

Academic Advising Agreement



Harvard John A. Paulson
School of Engineering
and Applied Sciences

I. GRADUATE STUDENT INSTRUCTIONS:

1. All G1 PhD students must return this completed form to the Office of Academic Programs (Pierce 110) by the first Monday in April.
2. All G2+ PhD students must complete this form *at least once per year*—on the first Monday in May—to reaffirm their ongoing relationship with his or her Research Advisor.
3. Starting in 2019-2020, each SEAS area is setting expectations for each G3+ PhD student to meet with their research committee at least annually. If you have met in this academic year (or have it scheduled), please list the date(s) where indicated on this form.
4. PhD students must also complete this form at any point when their academic advising network changes—whether that means changing the primary Research Advisor or adding/changing co-advisor(s).
5. SM and ME students will only complete this form if they have secured external funding (e.g., a Draper LabFellowship).
6. PLEASE NOTE: *All PhD students must complete this form*—whether for April 1 in the G1 year or May 1 in the G2 year and beyond. This includes students with external funding as well as students with non-SEAS advisors.
7. Research assistantships are classified as salaried positions. IF YOU HAVE NOT BEEN ON THE HARVARD UNIVERSITY PAYROLL AS AN EMPLOYEE WITHIN THE LAST TWELVE MONTHS you will need to complete an I9 form and return it to the Office of Academic Programs along with all necessary forms of identification.

II. PRIMARY RESEARCH ADVISOR ROLE:

1. The primary Research Advisor is expected to chair the Qualifying Exam Committee as well as the Research Committee, except in those cases where the Research Advisor is not SEAS faculty. In such cases the SEAS Administrative Co-Advisor will chair both the Qualifying Exam and Research Committee.

III. FINANCIAL INFORMATION

1. In the G2 year, the Research Advisor will pay the RA salary as well as approximately 59% of the advisee's tuition and fees in the semester during which the student satisfies the TF Requirement.
2. Should a student have a TF appointment in the G3+ years the Research Advisor will pay the RA salary as well as approximately 54% of the advisee's tuition and fees in the semester during which the student teaches.
3. The Research Advisor will pay the full tuition and fees in the G3 year and above. The Research Advisor also pays the standard RA salary for 12 months unless the student has an additional fellowship, teaching appointment, or internship.
4. After this form is completed by both the student and the advisor(s), SEAS Finance will follow up with the appropriate Research Administration staff to confirm budgeting codes for the coming year.

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A. STUDENT INFORMATION

Name:

HUID:

Current
GYR:

Date Submitted:

Degree:

PhD

ME

SM

Area:

AM

AP

CS

ES

B. ACADEMIC ADVISING INFORMATION

ADVISOR NAME	AFFILIATION		TYPE
	SEAS	MIT	Primary Research Advisor
	FAS	OTHER+	
	SEAS	MIT	Academic Co-Advisor
	FAS	OTHER+	SEAS Administrative Advisor*
	SEAS	MIT	Academic Co-Advisor
	FAS	OTHER+	SEAS Administrative Advisor*

*Administrative SEAS Co-Advisor is required if your Primary Advisor's affiliation is outside of SEAS.

If you are co-advised by two faculty please use this space to briefly describe the nature of that arrangement. (e.g., I am advised equally by both faculty. Or My primary Research Advisor is X but I regularly consult with Y.):

+Please also use this space to clarify if you checked "other" above.

C. Have you met with your committee at least once this year?

Yes

No

If yes, when did you meet?

D. DURATION OF AGREEMENT

Academic Advising Agreement start date*

June 1, 2019 (standard for rising G2)

July 1, 2019 (standard for a rising G3+)

Other:

Academic Advising Agreement end date*

June 30, 2020 (standard for all students)

Other:

*Please attach a short explanation if your start and/or end date differ from the standard dates listed above.

E. RESIDENCY

Will you be away from campus for an extended period at any point between now and the end date of this RA Agreement (e.g., for an internship)?

Yes

No

- IF YES, please attach a brief explanation, including location, start and end dates.

* If you receive a monthly payment from SEAS: your time away from campus will likely impact your stipend payments. Make sure to check with your advisor(s), SEAS Finance, and your GSAS Financial Aid officer to be sure your stipend is handled appropriately in your absence.

F. FINANCIAL DISCLOSURE

Do you expect to receive any outside grant or fellowship money between now and the end date of this RA Agreement? If yes then SEAS Finance will follow up to confirm details.

Yes

No

G. SIGNATURES

Student (Signature)

Date

Primary Advisor (Signature)

Date

Co-Advisor, if appropriate (Signature)

Date

NOTE: SEAS Finance will follow up with advisors and their support staff to confirm budget coding information as appropriate.