

Guidelines for Doctoral Students

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I. ADMISSION

1. Interested students should consult the website of the Graduate Education in Medical Sciences (GEMS) program at UIC.

2. The applications should be submitted online as indicated in the GEMS website. The general requirements are:

- a. Official report of the Graduate Record Examination (GRE) scores. Minimal scores required are: verbal, 153; quantitative, 146; analytical, 4.
- b. Test of English as a Foreign Language (TOEFL) for students whose native language is not English. Minimum scores required: 550, paper-based; 80, internet-based; 213, computer-based.
- c. Official transcripts of all previous undergraduate and graduate studies.
- d. Three letters of recommendation.
- f. Personal interview.

II. FIRST-YEAR ADVISOR

Once students are admitted to the program, GEMS directors will assign a First-Year Advisor to each new student. The responsibilities of the First-Year Advisor are to advise Ph.D. and M.D./Ph.D. students with registration, course requirements, and rotations. The advisor will also monitor student progress and performance in the courses taken during the first year. Students should sign up for PHYB 599 for 12 h with the First-Year Advisor.

III. ROTATIONS

During the first year, students must complete 3 laboratory rotations to gain familiarity with the research topics and experimental approaches of different laboratories and to facilitate the selection of a Thesis Advisor. Each laboratory rotations consist of 10-week rotations in the fall, winter, and spring quarters. It is expected that students will complete their rotations and identify their Thesis Advisor by the end of the first year. A fourth rotation is possible during the summer between the first and second year if the student has not found a suitable laboratory by the end of the third rotation.

Setting up your rotations

- Set up a meeting with potential advisors. Tell them about your interests in your introductory emails. This is not a simple text message to your friend; be professional.
- You will get the most out of your meetings if you read about the lab's research beforehand. You should have questions prepared and be ready to discuss your interests and what you find appealing about the lab's research. Enter meetings with an agenda or plan but be flexible.
- Ask about what rotation projects you might work on, but also be prepared to propose possible projects in which you would like to participate.
- Be sure to ask the faculty member before you rotate in her or his lab if you ultimately would be able to join the lab. You do not want to spend time rotating in a lab that you cannot join. You should also inquire if the lab has the funds needed to support your research.
- Determine when you would like to rotate in that lab.
- Notify GEMS about your choice of rotation labs.

M.D./Ph.D. students are also required to perform 3, 10-week rotations as outlined in the M.D./Ph.D. guidelines. The rotations can be completed by the end of the spring semester of the second year OF Medical School.

The head of the lab should provide a written evaluation of the student's rotation. As soon as the rotation is over, the students should provide the head of the lab the evaluation form and remind her/him to complete and submit the form to GEMS.

IV. THESIS ADVISOR

The Thesis Advisor is the faculty member in whose laboratory the student will perform hers/his thesis research. It is expected that students will complete their rotations and identify their Thesis Advisor by the end of the first year. The duties of the thesis advisor are to supervise and support the student's research and provide advice regarding course selection. The Thesis Advisor must be a Faculty or Affiliate Member of the Department of Physiology and Biophysics. An "Affiliate Member" is a member of the Graduate College who has a joint appointment in the Department of Physiology and Biophysics.

The student must notify the Graduate Education Committee in writing of her/his choice for Thesis Advisor. The prospective Advisor must also notify the Director of Graduate Studies, in writing, of her/his willingness to accept the student. The Graduate Education Committee will then notify the Department Head who will make the final appointment.

V. THESIS COMMITTEE

All students must assemble a Thesis Committee. This should be done preferably by the end of the summer of the second year.

Committee makeup: The committee consists of at least four (4) members plus the Thesis Advisor. The committee should not have more than six (6) members. At least three (3) members of the Thesis Committee must be members of the Department of Physiology and Biophysics and the Graduate college, two (2) of whom must be tenured. An individual from an outside institution may serve *ex officio* or may be a signatory member with prior approval from the Dean of the Graduate College. One member of the Thesis Committee other than the Thesis Advisor must serve as chair. The chairperson must be from the Department of Physiology and Biophysics and full member of the Graduate college. One member of the committee MUST be from outside the department, academic unit, or outside the University, in which case the member must demonstrate equivalent academic standards and her/his curriculum vitae must accompany the "Committee Recommendation Form".

