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Introduction

The Division of Graduate Medical Sciences (GMS) at Boston University School of Medicine (BUSM) is a recognized leader in research and graduate education in the biomedical sciences. Our 900+ students have chosen from 33 fields of study, with interdisciplinary programs available in many areas. Students may pursue Ph.D. or M.D. /Ph.D. degrees within 15 different departments and programs. Master’s degrees may be earned in many of the same fields, as well as in Medical Sciences, Mental Health Counseling and Behavioral Medicine, Clinical Investigation and other health professional disciplines.

GMS is located in the historic South End of Boston in the hub of a modern urban academic health center, Boston University Medical Campus (BUMC), which includes Boston University School of Medicine, Boston University School of Public Health and the Boston University Henry M. Goldman School of Dental Medicine. Also on campus is Boston Medical Center, one of Boston’s leading teaching hospitals and the primary teaching affiliate of BUSM. Together, these institutions boast a world-class faculty with many established collaborations between clinical and basic science investigators.

Mission Statement

As a Division we train future professionals to think critically and use evidence to solve problems, to effectively communicate their ideas, to uphold the highest ethical standards, and to promote excellence and integrity in their respective professions. Our Ph.D. and Master’s students are trained as scientists who utilize their knowledge and skills to lead in their chosen professions whether it is biomedical research, education, public policy, business development or some other career path. With issues related to health, science and technology having a larger impact on everyday life, the Division’s overriding goals are to assure that all our graduates advance science and health in today’s society and that they are positioned to provide leadership in the 21st century.

GMS Division Office Contact Information and Organization

Throughout your graduate studies at BUSM, you will have many interactions with the staff in the GMS office. GMS is an important resource for information throughout your graduate career from your initial orientation and registration through commencement! Below is a list of the GMS office staff and a brief synopsis of who to contact for your specific needs. Please be sure to stop by the office to introduce yourself. We look forward to helping you succeed in your graduate studies.
For specific questions, please refer to the following Division Office faculty/staff members:

**LEADERSHIP**

<table>
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<tr>
<th>Dr. Linda Hyman</th>
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<tr>
<td>Associate Provost and Associate Dean, GMS</td>
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</tr>
<tr>
<td>Professor of Microbiology</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:lhyman@bu.edu">lhyman@bu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Contact Kimberly Arena (contact information listed below).</td>
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<thead>
<tr>
<th>Dr. Gregory Viglianti</th>
<th>Dr. Stephen Brady</th>
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<tbody>
<tr>
<td>Assistant Dean, Operations</td>
<td>Assistant Dean, Masters Programs</td>
</tr>
<tr>
<td>Associate Professor, Microbiology</td>
<td>Professor, Psychology</td>
</tr>
<tr>
<td><a href="mailto:gvolgi@bu.edu">gvolgi@bu.edu</a></td>
<td><a href="mailto:sbrady@bu.edu">sbrady@bu.edu</a></td>
</tr>
<tr>
<td>617-358-9543</td>
<td>617-358-5475</td>
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<tr>
<th>Dr. Theresa A. Davies</th>
<th>Dr. Andrew Henderson</th>
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<td>Assistant Dean, Graduate Affairs</td>
<td>Assistant Dean, Doctoral Programs</td>
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<tr>
<td>GMS Disability Liaison</td>
<td>Associate Professor, Medicine</td>
</tr>
<tr>
<td>Director, M.S. in Oral Health Sciences Program</td>
<td><a href="mailto:hender@bu.edu">hender@bu.edu</a></td>
</tr>
<tr>
<td>Assistant Professor, Med Sciences &amp; Education</td>
<td>617-414-5240</td>
</tr>
<tr>
<td><a href="mailto:tdavies@bu.edu">tdavies@bu.edu</a></td>
<td></td>
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<tr>
<td>617-358-9546</td>
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<tr>
<th>Dr. Gwynneth Offner</th>
<th>Dr. Brigitte Ritter</th>
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<tr>
<td>Director, M.S. in Medical Sciences Program</td>
<td>Assistant Director</td>
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<tr>
<td>GMS Title IX Deputy Coordinator</td>
<td>MS in Oral Health Sciences Program</td>
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<tr>
<td>Associate Professor of Medicine</td>
<td>Assistant Professor, Biochemistry</td>
</tr>
<tr>
<td><a href="mailto:goffner@bu.edu">goffner@bu.edu</a></td>
<td><a href="mailto:briter@bu.edu">briter@bu.edu</a></td>
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<tr>
<td>617-638-9541</td>
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<tr>
<th>Dr. Vickery Trinkaus-Randall</th>
<th>Dr. Steven Borkan</th>
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<tr>
<td>Co-Director, M.D./Ph.D. Program</td>
<td>Co-Director, M.D./Ph.D. Program</td>
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<tr>
<td>Professor of Biochemistry</td>
<td>Associate Professor of Medicine</td>
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<tr>
<td><a href="mailto:vickery@bu.edu">vickery@bu.edu</a></td>
<td><a href="mailto:sborkan@bu.edu">sborkan@bu.edu</a></td>
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<th>Dr. Isabel Dominguez</th>
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<tr>
<td>Assistant Dean, Diversity &amp; Multicultural Affairs</td>
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<td>Assistant Professor, Medicine</td>
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<td><a href="mailto:misdoming@bu.edu">misdoming@bu.edu</a></td>
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Website

