



Laboratory Transition: Student Mentoring Agreement

Student Name: _____ CWID: _____ Program: _____

Student Email: _____ ACE Examination Passing Date: _____

Date of Student Relocation: _____ In-Absentia Status Start Date: _____

Mentor Name: _____ New Institution Name: _____

Date of Mentor Relocation: _____

Scope: This document outlines the mentorship plan for a student at WCGS who will be relocating to a new institution with his/her mentor. During his/her time as PhD candidate he/she will be conducting research towards his/her degree from the Weill Cornell Graduate School (WCGS).

Faculty Status at WCGS: Mentor must obtain Adjunct Faculty status at WCGS (via a letter from Program Chair to WCGS Dean).

Student Status at WCGS: Student has completed her/his coursework and passed the ACE exam. After the lab's transition to the new institution, student will register in absentia at WCGS (subject to approval of Dean of WCGS).

Student Status at New Institution: Student will be appointed as a visiting graduate student (or comparable) at new institution, which will allow her/him to conduct research in the Mentor's Laboratory.

Financing Plan:

- Student's stipend and student fees will be paid by Mentor directly to WCGS (details formalized in separate documentation). Beginning date: _____

Mentorship Plan:

- Student will register in absentia at WCGS in order to complete her/his PhD degree. He/she will continue to be covered by the Weill Cornell Health Insurance Plan during this time unless a different arrangement is made and documented to WCGS.
- Mentor, as Adjunct Faculty member, will continue to serve as student's Major Sponsor. The other current members of the student's special committee will also continue to serve and will receive a copy of this plan.

- Mentor will continue to advise student in her/his research and professional development. This includes e.g., weekly one-on-one meetings, weekly group meetings, and many impromptu meetings surrounding research, data analysis, manuscript writing, presentation skills and career mentoring. Mentor will continue to support student's attendance at conferences to present her/his work.
- Student will be required to adhere to all WCGS rules, including (but not limited to):
 - A thesis committee meeting at least every 9 months. Before the meetings, student will be responsible for preparing a written report of her/his research and progress towards the PhD degree. The meeting will be documented with the WCGS thesis committee evaluation form. Participants can join by zoom or skype, but it would be worthwhile for student to meet in person with committee members once a year. Student should keep the thesis committee members up to date on progress between meetings as appropriate.
 - Student will be required to register for Dissertation Research in fall and spring terms of each year until she/he completes the degree requirements.
 - Student is required to attend his/her WCGS Graduate Program annual retreat.
 - Student is required to complete her/his annual WCGS Individual Development Plan.

The above is acknowledged and agreed by:

Student name: _____

Signature: _____

Date: _____

Major Sponsor name: _____

Signature: _____

Date: _____

Program Leadership: _____

Signature: _____

Date: _____

Associate Dean for Academic Affairs: _____

Signature: _____

Date: _____