ERE
Policies and Procedures Workshop
Agenda
- ERE administration
- Program Overview
- Milestones
- Transfer Credits (PhD only)
- Enrollment and Funding
- Travel and Reimbursement
- Respectful Workplace
- Resources

*Note:* This presentation provides an overview of detailed policies and procedures from the Stanford Bulletin and ERE Student Handbook. These source references should be consulted for any clarifications and before taking any degree program actions.
ERE administration collaborates with students, faculty and staff in pursuing the department’s academic goals. The Office provides services and resources on policies and procedures regarding academic programs, research, funding, admissions, and recruiting.

- Degree Program Administration (Joanna)
- Finance and Research Administration (Thuy and Yolanda)
- Reimbursements (Karen and Rolanda)
- Events and Websites (Joleen)
- Keys and Building (Kay)
- Overall Administration (Sandy)
Degree Requirements
Degree Requirements

- 135 units of coursework required for the PhD; 45 units for MS
  - At least 90 Stanford units dedicated exclusively to the PhD
  - Additional 45 units from prior advanced degree or coursework, or while at Stanford (PhD)
- All students must complete a course list (Program Proposal for MS first quarter; Candidacy for PhD during qualifying exam fourth quarter)
PhD Milestones

- Qualifying Exam
  - During 4th quarter with committee of 3 faculty members (includes primary advisor)
  - Determines additional training needs and readiness for dissertation research
- Advance to Candidacy
  - Acknowledges potential to complete the degree requirements
  - Occurs after passing the qualifying exam
- Dissertation Reading Committee
  - Comprised of at least 3 faculty readers (includes primary dissertation advisor)
  - Readers can be from outside of ERE
  - One reader can be from outside of Stanford, but must hold a PhD and be approved by the chair (e.g., a professor from UC Berkeley)
- Oral Exam
  - Tests command of field and confirms fitness for scholarly pursuits
  - Defense of your dissertation
- Dissertation submission

MS Milestones

- Program Proposal
  - During 1st quarter consult advisor on course plan
  - Determines additional training needs and readiness for research
- MS Thesis
Transfer Credits for PhD

- Refers to graduate courses taken at another institution (i.e., outside of Stanford).

- Up to 45 quarter units of previous graduate work from accredited institution outside of Stanford or previously completed at Stanford may apply toward your 135 units.

- One semester unit equals 1.5 quarter units
  - E.g.: 4 semester units = 6 quarter units

- At least 33 of the 45 quarter units should be equivalent to Stanford courses (exact match not required)
  - 12 quarter units can be “non-parallel” credit, which includes:
    - Courses without Stanford equivalents
    - Research or thesis courses
    - Independent study courses

- Wait until at least your second quarter to decide whether to transfer external credit.
Enrollment

- 10 units each quarter of regular academic year (fall, winter, and spring)
- Students must enroll in at least 8 units to be in full-time student status, regardless of visa status
- Focus on Area and field of concentration courses
- MS Students should enroll in Energy 361 for research units
- PhD students should enroll in Energy 363 for research units
- DO NOT enroll in 285A-G research group
- Energy 801/802 is only for students in TGR status (this is a special registration status once student complete all of their course and unit requirements). Please do not enroll in 801 or 802 unless you’ve been approved for TGR.
TGR (Terminal Graduate Registration)

- This is a special status for students who have satisfied the unit and course requirements
- MS students must have at least 45 units on the transcript; PhD students must have at least 135 units and a reading committee.
- Students must file for TGR the quarter prior to TGR quarter (if you want to advance to TGR in winter, you must file in autumn)
- Students in TGR status are no longer enrolling in courses, only taking Energy 801 (for MS) or 802 (for PhD) for zero units.
- Graduate tuition drops to about 1/3 of the regular tuition rate.

