



Graduate Medical Sciences

Student Handbook

2022 - 2023

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INTRODUCTION

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 Research 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

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, GMS's foremost 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 Office Contact Information and Organization

Throughout your graduate studies at BUSM, you will have many interactions with the staff in the GMS office. From your initial orientation and registration through commencement, GMS is an important resource for information throughout your graduate career. 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.

Mailing Address:

Boston University School of Medicine
Graduate Medical Sciences
72 East Concord Street, L-317
Boston, MA 02118
T: 617-358-9518 | F: 617-358-2913

Leadership**Dr. C. James McKnight**

Associate Provost and Dean of GMS
Graduate Medical Sciences
Associate Professor
Department of Physiology and Biophysics cjmck@bu.edu
Contact Grace Marango for appointment ugrace@bu.edu | 617-358-9518

Dr. Gregory Viglianti

Assistant Dean, Operations
Associate Professor, Microbiology
gviglian@bu.edu | 617-358-9543

Dr. Theresa A. Davies

Assistant Dean, Master's Programs
GMS Disability Liaison
Director, M.S. in Oral Health Sciences Program
Assistant Professor, Med Sciences & Education
tdavies@bu.edu | 617-358-9546

Dr. Brigitte Ritter

Director, Analytics & Admissions
Assistant Professor, Biochemistry
britter@bu.edu | 617-358-9547

Dr. Steven Borkan

Co-Director, M.D./Ph.D. Program
Associate Professor, Medicine
sborkan@bu.edu | 617-638-7330

Dr. Andrew Henderson

Assistant Dean, Research
Professor, Medicine
hender@bu.edu | 617-414-5240

Dr. Barbara Schreiber

Assistant Dean, Alumni Affairs
Director, PhD Program in Biomedical Sciences
Associate Professor, Biochemistry
schreibe@bu.edu | 617-358-4404

Dr. Gwynneth Offner

Director, M.S. in Medical Sciences
Program
GMS Title IX Deputy Coordinator
Associate Professor, Medicine
goffner@bu.edu | 617-358-9541

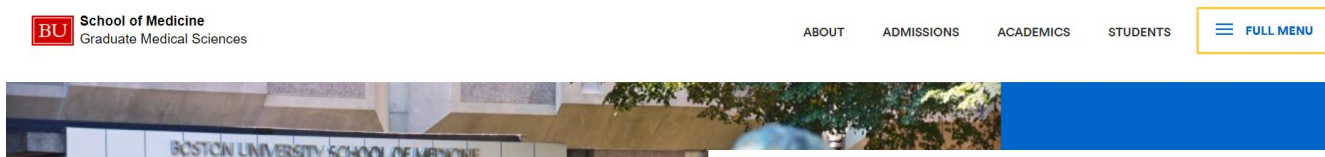
Dr. Vickery Trinkaus-Randall

Co-Director, M.D./Ph.D. Program
Professor, Biochemistry
vickery@bu.edu | 617-358-1235

For specific questions, please refer to the following GMS faculty/staff members:

GMS Staff	
Kimberly Arena Director, Graduate Affairs krarena@bu.edu 617-358-9554	Mildred Agosto Registrar millie@bu.edu 617-358-9512
Katelyn Carroll Associate Director, Finance kdaley@bu.edu 617-358-5250	Karen Francis Assistant Registrar kfranci@bu.edu 617-358-9512
Michael Benac Academic Program Administrator, mbenac@bu.edu	Sarah Mlynek Administrative Assistant samlynek@bu.edu 617-358-9507
Sarah Rowan Public Relations Associate, Communications srowan@bu.edu	Christina Bowley Program Manager, Oral Health Sciences cbowley@bu.edu 617-358-9505
Michael Bloom Marketing & Communications Specialist mibloom@bu.edu	James Mazarakis PhD Administrative Coordinator jamaz@bue.edu 617-358-1778

Website



The GMS Website has information from Orientation to Commencement, and 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/>).

STUDENTS

Student Organizations

Student Advisory Board meets regularly and consists of both Ph.D. and Master's candidates, support staff and faculty members to serve as liaison between leadership and students. Groups such as GMSSO, ([Graduate Medical Sciences Student Organization](#)), MISO ([Minority and International Scientist Organization](#)), BPSO ([Biomedical PhD Student Organization](#)), WPDC ([Women's Professional Development Committee](#)), BBCC ([BU Biotech Consulting Club](#)), STEP-UP ([Science and Technology in Public Policy](#)), SWC ([Student Wellness Committee](#)) as well as program-specific groups are active on the MED campus. Members report back to their department, program and/or organization/club after meetings in order to keep the information and feedback flowing between faculty and graduate students. For the most up-to-date information, please visit our Student Life page on the [website](#). There are also campus wide MED groups such as [BU Medical Campus Pride](#), [BUMC Toastmasters](#) and other organizations on the Charles River Campus that are open to GMS as well. Visit the [GMS Student Life](#) page for more info.

