



Graduate Medical Sciences

Student Handbook

2024 - 2025

TABLE OF CONTENTS

TABLE OF CONTENTS	2
INTRODUCTION	4
Mission Statement.....	4
GMS Office Contact Information and Organization	4
Mailing Address:	5
Leadership	5
Website.....	7
STUDENTS	7
Student Organizations	7
Student Lounges	7
Community Catalyst Center.....	8
E-Mail Communications.....	8
ACADEMIC & RESEARCH RESOURCES	9
Appropriate Treatment in Graduate Education (ATGE)	9
MyBU	10
Blackboard: Course Learning Management System.....	10
Academic Deadlines.....	11
Identification Cards.....	11
Disability & Access Services.....	11
The Alumni Medical Library.....	12
Print/Copy Card Policy	12
Reserve Study Space and Study Space Finder App.....	12
FINANCIAL AID	13
Refund Schedules	14
STUDENT SERVICES.....	14
Student Health Services.....	14
Behavioral Medicine (Mental Health).....	14
Behavioral Medicine on the Medical Campus	15

TO MAKE AN APPOINTMENT ON THE MED CAMPUS CALL 617-353-3569	15
Medical and Dental Insurance	15
Lockers	16
Important Student Support Service Links.....	16
BUMC Locations for Friday Prayer, Meditation and Reflection	16
GETTING AROUND TOWN	17
Transportation Services	17
The BUS: Boston University Shuttle	17
Boston University Medical Campus Public Safety	18
Lost and Found.....	18
Blue Light Emergency Call Boxes	18
Personal Safety Tips	18
Incident Reports.....	19
FITNESS AND WELLBEING AT BOSTON UNIVERSITY	19
BUMC Fuller Gym	19
BU's Fit Rec	19
RESEARCH	20
Office of Research Compliance.....	20
Fair Expectation for Graduate Students	20
Institutional Commitment	21
Commitments of Graduate Students.....	22
Commitments of Mentors	23

INTRODUCTION

Graduate Medical Sciences (GMS) at Boston University Chobanian & Avedisian School of Medicine (CAMED) is a recognized leader in research and graduate education in the biomedical sciences. Our 1000+ students have chosen from 30 fields of study, with interdisciplinary programs available in many areas. Students may pursue Ph.D. or M.D./Ph.D. degrees within 18 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 Chobanian & Avedisian 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 CAMED. 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 CAMED, 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 Chobanian & Avedisian
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 Pharmacology, 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,
Virology, Immunology & 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
Clinical Associate Professor, Medical Sci & Edu
tdavies@bu.edu | 617-358-9546

Dr. Brigitte Ritter

Director, Analytics & Admissions
Assistant Professor,
Biochemistry & Cell Biology
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 & Cell Biology
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 & Cell Biology
vickery@bu.edu | 617-358-1235

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

GMS Staff	
Grace Marango Executive Assistant to the Associate Provost ugrace@bu.edu 617-358-9516	Mildred Agosto Registrar millie@bu.edu 617-358-9512 GMSRegistrar@bu.edu
Kimberly Arena, EdM Director, Graduate Affairs krarena@bu.edu 617-358-9554 gmsa@bu.edu	Karen Francis Assistant Registrar kfranci@bu.edu 617-358-9512 GMSRegistrar@bu.edu
Katelyn Carroll, MS Associate Director, Finance kdaley@bu.edu 617-358-5250 gmsfao@bu.edu	Michelle Grab Assistant Registrar mgrab@bu.edu 617-358-9506 GMSRegistrar@bu.edu
Veralucia St Cyr Financial Administrator vstcyr@bu.edu 617-358-0449 gmsfao@bu.edu	James Mazarakis PhD Administrative Coordinator jamaz@bu.edu 617-358-1778
Sarah Rowan Community Relations Specialist Community Catalyst Center Manager srowan@bu.edu 617-358-9517 c3center@bu.edu	Michael Bloom Marketing & Communications Specialist mjbloom@bu.edu 617-358-2160
Michael Benac, MEd Academic Program Administrator, mbenac@bu.edu 617-358-5781 gmsadmsn@bu.edu	Karen Bottenfield, PhD Sr. Academic Program Manager, Oral Health Sciences karenrb@bu.edu 617-358-0922
Andrew Best, MA Program Manager, Oral Health Sciences andy95@bu.edu 617-358-9505 ohs@bu.edu	Karen Carter, MA Program Manager, Masters in Medical Sciences carterka@bu.edu 617-358-9518
Sarah Mlynek Administrative Assistant samlynek@bu.edu 617-358-9507	Kaitlin Moua, MA Admissions & Recruitment Specialist kmoua@bu.edu

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](#)), [Boston University Science Policy Network \(BUSPN\)](#), 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 CAMED, SPH and GMS Student Lounge in the basement of the Evans Building includes a ping-pong table, pool table, flat screen TV and small kitchen eating area with refrigerator. Located down the hall from Chequers Café, just through the double doors into the Evans Building.



