



THE GRADUATE SCHOOL OF BASIC MEDICAL SCIENCES POLICY ON PART-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 practicing professionals who wish to obtain a Ph.D. degree while continuing their professional activities at the place of their employment. Such applicants can apply to the Ph.D. program offered by the Graduate School of Basic Medical Sciences (GSBMS) at the New York Medical College (NYMC) on a part-time basis.

II. POLICY

Applicants to the part-time Ph.D. program must satisfy the same admission requirements as applicants to the full-time Ph.D. program and must demonstrate that their chosen Ph.D. course of study is relevant to their professional activities.

A student admitted to the Ph.D. program on a part-time basis is expected to be self-funded, and as such is responsible for the payment of all tuition and fees. A part-time Ph.D. student will not receive a financial aid package (stipend, tuition waiver, or medical insurance) from NYMC; the full financial commitment by NYMC to such student is forfeited. The student and/or the student's employer must assume responsibility for tuition and health insurance coverage.

A part-time Ph.D. student is responsible for ensuring communication and cooperation between NYMC and the student's employer to accommodate the demands of the Ph.D. curriculum so that students can successfully complete their program of study in a timely fashion. The usual completion period of the Ph.D. requirements for most students is 5 to 6 years, but must not exceed 10 years.

A student enrolled in the Ph.D. program on a part-time basis must comply with the requirements of the current Ph.D. regulations and is required to complete the regular benchmarks of the full-time Ph.D. program such as core and program-specific courses and electives, research rotations, qualifying exam and teaching activities. The number and duration of rotations can be modified on a case-by-case basis. A part-time Ph.D. student is also expected to participate in departmental

academic activities, such as journal clubs and seminars. Attendance at classes, seminars and journal clubs is mandatory, thus a part-time student must make necessary accommodations to their professional activities to satisfy this requirement.

During enrollment in the Ph.D. program, a part-time Ph.D. candidate is expected to complete a research project, which will result in a thesis dissertation and a defense of dissertation research. The research project should be conducted primarily at NYMC under the supervision of a Dissertation Advisor, who is a graduate faculty member at NYMC, and an Advisory Committee consisting of faculty at NYMC and the student's supervisor at the place of employment, who will serve as an external member. In some cases, when resources permit, certain parts of the dissertation research can be performed in collaboration with the site of employment with prior knowledge and approval of both the work supervisor and the Dissertation Advisor. This arrangement must comply with the NYMC Policy on Financial Conflicts. Applicants to the part-time Ph.D. program are advised to identify a research laboratory and Dissertation Advisor for their thesis research in advance of applying to the program. A student and their Dissertation Advisor must agree on an appropriate work schedule and timeline for completion of the dissertation project. The dissertation research must be distinguishable from the student's professional activities and approved in writing by the Dissertation Advisor at the time of joining the lab.

III. SCOPE

This policy applies to the students enrolled in the GSBMS Ph.D. program on a part-time basis.

IV. PROCEDURE

Upon acceptance into the program, Financial Support and Conflict of Interest Agreements must be signed between NYMC, the student, and the student's employer, to:

- a. describe the amount and duration of tuition support by the employer to the part-time Ph.D. candidate during the period of their enrollment in the Ph.D. program at GSBMS (either direct tuition payments by the employer or tuition remission payments to the student whereby the student is responsible for tuition payments and is reimbursed in part or fully by the employer);
- b. attest to provision of healthcare insurance either by the employer or by the student (e.g., personal insurance or through spousal employment);
- c. describe intellectual property rights and research data sharing arrangements.

Transfers between part-time and full-time Ph.D. programs will be considered on case-by-case basis if the student's employment is terminated. In the case of transfer to the full-time Ph.D. status, the Dissertation Advisor will assume financial support of the student according to the "Ph.D. Student Financial Support Policy". If part-time Ph.D. student assumes new position of employment while in the Ph.D. program, they will remain in the part-time standing, and new Financial Support and Conflict of Interest Agreements must be signed between NYMC, the student and the employer.

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