

UNIVERSITY  
OF MIAMI

---



Department of Biology  
Graduate Student Handbook  
Academic Year 2024

Dear Biology Graduate Entering Class of 2023,

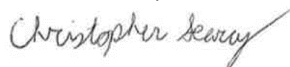
On behalf of the Biology Department at the University of Miami, welcome!

We hope your time in the department is one of intellectual growth as you gain proficiencies in asking important questions, teaching core biological concepts, learning state-of-the-art approaches to experimentation and analysis, and sharing your work both locally and globally.

Graduate training is not however as linear as the last sentence might have suggested. There are inevitable periods of frustration and failure. To help weather these times, we have a close-knit community that gathers regularly to share both greivances and suceses. We strive to foster a culture of belonging.

As you get settled, feel free to ask questions. Biology faculty and your fellow graduate students are approachable and and very glad that you have chosen to pursue your adanced degree at the UMBio.

Best wishes,



Chris Searcy

Prepared by Dr. David Janos and Marisa Hightower 2010

Edited by Dr. J. Albert Uy

Edited Fall 2015 by Dr. Alex Wilson and Aliana Valenzuela

Edited Spring 2016 by Dr. Alex Wilson

Edited Summer 2016 by Dr. Alex Wilson and Aliana Valenzuela

Edited Summer 2017 by Dr. Alex Wilson and Maria Shah

Edited Summer 2018 by Dr. Alex Wilson and Maria Shah

Edited Summer 2019 by Dr. Julia Dallman and Maria Shah

Edited Summer 2020 by Dr. Julia Dallman and Maria Shah

Edited Spring 2021 by Dr. Julia Dallman, Elizabeth Davidson, and Maria Shah

Edited Summer 2021 by Dr. Julia Dallman and Maria Shah

Edited Summer 2022 by Dr. Julia Dallman and Maria Shah

Edited Summer 2023 by Dr. Christopher Searcy

## Table of Contents

First Year Graduate Student Checklist	4
Quick Reference Contacts	5
Fall 2023 Academic Calendar	6
Spring 2024 Academic Calendar	7
Graduate Core Course Modules	8
B.S./M.S. Five Year Program	9
M.S. with Thesis Degree Requirements	10
M.S. without Thesis Degree Requirements	14
Doctor of Philosophy Course Requirements	17
Protocol for Change of Advisor or Degree Plan	26
Graduate Student Fees	27
Student Fee Description	29
Health Insurance	30
Childcare Accommodation Policy for Graduate Students	34
SPEAK Test and Language Competency	36
TA Guidelines for Large Lecture Courses	38
Writing Center	39
Funding Policy and Procedure	40
Funding Sources for Biology Graduate Students	43
Graduate School Forms – Quick Guide	45
Institutional Animal Care & Use Committee (IACUC)	48
Responsible Conduct of Research	50
Laboratory Safety	52
Cox Science Center Room Booking Procedure	55
Counseling Center	56
Reporting Misconduct	58
DEI Committee Composition & Graduate Ombudsperson	61
<b>Forms</b>	
Max & Peggy Kriloff Student Travel Scholarship Form	
International Travel Authorization Form	
Ph.D. Timeline Table for Planning Form	
SACS Evaluation Form	
Guidelines for the Annual Graduate Student Symposium	
Pre Travel Authorization Form	
Instructions Travel Advance Request	
Graduation Checklist	
Electronic Travel & Business Expense Reimbursement Policy	

## **First Year Graduate Student Checklist**

- Attend Graduate Student Orientations** See page 3 for Orientation Schedule
- Meet with your advisor(s) & form an initial committee**
- Meet with initial committee to discuss course work**
- For TAs & RAs working with vertebrates  
**Complete IACUC Certification and submit certificate of completion to Biology Department** See page 50
- Attend Lab Safety Webinar and submit certificate of completion to Biology Department** Required of all students who conduct research and all students with teaching assignments
- SPEAK TEST**  
(All International Students) See page 38
- Responsible Conduct of Research Training and submit certificate of completion to Biology Department** See page 53. This requirement extends to all research tracks

## **Quick Reference Contacts**

\*\*When using a campus landline, dial 8 (Coral Gables) or 6 (Miller school) + the last 4 digits

<b>Department of Biology Office</b> Room 215 Cox Science Center <a href="http://www.biology.as.miami.edu">www.biology.as.miami.edu</a>	305-284-3973 fax: 305-284-3039
<b>Dr. Athula Wikramanayake</b> , Department Chair <a href="mailto:athula@miami.edu">athula@miami.edu</a>	305-284-3988
<b>Dr. Chris Searcy</b> , Graduate Program Director Fall 2023 <a href="mailto:cas383@miami.edu">cas383@miami.edu</a>	305-284-5412
<b>Diego Rodriguez</b> , Business Operations Manager <a href="mailto:diego.rodriguez@miami.edu">diego.rodriguez@miami.edu</a>	305-284-4644
<b>Gabriela Cabezas</b> , Grad. Program Coordinator <a href="mailto:gxc132@miami.edu">gxc132@miami.edu</a>	305-284-3988
<b>Carolina Fernandez</b> , Office Manager <a href="mailto:carolina.fernandez@miami.edu">carolina.fernandez@miami.edu</a>	305-284-5909
<b>Gabriela Guerrero</b> , Senior Administrative Assistant <a href="mailto:gxc561@miami.edu">gxc561@miami.edu</a>	305-284-5906
<b>Keyla Medina</b> , Accounting Assistant <a href="mailto:k.medina1@miami.edu">k.medina1@miami.edu</a>	305-284-4639
<b>IT Help Desk</b>	305-284-4223
<b>Office of Student Accounts</b> Room 158 Ashe Administration Building	305-284-6430 opt. 5
<b>The Graduate School</b> Room 235 Ashe Administration Building	305-284-4154
<b>Alexander Mas</b> , Assistant Director, Graduate Programs, Graduate School <a href="mailto:amas@miami.edu">amas@miami.edu</a>	305-284-4155
<b>Doreen Yamamoto</b> , Dissertation Editor <a href="mailto:dyamamoto@miami.edu">dyamamoto@miami.edu</a>	305-284-5096
<b>TBA</b> , Biology Librarian	305-284-2040

## UNIVERSITY OF MIAMI ACADEMIC CALENDAR

FALL 2023

*Subject to Change*

Aug 7	Mon	Deadline for Readmission
Aug 7	Mon	Campus deadline for several Prestigious Awards & Fellowships in the Office of Academic Enhancement. For specific deadline dates on the various awards see <a href="http://www.miami.edu/oe">www.miami.edu/oe</a> .
Aug 14-15	Mon-Tues	Housing Available for New Students
Aug 15	Tues	International Student Orientation for Undergraduate Students
Aug 16-20	Wed-Sun	Fall 'Cane Kickoff
Aug 17-20	Thurs-Sun	Housing Available for Continuing Students
Aug 18	Fri	International Student Orientation for Graduate Students
Aug 21	Mon	CLASSES BEGIN
Aug 30	Wed	Last Day for Registration and to Add a Course
Sept 4	Mon	HOLIDAY (LABOR DAY)
Sept 6	Wed	Last Day to Drop a Course Without a "W"
Sept 6	Wed	Deadline to apply for Inactive Status
Sept 6	Wed	Deadline to apply for Non-UM programs
Sept 6	Wed	Last Day to Make a Change in Credit-Only Designation
Sept 13	Wed	Application for Graduation Opens
Oct 2	Mon	Progress Report Campaign Begins
Oct 5-8	Thurs-Sun	Family Weekend
Oct 13	Fri	Last Day to Apply for Graduation for Fall
Oct 14 -17	Sat-Tues	FALL RECESS
Oct 16	Mon	Classes available on Canelink for Spring Registration
Oct 16	Mon	Shopping Carts Available on CaneLink
Oct 20	Fri	Progress Report Campaign Closes at 11:59PM
Oct 23	Mon	Registration Appointments Available on CaneLink
TBA	TBA	Homecoming
Nov 3	Fri	Graduate Students: Last Day to Defend Dissertation/Thesis for Fall 2023 Graduation
Nov 6	Mon	Registration for Spring 2024* (Begins)
Nov 10	Fri	Last Day to Withdraw from Course/Semester
Nov 20	Mon	All Classes Held Remotely/Online Only
Nov 21-26	Tues-Sun	THANKSGIVING RECESS
Dec 5	Tues	CLASSES END (11:00 PM)
Dec 6	Wed	Reading Day
Dec. 7-13	Thurs-Wed	FINAL EXAMS
Dec 8	Fri	Grade Rosters Open for Faculty
Dec 13	Wed	Graduate School Deadline for Completion of Dissertation/Thesis
Dec 13	Wed	SEMESTER ENDS (11:00 PM)
Dec 14	Thurs	FALL COMMENCEMENT EXERCISES - All Degrees
Dec 16	Sat	Housing Closes at NOON
Dec 20	Wed	Final Grades Released by Faculty in CaneLink by 5pm EST
Dec 21	Thurs	Final Grades Available to Students in CaneLink

***\*As Scheduled By Appointment***

UNIVERSITY OF MIAMI ACADEMIC  
CALENDAR

SPRING 2024

*Subject to Change*

Dec 18-Jan 14	Mon-Sun	<a href="#">Winter InterSession A (special tuition, add/drop, dates, &amp; refund policy apply)</a>
Jan 2	Tues	Deadline for Readmission
Jan 2-14	Tues-Sun	<a href="#">Winter InterSession B (special tuition, add/drop, dates, &amp; refund policy apply)</a>
Jan 10	Wed	Housing Available for Students
Jan 10	Wed	International Student Orientation for Undergraduate Students
Jan 11-13	Thurs-Sat	Spring 'Cane kickoff
Jan 12	Fri	International Student Orientation for Graduate Students
Jan 15	Mon	HOLIDAY (MARTIN LUTHER KING, JR. DAY)
Jan 16	Tues	CLASSES BEGIN
Jan 24	Wed	Last Day for Registration and to Add a Course
Jan 31	Wed	Last Day to Drop a Course Without a "W"
Jan 31	Wed	Deadline to apply for Inactive Status
Jan 31	Wed	Deadline to apply for Non-UM programs
Jan 31	Wed	Last Day to Make a Change in Credit-Only Designation
Feb 7	Wed	Application for graduation opens
Feb 26	Mon	Progress Report Campaign Begins
March 7	Wed	Last Day to Apply for Graduation for Spring and Summer
March 9-17	Sat - Sun	<u>SPRING RECESS</u>
March 9-17	Sat - Sun	<a href="#">Spring InterSession (special tuition, add/drop, dates, &amp; refund policy apply)</a>
March 11	Mon	<u>Classes visible to Students</u>
March 11	Mon	<u>Shopping Carts available</u>
March 18	Mon	<u>Progress Report Campaign ends at 11:59PM</u>
March 18	Mon	Registration Appointments Available on CaneLink
March 29	Fri	Graduate Students: Last Day to Defend Dissertation/Thesis for Spring 2024 Graduation
April 1	Mon	Registration for Fall Semester 2024 & Summer 2024* (Begins)
April 12	Fri	"Last Day to Withdraw from Course/Semester"
April 29	Mon	CLASSES END (11:00 PM)
April 30	Tues	Reading Days
April 30	Tues	Grade Roster available to Faculty
May 1-8	Wed-Wed	FINAL EXAMS
May 8	Wed	Graduate School Deadline for Completion of Dissertation/Thesis
May 8	Wed	SEMESTER ENDS (11:00 PM)
May 9	Thurs	SPRING COMMENCEMENT EXERCISES - All Graduate Degrees
May 10	Friday	SPRING COMMENCEMENT EXERCISES - All Undergraduate Degrees
May 11	Sat	Housing Closes at NOON for all Participants
May 13	Mon	Final Grades Released by Faculty in CaneLink by Noon
May 15	Wed	Final Grades Available to Students in CaneLink
<p><i>*As Scheduled By Appointment</i> Updated May 11, 2023 <a href="http://www.miami.edu/registrar">Most up-to-date calendars available at www.miami.edu/registrar</a></p>		

## Procedures for Graduate Students in Biology

### Graduate Programs:

- 1) BS/MS (five year program)
- 2) Coursework Masters
- 3) Masters with Thesis
- 4) PhD

### Required Graduate Core Modules

(A two semester, 6 credit sequence required for all four graduate programs)

#### BIL612 Graduate Core I

##### **Fall Semester: Graduate Core Course in Genomes to Organisms**

This course will provide all incoming graduate students with a strong foundation in how genomes are structured, and how the information encoded in genomes is regulated by intrinsic and extrinsic factors during development and evolution.

##### **Major Topics**

- (i) Genome Structure
- (ii) Gene Regulation
- (iii) Cells
- (iv) Development
- (v) Physiology
- (vi) Synthesis: EvoDevo

##### **Graduate Faculty Fall 2023**

William Browne  
Athula Wikramanayake  
Kevin Collins

##### **Other Core I Graduate Faculty**

James Baker  
Oliver Bracko  
Julia Dallman  
John Lu  
Toni Luque  
Lena Mueller  
Sandra Rieger  
Cynthia Silveira  
Alexandra Wilson

#### BIL613 Graduate Core II

##### **Spring Semester: Graduate Core Course in Ecology & Evolutionary Biology**

This course will provide all incoming graduate students with a strong background in key ecological and evolutionary theory.

##### **Major Topics**

- (i) Ecology
  - Population ecology
  - Community ecology
  - Physiological ecology
  - Ecosystem ecology
- (ii) Evolution
  - Principles of natural selection
  - Speciation & biodiversity
  - Population genetics and neutral theory/molecular evolution
  - Phylogenetics, systematics
- (iii) Synthesis – EcoEvoDevo

##### **Graduate Faculty Spring 2024**

Christopher Searcy  
David Van Dyken

##### **Other Core II Graduate Faculty**

Michelle Afkhami  
Don DeAngelis  
Ken Feeley  
Kevin McCracken  
Christopher Searcy  
Delia Shelton  
Barbara Whitlock  
Amy Zanne



## Program-Specific Procedures for Graduate Students in Biology

### 1) BS/MS (Five Year Program)

#### Your Committee (BS/MS five year program)

<b>BS Years 1-3</b>	<b>Identify a research mentor</b> Learning outcomes: Find out if you like research
	<b>Who to pick?</b> Talk to researchers in Biology, including your TAs, lecturers, lab heads whose research sounds interesting. Talk to the Director of the BS/MS Program—they can suggest people!
	<b>Who should consider five year program?</b> Do you like doing research? Would you consider a career that involves research? Do you need more time to decide, with a year that is focused on research?
	<b>Apply for BS/MS program (Year 3)</b>
<b>BS Year 4/MS Year 5</b>	<b>Form your Masters Thesis committee (3 people minimum)</b> Learning outcomes: Design, Conduct, and Publish the most meaningful research you can
	<b>Who to pick?</b> BS/MS Director + 2 other Faculty
	<b>When should you meet with your committee?</b> At least every year When you are stuck and need advice When you need to adjust aims To give an update

#### Your Committee:

- The student in consultation with her/his advisor will determine the committee composition. The committee will consist of a minimum of three faculty, one of whom is the BS/MS Director Dr. Baker. There is no sub-disciplinary representation requirement.

#### Coursework → A total of 30 course credits are required:

- 30 course credits, including the two-semester departmental core courses for graduate students. No more than 9 credits from the independent study series (BIL 675, BIL 678) and 12 credits of masters research may be used to fulfill the 30 course credits. The remaining credits should be completed with biology elective graduate courses. Course selection requires committee approval.
- The minimum acceptable grade average in all coursework towards the degree is a “B (3.0)” and no grade may be below a “C.”

#### Milestones:

**Admission to candidacy:** is made by recommendation of the committee and must occur the semester before you plan to defend your thesis. Prior to candidacy students in the program are focused on completing their coursework and initiating their research. Candidacy indicates a readiness to focus on research towards completing their thesis.

**Defense of Masters Written Thesis:** A well-written and publically defended thesis of publishable quality;

a defense is successful if all members of the committee sign the grad school form and the signature page of the thesis.

*Other Important Considerations:*

1. A complete draft of the thesis *must be in the hands of the committee a minimum of two weeks prior to the defense*. If this deadline is not met, the defense must be rescheduled.
2. The oral defense of the thesis *must* be given during regular sessions of the Fall or Spring semesters, not during summer sessions, intercessions, reading days, or finals weeks.
3. *No student may receive the degree in the same semester in which she/he is admitted to candidacy.*
4. Thesis defenses **must be advertised and scheduled at a time that does not conflict with departmental events** including seminars, workshops and faculty meetings. *Absolutely no defense should be scheduled to conflict with Monday Seminars (12:20-1:30), Wednesday Faculty Meetings (12:20-1:30), or to conflict with Friday Seminars (12:20-1:30; please note that scheduling defenses for presentation as part of the Friday Seminar Series is encouraged).* **Defenses must be scheduled during regular term times**, consult your program requirements for details.

**Completed SACS evaluation forms are required.** These forms provide an assessment of the graduate program and are intended to track your progress on professional skills as you advance through the program. For BS/MS, only one SACS evaluation is required at the following milestone(s):

**1. Defense of Masters Thesis.**

*Timetable:*

**B.S./M.S. five year program Timeline – Including Program Requirements and Suggested Goals**

Year	Semester	Requirements*	Suggested Goals	Suggested credit # distribution
1-2	1-4	<ul style="list-style-type: none"> <li>• <b>Identify Research Mentor</b></li> <li>• Begin research project</li> <li>• Take research for credit</li> </ul>	<ul style="list-style-type: none"> <li>• Take research courses: BIL 495 and 496</li> <li>• By the end of your first year aim to complete 2 research credits and 16 course credits.</li> <li>• Contact the program director Dr. James Baker to express your interest.</li> <li>• Begin the search for a research mentor.</li> <li>• Attend Departmental Seminar</li> </ul>	See BS requirements
3	5-6	<ul style="list-style-type: none"> <li>• <b>Apply for BS/MS program in semester 6</b></li> </ul>	<ul style="list-style-type: none"> <li>• Choose a mentor and register with the Office of Undergraduate Research</li> </ul>	See BS requirements
4	7	<ul style="list-style-type: none"> <li>• <b>Take graduate-level course eg Core I</b></li> </ul>	<ul style="list-style-type: none"> <li>• Start your personal Endnote (or equivalent) library and start delving into primary literature to inform development of your thesis research. Attend a local conference.</li> </ul>	3
	8	<ul style="list-style-type: none"> <li>• <b>Take graduate-level course eg Core II</b></li> <li>• <b>Complete requirements for BS</b></li> <li>• <b>Form Committee</b></li> <li>• Continue Research</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to work led by someone else in the lab</li> </ul>	3
5	9	<ul style="list-style-type: none"> <li>• <b>Apply for Candidacy once Core courses are completed (at least one</b></li> </ul>	<ul style="list-style-type: none"> <li>• Present research at professional meeting</li> </ul>	15 total of which 6 should be masters research credits, 1 lab meeting, and 1 professional skills

	<ul style="list-style-type: none"> <li>• <b>semester prior to graduating.</b></li> <li>• <b>Start writing thesis</b></li> <li>• Continue Research</li> <li>• Meet with committee to plan thesis defense</li> </ul>		
10	<ul style="list-style-type: none"> <li>• <b>Turn in thesis two weeks prior to scheduled public defense</b></li> <li>• <b>Thesis Defense</b></li> </ul>	<ul style="list-style-type: none"> <li>• Preparation and submission thesis work for publication</li> </ul>	9 of which 6 should be masters research credits, and 1 lab meeting, 1 DVP
<b>TOTAL CREDITS</b>			<b>30</b>

## II. Coursework M.S. (Two Year Program)

### Your Committee (Coursework Masters)

<b>Semesters 1-4</b>	<b>Initial and Sufficiency Exam Committee (3 people minimum)</b> Learning outcomes: Know what you don't know vs. what isn't known Demonstrate general grounding in a breadth of biological concepts
	<b>Who to pick?</b> Faculty who have taught you
	<b>Written component</b> Core I & II final exams
	<b>Oral component</b> Schedule 2 hours for oral sufficiency exam

#### Your Committee:

- A single committee can fulfill the responsibilities of the initial supervisory and the comprehensive examination committees. The student in consultation with her/his advisor will determine the committee composition. The committee will consist of a minimum of three faculty, one of whom must be a member of the graduate faculty. There is no sub-disciplinary representation requirement.
- The examination committee, formed when student is admitted to candidacy, may comprise the same individuals as the supervisory committee, or membership can be adjusted at this point.
- The examination committee must be approved by the Dean of the Graduate School. There is a special form that must be filed with the graduate school.
- Committee meetings are required at least once a year (recommended at least once a semester); the student is responsible for arranging meetings; the student should keep the committee advised of major changes in the graduate program plan; memos summarizing each meeting should be in the student's file.