Except for the advisor, the members of this committee should be individuals meeting the following criteria, when possible: a) at least one member should work on a similar concept in a different system (e.g. if the thesis project focuses in GPCR receptors in the ovary, one member of the committee should be interested in GPCR in another organ or tissue). b. Whenever possible, at least one member should be working on a different concept in the same or similar system. (In the above example, there could be a member interested in the ovary or in the testis).

Role: The members of this committee are responsible for guiding the student and the advisor during the development of the research project. The committee is also responsible for reading the thesis and for establishing whether the quality, quantity, and originality of the science described in the thesis warrants granting a Ph.D. The first task of the thesis committee is to perform the preliminary examination of the prospective student (see preliminary exam below).

Students must meet with the Thesis Committee at least once a year. At these meetings, the student will make an oral presentation describing the progress on the research plan and any major problems encountered since the last meeting. The committee will discuss the scientific development and progress towards successful completion of the thesis research. At later stages of the student's program, the committee should advise on the appropriate time to start writing the thesis. Following each meeting, the Chairperson of the Committee must provide a written report to the Director of Graduate Studies on the student's progress. This report must contain a summary of the work completed and the plans for further experiments towards completion of the thesis. The Graduate Education Committee will keep track of the Annual Committee Meetings.

Notification to the Graduate College: Official notification to the Graduate College of the composition of the Thesis Committee involves submission of the "Committee Recommendation Form." The Physiology and Biophysics department requires that the Thesis Committee must be formed prior to the preliminary exam. However, the deadline for notifying the Graduate College of the composition of the Thesis Committee (i.e. the deadline for filing the "Committee Recommendation Form") is one month prior to the Thesis Defense.

VI. PRELIMINARY EXAM

The purpose of the Preliminary Examination is to determine the candidate's readiness to undertake dissertation research, and passing it constitutes formal Admission to Candidacy. The purpose of this examination is to ensure breadth and depth of a student's preparedness to advance in the program. The exam tests the general knowledge of the student in physiology and the student's thesis proposal and consists of two parts: a Written Research Proposal and a Formal Qualifying Examination. All components must be completed before December 1st of the third year.

Students who do not complete the degree requirements within five (5) years of passing the preliminary exam must retake it

Before taking the preliminary exam, **graduate students in Physiology and Biophysics should have passed** PHYB571 and PHYB572 or PHYB586.

The student must submit to the Graduate College a "Committee Recommendation Form". The completed form must arrive to the Graduate College at least three (3) weeks prior to the date of the preliminary examination. Once the Graduate College approves the committee, an "Examination Report Form" and cover letter is sent to the program to report the result of the exam.

Written Research Proposal

The student must prepare a written research proposal in the format of an NIH R21 grant proposal. **The advisor should provide only a general guidance during the preparation of the research proposal.** The following is a recommended outline for the proposal.

- Title Page. This page should include committee members and roles.
- Specific Aims. One page summarizing the problems and issues to be addressed followed by the hypotheses and a briefly description of two or three specific aims that will test the hypothesis.
- Background and Significance. Describe the scientific premise and background of the proposal. State concisely the importance of the research described in the proposal by relating the specific aims to broad long-term objectives. The purpose of this section is to demonstrate your understanding of the field by critically analyzing the publications that provided the framework for the proposal.
- Preliminary results
- Experimental plan
 - a. Research design and methods
 - b. Possible outcomes
 - c. Statistical and power analyses
 - d. Limitations and alternatives
- Future Directions
- References

Format: Font: Use black Arial, Palatino Linotype, or Georgia typeface fonts of 11 points or more. For figure legends, the font size should be no smaller than 9 points. **Paper Size and Page Margins:** Use standard size (8 ½" x 11") sheets of paper. Use at least one-half inch margins (top, bottom, left, and right) for all pages. **Page numbers should be included at the bottom right of each page.** **Length:** the background, significance, preliminary results, experimental plan and future directions sections combined **should not exceed ten (10) pages.**

Examination format

The student must schedule a date and time that is agreeable to all committee members. Reserve a room for at least 2.5 hours. At least 10 working days prior to the scheduled exam, **the student must notify the Graduate Education Committee the date, time, and room number. At least one week prior to the oral exam, the student should send the proposal to each member of the Thesis Committee** and to the chair of the Director of Graduate Studies. All members of the Thesis Committee **must** attend the oral qualifying exam.

