Microbiology and Molecular Genetics (MMG)
Program Requirements and Guidelines

2015-2016
MMG Leadership

Director: Joanna Goldberg
Director of Graduate Studies: David Steinhauer
Seminar Directors: Shonna McBride and John Steel
Web Advisor: John Steel
Recruiters: Elizabeth Wright (Head Recruiter)
            Graeme Conn (Co-Recruiter)
            Charles Moran (Co-Recruiter)
            Anice Lowen (Co-Recruiter)
Executive Committee: Joanna Goldberg, David Steinhauer, David Weiss,
                    William Shafer, Charles Moran, Shonna McBride,
                    John Steel, Graeme Conn, Elizabeth Wright, Anice
                    Lowen and Elizabeth Littauer (student representative)
Program Administrator: Emily Morran

Goal of the Program

The MMG program will provide training in the study of microorganisms as well as in the use of microbial models to investigate basic problems in molecular genetics. Students will take a common curriculum during the first semester. For more advanced training, students will choose among elective courses offered by the participating faculty. The program will offer the Ph.D. degree in Microbiology and Molecular Genetics through the Graduate Division of Biological and Biomedical Sciences of the James T. Laney Graduate School.

Organization

The MMG program is headed by a Program Director. The Director is responsible for the overall administration of the program and will assure student performance to the University in the conferring of degrees achieved within the program. The Director will serve with the assistance of an Executive Committee.

The Director of Graduate Studies (DGS) serves as an advisor for the pre-doctoral students, in addition to their individual advisors and serves on all Qualifying Exam committees. The DGS is the primary source for students in the program. The DGS serves as the official advisor for all students, until the student chooses a thesis advisor.

The Seminar Directors are responsible for organizing the Fall and Spring Seminar Series (MMG 570r/790r) that take place on Mondays at 4:00 pm in the Whitehead Auditorium. The Seminar Directors seek to invite seminar speakers who are interested
in speaking about their research and various topics in relation to microbiology based on suggestions from both the faculty and the MMG students.

The Recruiters are responsible for the screening of application materials. They evaluate applicants primarily on research experience, educational background, Graduate Record Examination (GRE) scores and letters of recommendation. This program is designed only for students seeking to obtain a Ph.D. degree.

The Executive Committee of the MMG program is composed of the Director, Director of Graduate Studies (DGS), Program Recruiters, Seminar Directors, Curriculum Committee members, at least two senior faculty members and a graduate student representative. The student representative will serve as a student liaison to relay issues to the Program Director, and the GDBBS Director. The student representative may also serve on the Division Student Advisory Council (DSAC).

The Executive Committee:

- Evaluates the credentials of prospective faculty members and student trainees and decides on offers of positions.
- Makes recommendations to the Director regarding the operation of the program and the development of policies within the program.
- Makes recommendations to the Director concerning the curriculum of the program, including the development of new courses for the program.

The Executive Committee will meet as often as necessary to handle programmatic issues.

The Program Administrator is the point of contact to assist all faculty and students within the program.

Course Requirements

The following (or their equivalents) are required of all students in the MMG Program:

**Fall Semester 1st Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBS 504</td>
<td>Intro Prokaryotic Genetics</td>
<td>6</td>
</tr>
<tr>
<td>IBS 555</td>
<td>Basic Biomedical and Biological Sciences I</td>
<td>6</td>
</tr>
<tr>
<td>IBS 545R</td>
<td>Introduction to Faculty Research</td>
<td>1</td>
</tr>
<tr>
<td>MMG 570R</td>
<td>Introductory Graduate Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MMG 597R</td>
<td>Laboratory Rotations</td>
<td>1</td>
</tr>
<tr>
<td>MMG 792R</td>
<td>Colloquium in Microbiology</td>
<td>1</td>
</tr>
<tr>
<td>JPE 600</td>
<td>*Jones Program in Ethics</td>
<td>0</td>
</tr>
</tbody>
</table>

**Spring Semester 1st Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBS 513</td>
<td>Virology</td>
<td>5</td>
</tr>
<tr>
<td>MMG 570R</td>
<td>Introductory Graduate Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MMG 792R</td>
<td>Colloquium in Microbiology</td>
<td>1</td>
</tr>
<tr>
<td>MMG 597R</td>
<td>Laboratory Rotations</td>
<td>1</td>
</tr>
</tbody>
</table>

*Choose one additional course from the Elective Course list.*
The Laney Graduate School's Jones Program in Ethics (JPE) has been approved by the Laney Graduate School Executive Council. JPE will be required for doctoral students in the biological/biomedical and natural sciences entering the Laney Graduate School in Fall 2012 and later.