GMS Website has information from Orientation to Commencement, as well as everything in between! Specific program websites are linked to the GMS website for easy access. If you have questions about registration procedures, financial aid or student life, please check the website (http://www.bumc.bu.edu/gms/).
The Graduate Medical Sciences Student Organization (GMSSO)

The purpose of the Graduate Medical Sciences Student Organization (GMSSO) is to bring students together from all departments and programs of GMS, to share ideas, and to pursue common student issues with a combined voice. The GMSSO meets once per month (every second Wednesday) and consists of one or two representatives elected from each department and program. Representatives consist of both Ph.D. and Master’s candidates. Members report back to their department or program after meetings in order to keep the information and feedback flowing between faculty, graduate students and the GMSSO. For the most up-to-date information about the GMSSO, please visit their website or email them at (gmsso@bu.edu).

Additional groups such as MISO (Minority and International Scientist Organization) and BPSO (Biomedical PhD Student Organization) have emerged as well as program specific groups, Visit GMS Student Life page for more info.
E-Mail Communications

Throughout your studies at GMS, you will regularly receive important information from the GMS office, your department or program, and course managers that will be e-mailed to your BU e-mail address. You will be responsible for checking your BU e-mail on a daily basis to keep current. If you wish to use another e-mail server, please be sure to forward your BU e-mail account’s mail to your preferred e-mail account. **Once again, students are expected to check their e-mail on a daily basis.** All students should obtain a BU computer account/e-mail account from the computer lab in the library. Contact [http://www.bu.edu/tech/](http://www.bu.edu/tech/) with any additional questions.

Note: M.D./Ph.D. students who have completed the Ph.D. portion of the program in 2019 and are returning to their 3rd year of medical school should send an e-mail to: [majordomo@bu.edu](mailto:majordomo@bu.edu) with the one-line message: **subscribe busm-2020-list** to receive all electronic notices designated for the class of 2020.

Student Link

Student Link is an access point to the University Class Schedule, online class registration, personal information, financial account access, and much more. Please visit Student Link and login with your username and Kerberos password.

Degree Advice

Degree Advice is a tool for students and faculty advisors to follow the progression of degree requirement completion for their students.

This tool can be found within Student Link under the Academics tab. Please click [here](#) for complete instructions on how to access Degree Advice.
Blackboard

Blackboard is the online tool utilized for all of the courses offered by GMS. Login in to Blackboard Learn with your username and Kerberos password for course announcements, lecture materials and general course information, including updates class schedules.

