

Boston University Chobanian & Avedisian
School of Medicine
Graduate Medical Sciences

Student Handbook

2026-2027

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INTRODUCTION

Boston University Chobanian & Avedisian School of Medicine Graduate Medical Sciences (GMS) is the home of the Master's and PhD programs at the medical school.

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 the medical school. 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, our 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.

Contact Information and Organization

Throughout your graduate studies, you will have many interactions with the staff in our office. From initial orientation and registration through commencement, we are here to support you in your graduate career. Please be sure to stop by the office to introduce yourself. We look forward to helping you succeed in your graduate studies.

Mailing Address

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COMMUNITY AND COMMUNICATIONS

Student Organizations

Please refer to our website to learn more about the student organizations that are currently active in GMS.

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 Chobanian & Avedisian School of Medicine and School of Public Health 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 in the Evans Building.

Community Center

The Community Center, located in L-306, is a space for student groups and individual students to meet, study and host events.

Email Communications

Students are expected to check their email on a daily basis so that they stay informed throughout their graduate studies. All students should obtain a BU computer account/email account from the computer lab in the library. Contact <http://www.bu.edu/tech/> with any additional questions.

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/>).

ACADEMIC & RESEARCH RESOURCES

Academic Due Dates

Students should consult the Graduate Medical Sciences website for degree requirement due dates.

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.

Appropriate Treatment in Graduate Education (ATGE)

The [ATGE document](#) is intended to define the behaviors expected by community members of the Chobanian & Avedisian School of Medicine Graduate Medical Sciences (GMS) at Boston University 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.

GMS community members who feel that one or more of these expectations are disregarded can seek assistance and advice from BU, GMS, their 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.

Concerns involving sex- or gender-based discrimination, sexual harassment, or sexual misconduct should be directed to Boston University's Equal Opportunity Office, which houses the University Title IX Coordinator: Equal Opportunity Office, 888 Commonwealth Avenue, Suite 303, Boston, MA 02215 — titleix@bu.edu or 617-358-1796. Karen Symes, PhD (symes@bu.edu) and Gwynneth Offner, PhD (goffner@bu.edu) are GMS' Title IX liaisons.

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.

Disability and 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.

Disability and access questions for GMS students are handled by the GMS Disability & Access Services team. Please contact GMSDAS@bu.edu, or email Dr. Laurie Craigen, Assistant Dean of Graduate Medical Sciences, at lcraigen@bu.edu with specific questions.

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.

Identification Cards

Terrier Cards are issued by the [BUMC 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
medid@bu.edu 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.

MyBU Student Portal

The MyBU Student Portal is an access point to the University Class Schedule, online class registration, personal information, financial account access, and much more. Please visit [MyBU](#) and login with your BU credentials to access.

Print/Copy Card Policy

The Alumni Medical Library provides [Free Medical Library Print/Copy Cards](#) for all 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](#)) or Charles River Campus ([West](#)). Please note that allocations will be reset each semester, and unused allocations will not be carried 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.

Reserving Study Space on Campus

Students can reserve space on campus for interactive group studying, quiet “individual” studying, taking professional interviews and engaging in telehealth appointments.

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.

The L317C Conference Room, located in the Graduate Medical Sciences suite on the 3rd floor of the L Building Annex, is available for students to reserve for taking professional interviews or telehealth appointments over zoom, as the library study spaces do not allow for zoom calls. Students can reserve this space for up to 1 hour per week by either signing up in person in the suite or via phone at 617-358-9518.

[Medical Campus Study Space Finder Tool](#)

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.

[Library Study Rooms and Pods](#)

To reserve space in one of the Medical Library study rooms on the 13th floor, please use the [Alumni Medical Library Space Availability Tool](#) (grid view). Reservations can be made up to one week in advance, for up to 2 hours at a time, and for a maximum of 4 hours per day.

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 Support 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 [private credit-based loans](#) and [scholarships](#).
- Please direct your financial aid questions to Student Financial Support, by phone at 617-358-6550 or email at osfs-gms@bu.edu. The Student Financial Support (SFS) Office is located on the 4th floor of the Robinson building (72 E. Concord Rd, B401).

