

Payment

Assistantship stipends are paid monthly. For the Fall semester, graduate assistants will be paid 1/5 of the semester stipend at the end of August (if processed in time), September, October, November, and December. For the Spring semester, graduate assistants will receive 1/5 of the semester stipend at the end of January (if processed in time), February, March, April, and May. Students on assistantship during Summer Session will be paid half of the stipend at the end of June and half at the end of July.

Credit Load

Graduate assistants must be enrolled at Penn State as graduate students working toward advanced degrees. Because assistantships are provided as aids to completion of advanced degrees, assistants are expected to enroll for credit loads each semester that fall within the limits indicated in the table below. Upper limits on permissible credit loads are indicated in order to ensure that the student can devote the necessary attention to academic progress while holding an assistantship. These considerations give rise to the table of credit loads below (see exceptions below).

Level of Assistantship	Credits Per Semester		Credits Per Summer Session	
	Minimum	Maximum	Minimum	Maximum
Quarter-Time	9	14	5	7
Half-Time	9	12	4	6
Three-Quarter-Time *	6	8	3	4

* International students may not hold three-quarter time assistantships in accordance with HR26.

Exceptions to the specified limits may be made in particular cases with the approval of the student's assistantship supervisor, the program head, and the Dean of the Graduate School. The Graduate School expects that an exception made in one semester will be compensated for by a suitably modified credit load in the subsequent semester, so that, on the average, normal progress is maintained at a rate falling within the limits previously mentioned. Failure to do so may jeopardize the student's academic status.

A graduate assistant may accept concurrent outside employment only with permission from the assistantship department and graduate academic program chair.

Vehicle Registration

A graduate assistant must register his or her vehicle, and is required to comply with student regulations concerning motor vehicles.

Tax Withholdings

The University is required to withhold all applicable taxes from assistantship paychecks. Therefore, students on assistantships will receive a W-2 form at the end of each calendar year summarizing funds received and taxes withheld.

Health Insurance

International graduate assistants are required to have health insurance coverage for themselves and their dependents in the United States. For domestic graduate assistants, health insurance is optional. The University provides a health insurance benefit as part of the assistantship contract. The University will pay a percentage of the annual premium for the Penn State Student Health Insurance Plan. The remaining percentage will be automatically deducted from the student's assistantship stipend. The University will not supplement, nor will a payroll deduction be made, for insurance policies other than the Penn State Student Insurance Plan.

International graduate assistants who have adequate alternate medical coverage and who do not wish to be enrolled in the Penn State Student Health Insurance Plan must submit a waiver application. In order to be granted a waiver, alternate plans must meet certain standards as established by the University Student Insurance Committee. This Committee will approve or disapprove the waiver application. International graduate assistants who do not apply for a waiver will be automatically enrolled in the Penn State Student Insurance Plan.

(NOTE: Applications for a waiver demonstrating adequate alternate insurance must be submitted on a yearly basis each fall.)

Domestic graduate assistants will automatically be enrolled in the Penn State Student Insurance Plan. Domestic graduate assistants who do not wish to be enrolled in the Penn State Student Insurance Plan must decline the insurance. Dependent health insurance coverage for domestic graduate assistants must be submitted on a yearly basis each fall.

For further information, contact the Student Insurance Office, 814-865-7467.

Important University Policies

University Policy covering Patents and Copyrights (Intellectual Property) must be adhered to during a graduate assistant's appointment. (See Policy RA11; copies available upon request.)

Please refer to University Policy PR06 and the Graduate Degree Programs Bulletin for additional information concerning graduate assistants.

A condition of this appointment is that you accept by April 15, 2013

Dr. Raj Acharya, Department Head
Print Name and Title of Official Making Offer

Raj Acharya
Signature and Date

My acceptance of this offer indicates that I have read and agree to the "Terms of Offer and General Conditions of a Graduate Assistantship Appointment" set forth in this document.

I Accept this offer:

Junpeng Qiu
Signature

2013-4-14
Date

Address until start of assistantship:

Building 2 Jing 2 #, Room 303A
Tsinghua University, Beijing, China

Revised 02/2012

I Decline this offer of a graduate assistantship because:

Signature

Date