Academic Deadlines

Students should consult the Division of Graduate Medical Sciences Graduation Calendar that is published annually each summer:

2019 M.A./M.S. Graduation Calendar
2019 Ph.D. Graduation Calendar

This calendar lists deadlines for degree requirements that include the filing of a dissertation prospectus (outline), diploma applications (M.A./M.S., Ph.D.), abstract approval, scheduling of oral examination, oral examination deadlines, etc. All forms for M.A./M.S. and Ph.D. programs can be found here.
The Alumni Medical Library

The Alumni Medical Library is located in the Instructional (L) Building of the Medical School on the 11th, 12th, and 13th floors.

Please visit the Alumni Medical Library website for more information.

Print/Copy Card Policy

The Alumni Medical Library provides Free Medical Library Print/Copy Cards for all BUSM students. With an ID, students are eligible for up to 100 pages or 200 double-sided pages of print or copy during each of the two following time periods:

- January 1 – June 30
- July 1 – December 31

Every page after the first 100 (or 200 double-sided) may be purchased at $0.12/page.

A second option for students is to use the FedEx Office located in the CABR Building at 700 Albany Street. You may stop by the office in person, or you may submit your printing project online through their online service at https://docstore.fedex.com/bu and pick up your papers after printing. Please see the FedEx/Kinko Office website for more information.

Financial Aid

Students applying for Financial Aid must submit the following:

1. FAFSA (may be filed at www.fafsa.ed.gov). Boston University’s title IV code is 002130.
2. Boston University Loan Application
3. **Any student attending Boston University for the first time will be required to** complete an entrance interview and electronically sign a master promissory note before funds may be released. Go to [www.studentloans.gov](http://www.studentloans.gov) to sign your master promissory note using the four digit PIN number assigned to you by the Department of Education, and to also complete your entrance counseling requirement.

**Loan Deferral Forms:** All graduate student loan deferral forms must be signed and validated by the Boston University Registrar at 881 Commonwealth Avenue. To have this done, complete the student/loaner part of the form, bring it to Sherill Ashe (L-317), and it will be forwarded to 881 Commonwealth Avenue for processing. All GMS students must complete the student/loaner portion and bring it to the GMS office for completion. **Don’t forget to sign your form!**

Once again, please direct your financial aid questions to Sherill Ashe or visit our [financial aid page](#) on our website.

**Refund Schedules**

- [Fall 2018, Spring 2019 Refund Schedules](#)

For future refund schedules, please consult the [Calendars and Important Dates](#) section on the GMS website.

The last official date to withdraw from BU for Fall 2018 is Tuesday, November 27, 2018.

The last official date to withdraw from BU for Spring 2019 is Wednesday, April 17, 2019.

**Student Health Services**

[Student Health Services](#) is a center designed to help meet your health care needs while at Boston University. Their offer medical services, a crisis intervention counselor, chiropractic care, and behavioral medicine services by appointment or on an emergency basis (see below). They are available to help address your immediate and ongoing health care needs.

You may use Student Health Services if you are:

1. A full-time BU student, regardless of your insurance choice.
2. A student who participates in at least 75 percent of the full-time curriculum.
3. Any student with the Student Health Insurance Plan.
4. A summer student or a participant in one of the high school summer programs.

Student Health Services is located at the Charles River Campus at 881 Commonwealth Avenue, phone 617-353-3575.
**Behavioral Medicine (Mental Health)**

Behavioral Medicine (Mental Health) services for students is available on the Medical Campus. All full-time students are eligible for care, regardless of health insurance. Part-time students who have Aetna Student Health insurance also are eligible.

The clinic is located in the Solomon Carter Fuller Mental Health Building, 85 E. Newton St., Suite 816. Initially, it will be staffed two days per week – Mondays from 9a.m.-6p.m. and Wednesdays 9a.m.-5p.m. – by clinicians not affiliated with the Medical Campus. Hours may increase with demand. The location was chosen specifically to be mindful of maintaining student privacy and confidentiality.