At the beginning of the meeting, the chair will ask the student to leave the room briefly. At this moment, the committee will evaluate the performance of the student in the courses taken with especial emphasis on the grades obtained in GCLS500 and PHYB552. The chair of the committee will comment on the evaluation reports provided by the faculty during rotations. The committee will also discuss the quality of the written proposal. If the committee agrees that all conditions are optimal, the evaluation continues; if not, the student is informed of the problems and fallacies and a second opportunity is given to present the exam.

If the evaluation continues, the student is invited to initiate the oral presentation. **The advisor should be present during the examination as an observer.** Students should present first an extensive and general background of the area of his/her thesis project. This should be no more than 10 minutes and include no **more than 5 slides**. The second part consists of a 20-min presentation of the background, hypothesis, specific aims, and approach of the project. **This part should include no more than 15 slides.**

The exam will cover the proposal as well as general scientific background and general physiology understanding. The student should get feedback prior to your oral exam by presenting practice sessions to a group of fellow students, the Thesis Advisor, and postdocs.

The committee will examine the student's knowledge of general physiology, intellectual merits of the proposed research topic, general methods of approach, and possible contribution to the field. The student's oral presentation and written proposal are expected to demonstrate: a) scholarly understanding of the research background and areas closely related to the proposal; b) to describe well-designed and testable aims, objectives, and feasible experiments; c) a critical understanding of the techniques to be used; d) an understanding of potential experimental outcomes and their interpretation; and e) a clear knowledge of the statistical analyses required to determine the significance of the findings to be obtained.

After the student's presentation and questioning, the Committee will meet without the student to discuss the proposal and assess the student's overall performance. **During this meeting, the Thesis Advisor can express concerns regarding the evaluation.** When the student returns, the Committee reports its evaluation and transmits specific advice, feedback, and recommendations to the student.

Grading: Each member of the committee assigns a grade of "pass" or "fail" on the "Examination Report Form". A candidate cannot be passed with more than one "fail" vote. **The Examination Report must be signed by all members of the Committee.** The results of the examination should be submitted to the Graduate College within forty-eight (48) hours. Once the student has passed the examination, the Dean of the Graduate College will notify the student's program that s/he has been admitted to candidacy.

The committee may require that specific conditions be met before the "pass" recommendation becomes effective. The exact conditions and time-frame to complete the conditions must be specified on the "Examination Report Form" and the chairperson must notify the Graduate College in writing as soon as the conditions have been completed.

For failed exams, on the recommendation of the committee, the Graduate Education Committee may permit a second examination. **A third examination is not allowed**, thus any student who fails the second attempt will be dismissed from the program.

Failure to complete the Preliminary Examination by the date mentioned above will result in a registration hold and stipend stop.

VII. PROGRESS TIMELINE

First Year (GEMS first year)

Fall Semester:

Three electives out of these four courses (3 credits each):

GEMS 500 - Physiology

GEMS 501 - Biochemistry

GEMS 502 - Molecular Biology

GEMS 503 - Cell Biology

The student should take one or two modules of:

GEMS 504 - Research Methods I (1-2 modules, 1-2 credits). This is a modular course that allows students to take the modules that seem most appropriate for their research interests.

One rotation should be done this semester.

GEMS 506 - 1 research rotation in last half of semester (2 credits)

Spring Semester:

Two courses from:

GEMS 510 - Integrative Biology - Development, Cancer, and Immunology

GEMS 511 - Molecular Genetics

GEMS 515 - Receptor Pharmacology and Cell Signaling

BCMG 513 - Structure of Biopolymers

PHYB 552 - Advanced Physiology (5 credits)

PATH 510 - General Pathology and other specialized courses

The student should take one or two modules of:

GEMS 505 - Research Methods II (1-2 modules, 1-2 credits)

Two rotations should be done this semester.