Grad Quarter Registration

This is another special status for students who only needs to complete the thesis in order to graduate. Students may petition for grad quarter only once (in the last quarter of program) if all course/unit and milestone (including oral defense for PhD students) requirements are satisfied. Tuition for grad quarter drops down to $100. Petition must be filed the quarter prior to grad quarter status.
Department Funding

- Covers 10 units of tuition and a salary stipend for Autumn, Winter, Spring
- Pay Periods: Autumn 10/1-12/31; Winter 1/1-3/30; Spring 4/1-6/30
- Students are paid twice a month on 22\textsuperscript{nd} (for first day of month to 15\textsuperscript{th}) and 7\textsuperscript{th} (for 16\textsuperscript{th} to last day of the month)
- Please refer to fingate.stanford.edu if you have specific payroll or tax questions
- Students are responsible to monitor their own bill and to make sure payments are posted by the university deadline
Travel and Reimbursement

Please include the following when requesting reimbursements:

- Student certification with advisor signature
- Copy of presentation abstract
- Detailed list of expenses with foreign exchange rate attached with travel receipts
- Rental Car: only if other transportation is not available. Do Not accept rental insurance if traveling within the US. The university has insurance and will not reimburse you for additional coverage. If traveling outside the US, then coverage is recommended
- Receipts must show the method of payment (e.g. last 4 digits of credit card) or you will not be reimbursed for the expense
- Be sure to submit your receipts promptly upon your return. Reimbursements for expenses over 60 days old are considered taxable and will be reported to the IRS
Purchasing

Purchasing (under $5,000)
- Check out purchasing card to purchase lab supplies, office supplies, or miscellaneous for your research (anything not travel related)
- Check out card from Rolanda and record it in the red binder
- Bring back receipts or email them to rrogers2@stanford.edu

Purchasing (over $5,000)
- Any purchases over $5,000 require a Purchase Order. Requests will need to go through Thuy or Yolanda for review and approval (according to the research groups). They will submit a request to Stanford’s Procurement Dept to generate a Purchase Order.

Research Group Managers
Thuy Nguyen: SCRF, SCCS, Smart Fields, Benson, Brandt, SUPRI-B
Yolanda Williams: Clean Energy (Wilcox), SUPRI-A, Geothermal, SUPRI-D
Job Search & Interviewing Etiquette

Here are a few general dos and don'ts, which apply both for summer internships as well as for permanent positions.

Don't:

- Make a site visit if you have no intention of accepting a job offer from the company you are visiting. Even if the visit is already planned, it is better to cancel it than to proceed with it if your mind is already made up.
- Continue interviewing/negotiating after you have accepted another job offer.
- Change your mind after you've accepted a job (except if circumstances have changed significantly).
Job Search & Interviewing (cont’d)

Do:

- **Keep companies informed.** If Company A made you an offer and you need more time to reply because you are waiting to hear from Company B, tell this to company A. Companies are well aware that you may have multiple offers and they are generally willing to give you some extra time. Along these same lines, if you told Company A you would reply to them by a specific date, and you need more time, do not just let the date pass and hope they don't notice. Instead, contact them and ask for more time.

- **Discuss your job prospects/options with your advisor** or other ERE faculty members. We can give you tips on communicating and negotiating with companies.

- **Maintain very high ethical standards** in your interviewing and negotiating. Your behavior reflects not only on you, but also on future ERE students and the reputation of the department.
Event Protocol

- Guests first in meal lines.
- Take one serving, to ensure that there is enough food for all attendees. You can return to the buffet line after everyone has gone once.
- Leave the vegetarian options for the vegetarians.
- If the event is hosted by another research group or Department, wait until you are invited to take food. If you are not invited, ask before taking.
- Clean up after yourself. Trash and recycling bins are always provided.
General Etiquette

There are people from many different cultures in our School. The School of Earth Sciences places great importance in providing a community where everyone feels respected. Here are some general expectations for respectful behavior:

- Respect others values and beliefs, even if they differ from yours.
- When planning an event or outing, try to be inclusive. (e.g., including non-alcoholic beverages at “Friday Beer”)
- Be respectful to your officemates. (e.g., If someone is studying, try to keep noise to a minimum.)
- Your officemate’s desk is their personal space. Ask before taking or using any of their property, including their computer.
Additional Resources

- Student Handbook (available under internal resources)
- Reimbursement and purchasing forms (available under current students)
- University Student Affairs (Registrar’s office forms)
  [http://studentaffairs.stanford.edu/registrar/forms/grad](http://studentaffairs.stanford.edu/registrar/forms/grad)
- Student Services Center
  [http://www.stanford.edu/group/studentservicescenter](http://www.stanford.edu/group/studentservicescenter)
- Vice Provost for Graduate Education
  [http://vpge.stanford.edu](http://vpge.stanford.edu)
  Graduate Academic Policies and Procedures
  [http://gap.stanford.edu](http://gap.stanford.edu)
- Bechtel International