The following services will be available:

- Evaluation
- Consultation
- Short-term treatment (both medication management and psychotherapy)
- 24-hour coverage for psychiatric emergencies

When longer-term treatment is indicated, students will be referred to a provider in the community. Student Health Services is committed to maintaining the confidentiality of all patient health information in accordance with all applicable federal and state laws. To make an appointment, please call 617-353-3569 and request an appointment at the BUMC clinic.

**Medical and Dental Insurance**

By state law, students must have medical insurance. You will automatically be charged for health insurance unless you verify and complete an insurance waiver on Student Link. The medical insurance coverage offered by Boston University is through Aetna and is effective August 15, 2018 to August 14, 2019. Boston University offers the Student BASIC Plan and the Student PLUS Plan. New graduate students may waive participation until September 30, 2019 The deadline for covered students to upgrade from the BASIC Plan to the Student PLUS plan is also September 30, 2018. To waive or upgrade, please visit Student Link. For more information about health insurance, please consult the student accounting services website. And

There are two options for students to receive dental insurance through BU Goldman School of Dental Medicine’s Student Discount Program as well as through Aetna.
**Office of Disability Services**

Boston University takes great pride in the academic and personal achievements of its many students and alumni with disabilities. The University is committed to providing equal and integrated access for individuals with disabilities to all the academic, social, cultural, and recreational programs it offers. This commitment is consistent with legal requirements, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act ("ADA") of 1990, and embodies the University's historic determination to ensure the inclusion of all members of its communities.

The goal of the **Office of Disability Services** is to provide services and support to ensure that students are able to access and participate in the opportunities available at Boston University. In keeping with this objective, students are expected and encouraged to utilize the resources of Disability Services to the degree they determine necessary. Although a significant degree of independence is expected of students, Disability Services is available to assist, should the need arise.

Dr. Theresa Davies, Assistant Dean for Graduate Affairs, serves as the liaison between GMS and the Office of Disability Services. Please contact her (tdavies@bu.edu or 617-358-9546) with any disability services questions.

**Identification Cards**

Terrier Cards are issued by the **Terrier Card Office**. Students are assigned an ID number by Boston University.

A student is entitled to a new card only when there are changes to the information on the card. A **check** is charged for replacing a lost or stolen card. The Public Safety Department maintains a photographic database of all employees, faculty and students. Identification cards are to be worn at all times while on medical center property. For those who require access to restricted areas, a combined Photo Identification / Access Control card is issued.

Medical campus students may obtain their ID at:

**Medical Campus Identification Office**
710 Albany Street, ground level (parking garage)
Open Monday – Friday: 7:00am-9:00am and 12:30-3:00pm
idoffice@bmc.org 617-638-6879
**Lockers**

Coat and book lockers are available for assignment on a yearly basis to full-time graduate students. If you wish to be assigned one of these lockers, please visit the GMS Office (Room L-317). **All lockers must be emptied by June 1 unless notified otherwise.** At that time, the BUSM Maintenance Office will clear out anything remaining in the locker in preparation for the 2019/20 academic year.

**Study Rooms**

BUMC students, in concert with the student services and administrative offices of the medical campus, developed and adopted the following guidelines for use in study rooms. The purpose of these guidelines is to ensure that study room space is used in a productive and collegial manner for group study. These guidelines are posted in each study room so that medical campus students may actively manage their study room spaces. Please click [here](#) for complete study room guidelines.

The majority of study rooms are on the BUMC central campus. Auditoriums are typically not for group study.

**New Study Space Finder App for Students**

This mobile-friendly [New Study Space Finder App for Students](#) displays rooms that are available for study in real time. Students can look for rooms in a specific building, date, time and room type (group study or individual). Students can control what they want to view, add rooms as favorites, set favorite rooms as the default home page and see detailed room attributes, such as AV & IT capabilities, seating arrangement, lighting and more. No login is required to access the site, but it cannot be used to reserve rooms.

