



Graduate
Students'
Association

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STUDENT SERVICE CENTRE

The Student Service Centre is your resource on campus to easily access information, advice and services you need to navigate your university journey.

ACADEMIC SUCCESS



Support with specific subjects and general academic skills in various formats.

CAREER DEVELOPMENT



Help in developing the skills, knowledge, experiences and connections you need to manage your career.

FINANCIAL SUPPORT



Help with paying for your degree, including scholarships, awards and financial supports.

HEALTH & WELLNESS



Access to campus wellness resources to support your mental and physical health.

RECORDS & TRANSCRIPTS



Steps for ordering transcripts, verification documents and updating personal information.

COURSES & ENROLMENT



Registration how-to, list of important dates and deadlines, and advice on program options.

Our services are open to every student.
We want to get to know you and help you reach your goals.



UNIVERSITY
OF ALBERTA

uab.ca/ask

Welcome to the U of A!

As a member of the Graduate Students' Association (GSA), you have access to a number of services and benefits that the GSA offers:

- GSA Health and Dental Plan
- Graduate Student Assistance Program
- GSA grants, bursaries, and awards
- Advice about the GSA negotiated Collective Agreement for academically-employed graduate students
- Group rates from our recommended provider TDIMM Home and Auto Insurance
- Kids & Company Child Care
- U-Pass and
- Advocacy and advising

The GSA provides the following funding opportunities for members:

- Academic Travel Grants
- Child Care Grants
- Graduate Student Group Grants
- Emergency Bursaries and
- Recognition Awards

Contact Information

gsa.frontdesk@ualberta.ca

780.492.2175

The GSA office is located on the first floor of Triffo Hall. Email us at gsa.frontdesk@ualberta.ca or access our website to visit our virtual front desk.

uab.ca/gsa



Mental Health Resources

Mental Health Quick Resources Guide

Do you need help or support? Use these on and off-campus resources:

Website: www.ualberta.ca/current-students/need-help-now

Graduate Student Assistance Program (GSAP)

Offered through Homewood Health, this program can connect GSA members to counselling and advice on a broad range of issues, including managing anxiety and depression, controlling substance use, resolving family conflict, and a variety of other psychological and wellness issues.

For information: <https://www.ualberta.ca/graduate-students-association/services/graduate-student-assistance-program.html>

To access GSAP services, contact Homewood Health 24 hours a day, 7 days a week, 365 days a year:

Client Service: 780.428.7587

Website: www.homewoodhealth.com

Counselling & Clinical Services

Counselling & Clinical Services offers free, short-term, confidential psychology services. GSA members interested in counselling should call 780.492.5205.

Website: www.ualberta.ca/current-students/counselling

Wellness Supports

To find wellness supports, such as social workers, workshops and training, and community engagement, among other wellness resources.

Website: <https://www.ualberta.ca/current-students/wellness-supports/index.html>



From left to right: GSA Vice-President Academic, Rija Kamran; GSA Vice-President Student Services, Haseeb Arshad; (front) GSA President, Bishoi Aziz; GSA Vice-President External, Hamid Hassani; GSA Associate Vice-President Labour, Muneeb Masood Raja; Vice-President Student Life, Tiffany Kung

On behalf of the executive team, welcome to the University of Alberta and to our Graduate Students' Association!

It is our pleasure to provide, through this planner, details on the large variety of services and benefits we offer to our members for the betterment of their educational experience. We are committed to supporting our members throughout their time at the University. Should you require assistance during your tenure, we encourage you to reach out to our team. The GSA advocates on behalf of all UAlberta graduate students in pursuit of a supportive, respectful, and inclusive community that promotes the multi-faceted roles played by graduate students.

Our association also comprises the union for academically-employed graduate students, working to advance and protect their rights as essential workers of the University. If you hold a Graduate Teaching Assistantship, Graduate Research Assistantship, or Graduate Research Assistant Fellowship, then you are a unionized worker who benefits from contractual and legal protections. I encourage you to review the Collective Agreement and to stay up to date on union opportunities.

I wish you all a year of success in your academic pursuits and beyond.