GEMS 506 - Two 8-week research rotations

First-year students are also expected to attend departmental journal clubs and research seminars.

Additionally, students must take:

GC 401 - Scientific Integrity and Responsible Research

GC 470 - Essentials for Animal Research if their research involves animals.

Bloodborne pathogen training is needed for all personnel who could come into contact with blood, blood products, or other bodily fluids.

Students should work full-time in a laboratory during the summer semester between the first and second years. They should register for PHYB 599 with at least 8 credits hours

Second Year (Physiology Students)

All Physiology and Biophysics students are required to register for:

PHYB 591 - Departmental Seminar

PHYB 599 - Thesis Research (12 credits fall/winter semester, 8 credits summer semester)

The following courses are required for all second-year Ph.D. students in the department:

Fall:

PHYB 571 - Clinical Applications of Physiology I (2 credits)

Spring: choose one from the following two courses:

PHYB 586 - Cell Physiology (3 credits)

PHYB 572 - Clinical Applications of Physiology II (2 credits)

Third year and beyond

All Physiology and Biophysics students are required to register for:

PHYB 591 - Departmental Seminar

PHYB 599 - Thesis Research (12 credits fall/winter semester, 8 credits summer semester)

PHYB 595 - Student Seminar (one semester per year, see below section VIII).

Qualifying Examination should be completed before December 1st of the third year.

The Mid-Thesis Seminar must be given before the end of year 4.

Students are encouraged to take courses that could help them on the development of their research program.

Some courses available are:

PHYB 530 - Stem Cells

PHYB 551 - Advanced Physiology I

PHYB 552 - Advanced Physiology II

PHYB 518 - Cardiovascular Pathophysiology (offered every other year)

GCLS 510 - Integrative Biology Development, Cancer, Immunology

GCLS 511 - Molecular Genetics

GCLS 515 - Receptor Pharmacology and Cell Signaling

Requirements for M.D./Ph.D. Students

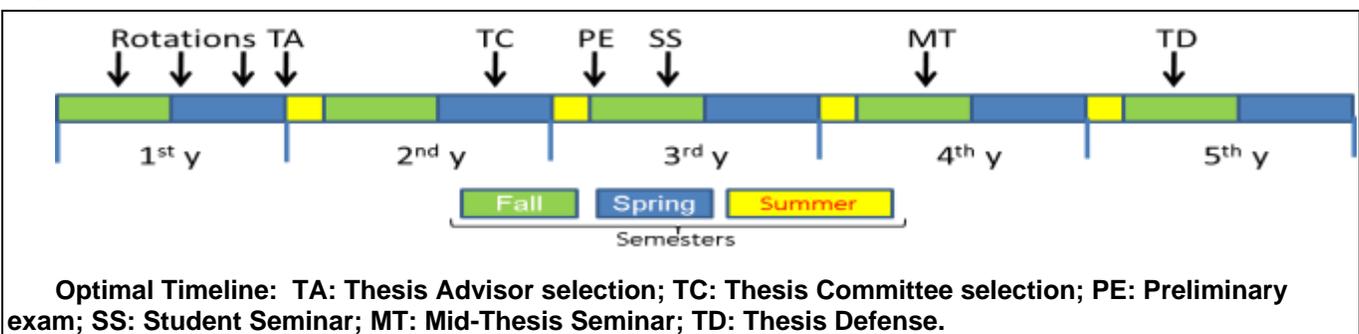
M.D./Ph.D. students are required to meet all the requirements of the Graduate Program to obtain a Ph.D. degree in Physiology and Biophysics. However, they are NOT required to take the core GEMS (GCLS500-504) courses offered in the first semester. They are required to complete laboratory rotations by the end of the spring semester of year M2 and finalize their selection of Thesis Advisor to enter a Ph.D. program as G2. M.D./Ph.D. students are required to complete the Preliminary Exam on or before September 1st of the year G3. Electives (400 or 500 level courses) should be completed in year G2. M.D./Ph.D. students must successfully pass Boards Part I.

