

## **APPENDIX #1 of REQUIREMENTS FOR GRADUATE STUDENTS IN THE DEPARTMENT OF BIOLOGY**

### **Policy concerning the financial support of Graduate Students**

**Note: It can be expected that changes to this policy, especially regarding dollar amounts, will be made at yearly or bi-yearly intervals.**

**Section 1 through 7 primarily refer to students in the Biology Department Ph.D. program. Section 8 refers to students in the M.S. Program.**

- 1.** The maximum annual income that a graduate student in the Biology Department Ph.D. program may receive from departmental Teaching Assistantships, any kind of University Fellowship, scholarship or grant, is \$25,000, except as provided for in section 3 of A. General Information of the main document.
- 2.** The Basic Graduate Student Stipend is \$18,000/yr. This may be supplemented from research grant funds up to the maximum annual stipend of \$25,000. The Basic Graduate Student Stipend may be earned from two one-semester Teaching Assistantships. Alternatively the Basic Graduate Student Stipend may be derived from other sources, including a research grant. Graduate Students may not serve as teaching assistants during the Summer Semester.
- 3.** The Department will guarantee each Graduate Student the Basic Stipend (if a research assistantship cannot be provided by a sponsor) for a 5 calendar year period. Support beyond the fifth year can be petitioned for, providing that the student can show evidence of satisfactory progress.
- 4.** For those students supported by teaching assistantships, the Biology Department will provide health insurance, offered by GM-Southwest. For those supported entirely by research grants, it is expected that the grants will also cover this insurance.
- 5. Support obtained by Graduate Students from sources outside the University of Utah.**
  - a) Support from an N.I.H. fellowship or training grant. Students who receive an N.I.H. Predoctoral Fellowship or training grant (currently \$21,600/year) may earn up to the maximum annual stipend (\$25,000) in return for the student acting as a Teaching Assistant for one semester. Alternatively, the additional earnings may be provided by funds from a research grant. In these cases (other than to fulfill the Biology Department Graduate Student Regulations) the recipient is not obliged to teach during any year of tenure of the training grant predoctoral fellowship.
  - b) Support from an N.S.F. fellowship or training grant. Students who receive an N.S.F. Predoctoral Fellowship or training grant (currently \$32,000/year) are ineligible for additional support from the department during the tenure of the award.

c) Other support. Support from other Fellowships and Scholarships obtained by a Graduate Student from outside the University of Utah may be supplemented by the Department up to a maximum of \$25,000 (again assuming evidence of satisfactory progress by the student). However, the amount and terms of such support will be determined on an individual basis by the Department Chair and the Department Executive Committee.

**6. Support obtained by Graduate Students from the University of Utah.**

a) A University of Utah Research Dissertation Fellowship (Graduate Research Fellowship). This fellowship (presently \$15,000 per year) will be supplemented up to the minimum stipend (presently \$18,000 per year) and the recipient is not obliged to teach. The fellowship may also be supplemented up to the Maximum Graduate Student Stipend (\$25,000 per year) by the Department. However, the student will be obliged to teach one semester during this year of supplemented support.

b) Similar supplements to those described in a) will apply to any Fellowship or Scholarship received by a Biology Department Graduate Student in the Ph.D. program, that is distributed by a University of Utah awarding body (regardless of the original sources of the funds), providing that the award (annual, or for a period of at least one year) is in the amount of at least \$15,000 per year.

c) Awards smaller than \$15,000 received as a Fellowship or Scholarship from University of Utah awarding bodies may be used to supplement the normal amounts received for teaching. However, as in all other cases, the total amount received by a Graduate Student may not exceed \$25,000 per academic year.

**7.** Laboratories with adequate research support are urged to provide student support as soon as a student is formally associated with that laboratory. (For students of the Molecular Biology Program this will usually be at the end of the Spring Semester of the first year.)

**8. Masters degree students.** At the discretion of the Graduate Admissions Committee and Department Chair, students working toward a Masters degree can be supported through Teaching Assistantships. Support will be at the same level as Ph.D. candidates. Such support cannot extend beyond two years. If Masters candidates switch to the PhD program before completing a Masters degree, their 5 years of support eligibility includes time spent as a Masters degree candidate.

## APPENDIX #2 of REQUIREMENTS FOR GRADUATE STUDENTS IN THE DEPARTMENT OF BIOLOGY

### Time Tables

#### A. The Ph.D. Program

Within one year if the student enters the Biology Department directly, or immediately if the student enters the Biology Department from the Molecular Biology Program, select a Thesis Advisor.

Within six months of choosing a Thesis Advisor, select a Thesis Supervisory Committee, then immediately file the form **“Request for Supervisory Committee”** with the Biology Department Graduate Office.

Every twelve months from then on the Chairperson of the Supervisory Committee must file a form **“Report of Progress”** with the Biology Department Graduate Office.

Within six months of forming the Supervisory Committee this committee sets the format of the Qualifying Examination and this format must be lodged with the Biology Department Graduate Office.

Within eighteen months from selecting the Thesis Advisor, the Qualifying Examination should be completed. A notice of the date of the Qualifying Examination must be lodged with the Biology Department Graduate Office no less than seven days prior to the date of the examination, and the results of the examination must be reported in writing to Biology Department Graduate Office no more than three days following the examination. The Biology Department Graduate Office will transmit the results of the exam to the Graduate School.

All formal course work should be completed by the end of the third year of graduate study.

The student’s program of study will be submitted electronically to the Graduate School at the beginning of the last year of graduate study. After submission, the Graduate School will require the program of study to be approved electronically by the members of the student’s supervisory committee and by the Director of Graduate Studies.

For details regarding timing of the written and oral portions of the dissertation defense see Section 10 of part B (the Ph.D. Program) of the main text of “Requirements for Graduate Students in the Department of Biology”.

When the oral defense has been completed successfully, the Supervisory Committee must sign the **“Supervisory Committee Approval”** page of the dissertation. The Department Chair and the Supervisory Committee Chairperson must sign the **“Final Reading**

**Approval**” page of the thesis. After completion of the oral defense the Office of Graduate Studies will notify the Graduate School electronically that the student as successfully completed all degree requirements.

## **B. The M.S. Program**

A Student must have a faculty supervisor to enter the program.

By the end of the second semester, select a Supervisory Committee and file the form **“Request for Supervisory Committee”** with the Biology Department Graduate Office.

From this time, the Supervisory Committee must meet with the student at least once a year. Following each meeting of the Supervisory Committee, the Chairperson of the Supervisory Committee must file a form **“Report of Progress”** with the Biology Department Graduate Office.

Within the second semester, the Supervisory Committee must approve a program of study and approve the planned thesis work. The student’s program of study will be submitted electronically to the Graduate School at the beginning of the last semester of graduate study. After submission, the Graduate School will require the program of study to be approved electronically by the members of the student’s supervisory committee and by the Director of Graduate Studies.

By the end of the third semester, a comprehensive examination must be completed. The results of a comprehensive examination must be reported in writing by the Supervisory Committee to the Biology Department Graduate Office no more than 3 days following the date of the examination. The Biology Department Graduate Office will notify the Graduate School electronically when the comprehensive examination has been completed successfully.

Following the successfully completion of the oral portion of the final examination, the Biology Department Graduate Office will notify the Graduate School electronically that the student has successfully completed all degree requirements.