#### Coursework → A total of 30 course credits are required:

- 30 course credits, including the two-semester departmental core courses for graduate students and at least one graduate course in statistics. Students are encouraged to take courses from more than one conceptual area, listed under the Ph.D. requirements. No more than 9 credits from the independent study series (BIL 675, BIL 678) may be used to fulfill the 30 course credits. At times independent study series course numbers are used by professors to teach a new course or a special topics course, when this happens, the corresponding credits can be counted as a non-independent study credit. Course selection requires committee approval.
- The minimum acceptable grade average in all coursework towards the degree is a "B (3.0)" and no grade may be below a "C."

#### Milestones:

**Admission to candidacy:** is made by recommendation of the committee and normally occurs after completion of one year or 12 credit hours of graduate work.

**Sufficiency exam:** The student must pass an oral sufficiency exam given by the committee that must be

passed by the end of the fourth semester.

*Other Important Considerations:*

1. No student may receive the degree in the same semester in which she/he is admitted to candidacy.
2. The indicated dates form *firm deadlines*. A student, however, may submit a written petition to GAAC for an extension of time detailing reasons for the request. *An extension will be granted only under extraordinary circumstances and will be effective upon written approval by GAAC.*
3. Proposals to change the schedule for any reason should be preceded by a study of the *graduate bulletin* sections on *leaves of absence, full time student status and recency of credit hour* and explicitly address how the proposed change of schedule relates to these matters. The memo requesting the change also should address the *proposed financial support*.

**Completed SACS evaluation forms are required.** These forms provide an assessment of the graduate program and are intended to track your progress on professional skills as you advance through the program. For MS by coursework, only one SACS evaluation is required at the following milestone(s):

**1. Sufficiency exam.**

*Timetable:*

**M.S. with Thesis Program Timeline – Including Program Requirements and Suggested Goals**

Year	Semester	Requirements*	Suggested Goals	Suggested credit #
1	1	<ul style="list-style-type: none"> <li>• Graduate Core I (3 credits)</li> <li>• Take 6 additional credits</li> <li>• Form Initial Committee</li> <li>• Meet with Committee to plan first year of study</li> </ul>	<ul style="list-style-type: none"> <li>• Take Professional Skills course.</li> </ul>	9
	2	<ul style="list-style-type: none"> <li>• Graduate Core II (3 credits)</li> <li>• Take 6 additional credits</li> </ul>	<ul style="list-style-type: none"> <li>• By the end of your first year, you should have completed the departmental Core course.</li> <li>• Consider taking a graduate-level statistics course.</li> <li>• Set up summer internship.</li> <li>• Explore career options for after Masters Degree.</li> <li>•</li> </ul>	9
2	3	<ul style="list-style-type: none"> <li>• Take 9 credits</li> <li>• Meet with Committee</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Apply for positions after Masters</li> </ul>	9
	4	<ul style="list-style-type: none"> <li>• Take 3 credits</li> <li>• Complete Oral Sufficiency exam</li> <li>• By the end of the fourth semester you should have completed all of your required coursework including a graduate-level course in statistics.</li> </ul>	<ul style="list-style-type: none"> <li>• Network to explore options for jobs after your Masters degree</li> <li>•</li> </ul>	3
				Total Credits 30

## 2) M.S. with thesis (Three Year Program)

### Your Committee (Masters with thesis program)

<b>Semesters 1-6</b>	<b>Committee for Thesis Work (3 people minimum)</b> Learning outcomes: Design, Conduct, and Publish the most meaningful research you can
	<b>Who to pick?</b> Must include one external (outside Bio) committee member  Must include one Biology Graduate Faculty member
	<b>When should you meet with your committee?</b> Every Semester or at least once per year When you are stuck and need advice When you need to adjust aims To give an update

#### Your Committee:

- The student in consultation with his or her advisor will determine the composition of the committee. The initial supervisory committee will consist of a minimum of three faculty, one of whom must be a member of the graduate faculty and one of whom must be from outside Biology (secondary faculty can serve this role). There is no sub-disciplinary representation requirement.
- The *thesis committee*, formed officially when the student is admitted to candidacy, may comprise the same individuals as the supervisory committee, or membership can be adjusted at this point.
- The *thesis committee* must be approved by the Graduate School. There is a special form that must be filed with the graduate school.
- Committee meetings are required at least once a year (recommended at least once a semester). The student is responsible for arranging meetings. Following each meeting, any necessary SACS reporting forms and memos summarizing each meeting should be in the student's file and emailed to the Graduate Director. The student is responsible for ensuring that committee members submit any necessary SACS reporting forms and memos in a timely manner.

#### Coursework → a total of 30 credits are required:

- 24 course credits, including the two-semester departmental core courses for graduate students and at least one graduate course in statistics. Students are encouraged to take courses from more than one conceptual area. They are encouraged to select courses and independent studies that will prepare them for research, as listed under the Ph.D. requirements. No more than nine (9) credits from the independent study series (BIL 675, BIL 678) may be used to fulfill the 24 course credits. At times independent study series course numbers are used by professors to teach a new course or a special topics course, when this happens, the corresponding credits can be counted as a non-independent study credit. Course selection requires committee approval.
- 6 research credits (BIL 810); no more than six M.S. research credits are allowed.
- The minimum acceptable grade average in all coursework towards the degree is a "B (3.0)" and no grade may be below a "C."

- Once a student has completed all required credit hours, she/he must enroll in “Research in Residence” (BIL 820) status until the degree is granted. This course carries zero (0) credits, but is considered full-time enrollment. Even though no credit is earned, a tuition charge equivalent to one course credit normally applies to this course.

*Milestones:*

**Defense of your written thesis proposal:** Your proposal is due no later than the middle of the second semester. The scope of the M.S. thesis should be in line with the three years available for research. The written proposal is presented publicly as a seminar and defended in a private meeting after the seminar to the committee. The public presentation must be given during regular sessions of the Fall or Spring semesters, not during summer sessions, intersessions, reading days, or finals weeks.

**Admission to candidacy** normally occurs after successful defense of the thesis proposal and involves filing a form through the Graduate School.

**Masters Thesis:** A well-written and successfully defended thesis of publishable quality; a defense is successful if all members of the committee sign the grad school form and the signature page of the thesis.

*Other Important Considerations:*

1. Analysis of data and a polished draft of the thesis should be completed and in the hands of the committee by the middle of the sixth semester.
2. A complete draft of the thesis must be in the hands of the committee a minimum of two weeks prior to the defense. If this deadline is not met, the defense must be rescheduled.
3. Defense of the thesis and its submission to the Graduate School must meet or precede the deadline for graduation immediately following the sixth semester. Notice of the defense must be submitted on a special form to the graduate school in advance of the defense and must be posted publicly in the department.
4. No student may receive the degree in the same semester in which she/he is admitted to candidacy.
5. Meeting with your committee once each *semester* is strongly encouraged. Meeting with your committee once each year is a program requirement.
6. The indicated dates form *firm deadlines*. The student may, however, submit a written petition to GAAC for an extension of time detailing reasons for the request. *An extension will be granted only under extraordinary circumstances and will be effective upon written approval by GAAC.*
7. Proposals to change the schedule for any reason should be preceded by a study of the graduate bulletin sections on *leaves of absence, full time student status, and recency of credit hours* and explicitly address how the proposed change of schedule relates to these matters. The memo requesting the change also should address the proposed financial support.
8. Proposal and thesis defenses **must be advertised and scheduled at a time that does not conflict with departmental events** including seminars, workshops, and faculty meetings. *Absolutely no defense should be scheduled to conflict with Monday Seminars (12:20-1:30), Wednesday Faculty Meetings (12:20-1:30), or to conflict with Friday Seminars (12:20-1:30; please note that scheduling defenses for presentation as part of the Friday Seminar Series is encouraged).* **Defenses must be scheduled during regular term times.**

**Completed SACS evaluation forms are required.** These forms provide an assessment of the graduate program and are intended to track your progress on professional skills as you advance through the program. For MS by thesis, two SACS evaluations are required at the following milestone(s):

1. **Research Proposal Defense.**
2. **Defense of Masters Thesis.**

*Timetable:*

**M.S. with Thesis Program Timeline – Including Program Requirements and Suggested Goals**

Year	Semester	Requirements*	Suggested Goals	Suggested credit # distribution
1	1	<ul style="list-style-type: none"> <li>• <b>Graduate Core I</b></li> <li>• <b>Form Committee</b></li> <li>• By the end of your first semester you must have formed and met with your committee to plan your program of study</li> </ul>	<ul style="list-style-type: none"> <li>• One research credit</li> <li>• Start your personal Endnote (or equivalent) library and start delving into primary literature to inform development of your thesis research</li> </ul>	9
	2	<ul style="list-style-type: none"> <li>• <b>Graduate Core II</b></li> <li>• <b>Proposal Defense</b></li> <li>• Proposal Defense SACS forms submitted to GAAC Director</li> <li>• <b>Advance to Candidacy</b></li> </ul>	<ul style="list-style-type: none"> <li>• One research credit</li> <li>• By the end of your first year aim to complete 2 research credits and 16 course credits</li> </ul>	9
2	3	<ul style="list-style-type: none"> <li>• <b>Statistics</b></li> <li>• Meet with committee at least once in Year 2</li> </ul>	<ul style="list-style-type: none"> <li>• One research credit</li> <li>• Attend a local conference during 2<sup>nd</sup> year</li> </ul>	5
	4		<ul style="list-style-type: none"> <li>• One research credit</li> <li>• By the end of the 2<sup>nd</sup> year have completed ALL 24 required course work credits (including the statistics requirement)</li> </ul>	5
3	5	<ul style="list-style-type: none"> <li>• Meet with committee to plan thesis defense</li> </ul>	<ul style="list-style-type: none"> <li>• One research credit</li> <li>• Present research at professional meeting in Year 3</li> </ul>	1
	6	<ul style="list-style-type: none"> <li>• <b>Thesis Defense</b></li> <li>• Thesis Defense SACS forms submitted to GAAC Director</li> </ul>	<ul style="list-style-type: none"> <li>• One research credit</li> <li>• Preparation and submission thesis work for publication</li> </ul>	1
<b>TOTAL CREDITS</b>				<b>30</b>



## Your Committee

<b>Semesters 1-3</b>	<p style="text-align: center;"><b>Form Your Initial Committee for your Qualifying Exam</b></p> <p style="text-align: center;">Learning outcomes: Know what you don't know vs. what isn't known Demonstrate general grounding in a breadth of biological concepts</p>
	<p style="text-align: center;"><b>Who to pick?</b></p> <p style="text-align: center;">2 generalists 1 from Core I &amp; 1 from Core II</p> <p style="text-align: center;">2 specialists Assign reading to strengthen research</p>
	<p style="text-align: center;"><b>Written component</b></p> <p style="text-align: center;">Core I &amp; II final exams + 4 hour specialist written exam (scheduled 1 week before oral exam)</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">submit a first author manuscript, with feedback from full committee</p>
	<p style="text-align: center;"><b>Oral component</b></p> <p style="text-align: center;">schedule 3 hours for oral exam with all four committee members (1 week after written exam)</p>
<b>Semesters 4-10</b>	<p style="text-align: center;"><b>Adjust Committee for Proposal Defense &amp; Dissertation Work</b></p> <p style="text-align: center;">Learning outcomes: Design, Conduct, and Publish the most meaningful research you can</p>
	<p style="text-align: center;"><b>Who to pick?</b></p> <p style="text-align: center;">Add an external (outside Biology) committee member</p> <p style="text-align: center;">Because the focus is your research, most students replace generalists with additional specialists</p>
	<p style="text-align: center;"><b>When should you meet with your committee?</b></p> <p style="text-align: center;">Every Semester or at least once per year When you are stuck and need advice When you need to adjust aims To give an update</p>

### Your Committee:

The committee will advise the student on both the qualifying exam and research training. The committee will go through several phases and its membership will be determined by the advisor and student together, contingent upon approval of GAAC and/or the Graduate School, as appropriate at each phase:

- The *initial committee* will consist of at least four (4) faculty, two (2) appointed to ensure breadth of training and two (2) from the research area. This committee will decide whether students having a M.S. in biology (botany, zoology, etc.) from another institution can substitute a graduate level course taken elsewhere for a departmental course requirement; it also will advise the student on which additional courses should be taken for both research and breadth.
- The *dissertation committee (of four)* is formed after passing the qualifying exam and before the

proposal defense. The committee will consist of a minimum of four faculty, which includes the committee chair who is the advisor, who must be a member of the Graduate Faculty. Of the remaining members, it also is required that two shall be from the Graduate Faculty and one from outside the department. The department nominates the dissertation committee, but it must be approved and appointed by the Graduate School. There is a special form that must be filed with the Graduate School.

- Committee meetings are required at least once a year (recommended at least once a semester). The student is responsible for arranging meetings; the student should consult with the committee about any major changes in research goals and any problems; memos summarizing each meeting should be in the student's file.

*Coursework → a total of 60 credits are required*

- Students who already have a Master's Degree in the same field may not need as many course credit hours (consult Graduate School rules on transfer credit hours), but at least 24 credit hours must be taken in residence at UM.

<https://www.grad.miami.edu/policies-and-forms/forms/index.html>

- At least 18 course credits including the two-semester departmental core courses for graduate students (BIL 612 and BIL 613) and Advanced Biostatistics (BIL 618). The independent study series (BIL 675, BIL 678 course numbers) can be used by professors to teach a new course or a special topics course, when this happens, the corresponding credits can be counted as a non-independent study credit. Course selection requires committee approval.
- At least 12 research credit hours (BIL 830 and/or BIL 840). Once the overall number of required credit hours (see below #8 – Other Requirements) has been reached, there is no need to take additional research credit hours.
- An additional 30 credit hours from any combination of graduate courses (600 level regular courses and independent study courses) and research credit hours (800 level) to bring the total number of credit hours beyond the Bachelor's Degree to 60 credit hours. (One example: 18 required course credit hours + 12 required research credit hours + 15 additional course credit hours + 15 additional research credit hours = 60 total; another example would be 18 additional course credit hours and only 12 additional dissertation credit hours, etc.)
- The committee may decide that students with previous graduate level courses may be exempt from some of the course requirements.
- The minimum acceptable grade average in all coursework towards the degree is a "B (3.0)" and no grade may be below a "C."
- *Conceptual areas:* Students are encouraged to take courses and independent studies from at least 3 main conceptual areas, and are urged to take courses and independent studies that will prepare them for research and for the comprehensive qualifying exam. Students also are encouraged to participate in seminars and study groups and to take special courses in other departments of UM, from the Organization for Tropical Studies, or other special interdisciplinary courses. Such courses should be appropriate to their course of study and research area as determined by their committee. Conceptual areas offered in our department include: EVOLUTION (graduate level evolution courses are in the 620's series); ECOLOGY (graduate level ecology courses are in the 630's series), BEHAVIOR (graduate level behavior courses are in the 640's series); GENETICS AND MOLECULAR BIOLOGY (graduate level genetics and molecular biology courses are in the 650's series); and PHYSIOLOGY AND CELL BIOLOGY (graduate level physiology courses are in the 660's series). Special concentrations in our department and/or in collaboration with other departments include: Neuroscience and Behavior, Development and

Disease, Biodiversity and Global Change Biology, Microbiome Biology and Species Interactions, and Tropical Ecology and Evolution.

*Milestones:*

**Your Qualifying Exam** (should be passed by the end of the third semester)

The qualifying examination has both: *(I) Comprehensive & (II) Specialty Components*

(II) *Comprehensive Component*

The Graduate Core will serve as the comprehensive written component of the qualifying exam. The minimum acceptable grade in each of Graduate Core I (BIL 612) and Graduate Core II (BIL 613) is a “B” (3.0). Students who fail to achieve a B average across the two Graduate Core classes will be considered to have failed the comprehensive component of the qualifying exam. Students who earn As (4.0) in both Graduate Core I and Graduate Core II will pass with distinction, students whose grade average across the two classes is <4 but  $\geq 3$  will earn a passing grade, while students with a grade average across the two classes of <3 will fail the comprehensive component of the qualifying exam.

Final letter grades will use the University of Miami standard quality points:

<u>Letter grade</u>	<u>Quality points per credit</u>
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0

In the event that a student fails the comprehensive component of the qualifying exam, the student will be given the opportunity in the following academic year to retake any Graduate Core class in which they failed to achieve the minimum grade of a B. It is only necessary to retake a class if a student earned less than a B in that class (*i.e.* if students earn less than a B in only one of the two classes, it is not necessary for them to retake both classes in the sequence). All students retaking classes must have completed their retakes by the end of their fourth semester. Each retake grade will replace in the Qualifying Exam a student’s original grade for that part of the Graduate Core. A student who earns less than a B in a retake, will fail the comprehensive component of the qualifying exam for a second time and be terminated from the program. In addition to assigning letter grades, faculty will complete the graduate school rubric for evaluating student performance on qualifying exams for each student.

*(II) Specialty Component*

The specialty component of the qualifying exam will test the student in subject areas related to the student’s field of study. Prior to the first summer, the student should meet with their initial committee to define the scope of their specialty exam. The specialty component should focus on two specific areas of biology that the student intends to incorporate into their dissertation research. Topics to master for the exam may be defined by a specific group of reviews, papers, books and book chapters, and even mathematical or computational skill sets to master. The student is responsible for working with their committee to develop a clear understanding of what individual faculty expect of them with respect to

preparing for the specialty component of the qualifying exam.

- *Traditional Specialty Component:* The specialty component of the qualifying exam will be administered in the third semester. The committee will designate a chair other than the student's advisor to administer the examination. The written part of the exam will be closed book and will be administered on campus in a single four-hour period by the examination chair. Two committee members will provide questions for the four-hour specialty exam. Each of the two committee members will provide questions expected to occupy the student for half of the four-hour exam. Exams can be hand-written or completed on a wireless disabled laptop with autocorrect and prompts disabled. All members of the committee will read the exam, the committee members who provided the questions will grade the exam questions they provided. About one week after the written exam, an oral exam will be administered by the **whole committee** for the purpose of further exploring the student's grasp of **both the specialty component subject matter and any material covered by Graduate Core I and II**.
- *Alternative Specialty Component:* With committee approval, an alternative to the traditional specialty component of the qualifying exam is to present to the committee a first-authored, publishable, full-length article manuscript concerning research conducted since matriculation at UM. The purpose of the alternate exam is to immediately focus students and their graduate advisors on developing the research, analysis, and writing skills that are necessary for a successful career. Before the end of the third semester, the manuscript must be ready to submit to a journal approved by the committee. One week after the committee has read the manuscript, there will be an oral exam for the purpose of further exploring the student's grasp of both the specialty component subject matter and any material covered by Graduate Core I and II.
- *The specific requirements for the alternative specialty component are:*
  1. The research *must have been conducted since matriculation at UM*, under the guidance of the Ph.D. advisor. Research conducted prior to matriculation at UM cannot be the basis for the article. However, a student's supervisory committee may at its discretion approve work that considerably extends previous research (e.g. a M.S. project) and that contains substantial new data generated since matriculation.
  2. The student *must be the first author* of the article, and *must play the principal role* in data analysis, writing, submission, and seeing the manuscript through to publication.
  3. The target journal should have an impact factor above the median (i.e., top 50%) for journals in its subject area.
  4. The publication *must be a full article*: No form of short note (e.g., primer, technical, or natural history note), short communication, or brief commentary is acceptable. Substance rather than paper length will be the major consideration: e.g., articles in *Science* and *Nature* would be short but perfectly acceptable! The exam committee will assess the paper's acceptability.
  5. Prior to submission for publication, all members of the supervisory committee must have agreed upon journal selection, served as collegial reviewers of the manuscript, and agreed that the manuscript is suitable for submission. The student is also expected to orally present and defend the research described in the manuscript.
  6. Satisfactory completion of this alternate qualifying exam will require that the manuscript be ready for submission *before the end of the third semester* of graduate study. As is the case for a standard written qualifying exam, satisfactory completion will also require a vote of the supervisory/ examination committee.

7. A memorandum to GAAC by the supervisory/examination committee chair reporting passing the alternate qualifying exam should be accompanied by a copy of the journal's acknowledgment of submission.
8. If the approved manuscript has not been submitted before the end of the third semester, the graduate student must prepare to sit the regular specialty component of the qualifying exam before the end of the fourth semester. Students have up to the Monday of the second last week of classes in the fourth semester to submit their manuscript. If the manuscript is not submitted by the end of the second last week of classes in the fourth semester, the student must sit the regular specialty component of the qualifying exam before the end of the fourth semester.
9. The student is encouraged to present the work on which the manuscript is based at the department's annual graduate student symposium.