The Jones Program in Ethics is a comprehensive program to educate doctoral students in all disciplines in the ethical pursuit of scholarly research. Training will take place both within interdisciplinary forums and also within the student’s graduate program.

There are three elements to the program:

1. JPE 600, a core course in scholarly integrity, supported by the Laney Graduate School in collaboration with the Emory Center for Ethics, will be offered in the start of the Fall semester.

2. Program-based training in ethics and the responsible conduct of research, which may take place within existing courses or in the form of faculty-led workshops or journal clubs. David Steinhauer and Brian Evavold will arrange these courses throughout the year as the MMG and IMP programs will combine their Ethics courses. For the 2015 academic year, the programmatic Ethics course will take place on Mondays and Tuesdays at 4:00 PM in the Whitehead Auditorium. All first and fifth year students are required to attend. Second year students must attend any lectures they missed in the first year.

3. A minimum of four topical public workshops, training sessions, or lectures.

For more information on JPE visit: http://www.gs.emory.edu/professional_development/ethics_program/jpe_schedule.html

In the 2nd year students must take a minimum of 2 courses from the Elective Course list.

**Fall Semester 2nd Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMG 790R</td>
<td>Advanced Graduate Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MMG 792R</td>
<td>Colloquium in Microbiology</td>
<td>1</td>
</tr>
<tr>
<td>IBS 522R</td>
<td>Hypothesis Design and Scientific Writing</td>
<td>4</td>
</tr>
<tr>
<td>IBS _____</td>
<td>An Elective from the Fall list (see below)</td>
<td>___</td>
</tr>
<tr>
<td>MMG 597R</td>
<td><strong>Laboratory Rotations</strong></td>
<td>credit hours vary</td>
</tr>
<tr>
<td>IBS 699R</td>
<td>***Advanced Grad Research</td>
<td>credit hours vary</td>
</tr>
<tr>
<td>TATTO 600</td>
<td>****Teaching Graduate School Workshop</td>
<td>2</td>
</tr>
<tr>
<td>TATTO 605</td>
<td>Teaching Assistantship</td>
<td>2</td>
</tr>
</tbody>
</table>

Between course work and Laboratory Rotations or Advanced Grad Research a minimum of 9 credit hours are required per semester to remain a full-time student.

**Register for Laboratory Rotations or Advanced Grad Research last to determine how many credit hours will remain in order to fulfill the 9 credit hour requirement.

***Register for Advanced Grad Research only if you have chosen a Lab and Advisor but you have NOT reached candidacy (see page 10 for candidacy requirements).
Teaching Assistant Training and Teaching Opportunity (TATTO) is a Laney Graduate School requirement that must be fulfilled before students are allowed to graduate (refer to page 8 for additional teaching requirements). The requirement is usually fulfilled in the fall of your second year by passing TATTO 600 and TATTO 605 (TATTO 605, the actual teaching assignment, can be taken in the fall or spring). The TATTO 600 workshop is usually held the week before the fall semester begins.

All students must contact Monica Taylor (monica.taylor@emory.edu) in the GDBBS office to be registered for TATTO 600 and TATTO 605. TATTO 600 and TATTO 605 does not count toward your 9 credit hours. Therefore, please be sure to register for 9 additional credit hours.

**Spring Semester 2nd Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMG 790R</td>
<td>Advanced Graduate Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MMG 792R</td>
<td>Colloquium in Microbiology</td>
<td>1</td>
</tr>
<tr>
<td>IBS _____</td>
<td>Choose an Elective from the Spring list</td>
<td>___</td>
</tr>
<tr>
<td>MMG 597R</td>
<td>*Laboratory Rotations</td>
<td>credit hours</td>
</tr>
<tr>
<td>or IBS 699R</td>
<td>**Advanced Grad Research</td>
<td>credit hours</td>
</tr>
</tbody>
</table>

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*Register for Laboratory Rotations or Advanced Grad Research last to determine how many credit hours will remain in order to fulfill the 9 credit hour requirement.

