



Graduate School of
Biomedical Sciences



Policy Guide
Department Administrators
AY2019/20

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GRADUATE STUDENT INFORMATION

Student Handbook and Forms

The GSBS Graduate Student Handbook, Faculty Handbook, this policy guide and all GSBS forms are on the GSBS Internet Website: <http://www.umassmed.edu/gsbs/index.aspx>

Graduate Student PA Information

Information for the relevant PA fields when a student is transferred from GSBS funding to Thesis Advisor Funding:

Supervisor ID: Add or change as appropriate

Item 3: Action Code A: Funding Change and Action Code B: Voluntary Transfer and Action Code C: Department Change

Item 4: Effective date that Thesis Advisor will begin funding student

Item 7: Position Number (leave blank)

Item 8: Job Code: GR100

Item 9: Job Title: UMass Graduate Student

Item 12: Class: Graduate Employee

Item 13: Employee Type: Temporary

Item 14: Weekly Hours: 15.2

Item 15: FTE: .38

Item 16: Home Dept.: Add or change to Thesis Advisor Funding Dept.

Item 17: Loc.: TBD/based on funding dept. location

Item 18: Union Code: W00 - Non-Benefited

Item 19: Pay Frequency: Bi-Weekly

All other fields on the PA are completed in the standard method.

Graduate Student Status as UMMS Employees (HR Job Code: GR100)

GSBS students have a job code of GR100. Students with this classification are exempt from FICA and OBRA. This job code is only available to matriculated UMMS students.

GSBS students are considered non-benefited employees of UMMS.

There are no UMMS HR fringe benefits associated with Graduate Students.

Tuition & Registration

Graduate Students receive a full tuition waiver.

All Graduate Students are required to register each semester for one of the following courses: Lab Rotation, Pre-Qualifying Research, Thesis Research or Graduate Research in addition to other courses as directed by their Program.

Late registration will result in the imposition of a late fee.

Graduate Student Funding

After selection of a Thesis Advisor (PI/Mentor), the student's stipend, insurance and fees are paid by that advisor until the student completes all degree requirements or withdraws from the school.

The student has not completed all requirements for the PhD Degree until the Dean has approved the student's final dissertation for publication.

If the Thesis Advisor experiences funding difficulties, the funding department becomes responsible for the costs associated with the Graduate Student (Stipend, Insurance, Fees).

Funding Changes

The majority of student funding changes from the Graduate School to the student's Thesis Advisor occur at the beginning of the fall semester.

The student completes a **Thesis Advisor & Department Financial Agreement** which requires signatures from the Student, the Thesis Advisor, the Funding Department Chair and Administrator.

After all signatures are received, the student submits the form to the Graduate School office for the Dean's signature.

The Department Administrator is contacted by the Graduate School office to initiate the funding change. The PA is completed by the Department, following standard UMMS processes. It should include both Funding Change and Dept Change, so that the check advice is delivered to the correct department.

Stipend Termination

A student's stipend may not be terminated without the Dean's approval. Please inform the Graduate School office by email before processing the HR Employee Termination Form.

The Graduate School has timeframes and policies related to stipend termination when the student completes their degree requirements and graduates. These policies are in the GSBS Handbook: <http://www.umassmed.edu/gsbs/index.aspx>

When the Graduate School is aware that the student's stipend will be ending, the student should complete a **GSBS Stipend Termination Form** which requires signatures from the Thesis Advisor and Funding Department Chair and Administrator. ***This is not the same as and does not replace the HR Employee Termination Form. That form needs to be completed by the funding department, following standard UMMS PA termination policies.***

Funding Departments should make sure that the GSBS Stipend Termination Form has been signed and returned to the Graduate School office prior to processing the HR Employee Termination Form

If you are terminating a student and do not have a GSBS Stipend Termination Form, contact the Graduate School office. Always send a copy of the HR Employee Termination Form to the GSBS for the student's GSBS File.

Continuation as a Gr100 Employee after Completion

Students can not continue as Gr100 Employees after completion. If a student is to continue at UMMS, they must be appointed as a postdoctoral associate or as a temporary non-benefitted employee. The GSBS is not involved in the appointment procedure, and it is the responsibility of the funding lab to ensure that employment appointment is compliant with federal laws.

Curriculum Fee

The Curriculum Fee is charged in the Fall and Spring Semesters until the student has been enrolled for 9 full semesters excluding MD/PhD, MSCI, PREP and MPP students. One year paid by the GSBS and two by the PI.

The Curriculum Fee for MD/PhD students is charged in the Fall and Spring Semesters each year until the student completes 6 full semesters of PhD studies while on leave of absence from the School of Medicine. These two years (qualifying and thesis) are paid by the PI.

Program Fee

The Program Fee replaces the Curriculum Fee after the student has been enrolled for 9 full semesters and is charged in the Fall and Spring Semesters excluding MD/PhD, MSCI, PREP and MPP students.

The Program Fee replaces the Curriculum Fee for MD/PhD students after the student has been enrolled for 6 full semesters while on leave of absence from the School of Medicine (i.e., post qualifying and thesis years PhD studies.)