Credit Requirements and Degree Deadlines

- Doctorate with prior Master's Degree (minimum 64 credit hours): **Maximum 7 years***
- Doctorate without Master's degree (minimum 96 credit hours): **Maximum 9 years***

** Students who do not graduate by these deadlines will be dismissed from the Graduate College for failure to progress. Time spent on an approved leave of absence will not count towards time to degree.*

Optimal Timeline



VIII. EVALUATION OF STUDENT PROGRESS

Following the preliminary exam, the student must meet with the Thesis Committee at least once a year until completion of their degree. Generally, this meeting takes place after the presentation of the student's departmental seminar (see below). At the meetings, the student will make a brief oral presentation to the Thesis Committee and review the progress of the project. It is also important to identify problems encountered. This will be followed by a discussion of the student's scientific development and progress toward successful completion of the thesis research. Following each formal meeting, the Chairperson of the Thesis Committee must provide a written evaluation of the student's progress to the

Graduate Education Committee. Each report must contain a summary of the work completed and suggested work required to complete the Thesis.

A. Student Progress Seminar

Students must present a 20-minute progress seminar once a year to the department. For this purpose, **students must register for PHYB 595: Student Seminar (work in progress seminar)**.

Students do not have to present a progress seminar if they have scheduled their mid-thesis or thesis defense that academic year. Students will present their seminar during the regular departmental seminar time. After the presentation, students are required to meet with their committee, which will fulfill the obligation of the yearly meeting.

B. Mid-Thesis Seminar

The Mid-Thesis Seminar (40-min maximum length) should be presented as a scheduled departmental seminar during the fourth year. The purpose of this seminar is to determine whether the student is making satisfactory progress towards completion of the Thesis research. **Students must register for PHYB 595, Student Seminar in Physiology (work in progress seminar)**.

The student **must** also distribute a one-page abstract to the entire department one week prior to the seminar date. All members of the department are invited and encourage attending this seminar. Each faculty will provide feedback on the quality of the presentation, the progress of the research, and the ability of the student to address questions.

The student will meet with the Thesis Committee immediately after the seminar. The purpose of this meeting is to evaluate further the student's research and to help the student in defining the research required to complete the Thesis. Following the Mid-Thesis Seminar, the Chairperson of the Thesis Committee must submit a report to the Graduate Education Committee indicating whether the student is making satisfactory progress.

IX. THESIS DEFENSE OR DISSERTATION

Thesis Format

The student should follow the instruction provided by the Graduate College for the formal preparation of the thesis document. Please, consult the website of the graduate college and download the last version of the "Thesis Manual" at "grad.uic.edu/thesis".

Intent to Graduate

The Intent to Graduate must be submitted for the term you intend to graduate. Follow the instructions provided by the Graduate College at <http://grad.uic.edu/graduation-deadlines>. If you complete an "Intent to Graduate" form for one term and do not graduate that term, you must complete another "Intent to Graduate" form for the new term in which you are attempting to graduate. The thesis submission process is separate from declaring intent to graduate.

Committee Recommendation Form

The student should submit the "Committee Recommendation Form" to the departmental Graduate Support Staff one month BEFORE the Thesis Defense. The Graduate College will review the Committee Recommendation form and, if the recommended faculties meet Graduate College guidelines, approval is given by the Dean. In addition, the academic status of the student is checked to ensure that s/he is in good academic standing. Then the Graduate College sends a letter to each recommended committee member asking to serve on the Thesis Committee. The Graduate College also sends an "Examination Report Form" to the Graduate Program Support person. This form is added to the student's folder, so it is available during the examination. The "Examination Report Form" cannot be duplicated, and changes cannot be made without prior approval of the Graduate College.

iThenticate Review Procedures

To help graduate students from inadvertently including previously published work in their theses or dissertations without proper citation, paraphrasing, or quoting, the Graduate College requires students to screen their theses and dissertations using iThenticate, prior to their defense. Access to iThenticate

will be given to the student by the Graduate College upon submission of the Committee Recommendation Form for the final defense. See <http://grad.uic.edu/ithenticate-review-procedures>. It is responsibility of the student to obtain the iThenticate Report and bring it to the defense.