The website categorizes rooms for “individual (quiet) study” or for “group study.” Larger rooms (with a maximum occupancy greater than 20) are classified as “individual,” and are for parallel quiet study for individuals up to the capacity of the room. Smaller rooms (maximum occupancy up to 20) are classified as “group study.” These are for interactive discussion groups of three or more students. While “group study” rooms can be used by individuals, preference must be given to groups if they need to use the space.

**GMS Student Lounge**

The GMS Student Lounge is located on the 14th floor of the L-building (L-1406) next to the Hiebert Lounge. All incoming students are given ID access to this room for the duration of their studies with GMS. If you have trouble with your room access, please contact the GMS office at 617-358-9518.
Transportation/TranSComm

Boston University Medical Campus and Boston Medical Center are members of TranSComm (Transportation Solutions for Commuters, Inc.). TranSComm works to bring more frequent and accessible public transportation to the Medical Center community and provides information on transportation services.

TranSComm’s efforts include coordination with the MBTA on transit and bus service; offering ride-sharing and carpooling options; providing information on shuttle service within BUMC; and promoting other environmentally-sound transportation options of interest to Medical Center commuters. TranSComm is dedicated to improving air quality, accessibility and minimizing traffic congestion and pollution in the historic South End of Boston.

Please call 617-638-7473 for personalized assistance with your commute.

Please consult the TranSComm website for:

- Destination at BUMC
- Directions to BUMC by car
- Directions to BUMC by Public Transportation: bus and subway (MBTA)
- Shuttles (Please note you may obtain schedule for the shuttle that runs between the medical campus and the Charles River Campus here).
- Security Escort Service
- Carpooling
- Zipcar
- Bicycles and Bike Rack Locations

The BUS: Boston University Shuttle

Traveling between Boston University’s Charles River and Medical campuses is now easier than ever due to the enhanced The BUS (Boston University Shuttle) service. The BUS makes it convenient for the BU community to access the many resources, programs, and activities available throughout the University—and it’s free! Please consult the BUS schedule.

Boston University Medical Campus Public Safety

The BUMC Public Safety Department is responsible for providing a safe and secure environment and minimizing the opportunity for loss of personal and institutional assets. Public Safety officers
are hired based upon education, experience, and their willingness and ability to provide customer friendly service to the medical center community. The ninety members of the Public Safety Department are involved in a continuous training program that addresses all relevant aspects of policing and all aspects of medical center operations.

The BUMC Public Safety Department is staffed 24 hours a day, 7 days a week. There is one Command and Control Center located at 750 Albany Street. Service calls for security, facilities, and emergency responses are dispatched from this location, and can be reached at 617-414-4444. Please add this number to your cell phone address book for easy access in case of an emergency.

We encourage you to contact the Command and Control Center to report suspicious and unusual activity. The public safety desk officer will dispatch an officer to respond to the problem immediately.

In addition to the 24-hour response, Public Safety provides many other services described below:

- **Lost and Found**
  The Public Safety Department documents and maintains custody of all recovered property at the medical campus. Please contact the Command Control Center at 617-414-4444 if you find property. An officer will be dispatched to secure the property and attempt to return it to its owner. In the event that you should lose or misplace property, or if property is stolen from you, please contact the Command and Control Center at 617-414-4444 to report the loss. The desk officer will dispatch an officer to meet you and document your loss if necessary.

- **Escorts**
  The Public Safety Department will provide vehicular or pedestrian escorts to the garages, lots, and surrounding medical center buildings during night and weekend hours upon request. Escorts are subject to availability by calling the Command and Control Center at 617-414-4444. The Public Safety Department recommends that you utilize the shuttle services that transport to the garages, lots, surrounding medical center buildings, and authorized MBTA stops available to you.

