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**Translational Science PhD**

**Compact Between Graduate Student and Supervising Professor**

Pre-doctoral training entails both formal education in advanced scientific knowledge and theory as well as research training under the supervision of one or more investigators who are qualified to fulfill the responsibilities of a mentor. A positive mentoring relationship between the pre-doctoral student and the supervising professor/mentor is a vital component of the student’s preparation for a successful biomedical career.

Individuals who pursue a biomedical graduate degree are expected 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.

This compact offers a set of guiding principles intended to promote and support the development of a positive mentoring relationship between the pre-doctoral student and his/her supervising professor. For Ph.D. students, this compact should also include the completed program-specific individualized **Milestone Agreement Form**. As mandated by The University of Texas System, the individualized Milestone Agreement Form should be in an electronic form consistent with Family Educational Rights and Privacy Act (FERPA) and provided by the program for the purpose of informing students about the milestones that they are expected to reach to earn a Ph.D.

Within four weeks of formally selecting a supervising professor, or no later than the end of the next fall semester, students should have discussed with their mentor each of the topics listed on the following pages and submitted the form to the TS COGS Chair. To tailor an individualized compact best suited for each student and mentor, specific commitments by both the student and the mentor, detailed processes, additions and specifications should either be added in the space below each topic or in an addendum as deemed appropriate.

With their signature, both the mentor and the student confirm that all topics listed have been discussed and they are committed to uphold the principles agreed upon in this individualized compact. Once approved by the TS COGS, the compact will be placed in the student’s file held in the TS PhD program office.

It is understood that various aspects of the student’s pursuit of their degree can change over time and therefore the compact should be reviewed regularly (at least once a year) and modified as needed. The Milestone Agreement Form is to be updated annually.

**DEFINING STUDENT AND MENTOR RESPONSIBILITIES AND EXPECTATIONS**

**Frequency and Methods of Communication between Mentor and Student:** (How often will the student and mentor meet? How should updates or changes in expectations and issues be communicated?)

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**Research/Training Related and Professional Development of the Student:** (What is the student’s project? Is there a specific person that will oversee training other than the PI and to what degree will the student assist with other projects in the lab/research environment? What constitutes professional development?)

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**Common Laboratory Responsibilities:** (Which tasks and duties are shared among all lab members/workplace colleagues, including the student?)

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**Notebooks and Data:** (What is the policy of the laboratory related to the storage of data and laboratory notebooks?)

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**Work Hours/Attendance in the Laboratory:** (How many hours per week is the student expected to work in the laboratory?)

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**Authorship Policies:** (What is the policy that constitutes authorship in the lab? How is the order of authors determined in a manuscript or abstract?)

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**Manuscripts Expected for Graduation:** (Are there specific expectations for the number of manuscripts (published, submitted and/or in preparation), and the student’s authorship position (e.g. first) on these manuscripts, required for the student to graduate?)

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**Intellectual Policy Issues: Disclosure, Patent Rights and Publishing Research Discoveries:** (What is the policy for patents that come out of the student’s work?)

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**Selection of a Thesis/Dissertation Committee:** (What is the process for determining the subject of the dissertation and the composition of the dissertation committee?)

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**Attendance at Professional and Scientific Meetings:** (Under which conditions can a student travel to a Regional, National, or Internationalscientific meeting? For example, only if the student or student’s work is presenting? Who covers the cost and what will be covered?)

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**Career and Professional Development / Job Search and Placement / Individualized Career Development Plan:** (What is the career choice of the student and what arrangements can be made to allow the student to participate in courses, workshops, etc. for their particular interests without compromising their research training?)

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**Time off for Illness or University Holidays – Vacation Policy (for students who are paid a stipend to work as Graduate Research Assistants or Teaching Assistants)** (What is the laboratory policy for vacations, holidays, and personal days?)

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**Conflict Resolution and Student Complaint Policies (refer to Student Catalogs; TS PhD/Graduate School websites)**

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**Additional Topics:**

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**Insert Milestones Agreement Form**

We have discussed all the above topics. All additions, specifications, and changes were made by mutual agreement.

We acknowledge our joint intention to re-evaluate the compact, the agreed upon milestones, and the degree completion date at least once a year throughout the student’s period of academic standing.

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| Student’s Name (Print) |
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| Signature Date |
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| Supervising Professor’s Name (Print) |
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| Signature of Supervising Professor Date |

This compact has been adapted from the UT System Health Institutions Compact Between Graduate Students and Their Research Advisors and the AAMC’s Compact Between Biomedical Graduate Students and Their Research Advisors (December 2008).