- Your BU ID must be provided in your email correspondence to access your student account. Failure to provide the BU ID may cause delays in responding to your inquiry.

Refund Schedules

For future refund schedules, please consult Student Financial Support's website. The last official date to withdraw from BU for Fall 2026 is December 1, 2026. Refunds will be available to students who have:

- no outstanding financial aid requirements
- no prior unsettled semester balance
- and financial aid visible on their account.

Any refund you may receive for living expenses would be available once your loan(s) is disbursed for the semester, which can take about 7-10 business days, assuming you have completed all loan requirements, and is dependent on the Department of Education processing FAFSAs and loan funds.

Graduate Student Union

[BUGWU](#) includes all graduate student workers (master's, professional, and PhD students) who engage in research, instructional, or teaching work on behalf of the University. Non-service graduate students, graduate students performing other types of paid service work, and undergraduate students are not included in the unit.

STUDENT SERVICES, WELLNESS AND WELLBEING

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 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 on the Charles River Campus at 881 Commonwealth Avenue, phone 617-353-3575.

Counseling and Psychiatric Services (CAPS)

[Counseling and Psychiatric 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.

Counseling and Psychiatric Services 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.

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, 2026 to August 14, 2027. Boston University offers the Student BASIC Plan and the Student PLUS Plan. New graduate students may waive participation until September 30, 2026. For more information about health insurance, please consult the [Student Health Insurance Plan](#).

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 a first come first serve 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 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 (unless otherwise specified).

Wellness and Wellbeing

GMS encourages all students to challenge their bodies as well as their minds by building time into your schedule for exercise and relaxation. There are several options available for students at the Medical Campus.

Physical Wellness

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

BUMC Fitness Center (*coming soon*)

A fitness center is in the process of being established in the L Building basement, across from Chequers Café and plans to open during the fall of 2026.

Food Pantry

BU has a [food pantry](#) for students who may be experiencing financial difficulties. The pantry is open to all current students. It is based on the Charles River Campus and has pick up locations both there and on the Medical Campus (located on 3rd floor annex of the L Building).

Lactation Spaces

There are several [lactation rooms](#) for nursing parents located throughout the Medical Campus. Pumps and pump kits are not available, so please bring your own from home.

Spiritual Wellness

The Marsh Chapel on the Charles River Campus houses chaplains of multiple faiths and offers religious services. To learn more, please visit [Marsh Chapel's](#) website.

Each Thursday during the academic year, 1-2 chaplains of varying faiths spend time on the Medical Campus and offer spiritual care office hours that are hosted in the classroom behind Peet's Coffee in the L Building Lobby. Outside of these office hours, students can utilize any of the [meditation and prayer spaces](#) on BUMC.

Office of the Ombuds

BU's [Office of the Ombuds](#) is a confidential, neutral and independent resource providing informal assistance to faculty, staff and students related to life, work or study at BU. This office can be good first step when you don't know where to turn for help.

TRANSPORTATION AND SAFETY IN THE CITY

Transportation Services

[Transportation Services](#) works to bring more frequent and accessible public transportation to the BU community and provides information on transportation services. Transportation Services' 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 Campus commuters. They are 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 travels. Please check their site regularly. Their guideline for ridership is also posted. Please consult the Transportation Services [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

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.

Cycling and bike cages

To learn more about Medical Campus cycling and use of bike cages, please visit BUMC's [webpage](#).

MBTA Student Semester Pass

To learn more about what current MBTA options are available to students, please visit Transportation Services' [public transit webpage](#).

Safety

Medical Campus Public Safety and BU Police

The [BUMC Public Safety Department](#) provides services and support to the Boston University Chobanian & Avedisian School of Medicine, Henry M. Goldman School of Dental Medicine, School of Public Health 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:

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.

Escorts

The Public Safety Department will provide 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.

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.

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 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.

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.

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 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 in 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 a 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 experience 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