



THE GRADUATE SCHOOL OF BASIC MEDICAL SCIENCES POLICY ON OUTSIDE EMPLOYMENT AND PROFESSIONAL ACTIVITIES FOR FULL-TIME PH.D. STUDENTS

Dated: 1-3-2022

Supersedes: none

Last review: 1-3-2022

I. PURPOSE

The purpose of this policy is to provide guidelines for Ph.D. students (Graduate Research Associates-GRAs) during the period of their full-time enrollment in the graduate program at the Graduate School of Basic Medical Sciences (GSBMS) at New York Medical College (NYMC) who receive full financial support toward their degree program from GSBMS or Dissertation advisor(s) but wish to hold an additional employment beyond their GRA activities and obligations

II. POLICY

Earning a PhD degree, with a few exceptions, requires full-time commitment to research, course work and other obligations to the College. Accordingly, employment outside of the doctoral program, regardless of whether it happens on or off campus, is undesirable and in most cases precluded. A full-time PhD student may, on a case-by-case basis, request exceptions to this policy, if the following conditions are met:

- a. A written approval of the student's Dissertation Advisor(s), Program Director and Department Chair must be obtained in advance of the request (see Appendix I "Request for exceptions to policy on outside employment and professional activities for full-time PhD students")
- b. Additional employment is professionally relevant and necessary, and is unlikely to hinder timely progress towards the doctoral degree
- c. Outside employment is on a part-time basis, not exceeding an average of 10 hours per week and must be conducted outside of class time and working hours of the research laboratory that the student has joined.
- d. The work as an employee is not related to the student's thesis research

- e. International students will also need to provide appropriate work authorization from the Davis International Center, the U.S. Citizenship and Immigration Services (USCIS), or the J-1 program sponsor.

Engaging in paid work without approval or exceeding the hourly limit of outside part-time employment may lead to discontinuation of full-time Ph.D. status and revocation of the financial aid package (stipend, tuition waiver, or medical insurance) from GSBMS.

III. SCOPE

This policy applies to full-time Ph.D. students who receive full financial support toward their degree program from GSBMS or Dissertation advisor(s) but wish to hold an additional employment beyond their GRA activities and obligations.

Students participating in paid teaching activities at NYMC/Touro or in outside institutions must comply with this Policy.

For PhD student who are supported by external research grants, fellowships, or awards, the policies of the funding agency will supersede this Policy.

IV. PROCEDURE

Arrangements for additional part-time employment must be approved by the Dean of GSBMS. All students are expected to follow the Code of Conduct and Policy on Conflicts of Interest and Conflict of Commitment and other pertinent NYMC policies and regulations.

V. EFFECTIVE DATE

This policy is effective immediately.

VI. POLICY MANAGEMENT

Executive Stakeholder: Dean, Graduate School of Basic Medical Sciences, and Assistant Dean for Ph.D. Programs

Oversight Office: Office of the Graduate School of Basic Medical Sciences

APPENDIX I



NEW YORK MEDICAL COLLEGE

A MEMBER OF THE Touro College and University System

Graduate School of Basic Medical Sciences

REQUEST FOR EXCEPTIONS TO POLICY ON OUTSIDE EMPLOYMENT AND PROFESSIONAL ACTIVITIES FOR FULL-TIME PHD STUDENTS

PhD Student's Name _____

Advisor _____

Department _____

Date Request Initiated _____

Position being considered _____

Employer organization _____

Employer organization address _____

Contact person at the employer organization (name, email/phone number)

Briefly describe your professional activities

Amount of hours per week dedicated to outside professional activities _____

Work authorization (International Students only) _____

Comments (optional)

Request Approved _____ Denied _____

Advisor _____ Signature _____ Date _____

Program Director _____ Signature _____ Date _____

Department Chair _____ Signature _____ Date _____

Request Approved _____ Denied _____

GSMBS Dean _____ Signature _____ Date _____