**NGP Graduate Student – Mentor/Mentee Agreement 2024-25 Faculty Advisor Agreement Form**

# I have provisionally agreed to be the NGP Faculty Advisor for Ph.D. student:

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**PRINT STUDENT NAME**

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**STUDENT Z NUMBER**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE**

Faculty Advisor name(print)

Faculty Advisor's Department (print)

Student’s starting semester/year**:** Fall Spring Summer

**For the student:**

As a doctoral student in the NGP:

I will familiarize myself with and comply with all FAU, Graduate College, College of Science and NGP program policies and requirements. NGP program policies are detailed in the NGP Handbook.

I will meet with my advisor regularly or as requested to provide updates on my academic and research progress and discuss any problems that have arisen.

I will comply with all policies governing safe and ethical research and scholarship according to federal, state and institutional regulations. I will complete Responsible Conduct of Research training as well as all training required through FAU EH&S and the CITI program.

I will be a respectful lab member and keep work areas clean, use computers, equipment and resources responsibly, and work collegially with all other lab members.

I will keep organized and accurate lab notebooks and computer records containing the research data I have generated. I am aware that this data is the property of my advisor and institution. Copies of these computer files and notebooks can be made only with explicit approval from my advisor.

I will discuss policies regarding work hours and project timelines with my advisor and will notify my advisor and lab members in advance of any planned absences or vacations.

I will notify my advisor of any unexpected absences due to special circumstances or illness.

I will discuss policies for attendance at scientific meetings and conferences, as well as authorship, with my advisor.

I will work with my advisor to develop a dissertation project and select a Supervisory Committee.

I will meet at least once every year with my Supervisory Committee to provide updates on my progress.

If assigned a Teaching Assistantship, will perform all Teaching Assistant work responsibly.

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**STUDENT SIGNATURE AND DATE**

**For the Faculty Advisor:**

I will support this student in following all requirements and policies of the FAU Graduate College and the College of Science, as well as the NGP Graduate Program, as described in the program handbook.

I will actively engage in an advising relationship with the student listed above and make time for advising meetings.

I will encourage open communication and will discuss expectations for our advisor-advisee mentoring and research relationship, and how I will assess the student’s research grade each semester.

I will support this student in their professional development as an independent scientist and researcher as they progress through the program.

I will discuss my expectations regarding academic performance, research training, project development, work schedules, timelines, record keeping and manuscript authorship.

I will expect the student to notify me in advance of all schedule changes or absences from my lab.

I expect the student to adhere to ethical standards for conducting research and engaging in scholarly activities, including compliance with all institutional, state and federal regulations governing Responsible Conduct of Research.

As Chair of this student’s Supervisory Committee, I will provide the NGP Program Director and the Program Coordinator with an annual written evaluation of student performance and progress based on discussions with the student during our annual Supervisory/Dissertation Committee meetings.

I understand that as an advisor and a faculty member of the NGP, I will be responsible for arranging this student’s continuing financial support (GTAs, GRAs etc.).

As described on the next page, I may dismiss any doctoral student from my laboratory for unsatisfactory academic performance, unsatisfactory research progress or poor professionalism. I will discuss the issues with the student prior to taking any action. I also will discuss my concerns with the NGP program leadership, who also may meet with the student, and the Associate Dean for Graduate Studies in the College of Science. Should I then decide the dismissal will go forward, I will follow all approved procedures for doctoral student dismissal established by the FAU College of Science and the Graduate College.

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FACULTY ADVISOR SIGNATURE AND DATE

**Student dismissal from my research group may result from:**

Student Violations of Research Integrity: (see FAU Division of Research Policy 10.1.1, November 2013)

Inability to maintain accurate research records and data, falsification of data, analytical results, graphs or figures, plagiarism, interference with the experiments or data of others, unauthorized manipulation of research equipment and materials, falsification of authorship, violation of confidentiality, unauthorized access to, or copying or moving of computer files, and failure to adhere to EH&S safety guidelines as well as federal and university policies for the proper treatment of humans and animals in research.

Unsatisfactory Academic Performance: (see FAU Regulation 4.001: Code of Academic Integrity

Inability to maintain a minimum cumulative GPA of 3.0.

Violations of academic integrity such as cheating on exams or course assignments, plagiarism, or turning in work done by others as your own work (including writing generated by Artificial Intelligence programs)

Failure to pass the qualifying exam/Advancement to Candidacy.

Unsatisfactory Research Performance:

A grade of Unsatisfactory in any required research course (Advanced Research, Dissertation).

Failure to show up regularly to perform research work according to an agreed upon schedule.

Failure to communicate with the PI or lab supervisor when and how long you will be absent from the lab.

Failure to meet with faculty Supervisor when requested.

Failure to develop the ability to perform experiments independently, safely and competently.

Failure to keep accurate records of experiments, data and data analysis.

Failure to make acceptable research progress.

Failure to complete the dissertation or pass the defense.

Poor Professionalism:

Use of equipment and instrumentation without proper prior training. Theft of or intentional damage to equipment, computers, supplies, or experimental records.

Interference with the experiments of others, including monopolizing equipment and removing supplies or research tools without permission.

Endangering the safety of others in the workplace through actions or negligence.

Disrespectful behavior, including intimidation or verbal abuse aimed at other students, staff, lab members, faculty, other employees and visitors to the university.

I acknowledge that I have met with my Advisor and have read this form.

# **Student signature and date:**