Each committee member will decide on a pass/fail grade based on the total performance (written plus oral). No conditional passes may be awarded. For the student to pass the examination, 3 of the 4 examiners must vote a grade of pass. An oral and written summary of the committee's evaluation must be prepared by the chair of the examination committee and given to the student and to GAAC. If the student does not pass the examination, there will be a chance to retake it the following semester. In the case of failure a second time, the student will be terminated from the program.

**Defense of your written thesis proposal:** A public presentation of your research proposal and defense of a written research proposal to your *committee* should be completed by the end of the fourth semester. Students are encouraged to follow the format of a grant proposal to a major funding agency. At the proposal defense, the student will receive either a pass or a fail. A grade of pass will be recorded if no more than one member of the *dissertation committee* (see below) votes to fail the student. If the student fails the proposal defense, she/he will be given a *second chance* to defend no later than the *sixth week of the fifth semester*. If the defense is failed a second time, the student will be terminated from the program.

**Admission to candidacy** normally occurs after successful defense of the thesis proposal and involves applying through the graduate school

<https://www.grad.miami.edu/policies-and-forms/forms/index.html>

If you change your committee, inform the department with an e-mail to the Graduate Director and the Graduate School with a change of committee form.

<https://www.grad.miami.edu/policies-and-forms/forms/index.html>

**Teaching:** All students on the Ph.D. track in Biology are required to serve at least one semester as a teaching assistant in one of the courses offered as part of the Department's training program.

**Grant Application:** Submission of a grant proposal to a major funding agency (e.g., NSF, NIH, National Geographic, World Wildlife Fund, etc.) is required. All students are required to seek outside funding for their research. ***This must be a research project proposal.*** Application for an NSF pre-doctoral fellowship does not meet this requirement.

**Paper requirement:** The dissertation should include at least one chapter based on a manuscript, first-authored by the candidate, and accepted for publication in a peer-reviewed journal of quality

acceptable to the dissertation committee. In extraordinary circumstances, the publication requirement may be waived by a vote of the majorities of both the dissertation committee and GAAC.

**Ph.D. Dissertation:** A well-written and successfully defended dissertation containing an original contribution to the field and of quality appropriate for publication in a scientific journal is required. A defense is successful if all members of the committee sign the graduate school form and the signature page of the dissertation. A complete draft of the dissertation *must* be in the hands of the committee a minimum of two weeks prior to the defense. If this deadline is not met, the defense must be rescheduled. A public dissertation seminar also is presented at the time of the defense. Following the defense the committee is required to provide the Graduate Director with a completed SACS evaluation form.

**Public defense must be during regular semesters.** We reiterate that the public presentation associated with the defense of the proposal and the public seminar associated with the defense of the dissertation should be given during regular sessions of Fall or Spring semesters, not during summer sessions, inter-sessions, reading days, or finals weeks. In extraordinary circumstances, permission to defend during these other times may be granted by a unanimous vote of both the dissertation committee and GAAC.

**Completed SACS evaluation forms are required at three points** during the course of study. These forms are required as an assessment of the graduate program meant to track your progress on professional skills as you advance through the program. For the PhD, three SACS evaluations are required at the following milestone(s):

- a) **Qualifying Exam**
- b) **Proposal Defense**
- c) **Defense of the Written Dissertation**

The student is responsible for providing blank forms to the committee at each milestone. The graduate advisor is responsible for forwarding completed forms to the Graduate Director. The student is responsible for ensuring the Graduate Director receives these forms.

*The timetable:*

### Ph.D. Program Timeline – Including Program Requirements and Suggested Goals

Year	Semester	Requirements*	Suggested Goals	Suggested credit # distribution
1	1	<ul style="list-style-type: none"> <li>• <b>Graduate Core I</b></li> <li>• <b>Form Initial Committee</b></li> <li>• Meet with your advisor to plan 1<sup>st</sup> year of study and composition of your committee</li> </ul>	<ul style="list-style-type: none"> <li>• If possible, look for opportunities to contribute to an ongoing project. This can be a way to learn approaches/literature and yield co-authorship on a publication in Year 1 or 2</li> <li>• Start your personal Endnote (or equivalent) library and start delving into primary literature to inform development of your dissertation research</li> <li>• Ask questions to start engaging in scientific/professional development.</li> </ul>	9
	2	<ul style="list-style-type: none"> <li>• <b>Graduate Core II</b></li> <li>• By the end of your first year you must have formed your qualifying committee</li> </ul>	<ul style="list-style-type: none"> <li>• By the end of your 1<sup>st</sup> year have completed 12 of the 18 required course work credits</li> <li>• It is a good idea to organize reading materials for quals so you have time over the summer to become comfortable with the material.</li> <li>• Keep asking questions.</li> </ul>	9
2	3	<ul style="list-style-type: none"> <li>• <b>Qualifying Exam</b></li> </ul>	<ul style="list-style-type: none"> <li>• Attend a local conference during 2<sup>nd</sup> year</li> <li>• Submit Research Fellowship Application(s)</li> </ul>	6

		<ul style="list-style-type: none"> <li>Qualifying Exam SACS forms submitted to GAAC Director</li> </ul>	<ul style="list-style-type: none"> <li>Ask a question of a seminar speaker.</li> </ul>	
	4	<ul style="list-style-type: none"> <li><b>Proposal Defense</b></li> <li>Proposal Defense SACS forms submitted to GAAC Director</li> <li>Advance to Candidacy</li> </ul>	<ul style="list-style-type: none"> <li>By the end of the 2<sup>nd</sup> year have completed ALL 18 required course work credits (including the statistics requirement)</li> <li>Keep asking a questions.</li> </ul>	6
3	5	<ul style="list-style-type: none"> <li>Meet with committee at least once in Year 3</li> </ul>	<ul style="list-style-type: none"> <li>Continue to hone professional writing skills on manuscripts and grants</li> <li>Look for opportunities to present research; network by asking questions of presenters whose research interests you.</li> </ul>	5
	6			5
4	7	<ul style="list-style-type: none"> <li>Meet with committee at least once in Year 4</li> </ul>	<ul style="list-style-type: none"> <li>Continue to hone professional writing skills on manuscripts and grants</li> <li>Look for opportunities to present research; network by asking questions of presenters whose research interests you.</li> </ul>	5
	8		<ul style="list-style-type: none"> <li>Start researching applying for postdocs fellowships/jobs</li> </ul>	5
5	9	<ul style="list-style-type: none"> <li>Meet with committee in 9<sup>th</sup> semester to demonstrate sufficiency and plan presentation and completion of the dissertation</li> </ul>	<ul style="list-style-type: none"> <li>Complete experimental work and data analysis in 9<sup>th</sup> semester</li> <li>Present research at professional meeting in Year 5 (if funds are available consider attending more than one professional meeting)</li> <li>Apply for postdocs/jobs</li> </ul>	5
	10	<ul style="list-style-type: none"> <li><b>Dissertation Defense</b></li> <li>Dissertation Defense SACS forms submitted to GAAC Director</li> </ul>	<ul style="list-style-type: none"> <li>Focus on writing dissertation and organizing your data and reagents for after you leave the lab.</li> <li>Continue applying for postdoc/jobs</li> </ul>	5
<b>TOTAL CREDITS</b>				<b>60</b>

\* All Ph.D. students are also required to: (1) teach for at least one semester, (2) submit a grant proposal to an outside funding agency, (3) present at least one talk at the Annual Department of Biology Graduate Student Symposium, and (4) have a first-authored paper accepted for publication in a peer-reviewed journal.

### Ph.D. Program Timeline Notes:

- The timeline for the suggested goals will vary some across labs and disciplines. The important things to capture from the list of suggested goals are: (1) the importance of publishing, (2) the value of publishing early and steadily, and (3) the importance of building your professional network by attending and presenting your work at meetings. Use the suggested timeline to facilitate setting your professional goals and discussing your goals with your advisor and members of your committee.
- Contributing to research projects outside your main research project can be a valuable way to gain lab/field skills and skills in data analysis, presentation, and writing.
- Meeting with your committee once each semester is strongly encouraged. Meeting with your committee once each year is a program requirement.
- TOTAL CREDITS must equal 60 at time of graduation and must not exceed 60. This means that if your time in the program goes beyond the 10 semesters of guaranteed support, you will need to plan and budget your remaining credits accordingly.
- One credit of an 800-level course qualifies as full-time enrollment. Thus, in your final years, enrolling in one credit of BIL 840 is sufficient.
- Proposal and dissertation defenses **must be advertised and scheduled at a time that does not conflict with departmental events** including seminars, workshops and faculty meetings. *Absolutely no defense should be scheduled to conflict with Monday Seminars (12:20-1:30), Wednesday Faculty Meetings (12:20-1:30), or to conflict with Friday Seminars (12:20-1:30; please note that scheduling defenses for presentation as part of the Friday Seminar Series is encouraged).* **Defenses should be scheduled during regular term times**, consult your program requirements for details.

7. *Admission to candidacy normally occurs after the comprehensive qualifying exam and proposal defense are passed upon the recommendation of the committee and the approval of the Graduate School. Application for admission to candidacy is made to the graduate school on a special form.*
8. Analysis of data and *a polished draft of the dissertation* should be completed and in the hands of the dissertation committee *no later than the middle of the tenth semester.*
9. A complete draft of the dissertation *must be in the hands of the committee a minimum of two weeks prior to the defense.* If this deadline is not met, the defense must be rescheduled.
10. *Defense of the dissertation and its submission to the Graduate School* must meet or precede the deadline for graduation immediately following *the tenth semester* unless an extension has been approved by GAAC upon recommendation of the dissertation committee. Notice of the defense and of the public seminar must be submitted on a special form to the graduate school in advance of the defense, and must be posted publicly in the department.
11. The oral *defense of the dissertation* should be given during *regular sessions* of the Fall or Spring semesters, *not during* summer sessions, inter-sessions, reading days, or finals weeks.
12. *No student may receive the degree in the same semester in which she/he is admitted to candidacy.*
13. The indicated dates form *firm deadlines.* A student's committee, however, may submit a written petition to GAAC for an extension of time detailing reasons for the request. *An extension will be granted only under extraordinary circumstances and will be effective upon written approval by GAAC.*
14. Proposals to change the schedule for any reason should be preceded by a study of the *graduate bulletin* sections on *leaves of absence, full time student status, and recency of credit hour.* Such a proposal must explicitly address how the proposed change of schedule relates to these matters. The memo requesting the change also should address the *proposed financial support* of the student beyond the 10 semesters of normal departmental support.

## IMPLEMENTATION

All Graduate students will be reviewed each spring semester by GAAC.

1. The advisor will review the student's progress to date.
2. The student will provide updates for a student progress database every February/March.
3. The student will provide written evidence that the advisor and committee have reviewed her/his progress and plans.
4. Each student will receive a letter summarizing the results of the discussion concerning his/her progress.
5. All graduate students shall have the right to respond to GAAC, and, if necessary, the graduate faculty in matters pertaining to the review.
6. Possible outcomes of the review:
  - a. Student is making satisfactory progress.
  - b. Student is not making satisfactory progress; recommendations are made for improvement.
  - c. Student is not making satisfactory progress; his/her tenure terminated.



## FINANCIAL SUPPORT

- The Department commits to support all doctoral students in good standing for up to 10 semesters. *Support beyond 10 semesters is contingent upon approval of the Senior Associate Dean for Research and Graduate Education in the College of Arts and Sciences.*
- Students who do not provide annual updates for the student progress database will be ineligible for continued funding. Students who will be off-campus still are responsible for making sure that GAAC receives their data. Students who choose not to present at the annual departmental graduate student symposium may be considered as not in good standing.
- Students holding full fellowships or research assistantships will not normally be given teaching assignments, nor will students be permitted to hold fellowships and research assistantships simultaneously. Exceptions require GAAC approval.

### **Protocol for Change of Advisor or Degree Plan (Ph.D. to M.S. OR M.S. to Ph.D)**

The Graduate Admissions and Advisory Committee (GAAC) recognize that cases occasionally occur in which a graduate student and advisor wish to sever their relationship. This may happen if the advisor leaves the Department of Biology, if the student's interests evolve and no longer are well met by the advisor's expertise, or if the advisor loses confidence in the student, among other reasons.

Because the Department of Biology only admits students who have been endorsed explicitly by faculty advisors willing to engage with them, if that relationship is to be severed for any reason other than the graduate student withdrawing from the University, any request to sever a student's association with a Graduate Advisor or for the student to establish a new mentoring association, must be reviewed and accepted by GAAC. Although prior admission to the Department's graduate program implies that a student is acceptable, GAAC also must determine if a new advisor is suitable for the research program that the student proposes to pursue.

In order to switch advisors, add a co-advisor, switch from the Ph.D. to the M.S. degree plan, or sever a student's association with a mentor, a current student or faculty advisor must act in accordance with the following guidelines:

1. The party wishing to initiate a change in the existing mentoring arrangement must meet with the student's committee to plan a course of action.
2. The party wishing to initiate a change in the existing mentoring arrangement must submit a brief written statement to GAAC explaining the rationale for the proposed change and the committee's recommendation.
3. A student wishing to switch advisors also must submit to GAAC a letter of endorsement from any proposed new advisor(s).

The GAAC, faculty advisor and/or student may request that the student or advisor meet with GAAC to respond to questions concerning the proposed changes. Subsequent to such a meeting, GAAC will decide whether to allow the student to continue with the graduate program in association with the new advisor. If the choice of a new advisor is not approved by GAAC, the student must find an alternative advisor or the student cannot continue in the graduate program.

In order to switch from Master's to PhD track, the student would need to apply to the PhD program; materials should be provided directly to the department so as to waive the application fee.

**Graduate Student Fees**

<https://osas.miami.edu/assets/pdf/2023-2024-rosensti-el-graduate-tuition-fees-rates.pdf>



**2023-2024 Semester Tuition and Fees Rates  
Rosensti-el Graduate\***

Full Time		Part Time	
Tuition per credit	\$2,421.00	Tuition per credit	\$2,421.00
"0" Research Credit Courses	\$2,421.00	"0" Research Credit Courses	\$2,421.00
Activity Fee	\$20.00	Activity Fee (optional)	\$20.00
Athletic Fee (optional)	\$150.00	Athletic Fee (optional)	\$150.00
Health and Counseling Center Fee	\$220.00	Health and Counseling Center Fee	\$220.00
Wellness Center Fee**	\$169.00	Wellness Center Fee** (optional)	\$169.00

Summer 2023 Sessions		Summer 2024 Sessions	
Tuition per credit	\$2,310.00	Tuition per credit	\$2,421.00
"0" Research Credit Courses	\$2,310.00	"0" Research Credit Courses	\$2,421.00
Activity Fee (optional)		Activity Fee (optional)	
Full Time	\$26.00	Full Time	\$26.00
Less than Full Time	\$26.00	Less than Full Time	\$26.00
Health and Counseling Center Fee		Health and Counseling Center Fee	
Full Time	\$210.00	Full Time	\$220.00
Less than Full Time	\$105.00	Less than Full Time	\$110.00
Wellness Center Fee** (optional)		Wellness Center Fee** (optional)	
Full Time	\$130.00	Full Time	\$130.00
Less than Full Time	\$130.00	Less than Full Time	\$130.00

**Student Health Insurance Plan Rates 2023-2024**

<b>2023-2024 Annual Rates</b>	
Undergraduate, Graduate, and International Students	\$3,798.00
Graduate International LLM	\$ 3,480.00
<b>2024 Spring/Summer Rates</b>	
Undergraduate, Graduate, and International Students	\$2,323.00
Graduate International LLM Semi-Annual Spring	\$ 1,753.00
<b>2024 Summer Rates</b>	

Undergraduate, Graduate, and International Students	\$1,026.00
---	------------

\* Rates are subject to change

\*\* Wellness Center Fee is charged to all full-time students unless students opt-out before the last day to drop without a W. Note: Online students do not have "student fees".

## Graduate Student Fee Descriptions

### Activity Fee

The Activity Fee entitles students to receive an identification card, which is their required identification card for various campus uses such as student elections, use of certain University facilities, free admission to many University-sponsored events, and the Ibis yearbook. The Student Activity Fee Allocation Committee (SAFAC), an all-student committee, recommends allocation from this fee to the University's administration. The funds generated by this fee are used to support the availability of a wide range of programs, services, facilities, and organizations including the University Center, student activities, campus sports, major events, e.g., Homecoming and Carni Gras, various forms of entertainment, major concerts, student publications, student radio station, and student government.

### Athletic Fee

The Athletic Fee entitles students to attend assigned home games for football, baseball, basketball, and intercollegiate contests. Free transportation is included for events held at the Sun Life Stadium.

### Health and Counseling Center Fee

The Health & Counseling Centers Fee, a mandatory fee for all students (undergraduate, graduate, and law) regardless of credit load, allows for primary medical care physician/nursing services, 24 hour on-call services, health counseling and community outreach/public health initiatives at the Student Health Service, and individual and group counseling, substance abuse and other addiction programs, crisis intervention, case management, and mental health education and other outreach programs at the Counseling Center.

### Wellness Center Fee

The Patti and Allan Herbert Wellness Center Fee entitles students to use the 114,000 square-foot center that includes a 10,000 square-foot fitness room, six racquetball courts, two squash courts, indoor lap pool, two gymnasiums for basketball, volleyball, badminton, floor hockey and soccer, jogging track, aerobics and martial arts room, health juice bar lounge, and locker and shower rooms. The center also has a Wellness Suite consisting of a computer resource library, human performance lab, instructional kitchen, classrooms, medical area, and conference room. Additionally, the center is adjacent to an outdoor courtyard and four outdoor basketball/volleyball courts. The fee also includes basic aerobic classes, sports tournaments, and informal recreation programs. The facility will generally be open from 6:30 a.m. - 11:00 p.m. Monday through Friday and 8:00 a.m. - 9:00 p.m. Saturday and Sunday.

### Student Center Fee

Provides funding for the Student Activities Center and also renovations and upgrades to the existing Whitten University Center. Undergraduate, Graduate, and Law Students proposed and approved a referendum on this fee in 2006 to support new meeting rooms, student organization office spaces, retail options, and a new Rathskeller. A student-chaired Student Center Advisory Board is charged with considering hours, policies, and direction for the complex to ensure that student organizations and individual students have priority use of the facility for their meetings and programming. The 119,000-square-foot Student Activities Center and the renovated University Center are joined by a new patio and performance stage to create a student center complex capable of meeting the needs of all UM students.

Dear Graduate Students,

As you prepare for the 2023-2024 academic year, this message provides important information on health insurance and the student health insurance subsidy. Please read this email carefully and in its entirety even though some content is graduate program-specific.

### Health Insurance Requirement

Graduate students on the Coral Gables Campus, Medical Campus, and RSMAS Campus are required to obtain adequate health insurance according to the insurance guidelines provided for [Domestic Students](#) and [International Students](#). All international students who will be physically present in the U.S. for all or part of the Fall 2023 semester and/or Spring 2024 semester are required to be insured under the University student health insurance plan during that time. International students who will not be physically present in the U.S. for the Fall 2023 semester must email their [graduate program director](#) by August 15, 2023 in order to request that the insurance fee for Fall 2023 be waived. Students in certain graduate programs are not eligible to enroll in the University-sponsored student insurance plan ([click here for a list of these programs](#)). Students in online-only programs are exempt from the health insurance requirement and are not eligible for the student health insurance or Student Health Services.

---

### Domestic Students Waiving the University of Miami Student Health Insurance

The **deadline for domestic students to waive the University's student health insurance plan has been extended to July 31st**. If you do not want to enroll in the University's student health insurance plan for 2023-2024 and have alternative coverage, you must waive the University's student health insurance plan via [Aetnastudenthealth.com](https://aetnastudenthealth.com). See additional information provided on the [Student Health Service](#) website. If you do not waive the University's

student health insurance plan, you will automatically be enrolled and charged the cost of the University's student health insurance plan.

## Health Insurance Subsidy

### Eligibility

For the upcoming academic year, the Graduate School in collaboration with the Office of the Provost, will provide a 100% subsidy for the University's student health insurance for graduate students who: 1) have an active assignment for Fall 2023 as a Research Assistant (RA), Teaching Assistant (TA), Graduate Assistant (GA), Fellow or Trainee within a University of Miami academic school/college AND 2) who are enrolled in a terminal and eligible degree program on the Coral Gables Campus (this includes Ph.D., D.M.A. and M.F.A. programs only). Both domestic and international students in such programs are eligible for the subsidy. NOTE: The 100% subsidy described herein does not apply to graduate students enrolled in School of Nursing and Health Studies programs, Rosenstiel programs, or Medical School programs each of which may offer their own insurance subsidy. Students enrolled in online programs also are not eligible for this subsidy. Students in graduate programs not eligible to enroll in the University-sponsored student insurance plan are also not eligible for the health insurance subsidy.

