**MEMORIAL UNDERGRADUATE CAREER EXPERIENCE PROGRAM (MUCEP)**

**GUIDELINES**

Due to budgetary limitations, all applications meeting the MUCEP evaluation criteria will not necessarily be funded. Funding for previous positions is not guaranteed and funding allocations are determined on an annual basis.

Services essential to a Unit’s operation must be funded through other means. It is prohibited to have MUCEP positions replace or supplement already existing sources of student employment (e.g. teaching assistants, lab demonstrators and other approved positions).

All funding selections are made by a Committee consisting of a representative from each school (all appointed by the Dean), the Career Development Coordinator, and Student Affairs Officer.

MUCEP positions fall predominately into one of three categories. Applicants for MUCEP funding must self-identify, on the “MUCEP Funding Request Form”, which category is applicable. The three categories are as follows:

1. **Students Helping Students**

This includes positions in which students help and assist other students with educational needs and student life experiences.

1. **Research**

This includes positions in which students use University acquired knowledge to assist the research mandate of the University.

1. **Administration**

This includes positions in which students perform various functions required for the ongoing efficient day-to-day operation of the unit.

For further information please contact Student Services, gcstudentservices@mun.ca