**Register for Advanced Grad Research only if you have chosen a Lab and Advisor but you have NOT reached candidacy (see page 11 for candidacy requirements).

**Possible Elective Courses Suggested for Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBS 515</td>
<td>Current Topics in Molecular Genetics</td>
<td>2</td>
</tr>
<tr>
<td>IBS 542</td>
<td>Concepts of Immunology</td>
<td>4</td>
</tr>
<tr>
<td>IBS 560</td>
<td>Model Genetic Systems</td>
<td>4</td>
</tr>
<tr>
<td>IBS 568</td>
<td>Principles of Anti-infectives</td>
<td>4</td>
</tr>
<tr>
<td>IBS 777R</td>
<td>Annual Reviews of Immunology</td>
<td>2</td>
</tr>
<tr>
<td>MMG 797R</td>
<td>Directed Study (see requirements below)</td>
<td>credits vary</td>
</tr>
</tbody>
</table>

**Elective Courses Suggested for Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBS 556</td>
<td>Basic Biomedical and Biological Sciences II</td>
<td>6</td>
</tr>
<tr>
<td>IBS 725</td>
<td>Prokaryotic Gene Expression</td>
<td>6</td>
</tr>
<tr>
<td>IBS 727</td>
<td>Genetics of Bacterial Pathogenicity</td>
<td>6</td>
</tr>
<tr>
<td>IBS 742</td>
<td>Regulation of Cell Growth</td>
<td>6</td>
</tr>
<tr>
<td>MMG 797R</td>
<td>Directed Study (see requirements below)</td>
<td>credits vary</td>
</tr>
</tbody>
</table>
Directed Study

The purpose of Directed Study (MMG 797R) is to allow advanced students, already into their research projects, the opportunity of specialized training in areas not represented by the current courses offered by either our program or other programs. An outline of the directed study must be submitted to the DGS or the curriculum committee for approval prior to registration. Only three to five credit hours of Directed Study can be counted towards Candidacy.

Seminars, Journals, and Research Clubs

All students will attend the weekly MMG seminar series (MMG 570 or MMG 790r). In addition, there are weekly programs of invited speakers for the Department of Microbiology and Immunology, the Program in Immunology and Molecular Pathogenesis, the Program in Genetics and Molecular Biology, the Infectious Disease Division and Grand Rounds at the CDC, all of which often include topics of interest to training program students. Often, seminar topics at Emory are chosen to correlate with the advanced courses being offered. For example, in IBS 504, there is generally at least one visiting speaker lecture in the course as well as presenting public seminars. Additionally, there are less formal research/journal clubs. Students attend seminar every Monday and are required to present their research at least twice before graduating.

Two students will give a 30 minute presentation of their research during the regularly scheduled seminar time each month. Each student must do 2 oral presentations before graduating. If a student gives an oral presentation at the yearly GDBBS Symposium, this talk will count towards the 2 oral presentation requirement.

The Seminar Directors and Program Administrator will advise each student when they are due to present.

Laboratory Rotations

At the start of the first semester, students take IBS 545R (Introduction to Faculty Research) in which Program faculty briefly describe their research and lab. These presentations allow students to begin thinking about where they would like to rotate and who they may want on their thesis committee.

Students are required to perform at least three rotations during the first year and the rotations should follow the dates indicated on the Laboratory Rotation Agreement form. Some students may decide to start in the summer before the first semester or do an additional rotation during the summer after their second semester.