### Signing up for the Health Insurance Subsidy

Coral Gables graduate student RA/TA/GAs who meet the eligibility requirements for the 100% subsidy are required to sign up for the subsidy in [CaneLink](#) using the Student tab – Other Important Links section. [Click here](#) for instructions. If the subsidy option does not appear on your [CaneLink](#) screen, please contact your academic department immediately to verify the status of your assignment and/or course enrollment. Once you sign up for the subsidy this is an irrevocable election.

Coral Gables graduate student **Fellows and Trainees** must email Ms. Ana Pañeda, Senior Business Officer at the Graduate School, at [apaneda@miami.edu](mailto:apaneda@miami.edu) as soon as possible, but no later than August 1, 2023 with their request to sign up for the subsidy.

**Fall Graduates** Students who are graduating at the end of the Fall semester are advised to contact Student Health Service at [studenthealth@miami.edu](mailto:studenthealth@miami.edu) if they would like to cancel their insurance for the Spring/Summer semesters.

## Dependent Coverage

Enrollment for dependent coverage is available through Aetna for both domestic and international students. You must first enroll in the University student health insurance plan and have an active policy with Aetna to enroll your dependent(s). Dependent enrollment must be for the same coverage period as that of yourself, the graduate student. Dependent(s) must be enrolled within 14 days of the policy start date (except for newborns). Domestic Partners are not eligible for enrollment. Dependents are not eligible for patient care at the Student Health Service. For questions about enrolling dependents of students, please refer to [Dependent Enrollment](#) on the Student Health website or call Aetna 1-866-639-1420. Please note that the dependent coverage is not subsidized, entirely or in part, by the University. You will be responsible for 100% of the cost of dependent coverage at the time of enrollment. Please note: Graduate Students wishing to enroll their dependents now have the option to process payment on the [Aetna portal](#) in quarterly installments.

## Dental and Vision Insurance

Dental coverage is offered through Aetna for both domestic and international students. [Click here](#) to view the Dental Guide. Vision coverage is also offered through Aetna for both domestic and international students. [Click here](#) to view the Vision Guide. Enrollment in the UM sponsored health insurance plan is not required to purchase this combined dental/vision coverage. Students who are enrolled in the UM sponsored health insurance plan who enroll in dental/vision coverage, may also enroll their dependent(s). More information is available at [aetnastudenthealth.com](http://aetnastudenthealth.com) for Dental and Vision. Please note that the dental and vision plans are not subsidized, entirely or in part, by the University. All questions regarding the new dental and vision plan, should be directed to Aetna's customer service: (Dental) 1-877-238-6200 and (Vision) 1-877-973-3238.

General questions about the student health insurance plan and waiving coverage can be answered at the [Student Health Service](#) website. Should you have questions regarding the subsidy and eligibility, please contact Ms.



Ana Pañeda, Senior Business Officer at the Graduate School,  
at [apaneda@miami.edu](mailto:apaneda@miami.edu).

We wish you the very best for the upcoming academic year!

The Graduate School

## GRADUATE SCHOOL POLICY ON CHILDCARE ACCOMMODATION

Effective August 1<sup>st</sup> 2015

The graduate school recognizes that doctoral students receiving a stipend from a fellowship, teaching, or research assistantship may require a paid leave of absence due to pregnancy or the need to care for a new child. The process to secure the leave should follow the steps described below:

- (1) Alert the Director of GAAC who will work with the CAS Associate Dean to arrange PT/OT to cover the students' assignment while on parental leave.
- (2) The length of the paid leave of absence should not exceed a total of *three months*. Any student requesting a longer period of leave may be granted an unpaid leave of absence. To apply for a leave of absence, fill out the graduate school leave of absence form [https://dynamicforms.ngwebsolutions.com/Submit/Welcome?form=c36bc8b5-1319-41fe-8284-dec14f9487bc&section=83706&token=zUabuxjhl0u-V2zhn\\_VGdYhc-nfxl3YBj-Jn3XTWc6Y](https://dynamicforms.ngwebsolutions.com/Submit/Welcome?form=c36bc8b5-1319-41fe-8284-dec14f9487bc&section=83706&token=zUabuxjhl0u-V2zhn_VGdYhc-nfxl3YBj-Jn3XTWc6Y)
- (3) Any accommodations and funding required during the leave must be provided by the academic home school/college, department or program. This is particularly important if the student is the recipient of a research assistantship from a federal grant (NSF, NIH, DOE, DoD, etc...) or an external fellowship without maternity/paternity leave stipulations, since a student cannot keep receiving stipend payments from these sources during parental leave.
- (4) Requests to extend parental leave beyond three months can be made only due to medical reasons during the leave period and require the submission of proper documentation. Any leave extensions may be granted as unpaid leaves of absence.
- (5) The time spent on parental leave due to childcare accommodation will not count against the student's academic time-to-completion in the corresponding graduate program.
- (6) During the graduate tenure a given student can only benefit once from this policy.
- (7) On a case-by-case basis, the Graduate School may consider two doctoral students for co-parenting the same child and the conditions of the accommodation will vary. Requests can be directed to the Dean of the Graduate School.
- (8) Any other cases not contemplated in this document should be directed for consultation by the Dean of the Graduate School.

## **Childcare Accommodation Policy for Graduate Students**

### **Guidelines for Implementation in the College of Arts and Sciences**

The College of Arts and Sciences (“College”) supports the new Graduate School Policy on Childcare Accommodation for graduate students. Since the policy leaves a number of details to the discretion of the Schools and Colleges, this document describes its implementation mechanisms in the College.

The College will accept applications from either female or male graduate students. If both parents are graduate students in the College, only one application per family will be considered. Graduate students who wish to request a leave of absence to care for a child must start the process by submitting a completed Leave of Absence Request Form, available on the Graduate School website, to the Director of Graduate Studies (DGS) in their department, who will forward it to the Office of the Dean (Senior Associate Dean for Graduate Studies) and to the Graduate School. If the Dean of the Graduate School grants the Leave of Absence, the Senior Associate Dean in consultation with the DGS will determine the period of leave, up to a maximum of three months. The following guidelines will be used to determine the source of funding:

- (1) Paid leaves will not be granted during periods in which graduate students receive no stipend support. For instance, in programs that do not offer stipend support to graduate students in the summer, paid leaves will not be granted during the summer months.
- (2) Students supported by TA stipends during the academic year will continue receiving their stipends for a maximum of three months while on parental leave. The College will provide PT/OT funds to the Department to cover the teaching assignments that the student on leave will not be able to perform.
- (3) Students supported by RA grant stipends will continue receiving their stipends for a maximum of three months while on parental leave. Since granting organizations normally disallow RA stipend payments to students not actively involved in research, the College will provide the stipend funding during the leave.
- (4) Students supported by fellowships may also continue receiving their stipends during the granted period of leave. The College will only provide the stipend funding when the organization granting the fellowship disallows paid parental leaves of absence.
- (5) In any other cases, the funding for the stipend during the period of paid leave will be determined by negotiation between the DGS of the program and the Senior Associate Dean for Graduate Studies.

A graduate student who has received a paid leave for childcare accommodation issues becomes ineligible for the rest of her/his tenure in the graduate program; i.e., only one paid leave will be allowed over the course of a student’s period of graduate study.

### **SPEAK Test and Language Competency**

*If you are an international student from a non-English speaking country you will need to take the SPEAK test before you are cleared to be a TA.*

It is recommended that you sit the SPEAK Test in your first semester at UM, even if you are not scheduled to TA in your first year in graduate school.

The Intensive English Program tests the spoken English proficiency of all incoming international teaching assistants for the University of Miami before they are assigned a teaching load. The SPEAK test, the institutional form of the Test of Spoken English (TSE) is a taped and timed test developed by the Educational Testing Service (ETS) and is used in this assessment. Students who do not successfully pass the SPEAK test are eligible to demonstrate their spoken English through a recorded teaching demonstration before a panel. They are also eligible to take a spoken English course. This 10-week course is taught each semester, depending on demand, and is designed to improve English oral communication and presentation skills.

**Michelle Alvarez**, Director, Intensive English Program  
(305) 284-2754, [malvarez@miami.edu](mailto:malvarez@miami.edu)

**Matt Kaeiser**, International Teaching Assistant (ITA) Program Coordinator  
(305) 284-1230, [mkaeiser@miami.edu](mailto:mkaeiser@miami.edu)

#### **University of Miami Policy on Language Competency for Teaching Assistants**

- A. Each teaching assistant will be interviewed (in English) by the chairperson or his or her designee to ascertain basic competency in the English language.
- B. All international teaching assistants must take and pass either the TSE (Test of Spoken English) or the SPEAK (Speaking Proficiency English Assessment Kit). The passing score is 55. In addition, international teaching assistants who are non-native speakers of English must have scored 550 or above on the TOEFL (Test of English as a Foreign Language), or have successfully completed the advanced level of the University of Miami Intensive English Program.
- C. International teaching assistants who score between 40 and 50 on the SPEAK will be given the opportunity to videotape a ten-minute sample lecture/lesson for a review panel. The sample lesson should contain a short presentation in the ITA's field followed by a brief question-and-answer period to elicit both prepared and spontaneous speech. The review panel, consisting of representatives from the ITA's department and the Intensive Language Institute, will consider and recommend that the ITA be employed in one of the following categories:
  - a. Teaching
  - b. Teaching with assistance of professor
  - c. Lab assistant
  - d. Lab assistant paired with a TA with native-speaker fluency in English
  - e. No teaching or lab dutiesMoving from one category to another in subsequent semesters must be based either on SPEAK scores or on a recommendations of the review panel after viewing another sample lesson.
- D. An English language course will be available for those teaching assistants who fail to meet the above criteria. This course in spoken English, offered through the Intensive Language Institute, will emphasize fluency, pronunciation, intonation, and classroom presentation skills. Teaching assistants who have a more severe language deficiency should enroll in the full-time Intensive

English Program.

- E. After ITAs have met the above English requirements, the academic departments may recommend that they work with the Instructional Advancement Center on topics related to American classroom behavior, teaching styles, and cultural issues that might influence their effectiveness in the classroom. The academic departments may also recommend that ITAs continue to attend Intensive Language Institute courses to improve their spoken English even after the above requirements have been met.

(Note: Testing and specialized ITA training is provided at no cost to ITAs or their departments. If an ITA registers for regular Intensive English Program courses, tuition and fees must be paid.)

Revised 11/22/96 - <http://www.miami.edu/dcie/index.php/dcie/ita/policy/>

## TA Guidelines for Large Lecture Courses

Graduate teaching assistants make an invaluable contribution to the Department of Biology and the University as a whole. Teaching assistantships also provide professional training to our graduate students and are an important source of financial support.

According to the College of Arts and Sciences, teaching assistants are expected to work on average 15 hours per week, with an absolute maximum of 20 hours per week, for the entire semester including orientation in the week preceding the start of classes and the final exam period. Course assignments for TAs are made by GAAC, in consultation with graduate students and faculty. Specific responsibilities for the TA are established by the department and the faculty instructor of record for the course, and faculty will make their expectations clear at the beginning of the teaching assignment. In addition to their teaching duties, all graduate TAs are expected to proctor exams for large undergraduate courses in the Biology Department as needed, with no more than four exams per semester. Continued support by teaching assistantships is contingent on satisfactory performance.

Graduate students are encouraged to seek other opportunities to strengthen their teaching portfolios. Nearly all positions in academia now come with the expectation of teaching, and search committees want to see meaningful teaching experience and thoughtful teaching statements. Each fall, UM offers the Graduate Teaching Academy (<https://postdoc.miami.edu/current-postdocs/professional-development/teaching-academy/index.html>) that includes training in different pedagogies and discipline-specific mentoring. Teaching assistants are also eligible for UM's PETAL Course Mentors Program (<https://petal.miami.edu/education-services/mentors/index.html>). Most of the Department's TA positions are for large lecture courses or lab courses. However, experience in smaller electives may be available on an informal basis. Graduate students are encouraged to talk with the faculty about these informal opportunities in their courses.

## Writing Center

The Writing Center, part of the English Department in the College of Arts and Sciences, exists to serve you and help you with your writing. No writing assignment is too small or too large. You should use the Writing Center early and often to build your skills as a science writer.

You can make an appointment online:

<http://www.as.miami.edu/english/writing-center/>

The Writing Center is located at LaGorce House, 1228 Dickinson Drive, Room 170.

Call (305) 284-2956

**April Mann**, M.A., Writing Center Director

(305) 284-2956, [a.mann@miami.edu](mailto:a.mann@miami.edu)

## Dissertation Writing Group

The Writing Center and the Graduate School host the Dissertation Writing Group, a group that meets weekly to set writing goals, get feedback, and learn useful skills related to completing your dissertation.

You can find more information online:

<https://www.grad.miami.edu/about/grad-events-and-calendar/dissertation-writing-group/index.html>

## Funding Policy and Procedure

### **Extramural grants and fellowships**

*The Department requires students to submit at least one proposal for external funding. Please note that all proposals must be first evaluated and approved by the Department of Biology office then by the Office of Sponsored Programs. Approval by the Office of Sponsored Programs prior to submission is part of the university's policy in submitting and handling external funding. Please plan your submission with these requirements in mind. At least two months before submission of your proposal you should make contact with the College of Arts and Sciences Sponsored Programs office who will walk you through the submission process, ensure you meet institutional deadlines and successfully submit your proposal.*

*College of Arts and Sciences Sponsored Programs contacts:*

**Tracy Ehrlich**, Senior Sponsored Programs Manager  
tehrlich@miami.edu

305-284-9246

### **Extramural courses**

The Department encourages our students to partake in extramural courses that will benefit your education and completion of your PhD dissertation. *To ensure available departmental funding, course information must be submitted a minimum of 30-days prior to the start date of the course (it is best to aim for 3 months lead time).* Please refer below to the procedure for requesting departmental support.

### **Conference Travel**

We strongly encourage our students to present talks and posters at conferences and meetings, so the department will do what it can to support each of our students. Funding is for use only when a student is actually on a conference program (i.e. presenting talks or posters). Full funding from the department is not guaranteed; therefore the graduate student should and must consider additional sources of funding, such as Kriloff and GAFAC. Note, please review GAFAC guidelines for application instructions. Be sure to apply for additional funding in a timely manner. Please refer below to the procedure for requesting departmental support.

### **Research & Field Travel**

Funding for field travel is available on a case-by-case basis. The Department Travel and Kriloff awards are not available for research & field travel. The College of Arts & Sciences Summer Fellowship, and departmental annual awards (i.e. Kushlan, Evoy, etc.) may be applied towards research or field travel. If you do not have any award money, you must seek additional sources of funding, such as GAFAC.

### **External Committee Member**

GAAC and the Department Chair must approve funding for your external dissertation committee member's visit. This only applies if the external committee member is not local to South Florida. The request must be submitted and approved at least 30 days prior to the travel dates of the external committee member. Full funding is not guaranteed. The following must be considered and approved:

1. Communication regarding travel arrangements should be made directly between the Graduate Program Coordinator and the External Committee Member.
2. Airfare: The department may cover the cost of the airfare of your outside committee member. Airfare may be purchased one of two ways: through the department or the outside member may purchase his/her own flight and seek reimbursement with a previously approved cost. Airfare must be approved and purchased no later than 30-days prior to his/her arrival.
3. Lodging/Accommodations: The department will arrange hotel accommodation up to two night's



at a hotel of the department's choosing.

4. Expenses: It is not approved for the graduate student to cover the meal expenses of the outside committee member. The committee member may request reimbursement for one dinner and transportation costs to/from their home airport.
5. Seminars: the department encourages the Outside Committee member to present a seminar while they are visiting the University of Miami to benefit our community.

### **Procedure for Requesting Departmental Support for Extramural Courses, Conference Travel, and Research and Field Travel**

*Requests for Support:* The following procedure should be initiated preferably 3 months and at least 30 days before the start of event for which you are requesting departmental support.

1. Prepare the following four items:

- i. A memo prepared by the requesting graduate student that includes the following information:
    - a. Meeting/course name.
    - b. Dates of the meeting/course.
    - c. Location of the meeting/course.
    - d. A **short budget** detailing the total amount you are requesting as well as a breakdown on the cost of the items you are requesting support for (e.g., registration, travel, lodging). If you are additionally receiving support from other sources e.g., your advisor, Kriloff, GAFAC; provide details of the amounts you are requesting from those other sources.
    - e. **Short justification.** Describe how your participation will benefit your graduate training. Your justification must also address the following three questions: (1) Is the request for support meeting a requirement for you to graduate? (2) Is the request for support for personal benefit to you? (3) Is the request for support necessary to benefit the research mission of the laboratory you are working in?
  - ii. Supporting documentation: i.e., your meeting registration or an email indicating that you have been accepted into the course, or your submitted abstract.
    - a. A memo of support from your graduate advisor. This memo needs to explain the importance of the opportunity to your graduate training. The memo of support from your graduate advisor also needs to explicitly address the following three questions: (1) Is the request for support meeting a requirement for the student to graduate? (2) Is the request for support for personal benefit of the student? (3) Is the request for support necessary to benefit the research mission of the PI's laboratory?
  - iii. A complete Pre-Travel Authorization Form. The completed form must include a brief statement of purpose for trip (and description of your participation in the meeting e.g., are you invited to talk, contributing a talk, proposing a talk, or submitting a poster).
2. Once you have prepared the above, compile them in a **SINGLE pdf file**. *Include your first and last names in the file name*. Email the single PDF file to the Director of Graduate Studies (DGS), Dr. Christopher Searcy, ([cas383@miami.edu](mailto:cas383@miami.edu)) with TRAVEL REQUEST in the subject line.
  3. Following receipt of your request the DGS will review your request and forward it with her endorsement to Chair of Biology, Dr. Athula Wikramanayake, the Biology Business Operations Manager, Diego Rodriguez, and the Graduate Program Coordinator, Gabryelle Cabezas.
  4. Typically, requests are processed within 2-3 business days.

*Payment of Expenses:* Upon approval and availability of funding, it is recommended that the department submit payment on your behalf for course registration, flight, and pre-payment of the hotel. If funds are available, the department may cover the costs of your daily meals, and ground transportation. The department is not responsible for extraneous costs from the conference, such as T-shirts, excursions, and non-conference related travel.

*Prior to Travel:* If your event involves travel, it is imperative that prior to travel, you submit a completed *Pre-Travel Authorization Form* to the Graduate Program Coordinator: Gabryelle Cabezas, ([gxc132@miami.edu](mailto:gxc132@miami.edu)).

*Prior to International Travel:* If you are traveling internationally for any graduate study purpose, you must submit your Pre-Travel Authorization form as well as the International Travel Authorization Form (<https://business-services.miami.edu/departments/travel-management/international-travel/index.html>) preferably three months and at least 30 days prior to your departure date. Once you have obtained approval for the trip, you must register your travel plans with International SOS and submit a copy to the Graduate Program Coordinator.

*Reimbursements:* After your return, you must submit the request for disbursement of funds. If the pre-event requirements were not completed, then the department may not have the available funds to reimburse the expenses. In order to help expedite the process, please be sure to submit receipts from the trip within 10 days of return. Please note, if your travel involved driving, the department can determine reimbursement to be made either based on mileage or gas/toll receipts.

## **Funding sources for Biology Graduate Students**

### **Departmental Funds**

#### **Departmental Travel Funding Sources:**

Presentation of Poster or Talk at Conference: Up to \$1,500 may be awarded during your graduate tenure. These funds may be used for up to three different conferences with funds distributed as follows: \$500 per academic year with a total not exceeding \$1,500 per graduate tenure. This source of funding is pending approval of the Department and available funds (see GAFAC and Kriloff below for more funds that can be used towards conferences).

#### **Outside courses:**

Our department offers the possibility for students to take a training/course outside of UM. The Organization for Tropical Studies (OTS) offers courses that are highly recommended for ecologists. Woods Hole Marine Biology Laboratory (MBL, Massachusetts) or Cold Spring Harbor are excellent options for developmental/molecular training. You can also take a course at FIU or other Universities. The department can award funding based on available funds and approval of the Department Chair.

#### **Departmental Support Funds:**

Below is a list of awards for which you may apply. The Fellowships and Awards Committee will consider applications for all awards together, with an announcement in the Spring semester. You are free to apply for more than one award for the same project, or for two different projects. If you submit applications for multiple projects, you will need to submit the application items separately for each award. Fellowship and Awards Committee members will be recused from evaluative discussions of and decisions regarding their own students. General guidelines follow; the specific amounts awarded vary from year to year, and each spring, the Request for Proposals will include any additional details.

#### **Early-stage awards (pre-proposal defense)**

**William H. Evoy Graduate Research Support Fund** (“Evoy Fund”) – funds are intended for graduate students in the early stages of their research, in any area. Preference will be given to doctoral students, but master’s thesis research may also be supported. Awards will be given for a maximum of \$500.

**Jay M. Savage Graduate Research Support Fund** (“Savage Fund”) – for graduates students in the early stages of their research; intended for pilot studies in tropical biology. The maximum award will be \$800. This is a one-time award expected to cover expenses related to field research in some tropical locale, not including South Florida.