- **Motorist Assistance**
  In addition to all the other services the Department of Public Safety offers, they are continually on call to assist motorists in need. In all BUMC lots, they will provide the following services:
    - Lock-out assistance for your vehicle*
    - Battery jumping *
• Notification if you leave your lights on (through their permit database)

*Before they administer these services, they require that the motorist sign a waiver of liability.

• **Emergency Call Boxes**
The Public Safety Department has installed emergency call boxes at a variety of locations within and around the perimeter of the medical campus. Emergency call boxes are blue metal boxes that are easily identifiable by blue lights located above the box. These call boxes contain auto-dial phones that connect the caller immediately to the Command and Control Center once the emergency button is pushed. These phones should be used in emergencies only and automatically disconnect after 3 minutes. The Command and Control Center knows which phone you are using and will immediately dispatch an officer to your location.

• **Personal Safety Tips**
  • Do not compromise safety for the sake of convenience.
  • Utilize the shuttle services whenever possible.
  • Do not hesitate to contact public safety if you have security or safety concerns.
  • Take advantage of public safety-sponsored training programs.
  • Be alert and aware of your surroundings.
  • Trust your instincts. If you are concerned about something you see or hear, notify public safety and leave the area.
  • Use the buddy system. Whenever possible, walk with a friend.
  • Have your car or house/apartment keys in your hand before you reach the car or house/apartment.
  • Avoid short cuts. Stay in well-lit, well-traveled areas.
  • Secure your belongings. Don’t leave unlocked or valuables unattended.

• **Incidents Reports**
The Public Safety Department encourages all employees and students to report suspicious behavior and/or criminal activity to the Command and Control Center at 617-414-4444 as soon as possible. The Public Safety Department will document all reported incidents and forward those in need of further investigation to the department’s Investigations Unit. Public Safety Department incident reports are confidential property of BUMC and copies will only be released with the approval of the Office of the General Counsel. Requests for copies of Public Safety Department incident reports should be directed to Public Safety Administration at 617-414-4444.
Office of Research Compliance

The Office of Research Compliance [website](#) houses information regarding environmental health and safety, research and safety training, human subjects, animal care, the research occupational health program, and the research information management system. You may use this office as a resource for your research while with GMS.

Fitness and Well-Being at Boston University

GMS encourages all students to challenge your body as well as you mind by building time into your schedules for exercise and relaxation. There are several options available for students at the medical campus.

BU’s Fit Rec

**BU’s Fitness and Recreation Center (Fit Rec)** is located on the Charles River Campus and is easily accessible by the BUS.

The building provides approximately 270,000 square feet of space, supporting physical education, non-credit courses, intramurals, club sports, student organizations, and much more.

The Fitness and Recreation Center also houses a center for rehabilitation, fitness/conditioning, Emergency Medical Services education, expansive locker rooms for men and women, a family locker room, a snack bar, a pro shop, equipment issue, children's area, and administrative offices.

Membership to the Fitness and Recreation Center is automatically granted to all enrolled full-time undergraduate and graduate Boston University students. Hours are Hours M-Th 6AM-10PM, F 6AM-8PM, Sat/Sun 8AM-8PM. [Complete this form](#)

Blackstone Community Center Gym

Students can gain membership for $30 per year. Hours M-F 3-9PM, Sat 9AM-5PM. See their website for more information at [https://www.yourblackstone.org/](https://www.yourblackstone.org/)
South End Fitness Center

Cost $199/year
Hours M-Th 6AM-10PM, F 6AM-8PM, Sat 8AM-6PM, Sun 8AM-3PM

Solomon Carter Fuller Building Gym

The Fuller gym is new this year and will be open FREE to medical campus students M-Sun 4-9PM, except Tues. It features a basketball court and classes (TBA).