With kind regards,

Bishoi Hany Gamil Aziz

Bishoi Aziz, GSA President 2023-2024

GSA Contacts

2023-2024 Directly-Elected Officers

Bishoi Aziz	President	gsa.president@ualberta.ca
Rija Kamran	Vice-President Academic	gsa.vpacademic@ualberta.ca
Hamid Hassani	Vice-President External	gsa.vpexternal@ualberta.ca
Tiffany Kung	Vice-President Student Life	gsa.vpstudentlife@ualberta.ca
Haseeb Arshad	Vice-President Student Services	gsa.vpstudentservices@ualberta.ca
Muneeb Masood Raja	Associate Vice-President Labour	gsa.vplabour@ualberta.ca

2023-2024 Council-Elected Officers

Farhan Khalid	Speaker	gsa.speaker@ualberta.ca
Sophie Shi	Chief Returning Officer	gsa.elections@ualberta.ca
Ola Mabrouk	Senator	gsa.senator@ualberta.ca

Administrative/Professional Staff

Lewie Moodley, MBA	Executive Director	gsaed@ualberta.ca
Erika Heiberg, MA	Associate Director	gsaad@ualberta.ca



What is the GSA?

The GSA is a corporation established under the province's *Post-Secondary Learning Act (PSLA)* as the official representative body for more than 8,000 graduate students at the University of Alberta. The GSA has representatives on the Board of Governors, the General Faculties Council and all its committees, the Faculty of Graduate Studies and Research Council, the Senate, and the Alumni Council.

The GSA's graduate student leaders advocate on important issues that improve your graduate school experience. Visit the GSA website to learn more about this work and how it benefits you.

As a stand-alone entity, the GSA is governed by a Council, led by an elected executive team, and run by a professional staff reporting regularly to GSA Council. The GSA has its own lawyers, auditor, chartered accountant, and professional staff, and administers over \$950,000 in grants, bursaries, and awards annually. In addition to providing many services to GSA members, the GSA is a founding member of the Campus Food Bank and also negotiates an agreement regarding academically-employed graduate students with the Board of Governors of the University of Alberta.

Membership, Rights, and Privileges of GSA Members

All full- and part-time registered graduate students, while they are registered (where applicable) at the University of Alberta after being admitted to the Faculty of Graduate Studies and Research, are considered members of the GSA. As a GSA member, you can:

- ◆ Access GSA services
- ◆ Vote in all GSA elections and referenda *and*
- ◆ Seek nomination to any of the GSA's representative positions.

GSA General Election

Every year, the GSA holds a general election for the executive positions of:

- ◆ President
- ◆ Four Vice-Presidents
- ◆ Associate Vice-President Labour *and*
- ◆ Ten Councillors-at-Large.

You can help shape the student experience and gain valuable experience by running for elected office (certain positions receive a stipend). Watch the GSA newsletter for information about the GSA's Discover Governance program, designed to help guide graduate students interested in governance.



For more information visit uab.ca/gsa

What is the GSA?

GSA Governance and GSA Council

Under the *PSLA*, responsibility for the governance of the GSA is in the hands of GSA Council. The GSA Council is comprised of:

- ♦ Elected GSA executives (President, four Vice-Presidents, and the Associate Vice-President Labour)
- ♦ Council-Elected members
- ♦ One representative from each department, faculty, or extra departmental unit at the University that offers a graduate program *and*
- ♦ Ten Councillors-at-Large.

All GSA members may attend open session meetings of GSA Council as observers. Members may be nominated for a seat on GSA Council through their departments, or as a Councillor-at-Large during the GSA General Election. For a seat on any GSA committee or University committee with GSA representation, members may seek election through the GSA Nominating Committee; opportunities are advertised regularly through the GSA newsletter.

GSA Council has delegated a number of responsibilities to the:

- ♦ GSA Board (the senior administrative authority of the GSA and the

discussion forum for the GSA executive team and Directors)

- ♦ GSA Council's standing committees (responsible for advising and recommending to GSA Council on policy and/or other specific tasks) *and*
- ♦ GSA Executive team.

GSA Council meets monthly throughout the year. The meeting schedule, all materials, and minutes of past meetings can be found on the GSA website.

GSA Committees

The work of the GSA is supported by the efforts of nine standing committees that advise GSA Council on matters and policies relevant to their mandates, and have authority to take actions set out within those mandates (*GSA Bylaw and Policy, Section F: GSA Standing Committees*).

For more information on any of these committees, or if you are interested in getting involved in a committee, please contact the Elections Coordinator at gsa.nomcomm@ualberta.ca. The GSA Nominating Committee frequently communicates opportunities to serve on various committees via the GSA newsletter, and through the GSA website and other GSA social media platforms.