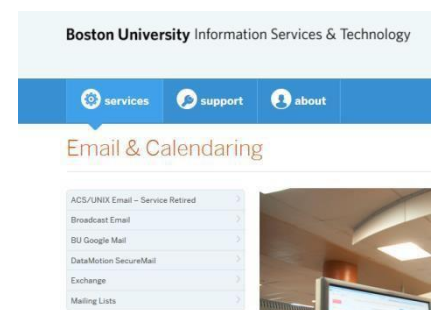
Student Lounges

The Medical Campus Student Lounge, located on the 14th floor of the L-building, is open to all students and includes a small kitchen, cooking area and sitting area. The Lounge is adjacent to Hiebert Lounge. The BUSM, SPH and GMS Student Lounge in the basement of the Evans Building includes a ping-pong table, pool table, flatscreen TV and small kitchen eating area with refrigerator. Located down the hall from Chequers Café, just through the double doors into the Evans Building.



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/> with any additional questions.

Note: M.D./Ph.D. students who have completed the Ph.D. portion of the program in 2021 and are returning to their 3rd year of medical school should send an e-mail to: majordomo@bu.edu with the one-line message: *subscribe busm-2022- list* to receive all electronic notices designated for the class of 2022. Please be aware that Majordomo ignores the subject line of messages, so you can leave this blank. It also does not read HTML, so you must change your email to Plain Text format or your message will be ignored.

ACADEMIC & RESEARCH RESOURCES

Appropriate Treatment in Graduate Education ([ATGE](#))

The [ATGE document](#) is intended to define the behaviors expected by community members of the Graduate Medical Sciences (GMS) at Boston University School of Medicine in the workplace, laboratory, clinic and classroom. GMS is committed to providing a work and educational environment that is supportive of all personnel, and is professional, collegial, and conducive to providing exceptional training in teaching, research and patient care. We strive to provide environments in which our students, trainees, staff and faculty can flourish.

The school places a high priority on the appropriate treatment of its community and affiliated members, and provides a mechanism for both open and confidential resolution of complaints from students, post-doctoral fellows, staff and faculty by conducting thorough, prompt, and impartial investigation. The list [found here](#) is not exhaustive, but represents fundamental expectations for appropriate conduct by GMS community members on campus or at off campus sites.

GMS community members who feel that one or more of these expectations are disregarded can seek assistance and advice from BU, GMS, BUSM department or program leaders directly, or by making a formal complaint (with the opportunity to submit anonymously).

GMS community members are encouraged to reach out to their supervisor, mentor, advisor, dean, program director, chair, clinical coordinator or trusted colleague for resolution of conflicts regarding unprofessional behavior or mistreatment in the workplace, laboratory, classroom or clinic. Keep in mind, this process is not intended for complaints around academic issues such as grading unless it relates to unprofessional conduct or deliberate obstruction to learning opportunities.

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 BU credentials.