There are two major reasons for the rotations: familiarization with a diversity of techniques and scientific approaches and the selection of the lab in which to perform your thesis research. Laboratory Rotation Agreement forms must be completed for each rotation. Additionally, the student submits a brief written report of the research they performed, by the end of the rotation, to their rotation mentor, the DGS, and the Program Administrator. The Laboratory Rotation Agreement form can be found on the MMG website under “Resources” and “Forms and Documents”. 
For the 2015-16 academic year, the first rotation begins Monday, October 5th and runs until Winter Break. The second rotation begins Monday, January 4th and runs until Friday, March 11th. The third rotation begins Monday, March 14th and runs until Friday, May 13th. Students who have summer rotations should begin their next rotation on Monday, October 5th.

Additional Teaching Requirements

The Laney Graduate School has a formal requirement for training in teaching. Graduate students from all programs are required to take a brief (2 day) intensive course, TATTO 600, during the summer of their second year. This course instructs them in teaching techniques and the students are required to give a brief presentation to a heterogeneous group. Additional requirements for training in teaching are met within the program. These include IBS 792r (Colloquium in Microbiology), required of all MMG students for two years, as well as training the students receive in the small advanced graduate courses that are based on student presentations of literature reviews.

MD/PhD Requirements

MD/PhD Students take IBS 504, IBS 513, IBS 555 Basic Biomedical and Biology Sciences I, the JPE 600 Ethics course, and attend Monday Seminars. MD/PhD Students also take TATTO 600 in the summer of their first year entering as a GDBBS student.

Advisors

Prior to fall semester, first year students will be contacted by a more senior student from the program who will act as their first year “MMG buddy”. This student will be available to contact or meet with, to answer any questions regarding classes, rotations, or any other topics that generally arise while transitioning into the program.

During the first year lab rotation period the Director of Graduate Studies (DGS) serves as the official advisor for all students until the student chooses a thesis advisor. The DGS meets with the students at the beginning of fall semester to discuss coursework, rotations, and other first year issues and obligations, and will be available along with MMG buddies to help guide students and assist with any problems that might arise.

Most students select a thesis advisor by the last Friday of May. This faculty member then becomes the major advisor for the student. However the DGS will maintain contact with students until they pass their qualifying exam.

The GDBBS Mentor agreement form must be completed and submitted to the Program Administrator to formalize your mentor agreement. This form is due by the last Friday in May.

Note: Students who choose a thesis advisor at the CDC must have a co-advisor who has an Emory University faculty appointment.
Thesis Committee

The Thesis Committee consists of five faculty members, including the advisor; at least three of the faculty members are associated with MMG. The constitution of this committee must be approved by the Program Director and DGS. This committee will oversee the student’s qualifying examination. Additionally, once the student has passed his or her qualifying exam, the committee is to meet with the student at least once a year to monitor progress and offer advice.

Qualifying Examination

In preparation for Qualifying Exams, the Thesis Committee should be selected well in advance of the Abstract Submission date of March 15 for Qualifying Exam Abstracts.

The Qualifying Examination Committee consists of the Thesis Committee plus the Director of Graduate Studies. For students in the lab of the DGS, the alternate DGS will serve on the committee.

Written Proposal: By the end of May in the second year, students are expected to have passed an examination based on a research proposal which might serve for their thesis work. The research proposal should follow the NIH proposal guidelines. The primary purpose of this examination is to give the students the opportunity to develop an original and significant scientific proposal and to defend it before a group of scientists who have relevant expertise. The examination is used as a teaching device and is one of the methods used to follow a student’s academic progress. Recommendations for improving a student’s progress are expected to result from each examination.

1) By March 15 of the second year, the student must organize their thesis committee composed of five faculty members, of which at least three are associated with the MMG program, and submit to them a 200-300 word written abstract that concisely states the problem, an original testable hypothesis, and an outline of experiments to test the hypothesis. A specific goal of this exercise is to train students to think concisely and to write meaningful short abstracts.

2) The student is responsible for organizing the examination date with the committee and the DGS (generally late April or early May). The full research proposal (see the section below regarding developing your proposal) should be submitted to the examining committee and DGS at least 2 weeks prior to the oral examination. Please contact the Program Administrator for assistance in obtaining a room for the exam.

