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**Guidelines for Payment**

**Student Research Trainee (T4A) vs. Research Assistant (T4)**

A student Research Trainee can receive a scholarship / T4A payment as a trainee under the following conditions:

* + The individual must be enrolled in full-time undergraduate or graduate studies immediately prior to the engagement, and have a reasonable expectation that they will continue their full-time studies at the end of the engagement.
	+ The engagement should normally be of short duration ( usually over the summer )
	+ The engagement can reasonably be seen as developing the student’s own academic skills that will assist them in proceeding towards an undergraduate or graduate degree
	+ The individual should have some reasonable latitude in the pursuit of their area of research interests (may vary depending on the stage of their academic studies), and the research must be related to their undergraduate or graduate studies
	+ The training opportunity should not take the place of a regular employee in a lab or research project
	+ The training opportunity should ideally take the form of a project, at the completion of which the individual is expected to submit a brief written report on the outcome of their research engagement, and the skills and knowledge gained.
	+ The training opportunity should not consist of basic lab assistant skills such as glass washing, solution preparation or other routine lab maintenance duties, teaching assistance or admin/clerical duties such as data entry.
	+ The payment should be at a level reflective of a trainee, and there should be no direct relationship to hours worked, overtime etc.
	+ There should be no paid vacation time, overtime, benefits, or other benefits/perquisites/provisions typically provided to employees.
	+ A letter of engagement, outlining the general expectations and timeframe, along with the conditions for the T4A payment, must be signed by the student prior to the commencement of the engagement.