ERE
Policies and Procedures Workshop
Agenda

- ERE administration
- CAP Profiles
- Degree Program Overview
- Travel and Reimbursement
- Purchasing
- Mail and Office Space
- Recruiting and Events

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

ERE Administration collaborates with students, faculty, and research 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.
Responsible Conduct of Research Training: NSF Requirement

- Required of all students
- Will take about an hour to complete
- Submit completion form sent by Sam Mickens
- Due December 9, 2018

https://doresearch.stanford.edu/training/responsible-conduct-research/rcr-nsf-requirement
Stanford Profile System - CAP

- University-wide profile system (https://profiles.stanford.edu/)

- Profile categories: contact info, lab affiliations, education, work experience, current research, publications, and more.

- Maintain your profile at ONE place - CAP main page. System automatically feeds your entries into other websites.

More about CAP: https://cap.stanford.edu/
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 after qualifying exam fourth quarter)

All required courses must be taken for a letter grade
PhD Milestones

- **Qualifying Exam**
  - During 4th quarter: part one is a written exam, and part two is an oral exam 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
- **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

*MS students are not eligible to transfer in credits*
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
- Enroll in seminar course: 351 MS for 3 units and 352 PhD for 4 units
- 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 and 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 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 requirements are satisfied. Tuition for grad quarter drops down to $150. Petition must be filed the quarter prior to grad quarter status.

*Both TGR and Grad Quarter status require petition and approval from the registrar. Please see student services manager for petition process.
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 that payments are posted by the University deadline, 10/15/18
Pop Quiz!!!

How many units are required for a PhD degree?
MS degree?
Travel and Reimbursement

**Important Documents**

- Please look over the attached documents:
  
  1. ERE Travel Reimbursement Guidelines flowchart  
     (What to do before, during, after travel)
  
  2. Certificate of Student Travel and Travel Fund Application Form  
     (2 pages) to be submitted prior to booking travel
  
  3. Travel Expense Report Form

These documents are also on the ERE website:

[https://earth.stanford.edu/ere/current-student-resources](https://earth.stanford.edu/ere/current-student-resources)

**Business Meals:**

- Expense Guide for Business Travel available online

<table>
<thead>
<tr>
<th>Meals</th>
<th>Suggested Maximum Amount Per Person (Including tax, tip and alcohol)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$12-20</td>
</tr>
<tr>
<td>Lunch</td>
<td>$18-35</td>
</tr>
<tr>
<td>Dinner</td>
<td>$36-80</td>
</tr>
</tbody>
</table>
Travel and Reimbursement (continued)

Important Info and Tips to Expedite Reimbursement:
1. Reimbursements submitted more than 60 days after activity or travel may be taxed.

2. Scan copies of your Travel Certification and Fund Application Form, Certification for Student Travel, Expense Report Fund and all receipts and email them to your designated Administrative Associate.

3. All receipts should contain date, vendor name, itemized listing and payment method.

4. Stanford does not reimburse students for alcohol. If a meal contains alcohol, ask for a separate receipt. If a receipt contains any alcohol, ensure that the receipt is itemized, shows the tip, and tax amounts.

5. Room service can be difficult to reimburse, because it doesn’t usually have an itemized list of what was ordered.

6. The school will only reimburse tips of up to 20% of the subtotal.

7. List the names of anyone you have paid for on a single receipt along with their title and company name.

8. Always select the cheapest rates for airfare or lodging. If you purchase an expensive flight or lodging, ask for preapproval, screenshot comparisons as proof that you have done your best to select a reasonable fare.
Travel and Reimbursement (continued)

Car Rental Info:
*It is recommended that you use public transportation such as (shuttle, taxi, uber, lyft, etc) whenever possible to reduce costs.*

DO NOT ELECT additional car rental insurance within the continental United States. The University self-insures against risk for all employees and students who rent a car from any agency while on University business within the continental U.S.

Travelers should DECLINE all additional insurance coverage, including:
- Loss Damage Waiver (LDW)
- Collision Damage Waiver (CDW)
- Personal Accident Insurance (PAI)
- Personal Effects Coverage
- Liability Coverage
- No expense for car rental insurance will be paid by the University except when renting in a foreign country or Hawaii. Travelers should accept additional car rental insurance in foreign countries and Hawaii
Purchasing Card (P-Card) Use:

Follow the steps below. No form is required.

- Send an email to Yolanda, Thuy or Stephanie describing your purchasing needs (item, price, supplier, purpose).
- After you get their approval, check out a P-Card from Lyrissa or Sam.
- Send the receipt to Lyrissa or Sam immediately after purchase.