Immediately after the oral exam, the committee evaluates the student’s performance, determines whether a need exists to retake an additional exam and makes written recommendations pertaining to future training. Students are also encouraged to speak with the faculty examiners after receiving their written comments. Subsequent to passing their qualifying exam, students will hold thesis committee meetings at least once a year to monitor progress and future directions to ensure a timely completion of the Ph.D. thesis.
MMG Thesis Research Proposal

The proposal should follow standard NIH guidelines for an F31 Proposal, and contain a title page (title of your proposal and your name), abstract/summary (no more than 30 lines of text), Specific Aims page, Research Strategy section, and Bibliography/Literature Cited section.

The body of the proposal will consist of the Specific Aims page and the Research Strategy.

Specific Aims - ideally two or three major goals of the research project. This should be a brief introduction and hypothesis of the project and two or three explicit aims of the proposal - do not to exceed one page!

Research Strategy – consists of three sections, not to exceed six pages total.

1) Significance (1-2 pages suggested) – Why is the research important and why should it be funded.

2) Preliminary Results (about 1 page suggested) – This section outlines experimental data that provide the basis for the proposed experiments. Ideally, the students should have some results of their own to present here; however, it is not unusual for students to have little or no solid data at this stage. Therefore, this section can include results from others in the PI's lab, or results from other labs that may be directly relevant to the proposed experiments.

3) Approach – (about 4 pages suggested) This section describes experimental design and methods - This section should restate each Specific Aim individually and address rationale and design for the proposed experiments, techniques to be utilized, anticipated or possible results, and pitfalls and alternatives for the proposed studies. The examining committee is likely to focus their oral discussion primarily on this section.

Despite the page limits, the use of models, figures, graphs, tables, or flowcharts is encouraged when appropriate to supplement, summarize, or clarify specific topics that are addressed in the text.

There are no page limits to the Literature Cited section.

The Examining Committee will question the student on the proposition during the oral examination with three rounds of discussion. The first round of questions is aimed at the technical details of the student’s proposed research. The second round pursues more fundamental and quantitative areas concerned with the proposition and is oriented toward challenging the student’s intellect. The third round concerns more peripheral areas that test the student’s overall background. The student is expected to use the blackboard effectively to present a hypothetical working model, PowerPoint presentations are not permitted.
Yearly Thesis Committee Meetings

The first committee meeting should be held within one year of a student passing the qualifying examination. At least one week prior to the committee meeting the student must send all committee members the location of the committee meeting and a one-page progress report highlighting what will be discussed at the meeting.

The objectives of the meeting are:
1. Discuss career development
2. Evaluate the progress of the student
3. Review short-term goals accomplished
4. Evaluate next short-term goals
5. Determine whether student is on track to graduate in a timely manner

At the meeting, the student must incorporate the MMG Thesis Committee Meeting Slides. These slides can be inserted wherever the student feels is most appropriate. After each meeting the student will summarize the comments and feedback given by the committee and develop an action plan in conjunction with his or her mentor. Within one week of the meeting, all committee members must sign off on this summary and action plan. Additionally, within 1 week after the meeting, the student must submit his or her 1 page progress report, presentation slides, and MMG Thesis Committee Meeting form to the Program Administrator to be maintained in the student’s file.

Additionally, at the first committee meeting, the student should gather signatures and fill out the LGS Dissertation Committee Form to formalize his or her committee selection. This form should be submitted to the Program Administrator with the other documentation mentioned above.

Any later Thesis Committee changes (to reflect changed interests of the student) must also be approved and the Change of Dissertation Committee form must be submitted to the GDBBS office and Program Administrator.

Admission to Candidacy

New LGS policies regarding candidacy are being applied for 2014. If a student enters the program without a Master’s degree they will enter in Full Standing. In fall of their second year students will enter into Advanced Standing and then their credit hours will begin to count towards candidacy.

For the current candidacy requirement and forms see the Laney Graduate School website and handbook.


