

**Dissertation Advisor Declaration Form**

**Due Date: March 1.**

Please complete Sections I and II and send to SHBT\_Program@hms.harvard.edu.

**Section I: To be completed by the Student**

Student's name: \_\_\_\_\_

DMS Program: Speech and Hearing Bioscience and Technology Program Administrator: Franceny Johnson

Division Head: Roz Segal Program Head: Gwenaelle Geleoc

Student Lab Address:  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Briefly describe your proposed dissertation research (max. 100 words). Description should be informative, for a broad audience, and avoid jargon. Your research description will be reviewed by the SHBT Student Tracking Committee.

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\_\_\_\_\_  
\_\_\_\_\_

Name of Proposed Dissertation Advisor: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II: To be completed by the Dissertation Advisor**

Dissertation Advisor's name/title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current number of trainees in your laboratory:

PhD Students: \_\_\_\_\_ Postdocs: \_\_\_\_\_

Please list all PhD students (DMS and others) currently in your laboratory:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the DMS Student Costs Sheet and understand my financial obligations. Student and I have reviewed DMS/HMS policies regarding Mentor/Trainee Potential Conflicts of Interest, and will provide a signed Conflict of Interest Disclosure form to the student's Dissertation Advisory Committee for review at meetings of the Committee.

\_\_\_\_\_  
Signature of Proposed Dissertation Advisor \_\_\_\_\_ Date

Please indicate your Chief, Chair, or Institutional Administrator who will provide assurance of your financial obligation:

Division Chief/Department Head name: \_\_\_\_\_

Title/location: \_\_\_\_\_

**Section III: To be completed by the SHBT Program**

\_\_\_\_\_  
Daryush Mehta, Director of Student Affairs, SHBT \_\_\_\_\_ Date

**Section IV: To be completed by the Division of Medical Sciences**

I approve this dissertation laboratory selection.

\_\_\_\_\_  
Roz Segal, Dean for Graduate Education, DMS \_\_\_\_\_ Date

**Division of Medical Sciences**  
**FY24 Student Rates**  
 7/1/2023 – 6/30/2024

<b>G1/G2</b>	<b>Stipend</b>	<b>Tuition &amp; Fees</b>	<b>Total</b>
<b>DMS Obligation</b> Stipend	\$45,696	\$59,560	\$105,256
Full Tuition Health Insurance	\$3,808/month	Full Tuition: \$54,032 Health: \$5,528	
<b>Faculty Obligation</b> N/A	\$0	\$0	\$0

<b>G3/G4</b>	<b>Stipend/Salary</b>	<b>Tuition &amp; Fees</b>	<b>Total</b>
<b>DMS Obligation</b> Reduced Tuition	\$0	\$14,048	\$14,048
		Reduced Tuition: \$14,048	
<b>Faculty Obligation</b> Stipend Health Insurance Program Fee	\$45,696 \$3,808/month	\$8,528 Health: \$5,528 Program Fee: \$3,000	\$53,924

<b>G5+</b>	<b>Stipend/Salary</b>	<b>Tuition &amp; Fees</b>	<b>Total</b>
<b>DMS Obligation</b> N/A	\$0	\$0	\$0
<b>Faculty Obligation</b> Stipend Facilities Fee Program Fee Health Insurance	\$45,696 \$3,808/month	\$12,102 Facilities Fee: \$3,574 Health: \$5,528 Program Fee: \$3,000	\$57,498

Student funding questions or adjustments to student support should be directed to [David\\_Jablon@hms.harvard.edu](mailto:David_Jablon@hms.harvard.edu) in the DMS Finance Office.

DMS Stipend Rate for FY25 will be \$47,076 or \$3,923/month

In order to estimate costs for future years, apply 4% annual increase to each category.

FY24 rates will be in effect for the period of 7/1/2023 – 6/30/2024.

Payment of the DMS Program Fee is expected in the Fall 2023 semester.

## **Rights and Responsibilities for SHBT Research Advisors**

Now that you've accepted an **SHBT** student as a rotation student or for their dissertation work, what's next?