Student Services Fee

Student Services Fee is charged in the Fall and Spring semesters until the student graduates

Health Fee

The Health Fee is for both Student Health Services and Student Counseling. This fee is charged in the Fall and Spring semesters for all students whether they have health insurance through UMMS or from another insurer.

Health Insurance

Health/Hospitalization Insurance is State-Mandated for all full time or part-time (3/4 of full-time) University of Massachusetts Worcester students. Each year, students must indicate to the Bursar's

office that they either elect Health Insurance coverage through the UMMS School Group Plan or that Health Insurance coverage from another insurer is currently in force. Failure to enroll/waive health insurance by 08/31 each year will result in administrative probation from the school effective 08/31.

If a student elects not to take the UMMS Health/Hospitalization Insurance and then their alternative coverage is cancelled, the student may elect to take the Health Insurance in mid-year. This is handled through the Bursar's office and the amount is pro-rated

The Bursar's office is responsible for health insurance enrollment and payment. Health Insurance is charged annually at the beginning of the fall semester. Fall Only Coverage (see below) is available for students known to be completing all requirements before January 31.

Health insurance may not be cancelled and the faculty cannot be reimbursed if the student's status changes mid-year (i.e., if the student leaves the university in October, coverage continues until the following August).

Coverage Period: Health insurance coverage period is 09/01 to 08/31. If a student leaves mid-year, coverage continues until 08/31.

In order to avoid an additional year's worth of charges, a student who is ready to defend should be encouraged to complete all requirements prior to the beginning of the fall semester.

Fall Only Coverage The insurance plan offers a fall only coverage for students graduating by 1/31. This provides coverage for the student from 09/01 to 1/31.

Health Insurance Disbursement

Students who choose coverage from another source may be eligible for a disbursement not to exceed the UMMS premium. Please use form GSBS50 Student Health Insurance Disbursement, found under General Forms here http://www.umassmed.edu/bbs/student_resources/forms/. For students who have not yet selected a thesis advisor, GSBS processes the form. For students who have a thesis advisor, the Department Administrator processes the form. Departments should budget for the full cost. Please note that this disbursement is considered compensation and therefore is taxable. Disbursements are processed generally in September (after end of academic year in August) through the PeopleSoft Expense Module, using "taxable reimbursement" as expense type. Detailed instruction on processing these requests is available through the GSBS Office.

Dental Insurance

If a student elects dental coverage, the GSBS pays the insurance premium for the basic plan, or the same amount toward the premium for either of the other plans offered.

Graduate Students & UMMS Employee Health

Graduate Students are non-benefitted employees and are not seen by Employee Health except in the case of a needle stick or a blood exposure. If a Graduate Student is injured or becomes sick at work they

should be referred to Student Health Services. They will receive a bill if they go to Employee Health. Graduate Students are not covered by Workers Compensation. The only exception to this are a small group of students, who are also benefited employees, enrolled in the BBS, MSCI and MPP Programs. These students are case-by-case and the Department Administrator should contact the GSBS Program Administrator regarding the policy.

Academic Breaks

GSBS Students receive 20 academic break days each academic year.

The student is responsible for meeting all academic commitments, including course requirements for attendance and assignments.

MD/PhD students in years MS1 and MS2 have planned academic break days set by the institution. These days are included in the 20 break days each year.

Holidays

The GSBS Academic Calendar includes the standard UMass Holidays. These are considered academic holidays for all GSBS students. Holidays may not be accrued and students will not be compensated if they choose to work a holiday.

Leave of Absence

Please refer to the GSBS Handbook for information regarding Graduate Student policies & processes related to leave of absence and absences due to illness. <http://www.umassmed.edu/gsbs/index.aspx>

Incentive Plan for Externally Funded Students

GSBS students who successfully attract independent external financial support in the form of an individually awarded fellowship or grant will receive the following financial incentives.

The student will receive the greater of the following two options:

- The GSBS standard stipend plus 20% of the stipend component of the awarded fellowship.
- The fellowship stipend.

In the former case, the incentive will be paid either by the student's Thesis Advisor or by the Graduate School, depending on the source of the student's pre-fellowship stipend.

Following completion or termination of the award, the student's stipend will return to the standard GSBS stipend.

Students supported by non-student initiated funding, such as training grants, are not eligible for this incentive program.

The student's health insurance and fees will be paid by the funding agency (to the extent that health insurance and fees are covered in the fellowship) and/or by the student's Thesis Advisor or the Graduate School, depending on the source of the student's pre-fellowship stipend.

Department Administrators Guidelines

Application Process

- Student applies for a fellowship, grant, etc. with assistance from the Thesis Advisor and Office of Research.
- Submission requires the GSBS Dean's signature on the transmittal form

Student is funded

- The notice of grant award (or similar document) is sent to OOR by funding agency.
- OOR sends a copy to the GSBS, the Department Administrator and the Funded Student.
- OOR processes the paperwork and sends to Grant Accounting
- Grant Accounting creates a "Chart String" and a memo is sent to the Dept. Administrator with the new chart string information

Student Stipend

- Department Administrator determines the new salary. The PA is revised & sent to HR Data Group.
- Use of the funds must comply with the funding agency's specifications and be approved by Grant Accounting.