MMG Students should be eligible to apply for candidacy at the end of their third year. The candidacy form should be submitted to the Program Administrator as soon as all requirements are completed and no later than August 1 before the start of a student’s 5th year of study

Dissertation

Each student will be expected to submit a written dissertation in compliance with the rules and deadlines of the Laney Graduate School. Approximately six months prior to the anticipated defense, the student will meet with the committee to outline progress,
publications and anticipated publications, and plans for completing the thesis research. At this time the committee either approves of the plan, or outlines further recommendations or requirements for the student. When the plan is approved, the student will move towards completion of manuscripts to be submitted and the formal written thesis. The dissertation should be approved by the Thesis Committee (stated in writing) and should be made available in final form to all interested faculty of the program at least 2 weeks prior to the oral defense. To receive the Ph.D. Degree, the student is expected to have completed an original contribution to research, as demonstrated by publications in leading peer-reviewed journals. Generally, a minimum of one first author paper should be published by the student in a top quality journal (society journal or higher), though most students will be expected to exceed these standards.

The thesis and its presentation should demonstrate that he/she has learned to plan, design and interpret experiments independently. At least two weeks after submission of the thesis, the candidate delivers a public seminar. Following the seminar, the thesis committee examines the student further regarding the research and decides on the acceptance of the thesis. Approval of the dissertation by the Thesis Committee should be unanimous. In the event of serious disagreement, the Executive Committee of the Program will review the opinions of the committee members. The Thesis form should contain:

A) An inclusive (5-10 page) introduction to provide an overall focus for the manuscript(s)

B) The published or to-be-published manuscript(s) (for multi-author manuscripts, the actual contribution of the student to the paper should be summarized)

C) Other unpublished results which can be included as a separate chapter

D) A summary and conclusion section (5-10 pages) in which the contribution of the research to the field is discussed and which also includes a discussion of future directions for research

E) References

Other papers by the students on other topics may be included as an appendix. Your Dissertation must meet all Graduate School requirements (see the Graduate School website for specific requirements):

http://www.gs.emory.edu/academics/policies/completion.html.

Final Defense

To receive the Ph.D. Degree, the student is expected to have completed an original contribution to research, as demonstrated by publications in leading peer-reviewed journals. Generally, a minimum of one first author paper should be published by the student in a top quality journal (society journal or higher), though most students will be expected to exceed these standards. The thesis and its presentation should demonstrate the student’s ability to plan, design and interpret experiments independently.
At least two weeks after submission of the thesis to the Thesis Committee, the candidate delivers a public seminar. After receiving approval from the Thesis Committee, the thesis flyer and program should be submitted to the Program Administrator at least two weeks prior to the defense.

Following the seminar, the thesis committee examines the student further regarding the research and decides on the acceptance of the thesis. Approval of the dissertation by the Thesis Committee should be unanimous. In the event of serious disagreement, the Executive Committee of the Program will review the opinions of the committee members.

**Master’s Thesis**

In certain instances it may be necessary that graduate students complete their course of study with a terminal Master’s degree. The mentor of that student will inform the Director and DGS of the decision and that information will be transmitted to the GDBBS office. To receive a terminal Master’s degree, the student must perform a research project and complete an acceptable Master’s Thesis. The organization of the thesis is similar to that of the traditional Ph.D. dissertation, which would include, in order, the following sections: Introduction, Materials and Methods, Results, Discussion and Literature Cited. The student will defend the thesis at a closed meeting with their committee. The student may return to the program but will need to re-apply for admission.

**Review of Student Progress**

Students receiving a grade below a “B” are reviewed by the Executive Committee to determine whether they should continue in the program and to suggest appropriate remedial assistance.

Every summer the DGS and Director will meet to review the progress of all students in the program. For first year students, this is based on grades. For second year students, this is based on successful passage of the Qualifying Examination. For other students, this is based on the Thesis Committee reports. If any students are in jeopardy of progressing towards their degree the Executive Committee will meet to come to a consensus.

**Transferring Programs**

Students currently enrolled in other Programs within the Graduate Division of Biological and Biomedical Sciences should send a letter to the Director explaining their reasons for requesting a transfer. Each request will be considered by the Executive Committee, which may require that a transferring student take one or both parts of the Qualifying Examination, as well as specific courses.

