

## IGERT Policies and Procedures

While the IGERT program is part of the Mathematics Department and IGERT students are subject to the rules and regulations thereof (see the Math Department Graduate Bulletin for details), there are a few additional requirements of IGERT supported students.

### 1 Financial Support.

IGERT support will typically be for two years, with the third year of study supported by a departmental Teaching Assistantship. The Teaching Assistantship will require a standard teaching load, presently one course per semester. Subsequent support will come from a variety of possible sources, including Teaching Assistantships and Research Assistantships within or outside the Mathematics Department.

While support will typically be for 11 months (9 months of academic year and 2 months of summer), the 2 months of summer support is contingent on presentation of an appropriate plan of study.

**First Year Students:** First year students are expected to do internships or laboratory rotations during their first summer (with possible exceptions due to an unusual plan of study). By February of the first academic year, a student should have identified possible mentors. By the end of March, the student should meet simultaneously with their advisory committee and with the laboratory mentor to discuss the plans and goals for the summer project. By April 15, a short description of the summer project along with plans for additional study activities and a proposed schedule for preliminary exams, approved by the advisory committee, should be submitted in writing to the IGERT Program Director.

**Second Year Students:** All second year students are expected to submit a short proposal describing their summer study program by April 1 of the academic year. This plan must be discussed and approved by the advisory committee, and submitted to the IGERT Program Director by April 15.

**Third Year Students:** Students who were supported by IGERT during their first two years of study are considered part of the IGERT program in their third year of study. They are eligible to receive travel support, a cost of education allowance, and are also eligible for foreign research support. Their responsibilities include organizing the annual IGERT student workshop.

**Additional Project Support:** Additional support for IGERT students may be available for research projects in foreign universities. To apply for these a student must submit a brief proposal describing the proposed research activities and the value of this activity to their overall program of study. This proposal must also be approved by the student's advisory committee.

At present, we have agreements with several foreign institutions to host IGERT students for up to two months. These include Centre for Mathematical Biology at Oxford University, The SIM-BIOS Center at University of Dundee, NERC Centre for Population Biology at Imperial College,

Silwood Park, The Center for Mathematical Medicine at Nottingham University, The Laboratory for Nonlinear Studies and Computation at Hokkaido University, and the Math Centre of Excellence and Bioengineering Institute, both at University of Auckland. Students, in consultation with their advisor, may identify other foreign research opportunities.

**Stipend levels:** Stipend levels may vary from year to year. However, stipends are treated by the University differently than TA salaries, in that no taxes are withheld from stipends. Thus, stipend recipients are responsible for payment of appropriate taxes.

**Cost of Education Allowance:** A cost of education allowance will be provided to the extent that the budget allows. At present the cost of education allowance is \$500 per year. This allowance may be used to purchase books, personal computer equipment and software, etc., that are germane to the educational program. Approval for individual expenditures must be obtained from the IGERT administrator.

**Meetings and Travel Support:** IGERT students are encouraged to attend appropriate workshops and conferences. They can receive support (travel, registration fees, local expenses) by submitting a short summary, justification, and budget for attending the meeting, with endorsement of their advisor. Other sources of funding, including the graduate school, meeting organizers, research advisor, must be included in the proposed travel budget.

Following attendance at a meeting, a student is expected to give an oral report at a journal club or group meeting summarizing the impact of the meeting.

## 2 Coursework Requirements

In addition to the requirements of the Mathematics Department, IGERT students are expected to participate in journal clubs.

All IGERT students are required to participate in a one semester (1 credit hour) seminar on Ethics in Scientific Research, at some point during the first three years of study. This course is usually offered by Internal Medicine and is also required by the Molecular Biology Program.