Labour Advocacy

Labour Advocacy and Advice

Under Section 58.4(1)(c) of the Labour Relations Code, the GSA is “the bargaining agent for academically-employed graduate students” and is to act with “exclusive authority” in representing graduate students in negotiating the Graduate Student Assistantship Collective Agreement (CA). The process is outlined in GSA Bylaw and Policy, Section Q: Collective Bargaining.

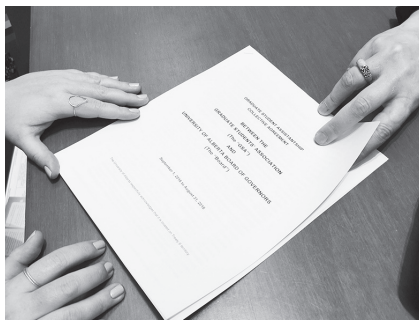
The CA is a legally binding agreement between the GSA and the University Board of Governors that contains the regulations governing graduate students who are academically-employed as Graduate Teaching Assistants (GTAs), including Principal Instructors (PIs), Graduate Research Assistants (GRAs), and graduate students with Graduate Research Assistant Fellowships (GRAFs).

To learn about the CA, you can consult the full document on our website. The CA provides content requirements for Letters of Appointment, outlines minimum stipend rates, describes leaves and benefits, outlines expectations for graduate assistant and assistantship supervisor meetings and safe work environments, and stipulates a dispute resolution process. The GSA also regularly communicates through emails to academically-employed graduate students.

*As your union, we
champion, advance, and
protect your rights as
workers*

You are encouraged to approach the GSA for assistance if you have any questions or concerns related

to your contract or employment under the CA. Call the GSA office at 780.492.2175, contact the Associate Vice-President Labour at gsa.vplabour@ualberta.ca, or the Associate Director at gsaad@ualberta.ca.



For more information visit uab.ca/gsa

GSA Services

Graduate Student Assistance Program (GSAP)

All GSA members are able to access the GSAP provided by Homewood Health. Homewood Health adopts a holistic approach to program delivery, with a belief that an assistance program must offer more than just psychological counselling, and must also appeal to graduate students who could benefit from other important health supporting services.

In addition to face-to-face services, Homewood Health offers telephonic and web-based services and e-learning opportunities. These services are accessible 24 hours a day, 7 days a week.

Please visit their website at www.homewoodhealth.com for more information.

New Homewood Pathfinder is an interactive tool to help personalize service based on your unique needs and preferences. You can find instructions on how to access this tool on the GSA GSAP webpage.

GSAP Services Include:

- ◆ Individual assessment and psychological counselling for a wide range of issues
- ◆ Provision of individual, couples, and family counselling
- ◆ Individual monitoring and post-therapy follow-up as appropriate
- ◆ Referral to community resources where appropriate
- ◆ Comprehensive work life services and programs (legal, financial, fitness, nutritional, childcare, and eldercare consultations)
- ◆ Career counselling
- ◆ Access to health promotion/wellness print and electronic resources *and*
- ◆ Crisis intervention, either work-related or personal.

All GSA members are eligible to use this program through the GSAP fee assessed to all graduate students. This is a mandatory program, established by a referendum passed by graduate students and there is no opt-out option. Partners and dependants of GSA members are also able to access GSAP services.





TD Insurance Meloche Monnex Affinity Partnership for Home and Automobile Insurance

The GSA has negotiated a group rate with TD Insurance Meloche Monnex to provide GSA members with preferred automobile and home insurance.

You may contact them either by phone at 1.800.339.1847 or through their website at www.tdinsurance.com/affinity/ualbertagsa to obtain a quote. Please identify yourself as a GSA member to receive a preferred-rate quote. You may be asked to provide proof of your registration as a graduate student at the U of A.

You may obtain enrollment verification through Bear Tracks for submission to TD Insurance Meloche Monnex.

GSA Recognition Awards

GSA Awards Night is held annually in the spring to recognize GSA members, their supporters, and graduate student groups for their achievements and contributions to the University community. Award categories range from graduate student teaching and research to community service and outreach. Funding for GSA Recognition Awards is provided by external sponsors and the Graduate Student Support Fund (GSSF), which is provided by the University to support GSA members.

More information and nomination forms are available on the GSA website once the competition opens and information is sent to GSA members through the GSA newsletter.