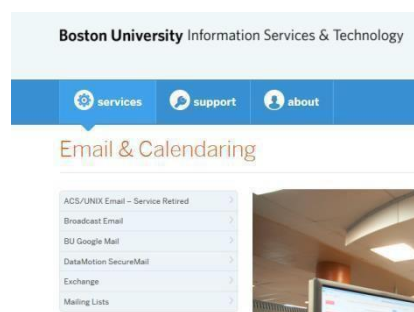
Community Catalyst Center



Graduate Medical Sciences believes that an enriching educational experience is strengthened by diversity of thought, which in turn drives the forces of innovation. [Our Community Catalyst Center \(C3\)](#) opened its doors in August 2021 with the goal of fostering holistic success for the diverse GMS student community. C3 helps students acclimate to Boston and the Medical Campus and adjust to the advancing academics of graduate school while gaining a sense of belonging early in the programs at GMS. This center welcomes all GMS students, including international students (gGlobal), first-generation college graduates (gFirst), students of color (gSOC), the LGBTQIA+ community (gPlus), veterans and military-affiliated students (gMAV), disability advocates (gDAG) and parenting/pregnant students (gFamily). C3 develops community among peers across GMS programs by providing academic, professional development and social resources, events, and workshops that support and help students thrive and grow personally and professionally while here in GMS.

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 2024 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-2024- list* to receive all electronic notices designated for the class of 2024. 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 Chobanian & Avedisian 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.

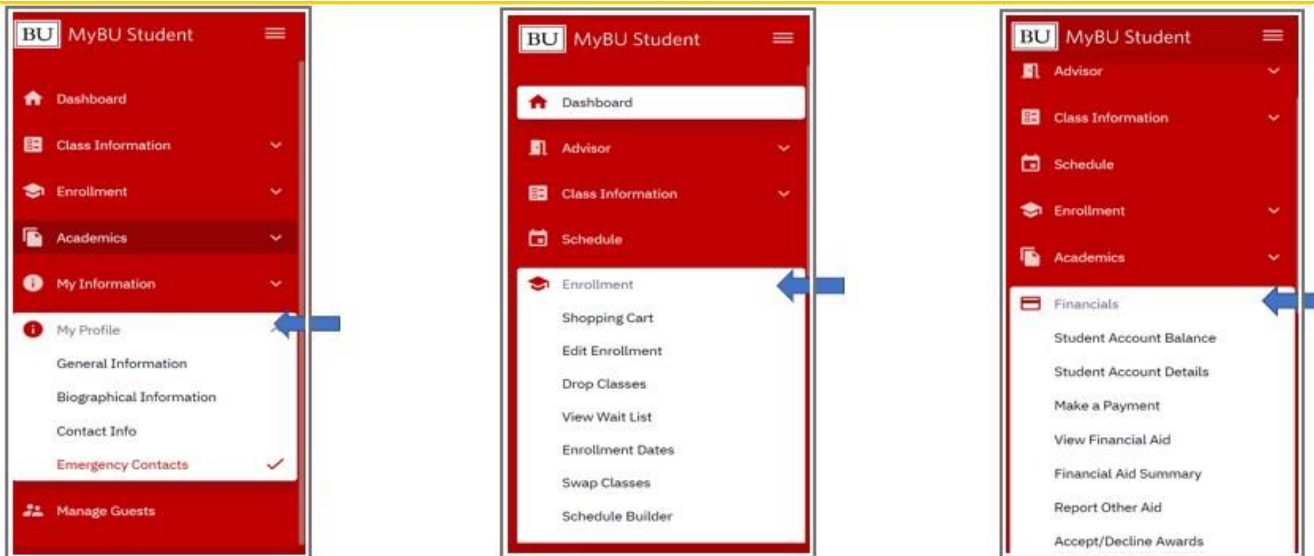
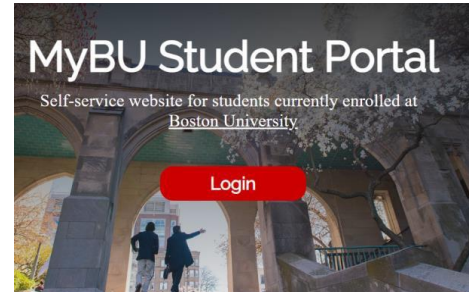
The school places a high priority on the appropriate treatment of its community and affiliated members, and provides a mechanism for both open and confidential resolution of complaints from students, post-doctoral fellows, staff and faculty by conducting thorough, prompt, and impartial investigation. 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, CAMED 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.