Degree Advice

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

MED Master of Science Degree						Catalog Year:	Fall 2013	Credits Required:	32
						Block GPA:	3.457	Credits Applied:	34
<input checked="" type="checkbox"/> Major was declared, see requirements below									
<input type="checkbox"/> Capstone Project or Oral Health Sciences Thesis						Still Needed: See MED Oral Health Sciences Practicum section			
<input type="checkbox"/> GMS Required Documents and Forms						Still Needed: See GMS Required Documents and Forms section			
MED Major in Oral Health Sciences						Catalog Year:	Fall 2013		
						Block GPA:	3.457		
Core Courses									
<input checked="" type="checkbox"/> Biochemistry/Dental	GMSOH 751	BIOCHEM/DENT	B	6	FALL 2013				
<input checked="" type="checkbox"/> Physiology/Dental	GMSOH 730	PHYSIOLOGY/DNT	B+	6	FALL 2013				
<input checked="" type="checkbox"/> Physiology/Dental	GMSOH 731	PHYSIOLOGY/DNT	B+	2	SPRING 2014				
<input checked="" type="checkbox"/> Introduction to Biomedical Information	GMSHS 640	BIOMED INFO	A	2	SPRING 2014				
<input checked="" type="checkbox"/> Prevention and Oral Health Promotion in Dentistry	GMSOH 750	PREVENT IN DENT	A-	3	SPRING 2014				
Directed Study in Oral Health Sciences									
	GMSHS 971	REL MED SCI	J	(2)	FALL 2013				
	GMSHS 972	REL MED SCI	J	(2)	SPRING 2014				
	GMSOH 740	MICRO/DENT	A-	4	SPRING 2014				
Elective Courses									
	GMSOH 770	EVID BASED DENT	A-	2	FALL 2013				
	GMSOH 771	HEAD/NECK ANAT	A-	3	SPRING 2014				
MED Oral Health Sciences Practicum						Catalog Year:	Fall 2013		
						Block GPA:	0.000		
<input type="checkbox"/> Oral Health Sciences Practicum						Still Needed: The Capstone Project is a scholarly work that should move beyond textbooks and coursework and involves a thorough literature review of a topic relevant to the field of dentistry or oral health promotion and public health. The project will be supervised by one faculty mentor from either GMS or GSDM and will allow the student to delve into a topic that piques their interest allowing them to gain a broader knowledge of a field not covered extensively in the Oral Health program.			
GMS Required Documents and Forms						Catalog Year:	Fall 2013		
						Block GPA:	0.000		
Student's doing a Lab Thesis require a Research Thesis Agreement Form									
<input type="checkbox"/> Diploma application						Still Needed: Submit Diploma application to GMS Registrar.			
Extra Courses						Credits Applied: 2		Classes Applied: 3	
GMSHS 971	REL MED SCI	(2)		FALL 2014					
GMSHS 981	CERT FT STUDY	(0)		FALL 2014					
GMSHS 986	CONT STUDY OPT	(0)		SUM 2014					
In-progress						Credits Applied: 6		Classes Applied: 5	
GMSHS 971	REL MED SCI	J	2	FALL 2013					
GMSHS 971	REL MED SCI		2	FALL 2014					
GMSHS 972	REL MED SCI	J	2	SPRING 2014					
GMSHS 981	CERT FT STUDY		0	FALL 2014					
GMSHS 986	CONT STUDY OPT		0	SUM 2014					

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: Course Learning Management System



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 updated class schedules.

Academic Deadlines

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

[2023 MA & MS Graduation Calendar](#)

[2023 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](#).

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 student is charged \$40 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](#) 650 Albany Street, ground floor

Open Monday – Friday, 7:00am—3:00pm.

Closed 9—9:15am and 12:00—12:30pm

ido@bmc.org 617-358-7604

ID cards will be prepared prior to arrival on campus remotely. Each student will receive information on how to provide a photo and initiate the process.

Disability & Access 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.

Dr. Theresa Davies, Assistant Dean for Master's programs, serves as the liaison between GMS and the Disability & Access Services. Please contact her at (tdavies@bu.edu or 617-358-9546) with any disability services questions or visit the [GMS Disabilities Services Webpage](#).

The goal of Boston University's [Disability & Access 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.

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. The 11th floor is the campus testing center and is closed during exams.

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 / GMS students. MyPrint, a BU UID-based system, provides a print allotment to students of 500 sheets for black and white printing per semester.

Copies will be automatically added to user accounts each semester, and print jobs may be released by swiping a BU ID (or logging in with BU username and password) at any MyPrint station, whether in the Medical Library or at other locations on the [Medical Campus](#), the Charles River Campus ([East](#) and [West](#)) or the [Fenway Campus](#). Please note that allocations will be reset each semester, and unused allocations will not carry forward.

A second option for students is to use the FedEx Office located in the Center for Advanced Biomedical Research (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](#) and pick up your papers after printing. Please see the FedEx/Kinko Office website for more information.

Reserve Study Space and Study Space Finder App

Looking for somewhere to study? The space finder tool can help you find the space you need, including interactive group studying or quiet “individual” study areas.

- [13th Floor L Building Reserve Quiet Study Space](#)
- [Medical Campus Study Space Finder direct link](#)
 - This mobile-friendly app 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.
- McNary HOU R107 is normally a dual-purpose classroom / study space for students so that whenever classes are not scheduled, students will be able to access the room 24/7.

FINANCIAL AID

Matriculating students who wish to apply for financial assistance must fill out the Free Application for Federal Student Aid (FAFSA).