For more information visit uab.ca/gsa

GSA Services

Funding

GSA funding opportunities include:

- ♦ **Academic Travel Grants:** provided to GSA members through the GSSF to help offset the cost of participation in academic activities such as conferences and research trips that are directly related to their current academic programs.
- ♦ **Child Care Grants:** provided through the GSSF to help offset the cost of child care for GSA members.
- ♦ **Graduate Student Group Grants:** provided by the GSA to offset the cost of the academic activities of graduate student groups, such as seminars, guest lecturers, or colloquia.
- ♦ **Emergency Bursaries:** provided through the GSSF, a non-repayable bursary for GSA members who need assistance due to an unanticipated emergency.

Current policies, information, and online application forms can be found on our website. Questions about GSA funding opportunities should be directed to gsa.grants@ualberta.ca.

Campus Food Bank

Email: info@campusfoodbank.com

Website: campusfoodbank.com

Established by the GSA in 1991, the Campus Food Bank was the first of its kind in Canadian universities. Now a joint service, proudly sponsored by the Graduate Students' Association and the Students' Union, it is just one of an estimated 50 campus food banks across Canada.

The Campus Food Bank offers a supplementary grocery program to food insecure individuals of the University community — students (graduate and undergraduate), staff (academic and non-academic), alumni, and their families. Other programs include a breakfast program, grocery bus, campus kitchen, and the WECAN food basket program. Please support the Campus Food Bank with a donation of food, toiletries, money, or time. If you are in need, please do not hesitate to use their confidential services.



Universal Transit Pass (U-Pass)

The Universal Transit Pass (U-Pass) is an initiative of the University's student associations, local transit authorities, and the University of Alberta to deliver affordable and sustainable transit service to the U of A.

What is the U-Pass?

The U-Pass is a transit pass program that permits currently enrolled graduate students at the U of A unlimited access to regular Edmonton, St. Albert, Spruce Grove, Leduc, Fort Saskatchewan, Beaumont, and Strathcona County Transit systems during the Fall (September – December), Winter (January – April) and Spring/Summer (May – August) terms. The U-Pass must be on the owner's person in proof of payment areas at all times.

The U-Pass has moved to an Arc Card. Please check the U-Pass website for more information and about distribution.

Course-based Masters students will not be automatically assessed the Spring/Summer U-Pass. If they choose to take courses in the spring or summer they will be assessed the fee upon registration.

Thesis students must demonstrate that they are away for two or more months in a specific term to receive an exemption for the U-Pass assessment; this will require a letter from the students' supervisor confirming the time the student is out of the serviceable area.

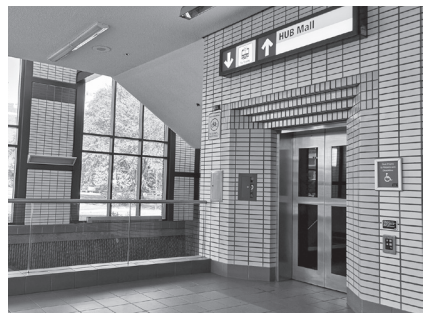
How Does the U-Pass Program Work?

U-Pass is a transit fare program, which lowers the cost of transit for GSA members.

Each term GSA members pay a mandatory U-Pass fee, which is much lower than the cost of purchasing monthly passes for the same period because costs are spread over a large participant base.

The GSA executives continue to advocate to the city for affordable and flexible transit options for students and will update members via the GSA newsletter. You can also watch the U-Pass website for details.

For more information about the U-Pass and Arc Card, visit www.ualberta.ca/current-students/upass. For updated transit information and route changes, please visit ETS: <https://www.edmonton.ca/edmonton-transit-system-ets>



For more information visit uab.ca/gsa

2023-2024

GSA Health & Dental Plan

Make the most out of it



A Health & Dental Plan designed to meet your needs!



Health



Dental



Vision



Travel

For complete details on coverage, eligibility, and group numbers, visit www.studentcare.ca.

Save more money!



* Please note that at the time of printing, benefits and services for 2023-2024 were still subject to change. For complete details, visit www.studentcare.ca.

Consult a Studentcare Network professional for more savings on health services.



STUDENTCARE

Questions?
www.studentcare.ca

Scan the QR code for more details on your Plan.



2023-2024

GSA Health & Dental Plan

Make the most out of it



Save Money with the Studentcare Networks

By consulting a Network professional, you'll get additional coverage on services like:

- Dental
- Vision
- Physiotherapy
- Psychology
- Chiropractic
- And more...



For complete details on coverage, eligibility, and group numbers, visit www.studentcare.ca.