Oral Defense

The Oral Thesis Defense takes place after the written part has been read by the Thesis Committee. The oral presentation is scheduled as a Departmental Seminar and is open to the public. The advisor of the thesis normally acts as host presenting the student and welcoming the Thesis Committee as well as the faculty and students. All members of the department are invited and encouraged to attend.

The general format of the defense is as follows:

- An initial presentation by the student providing an overview of the research and the findings. The presentation (and thesis) needs to address the following: What is the problem you are studying? Why does it matter? What results have you achieved? Which are the main conclusions? Are there any limitations? The student should tailor the presentation to the committee members and not to the lay persons in the audience. No more than 30 slides, plus "backup" slides with additional material in case of questions.

- At the end of the presentation, the Thesis Advisor opens questions from the audience. At this point in the defense, both the committee and non-committee members can ask questions. There is no set time limit for questions; it is up to the thesis advisor, as host, to end this section of the defense. Some guidelines for when to stop this part of the defense are: when the committee begins to monopolize the discussion; when the non-committee audience members appear to be out of questions; or when the audience starts asking questions that seem to be off track from the student's research. At the end of the seminar, each faculty present will be asked to complete an evaluation form judging the quality of the presentation, the novelty and completeness of the research findings, and the ability of the student to respond questions.

- After questioning, the committee should meet in private. The chair will ask the student to step out, and the committee will discuss the student's performance. At this point, the committee chair will also summarize the comments and concerns of the faculty that attended the seminar. The chair should ask each member of the committee for feedback, comments, and concerns about the Thesis and the presentation. The chair leads this discussion and takes notes on the perceived strengths and weaknesses of the project. These notes should be used when the advisor writes up a short evaluation of the project.

- Once the committee has completed the evaluation, the chair invites the student back into the room. Each member of the committee asks the students about the thesis, the methodology used, the conclusions drawn, etc. All member should participate.

- At the end of this individual questioning, the chair dismisses the student again. The panel decides the appropriate grade for the thesis. The committee vote is "pass" or "fail." A candidate cannot be passed with more than one "fail" vote. If the overall vote is "fail," the committee may recommend a second defense. This second examination must be initiated by submission of a new Committee Recommendation form, even if there is no change in membership. A third defense will not be permitted. A committee may recommend "pass - with specified conditions." If this occurs, the conditions must be indicated in the "Examination Report Form" along with the name of a committee member, usually the thesis advisor, who will monitor the fulfillment of any such conditions. This committee member must then report to the Graduate College when conditions have been satisfied. The Thesis will be approved after all the concerns and conditions of the Thesis Committee are addressed by the student.

- The student is asked to join the panel for a brief report of the results of the examination. • The student is asked to join the panel. The Chair informs the student of the outcome of the defense. If appropriate, the panel congratulates the student for having passed the defense.

- The "Examination Report Form" must be signed by all members of the committee and submitted to the Graduate College within 48 hours, even if conditions are listed on the form. The program should retain a copy and give the student copy to the student.

Electronic Thesis and Dissertation (ETD) Procedures

After successfully defending the thesis and making all necessary revisions, the dissertation must be submitted electronically. For more information, see the University ETD website at "grad.uic.edu/electronic-thesisdissertation". **It is highly recommended however that students review the information on the University's ETD website prior to beginning to write the thesis.**

X. DISCHARGE FROM THE PROGRAM

1. To graduate, the student must have a cumulative grade point average of B (3.0. A = 4.00). If the grade point average falls below B, the student will be placed on **probationary status**. The student is warned that further registration in the Graduate College will be denied if the academic record continues to be unsatisfactory.

2. All students will be required to achieve a grade of "B" or better in all required Physiology and Biophysics (PHYB AND GCLS) courses, or they will be dropped from the program. Students can also be dropped from the graduate program for violation of the student disciplinary code as described under Student Disciplinary Procedures. This document is available in the Office of Student Affairs.