- Visit the [FAFSA](#) website to access the application. For assistance in navigating the FAFSA process, watch the [FAFSA tutorial playlist](#) on YouTube.
- Once your FAFSA is filed, please complete the [2022-2023 Graduate Medical Sciences Financial Application](#).
- **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/ 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.
- Many full-time degree candidates will need to find an alternative loan program to supplement the Federal Direct Loan program. Please review the resources for [Graduate PLUS Loans](#), [Private Credit-Based Loans](#) and [scholarships](#).
- Please direct your financial aid questions to Student Financial Services, by phone at 617- 358-6550 or email at osfs-gms@bu.edu. The Student Financial Services (SFS) Office is located on the 4th floor of the Robinson building (72 E. Concord Rd, B401).

Refund Schedules

- [Fall 2022, Spring 2023 Refund Schedules Note: GMS follows the same refund schedule as the CRC.](#)
- 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 2022 is November 29, 2022.

STUDENT SERVICES

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.

If you have Boston University's Student Health Insurance Plan (SHIP) you can use all SHS services free of charge.

Student Health Services is located at the Charles River Campus at 881 Commonwealth Avenue, phone 617-353-3575.

Please review their [COVID-19 Information](#) as well as their [What to Do When You're Sick](#) pages as they are very informative.

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.

[Behavioral Medicine has a local clinical on the MED campus](#) at the Solomon Carter Fuller Mental Health Building, 85 E. Newton St., Suite 816 two days per week (by clinicians not affiliated with the Medical Campus). The location was chosen specifically to be mindful of maintaining student privacy and confidentiality and for convenience.

Medical Campus

Solomon Carter Fuller Mental Health Center
85 East Newton Street, Room 816
Boston, MA 02215
Phone: 617-353-3569

Monday: 9:00 am - 6:00 pm
Wednesday: 9:30 am - 5:30 pm

TO MAKE AN APPOINTMENT ON THE MED CAMPUS CALL 617-353-3569

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.

If you have Boston University's Student Health Insurance Plan (SHIP) and you're a student in GMS, you do not need a referral to make an appointment with a medical doctor, mental health provider, or specialist in the community. Co-pays for in-network mental health visits are \$10 per session with no limit on the number of appointments.

[Teladoc](#) is an online health platform that provides 24/7 access to licensed doctors by phone or video. Students with SHIP can use this service for urgent primary care or behavioral medicine concerns whenever they arise.

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, 2020 to August 14, 2021. Boston

University offers the Student BASIC Plan and the Student PLUS Plan. New graduate students may waive participation until September 30, 2020. The deadline for covered students to upgrade from the BASIC Plan to the Student PLUS plan is also September 30, 2020. To waive or upgrade, please visit [Student Link](#). For more information about health insurance, please consult the [student accounting services website](#).



Students may receive dental insurance through [BU Goldman School of Dental Medicine's Student Discount Program](#), as well as through Aetna.

Lockers

Coat and book lockers are available for assignment on a yearly basis to full-time graduate students. If you wish to be assigned a locker, please complete the survey to

confirm your interest, which will be sent to all first-year students in early September. If you are a returning student and never emptied your locker last spring, please reach out to gmssa@bu.edu. All lockers must be emptied by July 1.

Important Student Support Service Links

	General BU and GMS Links	Student Services	
GETTING AROUND	<ul style="list-style-type: none"> • GMS • GMS Policies, Procedures & Handbook • BU Main Site • BUMC • BUMC Safety Services • Parking & Transportation • Student Health Services • Behavioral Medicine • Disability Services • Student Counseling Center • Center for Anxiety & Related Disorders • Community Catalyst Center (C3) 	<ul style="list-style-type: none"> • GMS Student Organizations • Wellness • GMS Disability & Access Services • Volunteer Opportunities • Fitrec • Fuller Gym • Office of Housing Resources • Alumni Medical Library • Office of the Ombuds • Academic Calendar • Community Catalyst Center (C3) • Our Community Cupboard (Pantry) 	TOWN

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.

The [Massachusetts Bay Transportation Authority \(MBTA\)](#) is constantly providing travel changes to service and operations to protect the health and safety of all travelers. Please check their site regularly. Their guideline for ridership is also posted.

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 (BU BUS see below)
- Security Escort Service
- Carpooling
- Zipcar
- Bicycles and Bike Rack Locations

health, a cleaner environment and more vibrant communities. Check out their BMC neighborhood walking route!

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 [Terrier Transit app](#) for more details.



Boston University Medical Campus Public Safety

The [BUMC Public Safety Department](#) provides services and support to the Boston University Schools of Medicine, Dental Medicine and Public Health, Graduate Medical Sciences and Boston Medical Center. Their mission is to provide a safe and secure environment for employees, patients, staff, students, and visitors while minimizing the opportunity for loss of personal property and institutional assets

The BUMC Public Safety Department is staffed 24 hours a day and can be reached at **617-358- 4444**. Please add this number to your cell phone address book for easy access in case of an emergency. BU Police works closely with public safety and can be reached [here](#).

