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**Department of Nutritional Sciences**  
**Guidelines on Employment Outside the Degree Program for Full-Time Graduate Students**

In the spirit of helping students to progress through their program in a timely manner as defined by the Department of Nutritional Sciences (<http://www.utoronto.ca/nutrisci/graduate/fees.html>), the Department has developed guidelines for full-time graduate students regarding time spent in employment outside the degree program. In developing these guidelines it was noted that the major granting agencies have specific criteria regarding work that is not related to the thesis research. Students holding an Ontario Graduate Scholarship (OGS), Natural Sciences and Engineering Research Council (NSERC) scholarship or Canadian Institutes for Health Research (CIHR) scholarship can work 520 hours per year (10 hours/week), 450 hours per year (~9 hours/week) or 200 hours per year (~4 hours/week), respectively, outside their degree program. Teaching assistantships are considered employment outside the degree program. ***The Departmental guideline is that students spend no more than 10 hours per week in employment outside their degree program.*** However, students who hold external funding must also abide by the criteria set out by the respective granting agency.

For the majority of students, employment as a teaching assistant is their sole employment outside the degree program. While the Department recognizes that students acquire useful teaching experience through teaching assistantships, the Department's past experience suggests that students who spend a significant amount of time working outside their degree program, particularly in employment outside the University setting, face particular challenges in completing their degree requirements in a timely manner. The key mechanism by which the Department monitors a student's progress is through the Student Advisory Committee Meeting Report that is completed at each committee meeting. This report will be used to document any impact of non-thesis related employment on progress through the degree. Inadequate progress can result in termination of the program.

The Department recognizes that a student may have a unique situation that requires specific consideration. If this is the case, the student can submit, in writing, the reason for why their situation should be specifically considered. Requests should be sent to the Department's Graduate Secretary. The Department Chair, Graduate Coordinator and the Student's Supervisor will review the request and make a final decision.

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