Advisor Designation Form for Full-time, Basic Science, PhD Students

*This form is required for all basic sciences students (including Translational Biomedical Science students).*

*Submission instructions: email signed forms to* *registrar@rochester.edu*

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| --- | --- | --- | --- |
| Student Name | Enter text. | Advisor Name | Enter text. |
|  |  |  |  |
| URID | Enter text. | Advisor’s Primary Department/Center | Enter text. |
|  |  |  |  |
| Program Name | Choose program | Department Chair / Center Director Name | Enter text. |
|  |  |  |  |
| Date Student’s Dean’s Funds End | MM/DD/YYYY |  |  |

Advisor/Advisee Responsibilities and Expectations

SMD’s [Roles And Responsibilities of Supervisors/Advisors and Graduate Students](https://www.urmc.rochester.edu/education/graduate/forms/roles-responsibilities-advisors-students.aspx) details the foundational expectations governing the advisee/advisor relationship. In addition to these school-wide expectations, advisors and students must be familiar with any program-specific and lab/research group-specific expectations.

I have reviewed and agree to SMD’s Roles and Responsibilities of Supervisors/Advisors and Graduate Students as well as any program-specific and lab/research group-specific expectations.

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| --- | --- |
| Student Signature/Date: |  |
| Advisor Signature/Date: |  |

Fellowship Support Agreement

A full-time SMD PhD student’s [fellowship package](https://www.urmc.rochester.edu/education/graduate/trainee-handbook/academic-resources/tuition-fees.aspx#Schedules) includes a stipend, the mandatory health fee, a single health insurance plan, and a full tuition scholarship. The stipend is set annually by the SMD and may not be adjusted by the advisor. For basic science students, the SMD funds the stipend for the first 12 months and the health insurance for the first two semesters. The advisor funds the stipend and health insurance for year two through completion. SMD funds the tuition scholarship for the duration of the student’s program. *Note, in addition to the fellowship, the advisor is expected to provide the financial resources required for the student to successfully carry out their dissertation research.*

Continuation of the fellowship is conditional on satisfactory academic progress in the graduate program. Regardless of progress, stipend/assistantship support is not guaranteed beyond the end of the sixth year of study. Continuation of the stipend/assistantship beyond this point is at the discretion of advisor and the Senior Associate Dean for Graduate Education and Postdoctoral Affairs. Students may not accept employment without the consent of their advisor, program director, and the Senior Associate Dean for Graduate Education and Postdoctoral Affairs.

**Acceptance of the student into this lab is contingent on department/center agreeing to the following:**

Should the advisor be unable to fund the student at any point, the advisor’s department/center is expected to fund the student’s stipend and health fee/insurance (since the department/center is receiving the benefit of the student’s research output). In the event that a SMD department/center cannot assist, the advisor may submit a request for [Interim Dean’s Funding](https://sharepoint19.mc.rochester.edu/sites/GE/Internal%20Processes%20and%20Procedures/Process%20for%20Requests%20for%20Interim%20Dean%27s%20Funding.pdf). The request and the department’s resources will be reviewed by SMD Finance to determine the appropriateness for providing interim funds. If a non-SMD department cannot assist, it is expected that the faculty member will make use of their own school’s resources.

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| Program Director Signature & Date: |  |
| Advisor’s Chair/Center Director (or designee) Signature & Date: |  |

Related Policies and Procedures

* [Employment in Addition to PhD Student Support Policy](https://sharepoint19.mc.rochester.edu/sites/GE/Internal%20Processes%20and%20Procedures/Policies%20for%20Student%20Employment.pdf)
* [Fellowships, Grants and Awards Policy](https://www.urmc.rochester.edu/education/graduate/trainee-handbook/policies-benefits/fellowships-grants-and-awards-policy-for-phd-stude.aspx)
* [Interim Dean’s Funding Requests Process](https://sharepoint19.mc.rochester.edu/sites/GE/Internal%20Processes%20and%20Procedures/Process%20for%20Requests%20for%20Interim%20Dean%27s%20Funding.pdf)
* [Stipend Termination Policy for PhD Students](https://sharepoint19.mc.rochester.edu/sites/GE/Internal%20Processes%20and%20Procedures/PhD%20Stipend%20Termination%20Policy.pdf)