Oath of the Scientist (PhD Students Only)

By accepting my Doctor of Philosophy degree, I earnestly assert that:
I will apply my scientific skills and principles to benefit society;
I will continue to practice and support a scientific process that is based on logic, intellectual rigor, personal integrity and an uncompromising respect for truth;
I will treat my colleagues’ work with respect and objectivity;
I will convey these scientific principles in my chosen profession, in mentoring and in public debate;
I will seek to increase public understanding of the principles of science and its humanitarian goals. These things I do promise.

Composed by Drs. Katya Ravid (Medicine and Biochemistry) and Benjamin L. Wolozin (Pharmacology), 2012.

Fair Expectation for Graduate Students

(Adapted from the AAMC Compact between Biomedical Graduate Students and Their Research Advisors)

1. Institutional Commitment. Pre-doctoral training at Boston University School of Medicine (BUSM) includes both didactic course work in a focused area and an apprenticeship in which the graduate student trains under the supervision of one or more investigators who are qualified to fulfill the responsibilities of a mentor. The Division of Graduate Medical Sciences (GMS), home of
the graduate programs at the BUSM supports the assertion that a positive mentoring relationship between the pre-doctoral student and the research advisor is a critical component of the student’s preparation to become an independent and successful research scientist. In keeping with the AAMC compact between graduate students and their primary mentors, the Division of GMS recognizes that for those individuals who pursue a biomedical graduate degree there is the strong expectation to take responsibility for their own scientific and professional development. Faculty who advise students are expected to fulfill the responsibilities of a mentor, including the provision of scientific training, guidance, instruction in the responsible conduct of research and research ethics, and financial support. The faculty advisor also performs a critical function as a scientific role model for the graduate student. In concert with students’ training, the Division of GMS provides oversight for the length of study, program integrity, stipend levels, benefits (including health insurance), grievance procedures, and other matters relevant to the education of its graduate students.

2. Quality of Training. Our goal is that individuals enrolled in GMS programs should be trained to independently formulate meaningful hypotheses, design and conduct interpretable experiments, adhere to good laboratory practices, analyze results critically, understand the broad significance of their research findings, and uphold the highest ethical standards in research. This is accomplished through programs offering relevant course offerings, research opportunities, including clear guidelines for performance assessment and close monitoring and guiding of graduate students through the course of their study.

Training in career skills include critical thinking, grant preparation, scientific writing, presentation skills, working with others collaboratively, the responsible conduct of research and numerous other topics.

3. Mentoring. Effective mentoring is critical for graduate school trainees as they begin their scientific careers. Faculty mentors should dedicate substantial time to graduate students to ensure their development in areas of scientific, developmental, and professional development. Faculty mentors should foster a relationship of mutual respect with graduate students, encouraging their individual development, offering constructive criticism as well as praise. As an exemplary role model, the mentor also serves as a primary influence in providing an example of high ethical standards. In essence, the faculty mentor is a role model who will not only help prepare the student to become a successful scientist, the mentor will help shape the student to also become an effective mentor to future graduate students.

4. Career Development. Graduate students must have training experiences of sufficient breadth to ensure that they are prepared to pursue a wide range of professional career options in academia, industry, government and research careers. A series of formal and informal venues should exist to assist students in their career exploration and professional development.
5. **Code of Conduct.** The following commitments will form the basis for our code of conduct in the Division of GMS for both students and graduate faculty.

**Commitments of Graduate Students**

- **I acknowledge that I have the primary responsibility for the successful completion of my degree.** I will be committed to my graduate education and will demonstrate this by my efforts in the classroom and the research laboratory. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
- **I will meet regularly with my research advisor and provide him/her with updates on the progress and results of my activities and experiments.**
- **I will work with my research advisor to develop a thesis/dissertation project.** This will include establishing a timeline for each phase of my work. I will strive to meet the established deadlines.
- **I will work with my research advisor to select a thesis/dissertation committee.** I will commit to meeting with this committee at least annually (or more frequently, according to program guidelines). I will be responsive to the advice of and constructive criticism from my committee.
- **I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution.** I will commit to meeting these requirements, including teaching responsibilities.
- **I will attend and participate in laboratory meetings, seminars and journal clubs that are part of my educational program.**
- **I will comply with all institutional policies, including academic program milestones.** I will comply with both the letter and spirit of all institutional safe laboratory practices and animal-use and human-research policies at my institution.
- **I will participate in my institution’s Responsible Conduct of Research Training Program and practice those guidelines in conducting my thesis/dissertation research.**