#### **Awards for any stage**

**Kushlan Graduate Research Support Fund** (“Kushlan Fund”) – provides financial assistance for research in organismal biology. This means working with whole organisms. Projects that present a reductionist (molecular) approach to investigating organism-level questions are non eligible. Most awards will be made between \$500 and \$1500. This award can be used for travel for fieldwork, but not travel to a scientific meeting.

**Vasiloudes Family Molecular Biology Research Fund** (“Molecular Fund”) – provides financial assistance for research in molecular and cellular mechanisms. The award will be made up to \$500 to support laboratory research.

**Interdisciplinary and Innovative Research Support Fund** (“Innovation Scholarship”) – this award looks at new projects that involve collaboration with different laboratory groups in the department or university. The award seeks to recognize innovative approaches to biological research using interdisciplinary tools. This award will be made up to \$500.

**About the applications:** The Fellowships and Awards Committee expects proposals that address a clearly identified fundamental problem in biology that is logistically feasible and for which your proposed system is appropriate. The Committee asks that applications for support are organized according to the guidelines presented below. Reviewers of external grant applications are influenced by the care taken by the applicant in preparing the material. Our Committee does not differ in this regard. These proposals should be polished, professional, and thoroughly proofread. Standard 1” margins and a font >11.5 point are required. Your application should include headings I-IX. Sections I-VI must fit within the page limit of the application (two pages). Participation in the graduate symposium will be taken into consideration in awarding these funds. If you have received funds from any of these sources in the past, you must include in Section VIII a brief report on how funds were spent and what was achieved.

- I. YOUR NAME, TITLE OF THE PROJECT, and the AWARD or AWARDS sought.
- II. OBJECTIVES. A clear statement of the general problem and your specific objectives.
- III. BACKGROUND. Provide the historical and/or logical context of your study. Outline the body of theory relevant to your work in a way that shows what gap you intend to fill, extension you intend to make, or disagreement you intend to resolve – in other words, your rationale.
- IV. PROPOSED WORK AND METHODS. This is the heart of your proposal. What specific issues are you examining? Why in this system? Describe the methods you will use to address the problem, how they will produce the data necessary to answer the question you are asking, and how they will be analyzed to establish your results and form your conclusion.
- V. SIGNIFICANCE. How will your results bear on the basic scientific question you are asking? How does your study relate to past progress made by yourself and others in answering those questions? How will this award contribute to progress toward your degree?
- VI. LITERATURE CITED
- VII. DETAILED BUDGET AND BUDGET JUSTIFICATION. Explain how the funds are to be used and how each of the itemized expenditures supports the research goals. This should be one page in length.
- VIII. OTHER CURRENT AND PAST SOURCES OF FUNDS (INCLUDING AMOUNTS) AND DETAILS OF THEIR USAGE. If none, state “none.” Not to exceed two pages.
- IX. CURRICULUM VITAE. Not to exceed two pages. Please indicate if you participated in the Biology Department graduate symposium.
- X. BRIEF LETTER OF SUPPORT FROM FACULTY ADVISOR. Your application will not be considered without a letter of support from your advisor.

*Maximum length for Sections I-VI: Two pages.*

Sections I-IX should be submitted as a single pdf file by email. The letter of support (sect. X) may be sent separately but needs to arrive by the deadline. All application material must arrive by the announced deadline. Incomplete, incorrectly formatted, or late applications will not be considered.

## **University Funds**

### **Graduate Activity Fee and Allocation Committee - GAFAC**

You are eligible to apply when you pay \$46 per semester for your Activity Fee

<https://gafac.miami.edu/>

- How much? Up to \$400 except for reusable equipment the limit is \$300
- What can be funded? Conferences, equipment, field research, filmmaking, events, performances, exhibitions, and publications.

### **Max and Peggy Kriloff Graduate Student Travel Scholarship** (Arts & Science students only)

- How much: Up to \$400
- What can be funded: Travel to scholarly/professional meetings to present research.
- Where to obtain applications: College of Arts and Sciences  
Office of Graduate & Administrative Services  
Merrick Building, Room 304 (305) 284-3188

### **College of Arts and Sciences Awards**

To be eligible for these awards you must have advanced to candidacy

<http://www.as.miami.edu/academics/graduate-studies/grants-fellowships/>

*Summer Awards:* \$5000

*Dissertation Award:* Yearly stipend ~\$29,950

### **Graduate School Awards**

*Dissertation Fellowship:* \$35,000

### **External Sources of Funding**

Search the web for sources, one outstanding list is that maintained by Dr Scott Keogh at the Australian National University ([http://biology-assets.anu.edu.au/hosted\\_sites/Scott/Resources-and-advice.html](http://biology-assets.anu.edu.au/hosted_sites/Scott/Resources-and-advice.html)).

Other links are maintained on our Biology Graduate Student website

<https://biology.as.miami.edu/graduate/graduate-funding/index.html>

## Graduate School Forms - Quick Guide

During the course of your graduate career, you will encounter different forms necessary for the completion of your degree. The following list will give a brief description of each. You may find these forms on the Graduate School website or the University of Miami Electronic Theses & Dissertation website. Also, review the 2018-2019 Electronic Thesis & Dissertation Process (ETD) document for step-by-step instruction.

1. Application for Admission to Candidacy: A graduate student who has been admitted to candidacy for a Ph.D./Ed.D./D.M.A. degree must complete the Application for Admission to Candidacy form. If there are any changes to the doctoral committee after this form is submitted and processed the first time, the student must submit a *Committee Composition Change Request Form*. (<https://grad.miami.edu/policies-and-forms/forms/index.html>)
2. Committee Composition Change Request Form: A graduate student must complete the *Committee Composition Change Request Form* whenever there is a change to the committee after being admitted to candidacy for a Ph.D./Ed.D./D.M.A. degree. (<https://grad.miami.edu/policies-and-forms/forms/index.html>)
3. Petition for Transfer of Credit: A graduate student wishing to transfer in graduate credits taken at another institution must complete the *Petition for Transfer of Credit* form. (<https://grad.miami.edu/policies-and-forms/forms/index.html>)
4. Petition for Leave of Absence: A Leave of Absence officially stops the time to completion clock. A graduate student wishing to take a leave of absence from a graduate program, and return at a later date, must complete the *Petition for Leave of Absence* form. (<https://grad.miami.edu/policies-and-forms/forms/index.html>)
5. Application for Readmission to the Graduate School: Graduate students who have not been continuously enrolled must request readmission. Students returning from a Leave of Absence must request readmission. The student must contact the appropriate program office well in advance of registration. Please note that if additional college work has been completed elsewhere since the last enrollment at the University of Miami, an official transcript of this coursework will be required. Recency of credit hour rules will apply. A graduate student wishing to be readmitted to a graduate program must complete the *Application for Readmission to the Graduate School* form. (<https://grad.miami.edu/policies-and-forms/forms/index.html>)
6. Application for Time to Degree Extension: Time to completion starts when a student begins any program in the Graduate School, whether it be a master's or doctoral program. All work must be completed within six years of the time of admission to graduate work, for those studying for the various master's degrees; and within eight years for those studying for doctoral degrees. Students requesting additional time to complete the graduate degree must complete the *Application for Time to Degree Extension* form. (<https://grad.miami.edu/policies-and-forms/forms/index.html>)
7. Defense Notice Form: When you and your committee have decided on a firm defense date, time, and location, complete the *Defense Notice Form*. Do not submit this form until the final defense date has been confirmed with your committee. Students must defend before the *Last Day to Defend* deadline of their desired graduation semester. Visit the [ETD Submission Deadlines By Semester](#) section under the ETD tab to view the deadlines for upcoming semesters. (<https://grad.miami.edu/policies-and-forms/forms/index.html>)

8. Certificate of Defense Approval: Graduate students must complete the *Certificate of Defense Approval* form before the defense and have each committee member electronically sign the form after the successful defense. This form is the student's proof of successful defense of the Master's thesis, doctoral dissertation, doctoral essay, or lecture recital essay. (<https://grad.miami.edu/policies-and-forms/forms/index.html>)
9. ETD Final Content Approval Form: [NOTE: This form replaces the function of the signed hard copy of the Signature page from the thesis or dissertation, which was collected to formally document the committee's approval of the final content of the ETD.] Graduate students must complete the *ETD Final Content Approval Form* before uploading the thesis or dissertation to the Scholarly Repository, as confirmation that the committee has reviewed and approved the content of the final document. (<https://grad.miami.edu/policies-and-forms/forms/index.html>)
10. ETD Availability Agreement Form: This form informs the Graduate School of the online availability option you want for your Master's thesis, doctoral dissertation, or doctoral/lecture recital essay in the UM Scholarly Repository. Before completing the form, you should discuss with your main advisor what availability option is appropriate for your document in the Repository so you can make an availability selection that you both agree upon. (<https://grad.miami.edu/policies-and-forms/forms/index.html>)
11. Application for Undergraduates to Take a Graduate Course: University of Miami undergraduate students within 30 credits of meeting the requirements for the baccalaureate degree may take and receive credit for graduate courses, while completing the requirements for the baccalaureate degree. No more than six (6) graduate credits may be taken in one semester, and no more than a total of twelve (12) graduate credits may be taken as an undergraduate. The student should be enrolled in at least 12 undergraduate credits each semester to avoid eligibility issues for some aid programs. Students may take no more than 15 credit hours of combined undergraduate and graduate credits. Admission to take graduate courses does not automatically admit the student to a graduate degree program at the University of Miami. The graduate credits earned may NOT be used to meet undergraduate graduation requirements or be used to meet the 120 credit hour requirements at the University of Miami. Undergraduate students who request to take graduate coursework must complete the *Application for Undergraduates to Take a Graduate Course* and then bring the completed form and a completed drop/add form to the Graduate School Office, Ashe 235, for final approval. Once the form is signed by the Graduate School representative, the student will be notified to pick up the form in Ashe 235. The student then must take that form and the associated drop/add form to the Office of the Registrar for processing. (<https://grad.miami.edu/policies-and-forms/forms/index.html>)

Any questions? Please contact Gabryelle Cabezas, Graduate Program Coordinator.

## Institutional Animal Care & Use Committee (IACUC)

### What is IACUC?

*"The Institutional Animal Care and Use Committee (IACUC) is a self-regulating entity that, according to U.S. federal law, must be established by institutions that use laboratory animals for research or instructional purposes to oversee and evaluate all aspects of the institution's animal care and use program."* The UM IACUC may inspect teaching and research laboratories that use vertebrates anytime without prior notice. Failure to comply with the IACUC policies and guidelines could result in suspension of teaching and research.

### Teaching Assistants:

In order to be eligible for a Teaching Assistantship, you must complete the IACUC animal care course (see <http://www.citiprogram.org> and refer to the instructions below about registering for a CITI account). Once you have completed the 3 modules of the course, you will receive 3 certificates stating that you have completed the course satisfactorily. A copy of the certificates must be placed in your official file in order for you to be eligible to TA. If these certificates are not in your file, you cannot serve as a TA. These documents demonstrate that you have taken the course.

Teaching Assistants are required to complete the following elements of the UM Lab Animal Welfare Training Program:

1. "Working With the IACUC-- Core Course for Investigators,"
2. "University of Miami Occupational Health & Safety and Standard Operating Procedures for Lab Animal Users,"
3. "Electives for the species most relevant to your research or teaching roles at the University."

The IACUC certification is valid for only four years and must be renewed before the end of the fourth year. Since all graduate students are expected to TA at least once, per the University of Miami Bulletin for Biology PhD, you should complete the course. Not completing the course may delay a Teaching Assistant appointment or result in denial of a Teaching Assistant position.

At the beginning of each semester you are teaching a course that uses vertebrates, you must submit the following information to the Graduate Program Coordinator ([gradcoord@bio.miami.edu](mailto:gradcoord@bio.miami.edu)):

1. Course & Section number
2. Number of each vertebrate species expected to be used

At the end of semester you must inform the Graduate Program Coordinator the number of each vertebrate species that were actually used.

In addition, you and your faculty instructor are required to give a 15 minute presentation about animal welfare to your students before the start of use of vertebrates at the beginning of each semester. You need to provide the date of this presentation to the Graduate Program Coordinator ([gradcoord@bio.miami.edu](mailto:gradcoord@bio.miami.edu)).

This information is essential for the IACUC teaching report, prepared by the Biology faculty representative (currently Dr. John Lu).



**Research Assistants:**

Research Assistants who use vertebrates in research are required to complete the animal welfare training program every four years. Certificate training must be completed before the start of your work assignment. Completing the three elements above will ensure your compliance with the IACUC. Upon completion of the course, please submit a copy of your completion record to be filed in your student file.

*Specialized Species or Model Specific Courses Provided by the CITI (Collaborative Institutional Training Initiative):*

- Working with Zebrafish in Research Settings
- Working with Fish in Research Settings
- Post-Procedure Care of Mice and Rats in Research: Reducing Pain and Distress
- Working with Amphibians in a Research Setting
- Working with Mice in Research Settings
- Working with Rats in Research Settings
- Working with Hamsters in Research Settings
- Working with Gerbils in Research Settings
- Working with Guinea Pigs in Research Settings
- Working with Rabbits in Research Settings
- Working with Cats in Research Settings
- Working with Dogs in Research Settings
- Working with the Laboratory Dog CD-ROM: Basic and Advanced Lessons
- Streaming Videotape (Video CD)- Working With the Laboratory Dog
- Working With Swine in Research Settings
- Working With Nonhuman Primates in Research Settings
- Streaming Videotape- Working Safely with Nonhuman Primates

**More Information:**

*Who is IACUC?*

IACUC.ORG is produced by the American Association for Laboratory Animal Science (AALAS). AALAS is an organization committed to serving society through education and the advancement of responsible laboratory animal care and use. One of AALAS' goals is to be a resource for continuing education, training, and knowledge exchange.

*Purpose of IACUC.ORG*

IACUC.ORG is an information resource for members and staff of institutional animal care and use committees. It is a link archive where online resources are organized by menus and submenus. Many who browse the Internet for IACUC resources may find it overwhelming to randomly sift through the enormity of Websites and their online materials. IACUC.ORG was developed as an organizational tool to quickly point to a topic of interest, such as protocol forms or disaster plans used by different institutions."

*What is AAALAC?*

"AAALAC stands for the Association for Assessment and Accreditation of Laboratory Animal Care. AAALAC International is a private, nonprofit organization that promotes the humane treatment of animals in science through voluntary accreditation and assessment programs." The UM IACUC is accredited by the AAALAC, and the accreditation must be renewed every three years.

UM IACUC policies, forms and submission deadlines can be accessed with your Cane ID and password at:

<http://uresearch.miami.edu/regulatory-compliance-services/iacuc>

## Responsible Conduct of Research

Instruction in the Responsible Conduct of Research (RCR) is integral to the preparation of future scientists and engineers, and both the National Institutes of Health (NIH) and the National Science Foundation (NSF) require RCR instruction for students and other trainees. Consistent with these federal mandates, **UM requires that all trainees involved in research funded by the NIH or NSF** complete online RCR training courses offered by the Collaborative Institutional Training Initiative (CITI Program). In addition to this on-line training, **persons who receive NIH funding are also required to complete** a live class, seminar, or other program that addresses ethical issues relevant to the trainee's discipline as well as broader issues of research integrity.

The minimum standards for RCR training at UM are summarized below:

Funding Source	CITI Online Training	Classroom Training
NIH	Required	Required
NSF	Required	Recommended
Other	Recommended	Recommended

*Graduate students in the Department of Biology are required to meet the UM Recommended level of training.* For students entering the program in the Fall, completion of both the CITI Online Training and the Classroom training must be done by the end of their first January in the program. For students who enter the program in the Spring, completion of both the CITI Online Training and the Classroom training must be done by the end of their first August in the program.

### CITI Online Training

CITI Program online RCR courses are available at the CITI website (link below). Accessing CITI courses requires a CITI user-ID and password, which can be obtained via a registration process the first time you visit the site. If you have used CITI before, and already have a CITI user-ID and password, you will usually still need to update your "profile" to get access to the needed RCR courses.

- Go to the CITI Program site at <http://www.citiprogram.org>. Recommended browsers are Chrome, Firefox, and Internet Explorer (v6 or later).
- *First time using CITI Program?*
  1. Click on the "Register here" link on the home page.
  2. Affiliate with the "University of Miami/Jackson Health System" (drop-down selection) and answer the other required questions. Do not use the "Public Access" affiliation or affiliate with any institution other than UM/JHS, or you may not receive credit for the course(s) you take.
  3. Answer the other registration questions that request information about you. Be sure your registration profile includes a correct C-number\*\*, or you may not receive credit for the course. Your C-number is requested twice for verification.
  4. During the registration process, through responses to a series of questions, you will indicate that you want to take an RCR course, and also indicate which discipline-focused version of RCR you want to take (choices are: Biomedical, Social/Behavioral, Humanities, Physical Sciences, Engineering). The disciplinary versions are very similar, but your school, college or department will tell you if it has a requirement for this choice.
- *Used CITI Program previously?*

1. Log in using your previous credentials. If you've forgotten your user-ID or password, click on the "Forgot login information" link. A message will be sent to the email address you had previously registered, indicating how to recover your user-ID or password.
  2. In most cases, an RCR course is not already listed in your "gradebook" (course menu), so you will need to update your UM/JHS learner profile to add it. To do this, click on the link "Add a course or update your learner groups for University of Miami/Jackson Health System" (look for a blue question-mark "?" icon).
  3. Be sure to select the appropriate discipline-focused RCR course (choices: Biomedical, Social/Behavioral, Humanities, Physical Sciences, Engineering). These versions are very similar, but your school, college, or department will tell you if it has a required selection.
  4. Either before you start the course, or after you complete it, confirm that your CITI user profile has includes a correct C-number\*\*, or you may not receive credit for the course. To access your profile and update it as necessary, click on the link "Update my profile information for University of Miami/Jackson Health System" (another blue "?" icon).
- Complete the assigned RCR course modules as your schedule permits. You can start and stop at any time, completing modules as your schedule allows.
  - After completing the course, print a Completion Report and provide a copy of the Completion Report to the Graduate Program Coordinator for inclusion in your file. If you are taking the live class, you will also need to take a copy of this certificate to the class with you. To print the Completion Report: Click on the "Print" link, in the "Completion Report" column next to the course you've completed. A printed Completion Reports is a necessary part of your graduate file.

\*\* Don't remember your C-number? Go to <https://myum.miami.edu> and click on "View UM ID number" in the "Personal and Biographical Info" section (right lower part of screen).

### **Classroom Training**

The UM Institute for Bioethics and Health Policy offers RCR classroom training and other resources to assist in meeting the NIH and NSF requirements. Its classroom training is offered three times per year – once each at the Gables, Medical, and RSMAS campuses.

## Laboratory Safety

Winter Beckles, Biology Dept. Safety Officer at (305) 284-9506 or [w.beckles@umiami.edu](mailto:w.beckles@umiami.edu).

### Safety Training:

It is mandatory that you complete the Laboratory Safety seminar and the Biological Safety seminar.

It is mandatory for all personnel working in laboratories to attend training sessions applicable to their work. Applicable training and current training schedules are available here:

[http://www.miami.edu/finance/index.php/environmental\\_health\\_safety/training-1/](http://www.miami.edu/finance/index.php/environmental_health_safety/training-1/)

It is also mandatory to read the OSHA Hazard Communication Standard Training located in the middle of the page at the following link:

[http://www.miami.edu/finance/index.php/environmental\\_health\\_safety](http://www.miami.edu/finance/index.php/environmental_health_safety)

UM Lab safety manual:

[http://www.miami.edu/finance/index.php/environmental\\_health\\_safety/laboratory\\_safety/laboratory\\_safety\\_manual/](http://www.miami.edu/finance/index.php/environmental_health_safety/laboratory_safety/laboratory_safety_manual/)

Laboratory Safety Link:

[http://www.miami.edu/finance/index.php/environmental\\_health\\_safety/laboratory\\_safety/](http://www.miami.edu/finance/index.php/environmental_health_safety/laboratory_safety/)

Biological Safety Link:

[http://www.miami.edu/finance/index.php/environmental\\_health\\_safety/biological\\_safety/](http://www.miami.edu/finance/index.php/environmental_health_safety/biological_safety/)


If you have any questions, please contact Environmental Health and Safety at (305) 243-3400.

### Biomedical/biohazardous waste disposal:

Refer to the guidelines at the following link for biomedical waste guidance.