- **Rotations:** Rotations are 8 to 12 weeks long. The start date is determined by you and your student. Generally, students do rotations in the fall (Sept.–Dec.), the spring (Feb.–May), or summer (June–August). Prior to the rotation, the student is asked to submit the Rotation Registration Form to the SHBT Program Administrator: [SHBT\\_Program@hms.harvard.edu](mailto:SHBT_Program@hms.harvard.edu). The purpose of the rotation is not necessarily to produce data; it is to allow the student and the lab to get to know each other, to determine if the student is a good fit for the lab, and if the lab is a good fit for the student. At the end of the rotation, you should plan on conducting an exit interview with the student and submit an **Rotation Advisor Report** to the SHBT Program Administrator: [SHBT\\_Program@hms.harvard.edu](mailto:SHBT_Program@hms.harvard.edu). Students are also asked to submit an **Rotation Report**. Note that students are required to declare a dissertation advisor by **March 1 of their G2 year**. Please be honest about whether you are inviting the student to join the lab at the end of the rotation. If you are not, explain how you have reached that decision. If you offer the student a position in the lab, please do not expect them to decide immediately, as most want time to consider. Clarify deadlines, if any.
- **Dissertation Advisor Declaration:** Once you have accepted a student to perform his/her/their dissertation work in your lab, you need to prepare the Dissertation Advisor Declaration (DAD) form, which must be submitted by **March 1 of G2**. Selection of a dissertation advisor must be approved by the Director of SHBT and then the Harvard DMS Director of Graduate Studies. To avoid conflicts of interest, the Dissertation Advisor cannot be the student's assigned Academic Advisor. If an Academic Advisor becomes the Dissertation Advisor, a new Academic Advisor will be assigned.
- **QE:** SHBT students are required to complete their Qualifying Exam by **October 31 of G3**. The QE tests the student's mastery of fundamental concepts in his/her research area and requires written and oral presentation on a research project, which does not have to be completed and can be different from the dissertation work. You can and should discuss in depth the research that your student will present for the QE. The QE is administered by a faculty committee that cannot include the dissertation advisor. You can and should plan to discuss who should be part of the committee and work with your student on his/her/their presentation. You can also assist your student determine who will be his/her/their QE chair. The QE chair must be a member of the SHBT faculty, typically the Concentration Advisor that the student has chosen (see SHBT website for a list of concentration advisors: <https://shbtphd.hms.harvard.edu>).
- **DAC meetings:** Once your student has passed the QE, he/she/they is/are required to form a Dissertation Advisory Committee ("DAC") and to have meetings no less frequently than every 9 months, and possibly more frequently (per the discretion of the DAC Chair). The DAC committee The DAC provides timely and consistent advising. The DAC helps set logical goals for the completion of the dissertation and monitors progress toward completion of degree requirements. The DAC committee is formed in consultation with the Dissertation Advisor and the SHBT Academic Advisor. The committee should have three members, not including the advisor. A DAC Chair should be identified who will be responsible for reporting on each DAC meeting. Deadline for DAC may be granted by the DAC Chair with approval from the Program Director. **DAC**

**form needs to be submitted by February of G3 with the First DAC meeting convened by June 1 of G3.**

Extension may be provided with approval from the program director.

