



## ORE Policy on External Employment for Graduate Students

### Background

Graduate students admitted to ORE Programs receive an annual stipend, health insurance coverage and full tuition. They are considered full time students and, per NIH policy, expected to devote a minimum of 40 hours to their PhD training.

Students may wish to take on additional paid employment for financial reasons or to gain experience in teaching, industry or explore other career opportunities. This may be complementary and beneficial to their training and professional development in University of Colorado graduate programs.

In the past students have taken on additional external employment, in some cases becoming self-funded and essentially full-time employees of another company or institution, while simultaneously attempting to complete their PhD training at the University of Colorado. This has been detrimental to academic progress and the student-mentor relationship.

There are currently no guidelines or policies regarding Graduate students engaging in external employment.

### Policy

Graduate students, **in good academic standing**, may, **with appropriate approval**, work a **maximum of 10 hours per week**.

Such employment must **be approved in advance in writing** by the Students Program Director for first year students and by Program Director and Thesis advisor for those students who have entered a laboratory or who transfer or are directly admitted to a laboratory.

The Office of Research Education and the Students advisory/ thesis committee must also be informed of any students approved for external employment.

External employment must not conflict with any required elements of a student's PhD training. Examples include but are not limited to: classes, assessments, seminars, journal clubs, lab meetings, retreats and other required program or ORE activities.

Students **must remain in good academic standing** in order to continue their external employment.

Approvals must be reviewed and reported by the student's Program and Advisory committee every 6 months. Students will attest that they have not exceeded approved hours.



Students receiving extramural support for their PhD from training grants or other sources are subject to the requirements and policies of those funding entities and may not be eligible for external employment.

Failure to disclose external employment, falsely reporting or willfully exceeding approved hours will be grounds for disciplinary action and possible dismissal from the PhD program.

### Definitions

**External employment-** any paid (or compensated in kind) work or work product outside of a student's PhD training program and the Office of Research Education.

**Good academic standing-** maintaining a minimum of a B grade in all classes, rotations and thesis work. Passing Preliminary and comprehensive exams. Meeting other Program requirements, as described in Program Handbooks. Demonstrating satisfactory and timely progress toward the PhD, as determined by the Students Advisory/Thesis Committee.

### Resolution of problems

Students may appeal denial or rescinding of approval for external employment on the basis that policies were not followed or applied fairly. Appeals will be reviewed by the Associate Dean for Research Education and their decision will be final.