[http://www.miami.edu/finance/index.php/environmental\\_health\\_safety/training-1/guidance\\_for\\_determining\\_the\\_applicability\\_of\\_training/biomedical\\_waste\\_guidance/](http://www.miami.edu/finance/index.php/environmental_health_safety/training-1/guidance_for_determining_the_applicability_of_training/biomedical_waste_guidance/)

If you have questions, please contact Environmental Health and Safety (EHS) at (305) 243-3400 or access their website at: [http://www.miami.edu/finance/index.php/environmental\\_health\\_safety/](http://www.miami.edu/finance/index.php/environmental_health_safety/)

Laboratory waste considered biomedical or biohazard waste must be placed either in a red bag or a biohazard incineration carton marked with a biohazard symbol  for disposal. The bags must be tightly sealed with metal twist tie or cable tie. Sealing with tape is not allowed. Bags must not leak; if applicable, double bag/ double seal. Bags are used for "soft" waste. Incineration cartons are used for contaminated objects like pipets or glass that can potentially puncture a red bag. The inner red bag of the incineration carton is sealed with a metal twist tie or cable tie. The box lid is closed following the manufacturer's directions and taped to the box for disposal. Each lab purchases its own red bags and incineration cartons.

The Biology Department has a fenced and locked area where biohazardous waste is stored for pick up. The waste is picked up for incineration every 30 days or less. The fenced storage area is located behind the Cox generator building. For training and access to the area, contact Winter Beckes, Biology Dept. Safety Officer at (305) 284-9506 or [w.beckles@umiami.edu](mailto:w.beckles@umiami.edu).

Please note:

1. All animal carcasses are considered biomedical waste and therefore must be disposed in a red bag.
2. Chemical waste is not allowed in the red bags. Refer to the section on chemical waste disposal.
3. Within the fenced area allocated for biohazardous waste storage, fill one rolling receptacle before starting another. Do not overfill the rolling receptacles in the fenced area. The lid must close completely for transport to the incineration facility. Read the sign posted on the gate.
4. Keep the gate to the above-mentioned fenced area locked at all times - this is mandatory.
5. Do not leave red bags or incineration boxes on the ground inside or outside the fenced area. All red bags or incineration boxes must be placed in a biohazard waste receptacle inside the fenced area.
6. ALL sharps must be placed in a red puncture-proof sharps container sold for that purpose. It must be sealed shut before being disposed in the biohazard receptacles. THESE CONTAINERS ARE NOT REUSABLE.
7. Do not overfill the red bag or incineration box. It should seal easily.
8. Do not accumulate biohazardous waste in the lab.
9. Only red-colored bags and red-printed incineration boxes are allowed to be used for biohazardous waste at UM.

#### **Chemical waste disposal form and processing:**

Chemical waste is stored in a designated Satellite Accumulation Area, which is clearly marked in the laboratory. All containers must be sealed and must be labeled with the contents, fully spelled out - no abbreviations.

For guidelines please see the following link:

[http://www.miami.edu/finance/index.php/environmental\\_health\\_safety/hazardous\\_materials-1/](http://www.miami.edu/finance/index.php/environmental_health_safety/hazardous_materials-1/)

In brief:

1. Complete the UM Chemical Waste Disposal Form, with chemical waste list, waste location, and lab contact information, available on the Environmental Health and Safety (EHS) webpage under forms: [http://www.miami.edu/finance/index.php/environmental\\_health\\_safety/ehs\\_forms/](http://www.miami.edu/finance/index.php/environmental_health_safety/ehs_forms/)
2. Scan the form as a PDF and send it to Vaughan Munro at EHS: [vmunro@med.miami.edu](mailto:vmunro@med.miami.edu).
3. Place a copy of the form with the chemical waste at the time of pick up. (Generally, the Coral Gables campus has chemical waste picked up on Tuesday mornings.)
4. Always retain a copy of all the paperwork for your files as proof that you disposed of laboratory chemical waste properly. Your lab should have a file specifically for these records and they should be easily accessible.

#### **Autoclave safety and use:**

The Biology Dept. has 2 autoclaves maintained by the department. To use either autoclave, you must be trained.

1. A Consolidated autoclave located in Cox Science Center, 35 L in the basement of Cox. Contact Winter Beckles at [w.beckles@umiami.edu](mailto:w.beckles@umiami.edu), (305) 284-9506, Cox room 36H for training.

2. A Tuttnauer autoclave located in the Cox Annex, 211. Contact Dr. James Baker, [bakerjd@bio.miami.edu](mailto:bakerjd@bio.miami.edu), (305) 284-9055, Cox Annex 228 for training.

Microbiology has a Steris autoclave in Cox Science Center 255. It is maintained by the Microbiology department. For permission to use, and for safety and operation training on the unit, contact Roger Williams, Cox 251A, [riwill@miami.edu](mailto:riwill@miami.edu) or (305) 284-1797.

When using the autoclaves: If a log is kept, please remember to log in.

*If you encounter problems with an autoclave unit,* contact Winter Beckles at [w.beckles@umiami.edu](mailto:w.beckles@umiami.edu) or (305) 284-9506 and clearly state the problem you are having with the unit. The appropriate service company will be notified.

## Cox Science Center Room Booking Procedure

The Office of the Registrar schedules the following Cox Science rooms: 126, 145, 166, 213, 217, and Cox Lobby. Please submit request to book to the Office of the Registrar: <https://registrar.miami.edu/faculty-and-staff/classroom-management/general-purpose-classroom-information/index.html> - Complete GPC Request Form

Cox Annex Conference room (2<sup>nd</sup> floor) is available to Biology Faculty and Graduate Students for lab meeting, student dissertation/thesis defenses and/or committee meetings. If you need to reserve this room, please email your request to [biology.staff@miami.edu](mailto:biology.staff@miami.edu). Please book your room at least three (3) weeks in advance. Once your email request has been received, your room will be booked and an email confirmation will be sent to you. If any conflicts arise, you will be notified and can seek alternate room options. If your room reservation is no longer needed, please send an email to [biology.staff@miami.edu](mailto:biology.staff@miami.edu), and your reservation will be removed from the calendar and that space can be utilized by others.

Currently classes have been inputted up through Fall 2023 semester. When Spring 2024 classes are available, they too will be added to the calendar. Please consider when making any requests to book a room that classes take precedence over any other type of reservation.

Should you have any questions about the new system, please contact Gabryelle Cabezas, Graduate Program Coordinator, at 8-3988 or via email at [gxc132@miami.edu](mailto:gxc132@miami.edu).

The Cox Science Building is open from 7am to 10pm Monday through Saturday. Events occurring after this time or on weekends will require a Faculty/Staff/Student Advisor to be present for the event.

## Counseling Center

[http://www.miami.edu/sa/index.php/counseling\\_center/](http://www.miami.edu/sa/index.php/counseling_center/)

The UM Counseling Center offers mental health treatment to currently enrolled UM undergraduate, graduate, law, and medical students. We promote the personal well-being of students through comprehensive mental health services.

The UM Counseling Center provides short-term, time limited individual, couples, and group counseling, coordination of care services, and psycho-educational outreach programming and consultation. Emergency services and limited career and psychological testing are also available. Psychiatric services are available to those under the care of a UM Counseling Center counselor.

The UM Counseling Center staff consists of experienced professionals from the fields of mental health counseling, psychology, social work, and psychiatry. The Counseling Center is also a **training** site accredited by the American Psychological Association for pre-doctoral interns in professional psychology.

UM Counseling Center records are confidential and are separate from other university records. The privacy of communication between clients and mental health professionals is protected by law. Information about students or their treatment cannot be disclosed to others without their written consent, except for cases of imminent danger to themselves or others, reports of child/elder/disabled abuse, or a court order.

The University of Miami Counseling Center values a campus climate that provides a safe and optimal learning environment for all students. In keeping with this mission, the UM Counseling Center is committed to providing leadership in areas of diversity that include but are not limited to LGBT populations, international student populations, first generation college students, and cultural/ethnic minority student populations.

### How do I make an appointment?

To schedule an appointment, call 305-284-5511 or stop by our office. There are two ways to access services from the Counseling Center:

- 1) You may schedule an **initial appointment** (intake).
  - We make every effort to see students requesting an initial appointment within two weeks.
  - Please arrive 30 minutes before your scheduled appointment time in order to complete the clinic paperwork.
  - When you come in for your initial appointment, you will meet with a counselor for 50 minutes to discuss your concerns and develop a treatment plan.
  
- 2) You may request an immediate **brief assessment** (triage).
  - You will meet with the first available counselor for a 20-30 minute assessment.
  - You will discuss your needs and identify the next steps in your care.

*Please have your C Number available upon contacting our office.*



**IF YOU ARE EXPERIENCING A LIFE-THREATENING EMERGENCY, CALL 911 IMMEDIATELY OR GO TO THE NEAREST EMERGENCY ROOM.**

**HOURS:**

Fall and Spring Semesters

Monday, Wednesday and Friday

8:30AM to 5:00PM

Tuesday and Thursday

8:30AM to 7:00PM

Spring/Summer/Winter Break

Monday through Friday

8:30AM to 5:00PM

**LOCATION:**

Counseling Center

Rhodes House

1204 Dickinson Drive, Suites N&S

Coral Gables, FL 33146

**CONTACT US:**

305-284-5511

# Guidelines for Reporting Sexual misconduct

## How to report sexual misconduct involving anyone at the University of Miami

University of Miami Title IX Website: <https://titleix.miami.edu/>

You have three options to report sexual misconduct.

- (1) You may file a report online through the online reporting form:  
[https://cm.maxient.com/reportingform.php?UnivofMiami&layout\\_id=5](https://cm.maxient.com/reportingform.php?UnivofMiami&layout_id=5)
- (2) You may file centrally for in person reporting:  
Gables One Tower, Suite 100  
Email: [Titleixcoordinator@miami.edu](mailto:Titleixcoordinator@miami.edu)  
Phone: 305-284-8624
- (3) You may file a report to your Deputy Title IX Coordinator (if your complaint involves Faculty misconduct it should go to both the Deputy Title IX Coordinator for Students and the Deputy Title IX Coordinator for Students).

### Deputy Title IX Coordinator for Students

#### **Steven K. Priepke, JD**

*Senior Associate Dean of Students  
Director of Judicial Affairs  
Financial Manager - Student Media*  
University of Miami  
Dean of Students Office  
Whitten University Center, Suite 2250  
1306 Stanford Drive  
Coral Gables, FL 33146  
Phone: (305)284-5353  
Email: [spriepke@miami.edu](mailto:spriepke@miami.edu)

### Deputy Title IX Coordinator for Faculty Members

#### **Cecelia Smith**

*Director, Faculty Affairs  
Office of the Provost  
Ashe Building Suite, Suite 140  
1252 Memorial Drive  
Coral Gables, FL 33146  
Phone: (305)284-3386  
Email: [csmith@miami.edu](mailto:csmith@miami.edu)*

- Note, you are not required to report to your supervisor or chair or any department member.

# Guidelines for reporting professional misconduct

How to report professional misconduct by a faculty member at the University of Miami

## University of Miami Office of Faculty Affairs

### **Cecelia Smith**

*Director, Faculty Affairs*

Office of the Provost

Ashe Building Suite, Suite 140

1252 Memorial Drive

Coral Gables, FL 33146

Phone: (305)284-3386

Email: [csmith@miami.edu](mailto:csmith@miami.edu)

## University of Miami Faculty Senate

Secretary of the Senate

University of Miami Faculty Senate

1252 Memorial Drive

325 Ashe Administration Building

Coral Gables, FL 33146

Email: [facsen@miami.edu](mailto:facsen@miami.edu)

Phone: 305-284-3721

Fax: 305-284-5515

# Guidelines for reporting discrimination or retaliation on the basis of a protected category

## Protected categories include:

Race, color, religion or creed, national origin or ancestry, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, veteran status, genetic information, citizenship.

## University of Miami Office of Faculty Affairs

### **Cecelia Smith**

*Director, Faculty Affairs*

Office of the Provost

Ashe Building Suite, Suite 140

1252 Memorial Drive

Coral Gables, FL 33146

Phone: (305)284-3386

Email: [csmith@miami.edu](mailto:csmith@miami.edu)

## University of Miami Office of Workplace Equity & Inclusion (Human Resources)

### **Jessica N. Pacheco, Esq.**

Executive Director

University of Miami | Workplace Equity & Inclusion

1320 South Dixie Highway,

Suite 355

Coral Gables, FL 33146

T: 305-284-3781

Email: [j.pacheco5@miami.edu](mailto:j.pacheco5@miami.edu)

\*Prior to contacting the EEOC you must try to resolve your complaint with your employer.

## U.S. Equal Employment Opportunity Commission

Miami District Office

Miami Tower

100 SE 2nd Street, Suite 1500

Miami, FL 33131

Tel. [1-800-669-4000](tel:1-800-669-4000)

To file a charge:

<https://www.eeoc.gov/field-office/miami/charge>

## Committee of Diversity, Equity, and Inclusion

The DEI Committee is a Departmental Diversity, Equity and Inclusion Committee composed equally of peer-selected graduate students and representative faculty not in the departmental administrative team. This committee is available to listen, advise, and guide graduate students in a supportive role.

DEI Committee composition Fall 2023

Graduate Students: Manuel Bernal, Ashley Gonclaves, and Natascha Varona

Faculty: Bill Browne, Kevin McCracken, Ken Feeley, Michelle Afkhami

## Contact Information for the University Ombudsperson

**University Ombudsperson:** Dr. Jennifer Rao [jrau@miami.edu](mailto:jrau@miami.edu)

**Max and Peggy Kriloff Student Travel Scholarship/  
College of Arts and Sciences Graduate Student Travel Award  
College of Arts and Sciences  
University of Miami**

The Max and Peggy Kriloff endowment fund supports travel expenses for all full-time College of Arts and Sciences students presenting at scholarly/professional meetings. Students must have a **3.0 CGPA** or above at the time of application. Students are eligible only when actually on a conference program (i.e., presenting a paper, poster, or visual presentation for BFA/MFA students). If several students are co-authors of a paper, only one would usually be supported. If a student and faculty member are co-authors, the student would be supported only if s/he is participating in the presentation. The College will only accept applications from students who have secured departmental funding. **The Kriloff travel award/ CAS Graduate Student Travel Award will not exceed \$400 or the amount committed by the department, whichever amount is smaller.** If departmental funds are available for undergraduate travel support, undergraduate students must also apply for departmental funding. As with all University travel, recipients must elect the most economical flight and lodging options.

**APPLICATION:**

Last Name	First Name	C- Number
Department	Degree sought	Dates of trip
Name of Conference		Location

Total trip expense     \$ \_\_\_\_\_

Funding source:	Amount	Account #	Authorized Signature	Date
PI or grant(s) <sup>a</sup>	\$ _____	_____	_____	_____
Department	\$ _____	_____	_____	_____
GAFAC <sup>b</sup>	\$ _____	_____	_____	_____
Other sources <sup>b</sup>	\$ _____	_____	_____	_____

***<sup>a</sup>If the PI does not have any funds available for student travel, his/her signature above represents a formal certification of this fact <sup>b</sup>Applications to GAFAC and other possible funding sources can be completed at a later date and, thus, signatures are not required.***

Amount requested from Kriloff Scholarship fund: \$ \_\_\_\_\_

Signature of student	Date

**Please attach to this completed application: 1. Memorandum from Chair or DGS endorsing student travel and stating the amount of funding committed by the department; 2. Conference program confirmation. 3. Copy of poster and/or abstract is required.**

**PLEASE NOTE: COMPLETED APPLICATION FOR FUNDING MUST BE SUBMITTED TO OUR OFFICE BEFORE CONFERENCE DATE.**

**If funding is approved, you will be notified via email by the Office of Graduate and Administrative Services. Scan completed forms to: b.varona@miami.edu or Gylla@miami.edu or fax to 284-4724.**

**INTERNATIONAL TRAVEL AUTHORIZATION FORM  
(STUDENT)  
(For Restricted Travel Only)**

Complete the International Travel Authorization form at least two weeks prior to departure. Travel Authorization for the Academy are submitted to the Office of Study Abroad at [studyabroad@miami.edu](mailto:studyabroad@miami.edu). Travel Authorization for MSOM/UHealth are submitted to [MSOMFacultyTravelRequests@med.miami.edu](mailto:MSOMFacultyTravelRequests@med.miami.edu). The Assistant Dean and Director of Study Abroad for the Academy and/or Faculty Affairs, as the delegate for the Dean and Chief Academic Officer for MSOM will in consultation with Risk Management will review the request and provide the recommendation for travel. Travelers booking their trip outside of the [University of Miami Travel Portal](#), must register their travel information along with any travel changes prior to and/or during with [International SOS](#).

PERSONAL INFORMATION	
Name of Traveler/Student:	
Department Name:	Office Phone Number:

TRAVEL INFORMATION	
Travel Destination(s):	
Departure Date (from US):	
Arrival Date (to US):	
Traveling by (please check one):      Air_____      Sea_____	
<i>(Transportation details will be requested during International SOS registration)</i>	
Purpose of Travel (please be as specific as possible)	

DEPARTMENTAL APPROVAL	
_____ Print Name of Traveler	_____ Signature of Traveler
_____ Date	
_____ Print Name of /Dean/VP/Designee	_____ Signature of /VP/Dean/Designee
_____ Date	

Provost or designee APPROVAL	
_____ Print Name	_____ Signature
_____ Date:	

Name: \_\_\_\_\_

Year and Semester I started in the Ph.D. Program: \_\_\_\_\_

Advisor: \_\_\_\_\_

### Ph.D. Timeline Table for Planning

Semester	Year 1		Year 2		Year 3		Year 4		Year 5		# Credits
	1	2	3	4	5	6	7	8	9	10	
<b>Course Credits</b> 18 required Including: • 6 cr. of Grad. Core • Prof. Skills • Statistics	• 3 cr. Graduate Core • 1 cr. Prof. Skills	• 3 cr. Graduate Core									18 required
<b>Research Credits</b> 12 required											12 required
<b>Additional Credits</b> 30 required											30 required
<b>Other Requirements</b> Including: • Grant Submission • Teaching • Talk at Grad. Symposium			• Qualifying Exam	• Proposal Defense • Advance to Candidacy						• Dissertation Defense	
<b>Committee Meetings</b>	Form and meet with Committee	Committee meeting to plan Qualifying Exam	Qualifying Exam	Proposal Defense	Meeting once a semester with your committee is recommended, meeting once a year is required.	Meeting once a semester with your committee is recommended, meeting once a year is required.	Meeting once a semester with your committee is recommended, meeting once a year is required.	Meeting to seek committee approval to move ahead with dissertation defense in 10 <sup>th</sup> semester.	Dissertation Defense		
<b>TOTAL:</b>										<b>60 required</b>	



Department of Biology, SACS EVALUATION FORM

Program: <input type="checkbox"/> PhD; <input type="checkbox"/> MS <i>with</i> thesis; <input type="checkbox"/> MS <i>without</i> thesis.	Date:
Milestone: <input type="checkbox"/> Qualifying Exam (PhD only); <input type="checkbox"/> Proposal Defense (PhD and MS by thesis); <input type="checkbox"/> Dissertation/Thesis Defense (PhD and MS by thesis); <input type="checkbox"/> Comprehensive Exam (MS <i>without</i> thesis).	
Student Name:	Student's UM ID:
Rating of written and oral qualifying examination	

	Rating Scale and Explanations					Rating (1-5, from scale to left)
	1 = Unacceptable	2 = Poor	3 = Average/ Acceptable	4 = Very Good	5 = Exceptional	
<b>Knowledge of the discipline</b>	Error(s) in exposition of the field and/or omission of key source(s)/concepts(s)	Minor errors, omissions, and/or lack of synthesis	Adequate and accurate exposition of key sources/concepts	Good coverage and synthesis of key sources/concepts plus additional relevant material	Thorough review and excellent synthesis of sources/concepts, including some obscure but relevant ones	
<b>Critical thinking</b>	Muddled with errors in reasoning and/or without much analysis and synthesis	Reasoning sometimes confused, simplistic, and/or not clearly explained	Adequate reasoning, explanation of assumptions, and supporting evidence	Clear reasoning with organized presentation of evidence, assumptions, and conclusions	Clear and organized argument that represents sound, original, and complex thought	
<b>Writing</b>	Writing generally unclear, with consistent errors and/or poor organization	Writing sometimes unclear with weak organization and/or grammatical errors	Writing clear, concise, and organized, with minor or no grammatical errors	Writing generally error-free with clear organization and depth	Elegant writing with fully developed arguments, clear organization, and correct grammar	
<b>Overall quality (not necessarily average of earlier ratings)</b>	Unacceptable	Poor	Average/acceptable	Very Good	Exceptional	

Comments:  
Writing:

## **Guidelines for the Annual Graduate Student Symposium**

The graduate program in the Department of Biology at The University of Miami will hold a one-day Graduate Student Symposium annually at the beginning of the spring semester.

