

**PRECEPTOR AGREEMENT FORM
OHIO STATE BIOCHEMISTRY PROGRAM**

Preceptor _____ Preceptor Department _____

Student _____ Student OSU Email _____

This Form serves as a memorandum of understanding between the Preceptor named above and the Ohio State Biochemistry Program (OSBP, the Program) regarding the Student named above.

The Preceptor agrees:

- a. to be responsible for serving as the academic advisor to the Student;
- b. to supervise the conduct of the Student's research and the preparation of the final thesis or dissertation;
- c. to be responsible for ensuring that the Student adheres to all requirements of the Program, including those regarding committee assignment, completion of courses, progress reports, the Candidacy exam, committee meetings, and first-author publication, on the schedule required by the Program; and
- d. to administer the Candidacy and Final Examinations in accordance with the rules and policies of the Program.

The Preceptor accepts full responsibility for providing financial support for the Student during his or her graduate studies and dissertation research so long as the Student is making reasonable progress toward the degree, from the time the first-year program fellowship ends. Support may be in the form of a Graduate Research Associate (GRA) appointment using from the Preceptor's available grant support or a Graduate Teaching Associate (GTA) appointment available to the Preceptor through departmental or other affiliation. The Preceptor is only not responsible for providing financial support for the Student when and if the Student is fully supported by a fellowship or traineeship (i.e., training grant position) providing equitable stipend, full tuition and required fees.

The Preceptor acknowledges that it is her or his sole responsibility to ensure continuous financial support after the first year of study (i.e., after program fellowship support ends). In the event that the Preceptor no longer has sufficient grant resources or access to GTA appointments to support the Student, it is the sole responsibility of the Preceptor, not the responsibility of the Student or Program, to identify interim funding from the Preceptor's department or other source so that the Student is continuously supported, so long as reasonable progress is being made towards the degree. The Preceptor acknowledges that the Program does not have resources to provide support for students after the first year of study.

In the event of a Student or Preceptor initiated separation, the Preceptor acknowledges that Graduate School and Program rules generally require that the student be maintained on the current appointment to the end of the term. Full details are provided in *The OSBP Handbook*.

The Preceptor acknowledges that the Program does not recognize co-advisor relationships for students. Even if the Student carries out experiments in a collaborator's lab or is financially supported using the resources of a collaborator, the Preceptor accepts full responsibility for academic advising, supervising research and preparation of the dissertation, ensuring adherence to Program policies, administering the Candidacy and Final Exams, and signing the exam forms, dissertation and final approval as the Advisor.

The Preceptor stipulates that he or she has read and is familiar with the rules and policies of the Program as outlined in *The OSBP Handbook*, and furthermore will act in accordance with the instructions of the Graduate Studies Committee on matters of academic policy related to the Student.

In witness whereof,

Preceptor

Date

Preceptor's Department Chair

Date

OSBP Graduate Studies Committee Chair

Date