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 617-358- 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 Control Center at 617- 358- 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 Control Center at 617-358-4444. The Public Safety Department recommends that you utilize the shuttle services for transport to the garages, lots, surrounding medical center buildings, and authorized MBTA stops.

Blue Light 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 Control Center once the emergency button is pushed. These phones should be used in emergencies only and automatically disconnect after 3 minutes. The Command 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 [safety-related awareness programs and other services](#)
- 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 areas unlocked or valuables unattended.

Incident Reports

The Public Safety Department encourages all employees and students to report suspicious behavior and/or criminal activity to the Command Control Center at 617-358-4444 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 617-358-4444.

Covid Safety

- [COVID-19 Resources](#)
- [GMS Coronavirus Information](#)
- [BUMC COVID-19 Website](#)

FITNESS AND WELLBEING AT BOSTON UNIVERSITY

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

BUMC Fuller Gym

Access to the [Fuller Gym](#) court and recreational area has been granted to the BUMC community, as part of a campus wide pilot program. All BUMC students, staff and faculty now have access to the space from 4-9 p.m., six days a week (gym is closed on Tuesdays). The court can be used for pick-up basketball, volleyball, soccer and other group sports. Basketball, soccer, dodge balls as well as volleyball equipment are available in the storage closet with swipe card access.

Fitness classes will run each semester. Student must sign up for the BUMC FitPass to participate in classes while all students must sign the waiver.

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.

Boston University Physical Education, Recreation & Dance

BU Fitness & Recreation Center

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- 11PM, F 6AM-10PM, Sat/Sun 8AM-10PM.

RESEARCH

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.

Fair Expectation for Graduate Students



(Adapted and modified from the 2017 AAMC Compact between Biomedical Graduate Students and Their Research Advisors)

Institutional Commitment. GMS fosters an environment that is diverse, inclusive, and anti-racist. 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 faculty members who are qualified to fulfill the responsibilities of a mentor. 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 becoming an independent and successful scientific professional. In keeping with the AAMC compact between graduate students and their primary mentors, 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 research advisor also performs a critical function as a scientific role model for the graduate student. In concert with students' training, 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.

1. 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 goal 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 includes critical thinking, grant preparation, scientific writing, presentation skills, working with others collaboratively, the responsible conduct of research and numerous other topics.

Mentoring. Effective mentoring is critical for graduate school trainees as they begin their scientific careers. Research advisors should dedicate substantial time to graduate students to ensure their development in areas of scientific, developmental, and professional development. Whether a faculty member acts as the primary research advisor or serves on a student's dissertation advisory committee, a relationship of mutual trust and respect between mentor and graduate student is essential for healthy interactions and to encourage individual growth.

Faculty members should encourage a graduate student's 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 research advisor is a role model who will not only help prepare the student to become a successful scientific professional, the mentor will help shape the student to also become an effective mentor to future graduate students.

2. 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, clinical, government and research careers. A series of formal and informal venues should exist to assist students in their career exploration and professional development.

3. Code of Conduct. The following commitments will form the basis for our code of conduct in 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 them with updates on the progress and results of my activities and experiments.
- I will work with my research advisor to develop a 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 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, as applicable, with my mentor in applying for grant funds to support the research in the laboratory in which I work, and when appropriate, myself. I understand this contribution supports the success of the laboratory, whether or not I receive a stipend. I

understand 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 laboratory 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. Only with the explicit approval from my research advisor and in accordance with institutional policy may I make copies of my notebooks and digital files and have access to tangible research materials that I helped to generate during my graduate training.
- 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 and will notify my advisor of any unexpected absences due to illness or other issues.
- 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 graduate 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 demonstrate respect for all graduate students as individuals without regard to gender, race, national origin, religion, disability, or sexual orientation, and I will cultivate a culture of tolerance among the entire laboratory.
- 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 their 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 them to conduct thesis/dissertation research.
- I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of their graduate program as well as those of the institution, including teaching requirements and human resources guidelines.
- I will help the graduate student select a 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, laboratory 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 their training program and professional development, nor will I impose requirements beyond those needed to complete a rigorous body of scientific work.
- 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 their 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 their graduation. I will provide honest letters of recommendation for their 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 training under my supervision, 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 Graduate Medical Sciences PhD Steering Committee on 8/25/2020