**Date:** The symposium will be held on the last weekday before the start of spring semester classes (excluding holidays). For the inaugural symposium, this will be Friday, January 15<sup>th</sup>, 2010 (because classes start Tuesday, January 19<sup>th</sup>, 2010, and Monday, January 18<sup>th</sup>, 2010 is Martin Luther King Jr. Day).

**Participation:** Participation in the symposium is *strongly encouraged* for all graduate students in each year they are resident in Miami for the spring semester. So as to facilitate development of both oral and visual presentation skills, students can present either a poster or a talk, with a graduate program *requirement* to present at least one talk at the symposium during their candidature. Annual symposium participation will enhance competitiveness for departmental fellowships and awards.

**Announcement and Organization:** The Graduate Symposium will be announced via departmental email on or before November 15<sup>th</sup> annually. Students participating in the symposium are required to submit an abstract of 150 or fewer words to the Graduate Symposium Organizing Committee (GSOC) by December 11<sup>th</sup>. At the time of submission students should indicate their preference for presenting a talk or a poster and provide their anticipated date of graduation together with a statement of whether they already have given the one required oral presentation. GSOC will consider all submitted abstracts and will notify the students whether they have been selected to give a poster or a talk by December 15<sup>th</sup>. Talks will be 12 minutes in duration, with 3 minutes for questions; thus it is recommended that the number of talks at the symposium should not exceed 16.

**Judging and Awards:** Two separate judging panels, each composed of two faculty members and two graduate students, will judge the posters and talks, respectively. Student judges cannot serve on the panel in which they are participating *e.g.* a student judge who is presenting a poster cannot serve as a judge on that panel. Faculty judges must abstain from voting on the talks/posters of their own students. Awards will be given for Best Talk, Best Talk Runner-up, Best Poster, and Best Poster Runner-up. Selection of graduate students to serve on the inaugural judging panels will be made via invitation from the faculty judges. In future years, recipients of the talk and poster awards from the previous year will serve on the judging panels. In the event that a previous winner is unable to serve as a judge, a replacement student judge will be found by invitation from the faculty judges.

Do you want the department to purchase your airfare or need a travel advance?

- Yes
No

University of Miami
COLLEGE OF ARTS & SCIENCES-DEPARTMENT OF BIOLOGY
PRE-TRAVEL AUTHORIZATION FORM FOR GRADUATE STUDENTS
to be submitted Prior to Travel to Graduate Program Secretary

Today's Date [ ]

Name of Traveler [ ]

Phone No. [ ]

Account No.\*\* [ ]

Account Title [ ]

Destination [ ]

Dates of Trip [ ] to [ ]

Purpose of the trip (be specific; include conference titles and reason for attendance, i.e. poster, presentation or talk; persons or organizations visited and why:

Estimated Expenses

Registration [ ]
Airline Tickets [ ]
Other Transportation [ ]
Meals [ ]
OR Per diem [ ]
Lodging [ ]
Other\* [ ]
Poster/copies\* [ ]
TOTAL [ ]

\*explain: [ ]

EXPENSE LIMITATION [ ]

Pre-Travel reimbursement [ ]

Funding Commitments (specify amounts)

External Sources (specify) [ ]
GAFAC [ ]
Max & Peggy Kriloff [ ]
\*\*Grant (acc# [ ])
Department [ ]
TOTAL [ ]

Travel Authorization

\*\*Signature of Account P.I. Date

Signature of Graduate Program Director Date

Signature of Chairperson Date

\*\*Signature of Sponsored Programs Date

FOR INSURANCE PURPOSES ONLY
Reimbursement will not be requested

The following documentation must be included with this request:

- Short memo of endorsement from advising professor
Your abstract (conference only)
Conference Information (agenda if available, also)
Acceptance email/letter from Organization
Any other related information related to this trip
If driving to/from the destination, estimated mileage and memo stating reason for driving vs. flying (include est. costs for each)

Upon completion of the above described trip, I agree to provide to the University of Miami within 30 days of my return original receipts for all expenses reimbursed to me (with exception of per diem expenses).

Signature of Travel

UM C#

Date

\*\*Travel on sponsored/grant accounts must be approved by the Office of Sponsored Programs.



## INSTRUCTIONS TRAVEL ADVANCE REQUEST

### **Travel Advance No.**

Please assign a unique number which is your travel number and should be included as well in the space provided on the Business Expense Reimbursement Form (BERF) when the traveler makes an accounting for the travel advance. This number should use the first three letters of your Department, hyphen, and a consecutive numbering system of 4 digits. ( Example: BUS-0023)

### **Traveler**

Complete all entries in the **General Section**, enter the total of all estimated cash expenses on the lines provided and enter the total in  Total Trip Expense . The estimate for per Diem meals must not exceed the current daily rate specified in the [Travel Policy \(D015\)](#) times the number of days away. Read and sign the Acknowledgement/Statement section. **This form must be accompanied by a Check Requisition Form for the amount of the advance requested.**

## Approvals Required

### **Department**

Both the Travel Advance Request and the Check Requisition Forms must be approved by an authorized signer on the account which will be charged for the travel advance.

### **Sponsored Accounts**

All requests for travel advances on a sponsored account must be approved by the appropriate Sponsored Program Expenditure Compliance Office.

### **Non-Sponsored Accounts**

Travel advance requests on non-sponsored accounts must be sent to the Disbursements Office, Gables Campus.

For **Air Travel only** with the Authorized Travel Agencies  use the  [Ghost Card Form](#)



# UNIVERSITY OF MIAMI TRAVEL ADVANCE REQUEST

No. 

## GENERAL

FIRST NAME	LAST NAME	E-MAIL	PHONE NUMBER	DATE
DEPARTMENT		BUILDING/ROOM NO.	LOCATOR CODE	
CONTROL #	ACCOUNT NO.		SUB-OBJECT NO.	
DESTINATION			DATES OF TRIP	
			FROM	TO

PURPOSE OF TRIP (BE SPECIFIC, INCLUDE PERSONS AND/OR ORGANIZATIONS TO BE VISITED AND REASONS FOR VISIT OR MEETING)  
 IF A SPONSORED ACCOUNT IS USED, THE DIRECT BENEFIT TO THE GRANT NEEDS TO BE STATED.

ESTIMATED EXPENSES		TRAVEL AUTHORIZATION	
Airfare	\$	Dept Head <input type="checkbox"/> Dean <input type="checkbox"/> Division Head <input type="checkbox"/> P.I. <input type="checkbox"/>	
Transportation	\$	Sign Name	
Lodging	\$		
Per Diem Meals	\$	Print Name	Date
Other	\$		
Total:	\$	Sponsored Office Expenditure Control Signature <i>(if a sponsored account is used)</i>	
Explanations:			

## ACKNOWLEDGEMENT & AUTHORIZATION

I declare that all travel advance monies are held by me in trust for University Business travel. All monies in excess of expenditures allowed by University Policy for the purposes of this trip shall be returned by me to the University along with a Business Expense Reimbursement Form (Berf), detailing all expenditures within **10 days** after the completion of the trip. In the event that such excess is not repaid within the prescribed time, or if I fail to provide the accounting and documentation for this trip in accordance with University Policy, I authorize the University's Payroll Office to withhold the full amount of this Travel Advance Request from any wages, salaries, or other monies due to me.

\_\_\_\_\_  
Traveler's Signature\_\_\_\_\_  
UM ID Number\_\_\_\_\_  
Date

# Graduation Check List

## Semester before you intend to graduate

1. Make sure your student file is complete. For example, submit final transcripts that show the conferred degree date if you were admitted pending graduation from previous educational institution.

### Student File checklist:

- Acceptance Letter (needs to state Program of Study, Intended Semester and Degree)
- Original application
- GRE, TOEFL (Int. Students)
- Official Transcripts from all institutions listed on Original Application
- Final Transcripts showing conferred degree(s) from all Institutions where previous degree(s) were obtained.
- 3 Letters of Recommendation

[https://umshare.miami.edu/web/wda/grad/forms\\_/Student%20File%20Checklist.pdf](https://umshare.miami.edu/web/wda/grad/forms_/Student%20File%20Checklist.pdf)

2. Make sure there are no “IP” (In Progress) or “NG” (No Grade) grades on your transcripts. If you find some, contact the course instructor to submit a change of grade for all the “IP”/ “NG” grades you see.
3. Contact graduate coordinator if you have any changes to your program plan. (Example, going from Ph.D. to Masters)
4. For **Master Students**, you need a minimum of 30 total credits hours (6 must be thesis credits for master’s thesis students only), a minimum GPA of 3.0, a successful submission/completion of thesis materials, approved by Sr. Dissertation Editor (Master’s Thesis students only)
5. For **Doctoral Students**, you need a minimum of 60 total credit hours (12 must be dissertation credits), a minimum GPA of 3.0, a successful submission of Admission to Candidacy/Passed Qualifying Exam, and a successful submission/completion of Dissertation materials, approved by Sr. Dissertation Editor

## Semester you intend to graduate

6. Apply for graduation via CaneLink, check the Academic Calendar for deadline.
  
7. If you missed the application deadline, email [gradclearance@miami.edu](mailto:gradclearance@miami.edu) noting "Late Application for Graduation" and include the following information in the email:  
Student ID:  
Last Name:  
First Name:  
Attending Commencement: (yes/no) If yes, include height and weight for regalia order  
Number of commencement guests:  
Name in commencement book:
  
8. If you're completing a doctoral dissertation or masters thesis, you must have your dissertation/thesis reviewed by the Graduate School Dissertation Editor and approved in the ETD repository. For deadlines check, [http://www.miami.edu/gs/index.php/graduate\\_school/current\\_students/electronic\\_theses\\_dissertations](http://www.miami.edu/gs/index.php/graduate_school/current_students/electronic_theses_dissertations) or email [grad.dissertation@miami.edu](mailto:grad.dissertation@miami.edu)

## Degree Clearance Time Frame

Goal for degree clearance is 3-4 weeks. In order to have a smooth expedited clearance work with graduate coordinator to make sure your file is complete and uploaded to OnBase. This is the system the Graduate School keeps for record keeping.

[http://www.miami.edu/gs/index.php/faq\\_degree\\_clearance/](http://www.miami.edu/gs/index.php/faq_degree_clearance/)

# UNIVERSITY OF MIAMI



Origination:	09/2017
Effective:	09/2017
Last Approved:	09/2017
Last Revised:	09/2017
Next Review:	09/2019
Owner:	Michael Dunlap: Assoc. VP, Controller
Area:	Controller
References:	
Applicability:	University of Miami

## Electronic Travel & Business Expense Reimbursement Policy

### I. INTRODUCTION

As our travel and business expenses grow, the need to manage them becomes greater. Managed travel is the best way we know to save time and money. It is the intent of this policy to encourage travelers to minimize travel expenses, consistent with University business requirements. These policies and procedures are provided to assist University of Miami personnel by providing guidelines for travel and business expenses, obtaining approvals, and reimbursements of authorized expenses. Where a more standardized procurement method is available for purchases, the Expense Report should not be used. Purchase of university computers and furniture must be done thru a purchase order.

### II. SCOPE

The guidelines of this document apply to all University of Miami faculty, staff and employees in general; however, schools, departments, or divisions may specify more restrictive travel and business expense policies and procedures. Please refer to your appropriate department for guidance.

Additionally, travel and business expenditures on grants must be in accordance with the sponsor's guidelines if those guidelines are more restrictive than the University general policies and procedures.

### III. DEFINITIONS

**Official University Travel** - Official University travel is defined as travel by University personnel, non-University personnel, and University students when the authorizing individual considers such travel to be in the professional and/or business interest of both the traveler and the University.

**Local Travel** - Travel within Miami-Dade and Broward counties.

**Domestic Travel** - The General Services Administration defines domestic travel as travel within the United States, its possessions and territories. U.S. possessions and territories include Guam, American Samoa, Puerto Rico, and the Virgin Islands.

**Foreign Travel** - Travel outside of the United States, its possessions and territories. This includes travel within the United States while en route to or returning from foreign destinations.

**Cash Advance** - An approved request of cash in hand that is given to the traveler prior to official University travel and is to only be used for University-related travel expenses.



**University Travel Card** - A MasterCard provided by U.S. Bank that is to be used for all University-related travel expenses. The University Travel Card replaces the former practice of issuing travel advances and direct payment of airfare and hotel expenses.

## **IV. DOCUMENTATION/SUBSTANTIATION REQUIREMENTS**

The University currently has an "Accountable Plan" for employee business expense reimbursements. Under Internal Revenue Service (IRS) regulations for an accountable plan, expenses are required to meet three conditions:

1. There must be a legitimate business purpose.
2. It must be substantiated (receipts).
3. Any excess amounts of cash advance not used must be returned.

Expenses not meeting all three conditions may be taxable and therefore subject to W-2 reporting.

Business related expenses under IRS rules are those which would be eligible for an employee deduction on his/her tax return if the employee paid for them out of his/her own pocket.

To satisfy substantiation requirements, all reimbursements must include an explanation of the business purpose for the expense and original receipts detailing the date, place, and amount of the expense. When charged to a sponsored grant or contract, the explanation should include the relationship of the travel expense to the project. For additional documentation requirements see each section below.

## **V. INSURANCE**

Insurance is provided, under the Workers Compensation Plan. The policy covers employees traveling on official University business trips that originate from home or the University, whichever is the case. Coverage is also provided for University employees on University business if the expenses are paid in whole or part by a non-University source.

The University will not, under any circumstances, bear the cost of any personal travel insurance coverage purchased by the traveler.

Insurance coverage is also provided for University business travel when the University Travel Card is used to pay for transportation-related travel expenses, as stipulated in the U.S. Bank Worldwide Automatic Common Carrier Travel Accident Insurance policy. No additional insurance coverage will be reimbursed and therefore cannot be charged to the University Travel Card.

Employees are covered during local travel as long as there is a record (on calendar, staff verification, or other means of recording) that the local travel is University related.

## **VI. UNIVERSITY TRAVEL CARD (MASTERCARD)**

The U.S. Bank University Travel Card Program was designed to provide University employees with a convenient method to meet University travel and other business expenses. For eligible employees, the University Travel Card replaces the former practice of issuing travel advances and direct payment of airfare and hotel expenses. All full-time employees who incur travel and business expenses on behalf of the

University are eligible to participate in the Program.

The U.S. Bank Travel Card is to be used for all reimbursable University travel and business expenses and is not intended as a means of personal credit. The cardholder is liable for all charges on the University Travel Card. It is the responsibility of the cardholder to reconcile all University expenses charged to the card via the Expense Report in Workday within sixty days from the statement date and as stipulated in the Travel Card Use Agreement.

The cardholder is also responsible for ensuring that expenses are fully documented according to the Electronic Travel & Business Expense Reimbursement Policy.

For more information regarding the Travel Card, contact the Corporate Cards Office: [pcard.ap@miami.edu](mailto:pcard.ap@miami.edu).

## VII. TRANSPORTATION EXPENSE

### A. Air

Commercial air transportation is reimbursed when travel is on official University business and on the basis of the actual cost incurred by the traveler. All official University travel should be at the most economical rates available for both domestic and international travel. Generally, coach or lower promotional fares are the only classes of travel that are reimbursable. All travel must be by the most direct or economical route except in instances mentioned below.

All exceptions to coach class travel will require the traveler to submit appropriate documentation supporting the reason for upgrading from coach class accommodations and must have prior approval by the appropriate Vice President or Provost. Reimbursement for upgraded air travel that does not comply with these policy guidelines will be made at the equivalent coach class air fare for that trip.

Business class fares may be reimbursable under the following circumstances. Please document the specific circumstance on the Expense Report. Failure to include documentation required under each bullet point will delay processing of the Expense Report.

1. When the origin and/or destination are outside the continental United States and the scheduled flight time, including stopovers and change of planes, exceeds 14 hours (overnight rest stops do not qualify when arriving at the excess of 14 hours total)
2. Regularly scheduled flights between origin/destination points, including connecting points, provide only first class or business class accommodations and traveler certifies such on the Expense Report
3. No space is available in coach class accommodations in time to accomplish the mission which is urgent and cannot be postponed and traveler certifies such on the Expense Report
4. The use results in an overall cost savings to the University by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations; and traveler certifies such on the Expense Report
5. When use of business class accommodations is necessary to accommodate the traveler's disability or other special needs as substantiated in writing by a competent medical authority and included as documentation with the Expense Report.
6. Security purposes or exceptional circumstances as determined by your Chair or Dean make the use of business-class accommodations essential to the successful performance of the University's mission and traveler certifies such on the Expense Report

7. Coach class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards and traveler certifies such on the Expense Report

First class travel accommodations may be used only when:

1. No coach or business class accommodations are reasonably available. Reasonably available means available on an airline that is scheduled to leave within 24 hours of your required departure time or scheduled to arrive within 24 hours of your required arrival time and traveler certifies such on the Expense Report
2. The origin or destination are outside the continental United States and the scheduled flight time, including stopovers and change of planes, exceeds 14 hours and no business class accommodations are available (overnight rest stops do not qualify when arriving at the excess of 14 hours total)
3. First class accommodations is necessary to accommodate the traveler's disability or other special needs as substantiated in writing by a competent medical authority and included as documentation with the Expense Report
4. When exceptional security circumstances require first-class travel. Exceptional security circumstances are determined by your Dean or Chair and include, but are not limited to:
  - a. Use of other than first-class accommodations would endanger the traveler's life or University property. Documentation is required and must be included in the Expense Report

Non-commercial air travel is prohibited without prior authorization from Risk Management. (See Business Services Policy L005).

## **B. Unused Airline Tickets**

It is the cardholder's responsibility to notify their supervisor/department head when an airline ticket remains unused for whatever reason. Typically, airlines will allow the credit from an unused ticket to be applied to a future trip within 12 months. Personal use of unused tickets constitutes theft of University resources and will result in restitution and disciplinary action up to and including termination.

## **C. Baggage Charges**

Airline charges for baggage are reimbursable. Excess baggage charges will be reimbursed when reasonable and necessary, i.e. traveling with heavy/bulky materials or equipment necessary for conducting business and/or traveling for more than five consecutive business days. The circumstances or cause for excess baggage charges must be documented on the Expense Report.

### **a. Backup Documentation:**

- For airline ticket purchases for business travel, the original airline ticket receipt or airline confirmation notice or Travel Agency invoice detailing flights, destination, and payment must be submitted with the reimbursement request.
- For internet air travel purchases, a screen print of the purchase confirmation and itinerary or copy of e-mail confirmation and itinerary received from the airline or travel agency may be used for receipt purposes. This documentation, which must provide details of flights, destination and payment, must be submitted with the reimbursement request.
- For "consolidator" airline ticket purchases for business travel, the airline ticket receipt indicating flight details, destination and payment must be submitted with the reimbursement request.

Business trips normally commence one day before the conference/meeting and end when the conference ends. If no flights are available when the conference ends or overnight stay is required due to unreasonable flight hours, the University may reimburse the traveler for expenses up to one day after the conference end date.

When booking a flight that is extended for personal travel, a comparison non-refundable coach fare quote with the equivalent dates of travel for business being conducted is required. Airfares submitted with an additional leg of travel not related to business, must be accompanied by an equivalent non-refundable coach fare quote for the most direct route to the business destination obtained at the time of booking. Reimbursement is limited to the lesser airfare amount. Inability to provide a comparison quote will result in denial of reimbursement.

## ***D. Air carriers for all federally funded travel***

U.S. air carriers must be used from the points of origin to destination. If no U.S. carrier services the destination, such service must be used to the farthest interchange point. The government requires the use of U.S. air carriers, even if the fare is more expensive or the route to the destination is more circuitous. Traveler preference and convenience are not valid exceptions for use of a non-U.S. carrier when payment is requested from federal funds. The traveler is responsible for justifying the use of non-

US carriers before the Expense Report is submitted. The U.S. government does not allow code sharing unless the ticket is issued by a U.S. airline. The government provides a few exceptions to the above rules. Please consult your campus Sponsored Expenditure Compliance Office before tickets are purchased.

## ***E. Surface***

Commercial bus, rail, or vessel/steamship fares - reimbursed on the basis of actual cost incurred by the traveler not to exceed the equivalent cost of coach airfare via the normally traveled routes.

The use of personal automobiles for travel will be reimbursed when the aggregate number of miles driven for any one trip is less than six hundred miles, except for trips within the state of Florida that have multiple stops. For trips within the State of Florida that exceed six hundred miles with multiple stops and where mileage reimbursement is in excess of the cost of airfare, the traveler must provide a valid business purpose and itinerary for each leg of the trip. Exceptions will be flagged as policy violations and will require Disbursements Office approval. Travel by private automobile will be reimbursed based on the IRS standard mileage allowance in effect at the time of the travel.

The mileage allowance permitted to be charged to a State of Florida sponsored grant or contract is less than the University's standard allowance. Contact Sponsored Programs for current State of Florida reimbursement rates.