**Time Frame of Completion**

Completion of the total curriculum to obtain a Ph.D. degree normally takes 5 years. Students who continue in training beyond their fifth year will not receive a stipend increase. Seventh year students will receive no stipend support unless approved by special request (see page 25 of the GDBBS Policy Manual). Four months prior to the
proposed termination date, the students will receive a letter notifying them of the pending termination of support and outlining the procedure to apply for an extension. If a student wishes to apply for an extension of stipend support, they should write a letter to the Executive Committee stating the reason for the requested extension and the date at which completion is anticipated. This letter must be endorsed by all of the student’s Thesis Committee members.

Attendance at Scientific Meetings

When they have reached an appropriate stage in their research, trainees are encouraged to present their results at both local and national meetings. Attendance at such meetings should help in meeting others engaged in their field of research and to explore future job opportunities. It will also provide them with important experience in communication and presentations skills as they listen to a variety of presentations by others of current research.

If students would like to receive Professional Development Support Funds by attending and presenting at a conference they should refer to the GDBBS handbook (page 32) and LGS website for the guidelines. LGS Website – Professional Development Support Funds: http://www.gs.emory.edu/professional_development/pds_funds/index.html

Graduate Student Vacation Policy

In addition to those Emory Faculty/Staff-approved holidays, graduate students in the MMG program are entitled to 10 days of paid vacation per year (September 1 - August 31). Students must receive permission from their Ph.D. mentor for these days and transmit the information to our MMG Program Administrator. Days that exceed this 10-day policy and are not approved will be considered as unpaid vacation days and this information will be transmitted to the GDBBS for appropriate salary reduction. The following special circumstances are also relevant to this policy:

1. First year students must receive permission from the faculty member who is sponsoring their rotation. If a student is not rotating in a laboratory at the time of the vacation request they must obtain permission from the Director of Graduate Studies.

2. Students working in a government laboratory (CDC and VA) are not entitled to government-designated holidays that are not recognized by Emory University.

3. Days away from Emory University due to attendance at local, national or international meetings are not considered vacation days.

Graduate Student Sick Leave Policy

1. Students accrue 8 hours of sick leave per month. Thus, over a 12 month period (September 1- August 31) students are eligible for 12 days of sick leave. Unused sick leave is transferable to the next year.

2. The student needs to inform their mentor of the sick leave requested and this information will be transmitted to the MMG Program Administrator. If the student is unable to do so, another person can communicate the illness. First year
students must notify the faculty member who is sponsoring their rotation about their sick leave request. If a student is not rotating in a laboratory at the time of the request for sick leave they must obtain permission from the Director of Graduate Studies.

3. If a student is on sick leave for more than 5 days, verification of the illness by a letter from their physician will be required.

4. Students may donate their sick leave days to another MMG student but notification of the MMG Program Administrator is required.

5. The following circumstances are considered as reasons for sick leave:

   a) When the student is unable to perform duties as a result of personal illness or injury, including pregnancy and childbirth.

   b) When the student's appointment with a health care provider cannot be reasonably scheduled outside of during normal work hours (9 AM - 5 PM). Please note that a fraction of a sick day can be applied in this instance.

   c) When it is necessary for the student to care for an immediate family member who is disabled as a result of an illness, accident or injury, pregnancy* and childbirth requiring the presence of the student. Immediate family shall be the employee's spouse, same-sex domestic partner, children, parents, legal wards and any other relative residing in the employee's home.

   *The suggested term of approved paid leave for pregnancy is six weeks. If more leave is required the student may request an unpaid leave of absence.

6. Leaves of absence due to medical or non-medical reasons will be evaluated using guidelines established by the Graduate School and require final approval of the Dean of the Laney Graduate School. For information about policies regarding withdrawals and leaves of absence, please consult the Laney Graduate School Handbook, Academic Affairs, section 1.3.3.

   LGS Handbook:

Parental Accommodation

1. Caregiver designated as having substantial parental responsibility may be relieved of full-time graduate duties and responsibilities for up to 8 weeks after the birth or adoption of a child.

2. Any matriculated doctoral student in good academic standing is eligible.

3. Eligible students who are receiving stipend support would continue to receive this support throughout the accommodation period.

4. PhD students benefitting from accommodation will remain as full-time students.

5. Accommodation is not a leave of absence.

6. Consult the Laney Graduate School Handbook for accommodation principles and procedures.