaluate the application. If that is the situation, the student will be contacted by the Graduate School to schedule this meeting.

Deadlines

Application deadline for all *Graduate School's Assistantship and Financial Awards* is the Friday of the 6th week of the PUPR Academic Calendar term.

Stipends*

Assistantships and awards are granted in the form of stipends.

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Teaching and Research Assistantships

The amount awarded will depend, in part, on the number of applications received and the budget available, and also on the priority given to the application by the selection committee.

Graduate Student Research Award or Graduate Student Travel Award

The amount awarded will depend, in part, on the number of applications received and the budget available, and also on the priority given to the application by the selection committee. Normally, preference is given to applications submitted before the travel/research project has been completed.

Applicants should be aware that not all applications may be selected for funding and that not all applicants may receive the amount of funding requested.

Appointment

Graduate School's Assistantship and Financial Awards are appointed by the Dean of Graduate School upon the recommendation of the Graduate Council.