

GRADUATE PROGRAM REQUIREMENTS
Department of Anatomy & Structural Biology
Albert Einstein College of Medicine

All graduate students at Einstein are in the Sue Golding Graduate Division of Medical Sciences. Ph.D. degrees are granted by each department and the requirements vary. The Department chooses students for admission who are strongly committed to research in cell and molecular biology and who seek research training with faculty members listed in this brochure. Successful completion of the thesis examination results in the student being awarded a Ph.D. in Biological Sciences.

I **Courses**

The following courses are required:

- 1) Biochemistry
- 2) Molecular Cell Biology
- 3) Quantitative Skills for the Biomedical Researcher
- 4) Responsible Conduct of Research

Additionally, students have to pass three (3) elective courses.

The Department encourages students to choose Histology (in the summer MSTP course) as one of the electives. With approval of their mentor, students who have passed Histology can then acquire teaching experience as a Histology laboratory instructor. A supplementary stipend is provided for teaching the course.

II **Advisory Committee**

The role of the Advisory committee is to help in the choice of elective courses to be taken and to oversee that academic and research progress is satisfactory.

- 1) The committee consists of four to five faculty members,
 - a. At least one from within the department (primary or secondary) in addition to the mentor.
 - b. The composition of the Advisory committee can be changed as appropriate and must be approved by the thesis advisor and the Departmental Graduate Committee.
- 2) After a student has declared a lab in the Department, the Advisory Committee must be assembled and approved by the Departmental Graduate Committee by November 30th of the first year in the department.
- 3) The student must have an Advisory Committee meeting by the end of February of that academic year.

- 4) The Advisory Committee shall meet at least once a year during the student's second and third academic years. From the fourth year, the Advisory Committee shall meet twice a year.
 - a. A one-page progress summary must be prepared by the student and distributed to the Committee one week prior to each meeting.
 - b. At the beginning of the meeting the advisor talks to the Advisory Committee in the absence of the student. After the student has returned, the thesis advisor will briefly leave the room.
 - c. The Advisory Committee shall forward a report of the student's progress to the chairperson of the Departmental Graduate Committee.
 - d. Continued enrollment in the program is predicated on satisfactory progress, as recommended by the Advisory Committee and endorsed by the Graduate Committee of the Department on a year-by-year basis.

III Examinations

Qualifying Examination

- 1) Students shall pass all required coursework before scheduling the qualifying examination.
- 2) Graduate Division administers the examination, with the exceptions that:
 - a. ASB students shall take the exam in the Spring of the second year of the graduate program.
 - b. ASB students shall take the second year Fall exam preparation course along with all other second year graduate students.
 - c. Writing of the proposal is confined to one month, typically March.
 - d. The proposal is due one week prior to the oral examination in April or May when it must be personally delivered by the student to the examiners.

Publication Requirement for Graduation

- 1) Publication of at least one first-author peer reviewed research paper is required, three weeks prior to scheduling the thesis defense. The Departmental requirement supersedes that of the Graduate Program.
 - a. Published means accepted for publication, i.e. "in press" or later.
 - b. A co-first authorship publication meets the requirement.
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Thesis Examination

- 2) The Thesis Examination follows the uniform Einstein-wide format. The Departmental requirements supersede those of the Graduate Program.
 - a. The Examination should be taken within 3 years of passing the qualifying examination. However, with the endorsement of the advisor, a candidate may apply to the Departmental Graduate Committee for an extension of this deadline.
- 3) The Thesis committee shall consist at a minimum of 6 examiners:
 - a. 3 primary faculty members from the Department
 - b. 2 faculty members from outside of the department
 - c. 1 faculty member from outside Einstein.
- 4) The Chair of the committee must be a senior rank primary faculty member and shall be selected by the student and the mentor.
- 5) The Thesis must be approved by the advisor 4 weeks prior to the date of defense.
- 6) The Thesis must be delivered in final form to members of the committee 3 weeks prior to the date of defense.
- 7) In the Thesis, all collaborative work that contributes to the Dissertation must be clearly indicated. Each Chapter should indicate which publications are represented by the described work.
- 8) A public-forum Departmental seminar shall be presented on the thesis.
- 9) A closed-forum thesis defense shall follow immediately after the public-forum.

IV Other Degree Granting Programs

Entrance into any other degree granting program is not allowed while enrolled in the graduate (Ph.D.) program in this department.

V Other Departmental Requirements

- 1) Attendance in Departmental Seminars.
- 2) Attendance and participation in Departmental Works in Progress.
- 3) Attendance in Departmental Retreats.

Approved by the ASB Graduate Committee

Date 12/14/2018