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STUDENTCARE

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Scan the QR code for more details on your Plan.



For more information visit uab.ca/gsa

International

University of Alberta International

University of Alberta International is committed to helping students adjust to life in Canada, and to provide a supportive environment while studying at UAlberta.

The International Service team — at the International Service Centre — provides services, events, and programming that help students accomplish their academic and personal goals. This team of international experts is ready to coach students towards a successful university experience.

The International Service Centre (142 Telus Centre, 87 Ave and 111 St) is the place to visit for personal one-on-one advising.

Advisors can answer questions on a variety of issues including study permits and visas, financial support, health care, and more. They also offer support and strategies for coping with homesickness, adjusting to a new culture, building a community of friends, and relating to others.

Visit the UAI website for more information:
<https://www.ualberta.ca/international>

International Service Resources:

- ◆ Health Insurance for International Students: <https://bit.ly/3HkdpGm>
- ◆ Social Insurance Number (SIN): <https://bit.ly/3tte9ug>
- ◆ Work in Canada: <https://bit.ly/39nt16n>
- ◆ Advice About Scams: <https://bit.ly/3Hebryh>
- ◆ Academic Culture: <https://bit.ly/42HVf1g>
- ◆ Cultural Competency: <https://bit.ly/3zxtvlc>
- ◆ Indigenous Heritage: <https://bit.ly/39eVYl8>
- ◆ Health and Wellness: <https://bit.ly/3HeXRKV>
- ◆ Money: <https://bit.ly/3aV7fal>
- ◆ Renter's Rights and Responsibilities: <https://bit.ly/3MG4pnb>

International Service programs include:

- ◆ English Conversation Club – Improve your English speaking skills. Join this informal club to engage in English conversations. The club meets every Friday afternoon.
- ◆ Academic Citizenship Sessions – Academic citizenship is an ethical framework that applies to the way you teach, learn, and do research. Check the UAI website for the next session!



U of A Services

Dean of Students - Portfolio of Student Services

5-02 SUB | 780-492-4145 | dosdean@ualberta.ca | uab.ca/dos

Academic Success Centre

1-80 SUB | 780-492-2682 | success@ualberta.ca | uab.ca/success

Career Centre

2-100 SUB | 780-492-4291 | yourcareercentre@ualberta.ca | uab.ca/cc

Counselling and Clinical Services

2-600 SUB | 780-492-5205 | uab.ca/CCS

Wellness Supports

wellness@ualberta.ca | <https://www.ualberta.ca/current-students/wellness-supports>

First Peoples' House

2-400 SUB | 780-492-5677 | fph@ualberta.ca | uab.ca/FPH

La Centrale - Pôle de Réussite et d'Excellence (Campus Saint-Jean)

Local 2-52 Pavillion McMahon | 780-465-8797 | lacentrale@ualberta.ca | lacentrale.csj.ualberta.ca

Military and Veteran Friendly Campus

mvfc.uofa@ualberta.ca | <https://www.ualberta.ca/current-students/veteran-friendly-campus/index.html>

Office of the Student Ombuds

780-492-4689 | ombuds@ualberta.ca | uab.ca/Ombuds

Residence Services

International House, 8801 111 St. | 780-492-3345 | housing@ualberta.ca | uab.ca/residence

Sexual Assault Centre

2-705 SUB | 780-492-9771 | uassc@ualberta.ca | uab.ca/SACentre

Student Conduct and Accountability

780-492-0777 | conduct@ualberta.ca | uab.ca/conduct

Student and Residence Services Office (Augustana Campus)

780-679-1163 | aughouse@ualberta.ca | ualberta.ca/augustana/student-life/residence

Student Service Centre

Administration (ADM) Building | 780-492-3113 or 1-855-492-3113 (toll-free) | uab.ca/ask

University Health Centre

2-200 SUB | 780-492-2612 | hws@ualberta.ca | uab.ca/UHC



For more information visit uab.ca/gsa

Message from the Deputy Provost

Welcome to the University of Alberta! We are thrilled to have you join our vibrant academic community that will nurture your intellectual curiosity, foster critical and creative thinking and encourage you to push the boundaries of knowledge.

At the U of A, community is at the heart of our institution. We take great pride in fostering a sense of belonging among our students, faculty and staff. With a diverse and inclusive campus, you will find a community that celebrates individuality and promotes collaboration. Learn more about some of our initiatives at uab.ca/edi and uab.ca/indigenous.

