

Cancer Biology Ph.D. Program

Student - Major Professor Selection and Commitment

Student's name – (print)_____

Term and year the student entered the program – (print)_____

Major Professor's name – (print)_____

The selection and commitment between a student and Major Professor is the most important aspect of graduate training. Upon selection, the Major Professor becomes the key faculty member responsible for the student's training. This document provides the guidelines for some of the expectations and responsibilities of the student and mentor.

- ◆ The student and Major Professor will select a dissertation committee that will include a minimum of four members. One member is the Major Professor and one member must be from the Cancer Biology Ph.D. Education Committee.
- ◆ The dissertation committee will meet annually and submit an evaluation report to the Cancer Biology Ph.D. Education Committee.
- ◆ The student, Major Professor, and dissertation committee will strive for the completion of all requirements for the Ph.D. degree within four to five years. This includes the required minimum of at least one first author paper in a peer-reviewed journal.

Student

- ◆ Students are expected to devote full time to their research and studies. A successful Ph.D. thesis will require dedication and a willingness to work long hours. No outside employment is allowed.
- ◆ Act in a professional and ethical manner at all times.
- ◆ Strive to perform to the best of their abilities and to continually improve their scientific thinking, research technique, scientific writing, and oral presentation skills.
- ◆ Maintain research data in a format that is readily accessible and interpretable by the Major Professor. The data generated in the Major Professor's laboratory belongs to the Major Professor.
- ◆ Take responsibility for the scheduling of their annual committee meeting and the completion of the annual progress report.

Major Professor

- ◆ Faculty members interested in mentoring a Cancer Biology student must meet with their respective Program Administrator to ascertain whether financially supporting the student is feasible and allocate funding for a minimum of the student’s first two years in the lab.
- ◆ Beginning with the student’s second year the Major Professor is responsible for arranging stipend support as set by the Cancer Biology Ph.D. Education Committee. Stipend support beyond five years from the time of admission (not counting approved leave of absences) is not guaranteed. *Time Limitation Policy* attached.
- ◆ Should a student acquire his/her own funding, the Major Professor should refer to the Cancer Biology Ph.D. Program *Mentor Policies - Fellowships* with regard to stipend funding and bonuses. (Attached)
- ◆ Assume responsibility for the scientific development and overall training of the student, which meets the high standards of the Cancer Biology Ph.D. Program.
- ◆ The Major Professor will provide a high-quality research environment with equipment and supplies conducive to the successful education and development of the student as an independent investigator.
- ◆ Be available to regularly meet with the student to discuss the progress of their research and in the Ph.D. Program.
- ◆ Encourage and support student presentations of their research at local and national meetings.
- ◆ Submit an annual student progress report to the Cancer Biology Ph.D. Education Committee.

Student’s signature _____ Date _____

Major Professor's signature _____ Date _____

Cancer Biology Ph.D. Education Committee representative

_____ Date _____

Time Limitation Policy for Cancer Biology PhD students:

Purpose: To clarify existing policy and establish criteria for continued funding beyond 5 years.

Goal: To qualify for their dissertation defense and ultimately graduation, Cancer Biology PhD students are required to show proficiency, distinctive achievement, demonstrate the ability to do original independent cancer research and document this achievement with at least one first author peer reviewed scientific publication.

These qualifications and a successful dissertation defense should be reached within 4-6 years of admittance to the Program.

Current Policies to be Replaced:

1. Stipend support beyond 5 years from time of admission (not counting leave of absences) is not guaranteed.
2. If the Ph.D. degree is not conferred within five calendar years of the student achieving official admission to candidacy status (the result of successfully passing the Qualifying Examination), the examination must be retaken.
3. Any graduate work counted toward the fulfillment of the requirement for the Ph.D. degree after admission to candidacy must be completed within seven calendar years (not counting leaves of absence for medical or other reasons).

New Policies effective Fall 2007:

1. Stipend support and tuition/fee payments beyond 5 years from time of admission (not counting leave of absences) will be subject to annual review.
2. If a student expects to require continued funding beyond 5 years the student must submit an application of continued support for approval by the Cancer Biology Education Committee. The application procedure is:
 - a. Submit a written application to the Education Committee no later than July 15th preceding the beginning of the Fall semester of the 6th year.
 - b. The application must include clear statements of progress toward graduation, requirements completed and a clear plan with a time line for achieving the graduation requirements.
 - c. The application must be signed by the student and include signatures of the mentor and all committee members indicating receipt of a copy of the application. (Note: Mentor and committee member signatures do not indicate support for the application, only acknowledgement that they are aware the application is being made.)
 - d. The mentor must submit a separate letter to the Education Committee indicating his/her support or lack of support for the application. If supporting the application, the letter should also state a willingness to continue to fund the student's stipend for an additional year. If co-mentors are involved, both should submit letters.
 - e. The Education Committee may also request letters from the other dissertation committee members.
 - f. If the application is approved it will be valid for one academic year. Additional years of extended funding will require a new application for each year.
 - g. If the application is denied the student may appeal the finding or request one year of continued enrollment in the program without financial support (in this case the student will become responsible for cost of tuition and will not receive a stipend).
3. *USF Graduate School Policy* - Students have 5 academic years after admission to candidacy to successfully defend their dissertation. If the student needs additional time, the student must submit a request for an extension to the Graduate School. Procedures are available on the USF Graduate Studies web site.

Approved by the Cancer Biology Education Committee on December 13, 2007

Mentor Policies

Fellowships

Cancer Biology Ph.D. Program

H. Lee Moffitt Cancer Center & Research Institute
University of South Florida

Policy: Mentor Policies- *Fellowships*

Policy Manual: Cancer Biology

Supersedes:

Author Name, Title: Kenneth Wright, Director, Cancer Biology Ph.D. Program

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Date(s) Reviewed:

Purpose:

The Cancer Biology Program encourages all students to apply for funding. This includes pre-doctoral fellowships and other research support. Pre-doctoral fellowship awards are very prestigious both for the individual student and for the Program. Students should consider applying as soon as possible after selecting a mentor since many pre-doctoral awards are not available after the student completes their second year. Other types of research awards are also valuable in building the student's career and supporting their research efforts.

In an effort to (a) encourage and reward successful applications, (b) maintain consistency across the program and (c) avoid confusion between the expectations of the mentor and student, the following policy has been established.

Policy Statement:

1. A student who acquires funding for his/her stipend will receive the greater of:

A 10% bonus over their current stipend for the duration of the award. The bonus is not to exceed the amount of the award. The Major Professor is responsible for providing the bonus to the student.

OR

The entire amount of the Fellowship, if that amount is greater than the current stipend and bonus combined.

Should the fellowship stipend be less than the corresponding stipend level within the Cancer Biology Program for the student, the Major Professor will be required to fund the difference so that the student will remain on par with his/her peers. This funding would be reviewed and adjusted as necessary on an annual basis.

2. A student who receives individual research funding that does not include stipend will receive a bonus based on the following:

A salary bonus equal to 10% of the award amount but not to exceed 10% of the student's current stipend.

The Major Professor is responsible for providing the bonus to the student.

References:

Approved by: The Cancer Biology Education Committee on 12/16/04; revised 11/29/05
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Kenneth L. Wright, Ph.D., Director, Cancer Biology Ph.D. Program