If two or more people are traveling in the same car, only one person can claim reimbursement. Unless otherwise approved, the driver of a private vehicle must be a licensed driver at least 21 years of age and covered under a policy which includes comprehensive and liability insurance. The University's standard rate per mile includes insurance, gas, oil, wear, and tear.

Damage to personal automobiles used on official business is considered covered by private insurance. The University does not assume liability for deductibles or any other uninsured loss to the vehicle.

Where the employee has a temporary assignment away from campus, reimbursement will be made for mileage between the campus and the assignment location or home and the assignment location, whichever is less. The University will not reimburse employees for commuting expenses between home and campus.

See section VIII for Automobile Rentals.

**a. Backup Documentation:**

- For bus, rail, and vessel reimbursements, the original ticket receipt, confirmation notice, or Travel Agency invoice detailing destination and payment must be submitted with the reimbursement request.
- For the use of personal automobiles for travel, the actual number of miles driven is required. If requesting reimbursement for multiple trips, a Mileage Log may be submitted. A printout of Mapquest or other similar site is required to support the miles driven.

## VIII. INCIDENTAL TRAVEL EXPENSES

Incidental expenses include, but are not limited to, items such as other transportation expense, business related telephone calls, telegrams, baggage handling, and gratuities.

A daily telephone call to the traveler's home while away on a trip overnight may be reimbursed at the discretion of the department but in no instance can this be charged to a sponsored account. The guideline for gratuities is fifteen percent (15%) of the service. If claiming per diem for meals, gratuity is included in the per diem rate and should not be separately listed. Other transportation expenses include tolls, parking, and the cost of taxis, airport limousines, and public transportation.

**a. Backup Documentation:**

- Generally, receipts for these expenses are not required for reimbursement if less than seventy-five (\$75).

## IX. AUTOMOBILE RENTALS

**Automobiles or larger commercial vehicles may be rented** as necessary for travel related purposes. Select a compact or mid-size car. Cars should be returned with a full tank of gas to avoid unnecessary surcharges for fuel. One-way rentals are those returned to a location other than origin. Most auto rental companies charge a mileage fee or drop off charge for this type of rental.

The University maintains corporate contracts for such rentals on the Travel Management website. See [www.miami.edu/travel](http://www.miami.edu/travel)

Enterprise/National contract rates using the Business Rental Code include the cost of insurance **for business related rentals** Insurance coverage is also provided for University business travel when the University Travel Card is used to pay for transportation-related travel expenses, as stipulated in the U.S. Bank Worldwide Automatic Common Carrier Travel Accident Insurance policy.. Faculty and employees who choose to rent from a non-University contracted car rental agency are encouraged but not required to purchase both the collision and liability insurance. Faculty and employees renting a vehicle for personal use may use the contracted rates but must purchase insurance coverage since **such coverage is provided contractually only for business related travel**.

**Accident Reporting:** If you are involved in an accident with the rented vehicle, document the accident with the local police. Notify the car rental company and the University's Risk Management Office (305) 284-2067.

**a. Backup Documentation:**

- The original receipt from the rental company must be submitted with the eBERF.

## X. LODGING EXPENSE

Lodging expenses are reimbursed on an actual cost basis and only for those nights on which University business is conducted. Travelers should use standard accommodations in reasonably priced hotels and motels. Many hotels and motels charge reduced rates to those who identify themselves as University faculty or administrators. Travelers are encouraged to minimize costs by requesting educational discounts. When requesting reimbursement, the original itemized hotel bill must be attached to the Expense Report.

It is the University's policy not to pay for personal expenses that may be incurred by the traveler and be included in the hotel bill. Payment for personal items should not be charged to the University Travel Card. Personal charges on the travel card must be reimbursed to the University as stipulated in the Travel Card Use Agreement.

Gifts to friends or relatives in lieu of lodging are not permitted.

Students may not utilize AirBnB or other "sharing economy" services for the provision of lodging. These services do not offer the safety, security, contractual terms, liability and recourse provisions appropriate for student travel.

Reservations should be on either a "6pm hold" or guaranteed for late arrival basis. Some hotels charge cancellation fees for early checkout and/or 'no show'. Ask the hotel for their early checkout policy at check-in. It is the traveler's responsibility to cancel guaranteed hotel reservations. To protect yourself from this eventuality, always ask for a cancellation number and employee name as it may be required to dispute any subsequent cancellation fees charged to the card.

The University maintains information on corporate discounts for hotels on the Travel Management website: [www.miami.edu/travel](http://www.miami.edu/travel).

### a. Backup Documentation:

- Original itemized hotel receipts must be submitted with the reimbursement request.

## XI. MEALS EXPENSE

Federal regulations require that the reimbursement of meal expenses may be requested on either an actual cost or an allowance (per diem) basis provided the method used is applied to an entire trip and not to selected days of the trip. Both domestic and international per diem rates include meal gratuities.

Travelers are expected to use the Per Diem Allowance method.

### a. Backup Documentation:

- When claiming reimbursement on an actual cost basis including gratuity, the original charge card receipt and the itemized restaurant bill/receipt, must be submitted. This requirement applies to all meals requested at actual cost.

## A. *Per Diem Meal Allowance*

### 1. Domestic Travel:

The University will reimburse travelers for domestic travel meal expenses using the per diem meal allowance rates using the GSA and DOD rates as applicable beginning September 1, 2017.



For trips prior to 09/01/2017, use the fifty dollars (\$50) daily allowance for domestic travel.

The General Services Administration (GSA) establishes per diem rates for destinations within the Continental United States (CONUS). See [www.gsa.gov/per diem](http://www.gsa.gov/perdiem).

Department of Defense (DOD) establishes non-foreign rates such as Alaska, Hawaii, Puerto Rico, and Guam. For more information on non-foreign rates, see [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

## 2. Foreign Travel:

The University will reimburse travelers for foreign travel meal expenses using the Department of State rates (for example, Russia, Aruba, Bahamas, Europe, etc.). Foreign rates can be found on the Department of State website at <http://aoprals.state.gov>.

The allowance is 75% of the daily allowance for the day of the departure and for the day of the return.

The per diem location is based on the city in which the traveler spends the night for multiple city trips.

The meal allowance is paid only when the traveler is away from the local area overnight or when attending an approved conference or other event in the local area that requires overnight stay at the conference hotel. The local area is defined as Miami-Dade or Broward counties.

Justification describing the circumstances that require overnight stay must be attached to the Expense Report

The per diem meal allowance method of reimbursement must show a reduction in the allowance for any meals subject to reimbursement as part of entertainment expenses. The traveler must also reduce the per diem meal allowance claim when meals are provided by the hotel or as part of the conference/seminar. Both domestic and foreign per diem meal allowance must be reduced on a percentage basis.

For domestic travel meals already provided, reduce the Meals&Incidentals (M&I) as follows: 24% breakfast, 26% lunch, 50% dinner. Do not use these for foreign per diem. Different percentages apply for foreign.

For foreign travel meals already provided, reduce the M&I as follows: 19% for breakfast, 31% for lunch, 50% for dinner already provided.

**State of Florida** grants have unique reimbursement stipulations for per diem rates. The maximum meal reimbursement for a 24-hour period is \$21.00. Meals are reimbursed as follows when travel is at least 50 map miles away (one way) from the office: Breakfast \$3.00/departure before 6:00 am and return after 8:00 am  
Lunch \$6.00/departure before noon and return after 2:00 pm  
Dinner \$12.00/departure before 6:00 pm and return after 8:00 pm.

A State of Florida "Voucher for Reimbursement of Travel Expense" must be attached to the Expense Report. The hours of departure and return must be included in the Expense Report. A voucher for Reimbursement of Travel Expense can be obtained at: [Florida Senate website](http://www.floridasenate.com)

## XII. ENTERTAINMENT EXPENSE

Entertainment expenses including meals and receptions must have documentation (see below). Without the appropriate documentation, the expense, if paid or reimbursed, will be treated as income to the individual and subject to employment taxes and W-2 reporting.

Business meals are reimbursable with a clear business purpose. Except for donor cultivation, the maximum limit per person is \$15 for breakfast, \$25 for lunch, and \$75 for dinner. For a recruitment dinner the limit is \$100 per person. Limits are inclusive of alcohol which is not permitted at breakfast or lunch.

### **a. Backup Documentation:**

- **Documentation** of reimbursable entertainment expenses submitted must include the original itemized receipt. Monthly credit card statements alone are not acceptable as backup documentation. Names of persons entertained, their relation to the University or other affiliation, dates, and business topics discussed or business purpose for the entertainment also need to be entered in the Expense Report. Additional substantiation of expenses may be requested if the relationship is not clearly indicated. For large groups, individuals have the option of (1) identifying each attendee by name or (2) identifying the group by a recognizable or known group name and including the number in attendance (e.g. Dept. of Law Faculty for 25; Disbursement's Office for 15; etc).
- **Catering requests** submitted to on-campus vendors should be processed through a Purchase Order. Visit the Purchasing website for additional information: <http://www.miami.edu/purchasing>.

Payment to third parties (e.g. servers, musicians, guest speakers) for services, should be processed using the Check Request process in Workday and comply with IRS Form W-9 requirements (see Policy D010E). However, if paid by the employee and reimbursement is requested via the Expense Report, a completed W-9 must be submitted. Reimbursement requests that do not have the required W-9 may be denied, but if paid will be treated as income to the employee requesting reimbursement and subject to employment taxes and W-2 reporting.

Entertainment expenses, however represented, are not allowable charges to most sponsored agreements. Alcohol charges are not allowable on any sponsored grant or contract. If a group meal is charged to a sponsored grant or contract, the benefit to the grant or contract must be included in the explanation (i.e. explain how the group meal advances work under the sponsored agreement). The Office of Research Administration should be contacted to obtain prior approval and or a determination of allowable expenditure.

Reimbursement of entertainment expenses must be charged to the appropriate entertainment expense items in Workday.

The purchase of advertisements, tables and/or seats for non-University events through the Office of the President or University Advancement require the approval of the Vice President for University Advancement or his designee prior to the processing of reimbursement requests. Please see University Advancement Policy -University Purchased Table and Advertisements for Outside Organizations for detailed information. When processed, the expense should be recorded inspend category SC08628.

## **XIII. MEETINGS AND CONFERENCES**

### ***A. Hosted by UM***

Meetings and Conferences hosted by authorized personnel in the conduct of University business are allowable. This includes costs of meals, transportation, rental of facilities, and other items incidental to such meetings or conferences. Speakers' fees must be paid via an eCheck directly to the speaker who must provide a completed W-9 form to facilitate Form 1099-M reporting. University employees who are speakers at UM hosted conferences must be paid via the University's Payroll system.

### **a. Backup Documentation:**

- See each of the respective sections to find the required backup documentation.



## **B. Not Hosted by UM**

Theoretically, the least expensive hotel rates are those negotiated with individual hotels hosting association-sponsored conferences. The University maintains information on corporate discounts for hotels on the Travel Management website: [www.miami.edu/travel](http://www.miami.edu/travel).

### **a. Backup Documentation:**

- A summary of the conference agenda is required.

## **XIV. TRAVEL BY UNIVERSITY STUDENT AND NON-UNIVERSITY PERSONNEL**

Reimbursement of travel expenses for such purposes as employment interviews, visits to the University by lecturers and other official visitors, and travel by contractors or consultants to another location on University business is subject to the same travel policies and procedures in effect for employee travel in this document. The department arranging the travel is responsible for having all forms properly completed and processed with necessary receipts attached.

Reimbursement to non-University personnel for University approved travel expenses must be requested via the Non-Employee/Student Expense Reimbursement Form. See [www.miami.edu/expenseform](http://www.miami.edu/expenseform)

This form is also for out of pocket expenses incurred by University students in direct support and benefit of a faculty (research) project or for activities of a University of Miami-recognized student club or organization. Payment for work as an employee must be paid through payroll in Workday. All other payments such as awards, stipends, and prizes, have the potential to affect the student's financial aid and must be processed through the Office of Student Financial Assistance and Employment (OSFAE).

### **a. Backup Documentation:**

- Original receipts for hotel, actual meals, transportation expenses, conference agenda, etc.

Transportation, lodging, or meal expenses for non-employees, spouses, dependents, or others who accompany the traveler may be reimbursed only when there is a clear direct benefit to the University. If the travel expenses of a non-employee are incurred by the UM employee with whom they are traveling, the expenses would be submitted on the employee's Expense Report subject to University policy. The incremental travel cost of a non-employee companion traveler if approved and reimbursed, is taxable and will be included in the employee's W-2 statement (for spouse and dependents).

Requests that do not satisfy the documentation requirements will be reported to the Internal Revenue Service on Form 1099 if the annual total of reimbursements exceeds \$600.

## **A. Student Travel Advances**

Cash advances paid to students need to be entered and processed through Check Request in Workday and will only cover Per Diem meal expenses. Travel advances for cash will not be issued more than five working days before the approved travel.

### **a. Backup Documentation:**

- In order to secure a travel advance, students must complete a Student Travel Advance Request Form, and include this along with any available conference/seminar agenda. The form can be

found under the Travel section within the Accounts Payable website at [www.miami.edu/accounts-payable](http://www.miami.edu/accounts-payable).

## **XV. TRAVEL ADVANCES**

Generally, travel advances are not available to University employees. Travel advances in the form of cash are made available only in cases of: travel to locations where the University Travel Card (MasterCard) is not accepted; student travel; and unusual or special circumstances as approved by the Disbursements Office. Group travel that requires the payment of a daily allowance to students is also an acceptable reason for a cash advance. In order to lower the out of pocket expenses for other travel scenarios, the University Travel Card should be used.

### **A. UM Employee Travel Advances**

Travel Advances to be paid to UM employees must be entered and processed through Spend Authorization in Workday. This includes student group travel that is to be paid to the UM employee who the acting chaperone for the trip. Travel advances for cash will not be issued more than five working days before the approved travel.

#### **a. Backup Documentation:**

- It is required to provide justification of the amount requested.

Travel advances must be accounted for on an Expense Report within ten (10) working days of the traveler's return to work except when the traveler must leave for another trip within the ten (10) working days following return from the earlier trip. Failure to provide proper accounting and documentation of advances or failure to repay advances in excess of expenses may result in the University withholding the amount of the travel advance from wages, salary, or other money due the traveler or reported to the IRS on a W2 form.

Unused cash advances must be returned by making a deposit made at the Cashier's Office. Reference the Spend Authorization. The traveler should attach a receipt verifying this deposit as backup documentation when reconciling the advance in the Expense Report. New cash advances will not be issued to travelers with outstanding advances.

## **XV. EXPENSE REPORT**

All expenses incurred while in travel status on official business of the University must be accounted for on an Expense Report in Workday. The Expense Report is used to obtain reimbursement of personal funds and to account for the amounts expended on the University Travel Card. If more than one person is traveling on the same trip, each traveler must submit their own Expense Report for expenses they incurred.

Travel reimbursement requests where airfare is not requested should have an explanation of how airfare was paid.

When requesting reimbursement of foreign travel expenses, include foreign currency rates used in converting the foreign currency to US dollars. The rates should be those used by the Credit Card company at the time of the transaction, not the rates in effect at the time the Expense Report is submitted. If a Travel Card was not used for foreign travel expenses, refer to <https://www.oanda.com/currency/converter/> to find the conversion rate for the day the expense was incurred. Print a screen shot of each conversion and attach it along with other applicable backup documentation.

All Expense Reports will require the final approval of the Disbursements Office or the Office of Research

Administration (ORA), if for grant expenses.

A delay in reimbursement may occur if the Expense Report is not complete or if the required documentation is not provided. Reimbursements of approved out of pocket or non-Travel Card expenses will be direct deposited to the employee's bank account designated for Expenses within 2-3 days form the document approval date.. Travel Card expenses will be paid by the University directly to USbank. Employees must reconcile travel card charges by the Travel Card Use Agreement stipulated deadline (within sixty days from the statement date).

The reimbursement of non-travel business expenses using the Expense Report also requires original receipts and an explanation of the business purpose of the expense. No reimbursements will be given if proper documentation has not been received. Travel charged to a State of Florida sponsored grant or contract requires the completion of a State of Florida "Voucher for Reimbursement of Travel Expense." This form must be attached to the Expense Report and can be obtained at: [Florida Senate website](#)

#### **a. Backup Documentation:**

- Original receipts must be submitted for all major travel expenses. Refer to Attachment A for further information. Monthly credit card statements alone are not acceptable as backup documentation. For attendance at seminars and conferences, a copy of the agenda with conference dates should accompany the Expense Report.

## **XVI. GIFTS**

Gifts to University employees, faculty, and administrators are prohibited. Gift to government representatives and others are prohibited, unless approved by a Vice President (designees' signatures will not be accepted). Gifts include merchandise, gift certificates, or similar items that are readily convertible to cash. Gifts to government representatives require the prior approval of the Vice President for University Advancement (designee signatures will not be accepted). All requests for the payment or reimbursement for gifts MUST include the name of the recipient, the business purpose of the gift, and the original receipt.

See related Human Resources policy: [University Gifts and Discounts to Employees](#)

See related Controller policy: [Gifts/Donations from UM to Third Parties](#)

## **XVII. APPROVALS**

1. The traveler's approval is required if the Expense Report is being created on their behalf.
2. The traveler's supervisor or his/her designee is required to approve. Approval by the Senior Vice President & Dean of the Medical School is required for all Expense Reports submitted by his direct reports.
3. Additional approval is required subject to the following levels:
  - a. All Amounts – Cost Center Manager
  - b. \$\$10,000 or greater - Senior Business Manager
4. Office of Research Administration will be the final approver for all Expense Reports charging at least one grant.
5. Disbursements will be the final approver for all Expense Reports that do not charge a grant.

Travel expenses for non-employees (spouses, dependents, or others) who accompany the traveler (companion traveler) must have the prior approval of the president, executive vice president, or senior vice

president.

Prior travel approval may be required by schools, departments, divisions, or sponsored programs.

Failure to comply with the University's travel policy may result in a delay or denial of reimbursement.

## **XVIII. REIMBURSABLE/NON-REIMBURSABLE CHECKLIST**

### ***A. Reimbursable Expenses:***

- Baggage fees
- Fees for the purchase of traveler's checks
- Internet access, telephone calls, and faxes for business purposes
- Laundry charges if travel is five nights or more
- Parking and Tolls
- Passports, visas, immunizations, foreign driving permits, currency conversion fees

### ***B. Non-Reimbursable Expenses:***

- Airline clubs unless approved by the President, Executive Vice President & Provost or Senior Vice President
- Airline tickets obtained using frequent flyer miles and/or travel vouchers
- Clothing and clothing rental
- Commuting between home and campus
- Conference & convention meals if already included in registration fees
- Employee UM parking permits or fees
- First class or business class airfare upgrade vouchers
- Gifts to friends or relatives even in lieu of meals and lodging
- Hotel "no-show" charges, airline, hotel, or car rental cancellation fees
- Laundry charges, if travel is less than five night or traveler is on foreign per diem meal allowance
- Life or travel accident insurance premiums
- Memberships to social clubs e.g. golf, health or airline travel clubs unless approved by the President, Executive Vice President & Provost or Senior Vice President (expenses not substantiated with a valid UM business purposes will be reported on the employee's W-2 Form)
- Memberships to specialty clubs e.g. Costco, AAA
- Parking tickets and traffic violations
- Personal care items
- Personal entertainment such as hotel room movies, theater tickets, newspapers, magazines, prescriptions, over the counter drugs, health club facilities, barber/beautician services, etc.
- Personal portion of airfare, hotel or rental car
- Rentals of convertible automobiles or other non- standard vehicles
- Repairs or towing of personal vehicle
- Restaurant gratuities, if traveler is on per diem plan
- Expenses submitted for reimbursement more than 12 months after expenses were incurred
- Other expenses not directly related to the travel assignment

## **XIX. ATTACHMENT A: REQUIRED RECEIPTS**

### ***A. Receipts are required for the following expense types:***

- Abstract/Presenter Fees
- Airfare Breakfast -
- Trip Car Rental
- Copying/Printing
- Dinner – Trip
- Dues/Membership
- Entertainment – Meals
- Entertainment – Others
- Gas for Auto Rentals
- Hotel
- Laundry
- Lunch – Trip
- Meeting Subsistence
- Other Registration
- Fee Rental Other
- Shipping/Postage
- Supplies

### ***B. Incidental expenses require receipts when the dollar amount exceeds \$75:***

- Baggage/Airline Fees
- Bus
- Internet Charges
- Parking
- Phone Charges
- Rail
- Taxi
- Tips

#### **Attachments**

No Attachments

#### **Approval Signatures**

**Approver**

**Date**

Stephanie Linares: Manager, Compliance 04/2019

<b>Approver</b>	<b>Date</b>
Michael Dunlap: Associate Vice President	04/2019
Carlos Quesada Rodriguez: None	04/2019

<b>Applicability</b>
University of Miami

COPY