Note: For long-term lab projects requiring frequent purchases, talk to Yolanda or Thuy about different procedures which may work better for you.

If you have any questions about the processes or policies, please contact:
Yolanda (room 063) – yolandad@stanford.edu
Thuy (room 061) – ttnguyen@stanford.edu
Stephanie (room 019) – smathewsjames@stanford.edu
Purchasing

Purchasing -- Two Methods to Purchase (under $5,000)

- Please send an email to Yolanda or Thuy with your requested items before checking out the purchasing card from Lyrissa or Sam to purchase lab supplies, office supplies, or other items related to your research (anything not travel related)
- If a vendor will not accept the credit card, get a written quote from the vendor for the item(s) and submit to Lyrissa or Sam. They will create a purchase order for payment.
- Receipts are required for all purchases. Either bring them back with the purchasing card or email them to Lyrissa (lnroman@stanford.edu) or Sam (smickens@stanford.edu) and let them know that this is the method that you will be using to for the receipts.

Purchasing ($5,000 and over)

- Any purchases $5,000 and above require a Purchase Order. Submit requests to Thuy or Yolanda for review and approval. They will generate a Purchase Order.
Pop Quiz!!!

When do you need to submit a travel fund request?
Before or After your trip?
Packages, Mail, Office Space and Maintenance Requests

- **Packages**
  - Please refrain from having personal packages sent to the Department.
  - Once department related packages arrive, you will receive email notification.
  - Be sure to pick up the package within 24-48 hours.
    
    ***Boxes and packaging must be disposed of in recycling center behind the Green Building***

- **Mail**
  - Personal mail and junk mail should be addressed to your home address.
  - Faculty and Staff mailboxes are in 050.

- **Offices/Keys/Maintenance Requests**
  - All students will have one office key and one exterior key assigned to them. Students in Mitchell will also have a Green Bldg exterior key and if needed a room 2 key for printer access. Electronic Card Key access began Oct. 1. You need to complete the safety training, EHS-4200, to activate your card.
    - Each key requires a $10 deposit. If key is lost, the dept charges $10.
    - Key deposits will be refunded when keys are returned.
  - Requests to change offices must be approved by Sandy. Space is limited, especially during fall quarter. 1st priority in Green is given to PhD students and lab-based MS students.
  - Email all maintenance requests to Diane at dlarsonc@Stanford.edu for processing. Include building and room number, and detailed information about the issue.
Copy/Mail/Printer Room

- **Copy/Mail/Printer/Coffee Room – Green 060**
  - General Office Supplies. Please contact Diane for anything specific needed.
  - Student, Post Docs, Research Associate and Visitor Mailboxes
  - Computer for Printing Use
  - Two B/W Printers, One Color Printer
  - Printer Issues:
    - Toner replacement- Contact Diane
    - All other technical issues- Contact Eric Liu
  - Coffee/Tea – Coffee packets are located in the cabinet above the coffee machine. See Diane if supplies are low.
  - Dollies and Carts
    - To be used and returned to Copy Room right away.
  - Photocopier (It copies B/W)
    - Also scans and emails
    - Must have copy code to use(Please see Diane for your individual code)
  - Please help keep the Copy Room clean!
    - Paper should be put into recycle or shredder bins
    - Coffee/tea spills need to be wiped up. See Diane for cleaning supplies.
    - Please be courteous and leave supplies such as staplers, 3 hole punch, paper cutter, scissors, tape dispenser and such in Copy Room.
    - **NEED INFO ON MITCHELL PRINTERS AND VOLUNTEERS!!!
Pop Quiz!!!

Where are your mailboxes located?
Event Protocol

- Guests first in meal lines.
- Take one serving, to ensure that there is enough food for all attendees.
- 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.
ERE Fall Recruiting

- Check with your advisor always!
- Attend the info sessions
- Maintain professionalism & high ethical standards in your interviewing/negotiating
- Regard on-campus interviews like any other interview
- Open to other companies participating in fall recruiting, connect ME! 😊
General Etiquette & ERE Safe Space

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.
- Be respectful to your officemates.
ERE Community
Pop Quiz!!!

Who do you contact for conference travel? office issues?
Additional Resources

ERE Forms and Student Handbook
https://earth.stanford.edu/ere/current-student-resources

Graduate Academic Policies and Procedures
http://gap.stanford.edu

University Student Affairs (Registrar’s office forms)
http://studentaffairs.stanford.edu/registrar/forms/grad

Vice Provost for Graduate Education
https://vpge.stanford.edu/gradgateway

Bechtel International
http://icenter.stanford.edu/

Title IX Office
https://titleix.stanford.edu/

Wellness Network at Stanford
https://wellness.stanford.edu/