Many resources are available to you during the course of your graduate education. As a starting point, the Student Service Centre will help you access information, support and services you need to navigate your university journey. Find out more at uab.ca/ask.

If you are looking for medical or mental health support, help with academic writing or advice on planning your career and getting involved in the campus community, the Office of the Dean of Students is here for you. Our academic, wellness and career services are open to every student, both graduate and undergraduate. Get in touch at uab.ca/dos.

International students can connect with our licensed immigration consultants and student advisors for questions about study permits, visas, health insurance, working in Canada, adjusting to Edmonton and



more. Learn more about resources for international students at uab.ca/iss.

Our goal is to inspire and uplift the students, educators and researchers who come here to seek their purpose. We are excited to witness your growth and success during your graduate studies.

Melissa Padfield

Deputy Provost (Students and Enrolment)
Office of the Provost

Office of the Provost
2-40 SAB |
ualberta.ca/provost

Message from the Dean of FGSR

Welcome to the University of Alberta and the Faculty of Graduate Studies and Research (FGSR)! Whether you have just arrived to begin a new program – maybe from another part of the world – or have been here long enough to count a pandemic lockdown as part of your graduate education, we hope that this will be a year of scholarly achievement and personal transformation for each of you.

The University of Alberta is home to more than 8400 graduate students studying in more than 370 PhD, Master's, and Certificate programs. You are a select, diverse group: increasingly international (representing some 160 countries) and increasingly Indigenous. Perhaps a quarter of you are parents. Some of you will complete your degrees in locations far from Edmonton.

FGSR supports graduate students along all of the academic pathways you've chosen. We know what's at stake in those choices. Our staff at Triffo Hall and our team of Associate Deans, working in partnership with the University's disciplinary faculties and departments, are committed to enabling your success.

At FGSR, for example, you'll find programs, services, and professional development opportunities to help you achieve your academic and vocational goals. That might include a thesis-writing boot camp, sessions on research ethics and intellectual property, scholarship writing seminars, and the Graduate Teaching and Learning (GTL) program. It might also include notices of awards and funding possibilities you won't otherwise hear about. Or it might be an event – like the Three-Minute Thesis



competition – that showcases your talents. Pay attention to the Graduate Students Digest in your inbox each week.

Please know that you can contact FGSR if you need assistance navigating university regulations, if you want to access various resources on campus, or if you require information on registration, fees, scholarships, and emergency bursaries.

I hope you make the most of all that FGSR and the U of A have to offer you and I wish you every success as you begin this next stage in your academic journey.

Roger Epp, PhD

Interim Vice-Provost and Dean
Faculty of Graduate Studies and Research

Faculty of Graduate Studies and Research
2-29 Triffo Hall | 780-492-4145
grad.mail@ualberta.ca | uab.ca/gradstudies

For more information visit uab.ca/gsa

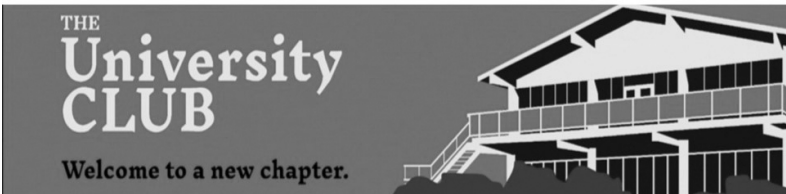
Free Membership at the Club!

All U of A Staff, Alumni even Graduate Students can become members of the University Club.
Signing up for membership provides you with a 1 Year FREE Membership.

Why become a Member?

Many member benefits including:

- 10% Discount on Member Dining Purchases (member must be present)
- Exclusive Patio Reservations for Members only
- Members Only Social Events
- Free Parking during Lunch & Dinner Hours while attending the Club
- Preferred Member Pricing on Banquets
- Reciprocal Club Privileges



2023-2024

GSA Health & Dental Plan

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Health



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Questions?
www.studentcare.ca

Scan the QR code for more details on your Plan.





UNIVERSITY
OF ALBERTA

Faculty of Graduate Studies + Research

You can call us FGSR.

Questions about admissions, awards and scholarships,
academic guidance, professional development
or where to find the best coffee on campus?

We're here to help!

Visit us on the second floor in Triffo Hall,
send us an email at grad.mail@ualberta.ca
or meet with an advisor at our **Virtual Counter**.

For more information, visit
www.ualberta.ca/graduate-studies

[@UAlbertaFGSR](https://twitter.com/UAlbertaFGSR)