MyBU

[MyBU Student Portal](#), accessed with your login and Kerberos password, is an access point to the University Class Schedule, online class registration, personal information, financial account, tuition, and fees and much more.



Blackboard: Course Learning Management System



[Blackboard](#) is the online tool utilized for all of the courses offered by GMS. Login in to [Blackboard Learn Ultra](#) 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:

[Academic & Graduation Calendars](#)

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 Office. 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 [a print/copy service](#) for all BUMC students. With an ID, students are eligible for up to 100 pages (200 when double-sided) of print or copy during each of the two following time periods: January 1 – June 30 and July 1 – December 31. [See MyPrint System](#)

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.

- [Reserve 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.
- You should confirm with Student Financial Services that your valid Social Security Number is on file (osfs-gms@bu.edu).
- **Any student attending Boston University for the first time and borrowing federal aid will be required to** complete federal entrance counseling and electronically sign a master promissory note before funds may be released. Go to studentaid.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

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

STUDENT SERVICES

Student Health Services



[Student Health Services](#) is a center designed to help meet your health care needs while at Boston University. They 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 Clinic on the Medical 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.

Behavioral Medicine on the Medical Campus

Solomon Carter Fuller Mental Health Center

85 East Newton Street, Room 816

Boston, MA 02215

Phone: 617-353-3569

Wednesday: 9:00 am - 5:00 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 [My BU](#).** The [medical insurance coverage offered by Boston University](#) is through Aetna and is effective August 15, 2024 to August 14, 2025. Boston University offers the Student BASIC Plan and the Student PLUS Plan. New graduate students may waive participation until September 20, 2024. The deadline for covered students to upgrade from the BASIC Plan to the Student PLUS plan is also September 20, 2024. To waive or upgrade, please visit [My BU](#). 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](#).

Option 1: [Boston University Henry M. Goldman School of Dental Medicine – Student Discount Program](#)

Option 2: [Aetna Student Health – Dental Discount Program – Vital Savings on DentalSM](#)

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

- [GMS](#)
- [GMS Policies, Procedures & Handbook](#)
- [BU Main Site](#)
- [BUMC](#)
- [BUMC Safety Services](#)
- [Parking & Transportation](#)
- [Student Health Services](#)
- [Behavioral Medicine](#)
- [Disability Services](#)
- [Center for Anxiety & Related Disorders](#)
- [Community Catalyst Center \(C3\)](#)

Student Services

- [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](#)
- [Food Pantry](#)

BUMC Locations for Friday Prayer, Meditation and Reflection

The following Medical Campus locations are available for noon-1 p.m. Friday prayer, meditation and reflection for BU and BMC students, faculty, staff, and residents:

- GSDM, 100 E. Newton St. - Second floor, room 226 and seventh floor, room 726
- Evans Biomedical Research Center, 650 Albany St. - Classroom 714
- Housman Building, 778 Harrison Ave. - R107 (available 11:30 a.m.-1 p.m.)
- Talbot Building, 715 Albany St. - Room 119A West
- Menino Pavilion, 840 Harrison Ave. - Chapel, second floor

GETTING AROUND TOWN

Transportation Services

Please consult the [BUMC & BMC Parking & Transportation Services website](#) for information regarding the many transportation resources for Boston University Medical Campus (BUMC) and Boston Medical Center (BMC) patients, visitors, employees, and students.

The BUS : FREE Shuttle between campuses	Zipcar Public Safety	Bicycles and Bike Rack Locations
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The [Massachusetts Bay Transportation Authority \(MBTA\)](#) is constantly providing travel changes to service and operations to protect the health and safety of all travels. Please check their site regularly. Their guideline for ridership is also posted.

Please consult the Transportation Services [website](#) for:

- o Destination at BUMC
- o Directions to BUMC by car
- o Directions to BUMC by Public Transportation: bus and subway (MBTA)
- o Shuttles (BU BUS see below)
- o Carpooling
- o Zipcar
- o 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 [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.

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.

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.

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



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



[Fair Expectations 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 Chobanian & Avedisian School of Medicine (CAMED) 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 CAMED, 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