

Policy Regarding Students' Participation in External Educational Experiences While Enrolled in the PhD Program:

During their course of study, students may have the opportunity to engage in educational experiences (internships, fellowships) that are relevant to their PhD training but are not affiliated in an official capacity with the University or the PhD program. While such experiences are encouraged, it is recognized that not all experiences are in the best interest of a student's progress in our program. The following policy applies to all students enrolled in our PhD program:

1. Only students documented as having selected a major research advisor may engage in external training programs while enrolled in the PhD program.
2. The authority to approve participation in an external training program resides with the student's major research advisor and doctoral committee. In the event that a student is documented as having a major research advisor, but does not yet have an approved doctoral committee, the Academic Affairs committee will serve in place of the doctoral committee in approving the training program.
3. Written approval will be provided to the student by the major research advisor on behalf of the doctor committee. A copy of the approval must also be provided to the graduate program liaison and to the Chair of the Graduate Program Council. A copy of the approval will be retained in the student's academic file.
4. The written approval should include a description of the proposed training, the person or entity responsible for providing the training, and a statement describing the expected impact of the training experience on the ability of the student to meet the requirements of the PhD program.
5. Any impact on Department or School resources must be approved by the Chair of Pharmaceutical Sciences or by the Associate Dean of Research.
6. Any impact on CSA responsibilities or CSA support must be approved by the head of the Clinical Pharmaceutical Sciences Training Program, as well as the student's immediate supervisor at UPMC.