3. **Failure to Meet Deadlines:** Students must meet the deadlines for the preliminary exam, annual seminar, committee meeting, and the mid-thesis seminar. Inability to meet these deadlines or requirements can result in dismissal from the program.

4. Exceeding the time limit for completing the program.

XI. SUPPLEMENTAL INFORMATION

Registration procedures

Students must be registered from the term the Preliminary Examination is taken through the term of a successful defense of the dissertation. The registration period is usually the last three weeks of the previous semester. All encumbrances must be cleared before registration. The Office of Admissions and Records will notify continuing students the proper procedure for registration.

A student who does not complete registration by the tenth day of the fall and spring semesters, or fifth day of the summer semester, will not be permitted to register after that date, will not be allowed to attend class or to participate in course work, and will not receive academic credit or financial support for the semester. Student who fails to complete registration and wishes reinstatement for the following semester must apply for readmission which will require the approval of the Graduate College Dean and Office of Admissions and Records.

Teaching Opportunities

Graduate students within the department who are in the third year or higher (regardless of the source of their financial support) could participate in specific departmental courses by proctoring, lecturing, conducting demonstrations, grading examinations, etc.

Stipends and Waiver of Tuition

Graduate students receiving stipends from the Department of Physiology and Biophysics must be full-time students and complete twelve (12) to sixteen (16) credit hours for each fall and winter semesters. The students must spend 100% of their effort on activities related to and approved by the Department of Physiology and Biophysics. The students should also work full time during the summer semester and complete eight (8) credit hours.

Publications

If any publication results from the research, the publication must cite the Physiology and Biophysics as the department (or one of the departments) from which the research emanated. The citation should be read: "Department of Physiology and Biophysics (M/C 901), University of Illinois at Chicago, 835 S. Wolcott, Chicago, IL 60612-7342." This is also applicable to students working with affiliated faculty.

Students Awards

Physiology and Biophysics confer two awards annually to graduate students in the department:

-The **Lambrecht Award** embodies a student in Physiology and Biophysics with excellent scholarship and commitment to science. To receive this award, the student must demonstrate academic and scientific achievement as evidenced by course performance, publications, fellowships, scholarships, meeting presentations, and other awards.

-The **Barany Award** is presented to a student in Physiology and Biophysics who is diligent, conscientious, punctual, well-organized, and displays a high degree of integrity.

For both awards, the students should have demonstrated a leadership role in the department and involvement in our graduate student organization.

Previous recipients of the Lambrecht Award are eligible only for the Barany Award. Past Barany awardees are eligible only for the Lambrecht Award.

The deadline for nominations is 5 pm on the last Friday of October. The Graduate Education Committee will review the nominations and select the awardees. The department will present these awards during the Annual Awards night in November.

Leave of absence

The students should follow the leave of absence guidelines provided by the UIC Graduate College. "http://grad.uic.edu/sites/default/files/legacy/pdfs/form_leave_of_absence.pdf"

XII. GRADUATE STUDENT CHECKLIST

Thesis advisor

- Letter to the Graduate Education Committee of student's choice of advisor
- Letter to the Graduate Education Committee from prospective advisor accepting the student

Thesis committee

- Obtain approval of thesis committee from the Graduate Education Committee.

Preliminary exam

- Submit *Committee Recommendation Form* to graduate college four (4) weeks before examination.
- Letter from Chairperson to the Graduate Education Committee stating that the student has passed the Preliminary exam and may continue.

Mid-thesis seminar

- Schedule as regular Departmental Seminar.
- Distribute abstract to Department members one weeks prior to the seminar.

Thesis defense

- Complete the "Committee Recommendation Form" four (4) weeks prior to defense. This form can be downloaded from <https://grad.uic.edu>. Once submitted, this form generates the "Examination Report" from the Graduate College.
- Consult with Seminar Chairperson to set the date for the Thesis Defense.

XIII. CHANGES TO THE GRADUATE PROGRAM GUIDELINES

These guidelines will be in effect until June 2021 and renewed every 4 years thereafter by vote of the department faculty. However, the Department of Physiology and Biophysics reserves the right to change these guidelines without notice. Changes must be approved by the departmental faculty.