I will participate with my mentor in applying for grant funds to support the research in the laboratory in which I work, and when appropriate, myself. I realize that my participation in the research laboratory is supported by funds for my stipend as well as supplies and materials used in my research, and that regular applications for the financial support of my laboratory are required for the support of myself, my laboratory colleagues, and laboratory resources. To the best of my ability, I will partner with my mentor in preparing research results and the proposed research plans for these applications. Whenever possible and appropriate, and with the assistance of my mentor, I will submit applications of my own for the support of my stipend, realizing that this is not only an important research career training opportunity, but that it is required for the success of the laboratory in which I work.

- **I will be a good lab citizen.** I will agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel.
• I will maintain a detailed, organized, and accurate laboratory notebook. I am aware that my original notebooks and all tangible research data are the property of my institution but that I am able to take a copy of my notebooks with me after I complete my thesis/dissertation.

• I will discuss policies on work hours, sick leave and vacation with my research advisor. I will consult with my advisor and notify fellow lab members in advance of any planned absences.

• I will discuss policies on authorship and attendance at professional meetings with my research advisor. I will work with my advisor to submit all relevant research results that are ready for publication in a timely manner prior to my graduation.

• I acknowledge that it is primarily my responsibility to develop my career following the completion of my doctoral degree. I will seek guidance from my research advisor, career counseling services, thesis/dissertation committee, other mentors, and any other resources available for advice on career plans.

**Commitments of Mentors**

• I will be committed to the mentoring of the graduate student during this early phase of their research career. I will be committed to the education and training of the graduate student as a future member of the scientific community.

• I will be committed to the research project of the graduate student. I will help to plan and direct the graduate student’s project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the graduate student, and will not let these interfere with the student’s pursuit of his/her thesis/dissertation research.

• I will be committed to meeting one-on-one with the student on a regular basis.

• I will be committed to providing financial resources for the graduate student as appropriate or according to my institution’s guidelines, in order for him/her to conduct thesis/dissertation research.

• I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of his/her graduate program as well as those of the institution, including teaching requirements and human resources guidelines.

• I will help the graduate student select a thesis/dissertation committee. I will assure that this committee meets at least annually (or more frequently, according to program guidelines) to review the graduate student’s progress.

• I will lead by example and facilitate the training of the graduate student in complementary skills needed to be a successful scientist, such as oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism. I will encourage the student to seek opportunities in teaching.

• I will expect the graduate student to share common laboratory responsibilities and utilize resources carefully and frugally.
• I will not require the graduate student to perform tasks that are unrelated to his/her training program and professional development.
• I will discuss authorship policies regarding papers with the graduate student. I will acknowledge the graduate student’s scientific contributions to the work in my laboratory, and I will work with the graduate student to publish his/her work in a timely manner prior to, and if necessary after the student’s graduation.
• I will discuss intellectual policy issues with the student with regard to disclosure, patent rights and publishing research discoveries.
• I will encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities.
• I will provide career advice and assist in finding a position for the graduate student following his/her graduation. I will provide honest letters of recommendation for his/her next phase of professional development. I will also be accessible to give advice and feedback on career goals.
• I will provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.
• Throughout the graduate student’s time in my laboratory, I will be supportive, equitable, accessible, encouraging, and respectful. I will foster the graduate student’s professional confidence and encourage critical thinking, skepticism and creativity.

Adopted by the Division of Graduate Medical Sciences Steering Committee on January 5, 2010.

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