- **Dissertation Defense:** You may have heard the phrase “getting your box checked.” When the DAC determines that a student has completed enough work for a dissertation, they sign a Final DAC Report that has a box with a caption “Student May Begin Writing Dissertation.” Students are expected to schedule their defenses within 6 months of getting their boxes checked, but the defense itself may take place later than the 6-month deadline.
- **Academic Advising:** SHBT students are assigned to an **Academic Advisor** when they matriculate. The Academic Advisor helps the students choose rotations, choose a thesis lab, prepare for the QE (administratively), discuss the student Individual Development Plan (IDP), and generally guides the student through his or her enrollment. Academic Advisors are not scientific advisors; in the case the student decides to join the lab of their Academic Advisor, a new person will be designated to take this role on behalf of the student. Academic advisors meet with their students three times in the first year, twice in the second and third year, and at least once every year through defense
- **Electives:** SHBT students are encouraged, but not required, to take elective courses. Electives offer unique opportunities for the students to benefit from coursework taken throughout graduate school, as their dissertation project and scientific interests mature and/or go into new directions. We ask that you be accommodating and supportive to students who choose to take electives.
- **SHBT policy towards TA'ing and other out-of-lab activities:** Harvard and SHBT strongly encourages its students to pursue professional development opportunities beyond laboratory work throughout their enrollment. Harvard policy allows students to use up to 20% of their time on career activities outside of lab work. This includes serving as a teaching assistant (TA) in Harvard courses. SHBT does not have a formal teaching requirement for graduate students; however, **we require that PIs allow students who wish to TA to do so.** There is never one “good” or “bad” time in a student’s project to engage in professional development, so we ask that you allow students flexibility to engage in these activities that are critical to their career training.
- **Vacation Policy:** Specific vacation arrangements are made between you and your students and should be explicitly stated. Students should not be expected to work seven days a week, and weekend days should *not* be counted as the annual allotted vacation time. For more information on Student Union contracts, please see <https://harvardgradunion.org/our-contract/>
- **Scientific presentations, meetings, and publications:** It is important that students be given the opportunity to present their work. We ask that you make certain your students regularly present their data at local events such as lab meetings, departmental seminars, etc. In addition, it is important to enable your students to attend and present at national meetings. Students have available some money from the SHBT program to support travel. While SHBT does not require students to publish in order to defend, we expect most students will publish at least one paper.
- **Mental Health:** Graduate students may run into a variety of mental health issues that might affect their progress, including depression, anxiety, insomnia, etc. Harvard has a number of resources available to help students who face a wide variety of stressful situations. We ask that you reach out to SHBT if you see that your student is struggling. We will help them find the right resources at Harvard. You may also share this link which describes various resources available to Harvard students: <https://dms.hms.harvard.edu/health-and-wellness>.

- **Individual Development Plan (IDP):** In accordance with NIH guidelines, SHBT requires students to complete an IDP every year. The IDP is designed to help students to start thinking about career choices early in graduate school, and to become aware of their strengths and weaknesses as scientists. During their first two years (G1 & G2), SHBT students discuss the IDP with their Academic Advisor. Once they have chosen a lab, they may either continue to meet with their Academic advisor to discuss the IDP or switch to the Dissertation Advisor. IDP reporting is required yearly for each student:  
[https://hms.az1.qualtrics.com/jfe/form/SV\\_269yP4k4aaBODz0](https://hms.az1.qualtrics.com/jfe/form/SV_269yP4k4aaBODz0)
- **Professional Conduct:** Harvard University is committed to maintaining an environment free from abusive and/or intimidating behavior, defined as: harmful mistreatment by words or actions that humiliate, degrade, demean, intimidate, and/or threaten an individual or group. **PIs are expected to display professional conduct and civil behavior with all colleagues, and especially in their interactions with graduate students and other trainees.** Additional information on policies and guidelines can be found at <https://harvardombuds.harvard.edu/resources/> (HMS affiliates) and through your home institutions.
- **Miscellaneous issues:** If you run into problems with your student, you may reach out to the SHBT Program Administrator ([SHBT\\_Program@hms.harvard.edu](mailto:SHBT_Program@hms.harvard.edu)), the Director of Student Affairs (Daryush Mehta: [mehta.daryush@mgh.harvard.edu](mailto:mehta.daryush@mgh.harvard.edu)), or the SHBT Program Director (Gwenaëlle Géléoc: [Gwenaelle.Geleoc@Childrens.harvard.edu](mailto:Gwenaelle.Geleoc@Childrens.harvard.edu)) for support. You can also reach out to the Director of Harvard Integrated Life Sciences, Sam Reed, [Samantha\\_reed@hms.harvard.edu](mailto:Samantha_reed@hms.harvard.edu). If you suspect that your student is suffering from serious depression or anxiety, please reach out to us. If you find yourself in conflict with your student, please ask us to get involved; it can often defuse tension and help resolution of a conflict if a third party can mediate between advisor and student. We are here to help our faculty as well as our students!