

Johns Hopkins University
Department of Mathematics
Graduate Student Handbook
(updated August 2022)

Welcome to the Johns Hopkins Mathematics Department. In these pages, we will present an introductory description of the academic side of your stay at Hopkins.

The level of the mathematical material that you must learn to control will inevitably rise. Even the way you regard the subject will likely change, perhaps several times. In the end, your research level will be assessed more by what you do, and can be predicted to do, than by what you know. However, you will need to attain a suitably high level of understanding in order to function at the frontiers of mathematics. It is best to view the initial phases of your studies (course work, preparation for qualifying exams) as preliminary to research. In particular, you should aim to acquire an active understanding of, and facility with, the material at hand.

The ability to do research in mathematics is imperfectly correlated with the ability to understand known mathematics. The only way to find out what you are capable of accomplishing is to get started on it. In general, even for established mathematicians, research proceeds rather slowly, and often one wonders in the end why it took so long to figure out something so "obvious". It is for this reason that we recommend that you get the qualifying exams out of the way as soon as is reasonably possible.

The department will guarantee admitted PhD students five years of funding, assuming they are making good progress on their degree. If, by the Fall semester of the 5th year, a student's research shows that they are on track to complete their PhD, but would benefit from an additional year of funding, then a request for an additional year of funding can be made to the Director of Graduate Studies. This request will be voted on by the Graduate Committee.

The graduate program is designed primarily to prepare students for research and teaching in mathematics. It is naturally centered on the research areas of the faculty, which include algebraic geometry, category theory, differential geometry, geometric analysis, global analysis, harmonic analysis, number theory, partial differential equations, topology, several complex variables, and representation theory. The program may be supplemented (with departmental approval) in applied directions by courses in other departments of the School of Arts and Sciences and the School of Engineering.

Program Information

Requirements for the Ph.D.

The departmental requirements for the Ph.D. degree are:

1. Mathematics PhD candidates must show satisfactory work in Algebra (110.601-602), Real Variables (110.605), Complex Variables (110.607), and one additional non-seminar mathematics graduate course in their first year. The first-year algebra and analysis requirement can be satisfied by passing the corresponding written qualifying exam in September of the first year; these students must complete at least two courses each semester. In addition, PhD candidates must take Algebraic Topology (110.615) and Riemannian Geometry (110.645) by their second year. Students having sufficient background can substitute an advanced topology course for 110.615, or an advanced geometry course for 110.645 with the permission of the instructor.
2. Candidates must pass written qualifying exams by the beginning of their second year in Analysis (Real & Complex) and in Algebra. Exams are scheduled for September and May of each academic year, and the dates are announced well in advance. More information as well as old exams and syllabi can be found at: <https://mathematics.jhu.edu/graduate/qualifying-exams/>.
3. Candidates must show satisfactory work in at least two mathematics graduate courses each semester of their second year, and if they have not passed their oral qualifying exam, in the first semester of their third year.
4. Candidates must pass an oral qualifying examination in the student's chosen area of research by April 10th of the third year. The topics of the exam are chosen in consultation with the faculty member who has agreed (provisionally) to be the student's thesis advisor, who will also be involved in administering the exam.
5. There is no longer a Math Department foreign language requirement. With the vast majority of articles written nowadays in English, the importance of having the capability of reading another language has diminished. However, important earlier literature in certain areas of mathematics may be written in French, German or Russian, and some articles are still being written in French. Your advisor may ask you to read articles in one or more of these languages.
6. Candidates must produce a written dissertation based upon independent and original research.
7. Candidates will have teaching experience in mathematics as a teaching assistant for undergraduate courses. The student will be under the supervision of both the faculty member teaching the course and the Director of Undergraduate Studies. We give first-year students a teaching free year.
8. After completion of the thesis research the student will defend the dissertation by means of the [Graduate Board Oral exam](#). **The exam must be held at least three weeks before the Graduate Board deadline which the candidate wishes to meet.** Click here to view the [Graduate Board's calendar](#).

Further Information and Advice

Students should aim to become actively involved in research as early as possible. During the first or second year the student should find a potential thesis advisor from among the full-time faculty in the department. The advisor will help prepare the student for research in their area, and test this in

the oral exam. The advisor then helps to find a reasonable research project, guides the student through the relevant literature, and checks on the student's progress.

Students are expected to contribute to the intellectual life of the department. This includes participating in and attending the department seminars.

Evaluation of Student Progress, and Continuation of Support

Each year the Director of Graduate Studies considers the continuation of financial support for graduate students. Progress is gauged in the following way:

Pre-Thesis Requirements:

The student must pass written and oral qualifying exams according to the schedule. Course requirements are: satisfactory work, which is likely to include problem sets or exams, in at least two graduate Mathematics courses each semester until the oral is passed; one graduate Mathematics course each semester after passing the oral exam.

Research Requirements:

For 4th-year support: sufficient involvement in research and existing research achievements.

For 5th-year support: expectation of finishing the thesis by the end of the 5th year. See first section about possible funding for a 6th year.

The M.A. Degree

Students are generally not admitted solely to achieve a Master's Degree. However, the Department will award a Master's degree in Mathematics once a Ph.D. candidate has fulfilled the following requirements:

- * 4 graduate courses given by the Hopkins Mathematics Department;
- * 2 additional courses at the graduate or 400 level, other than 110.401, 110.405, and 110.415, given by the Hopkins Mathematics Department, or with the permission of the Director of Graduate Studies, graduate mathematics courses given by other departments or universities.

All courses used to satisfy the requirements must be completed with a grade of B- or better. (Advanced graduate courses completed with a grade of P can also be used to satisfy the requirements.)

Graduate Board Oral

Graduate Board Oral Examinations may be held at any time during the year. The examination committee is approved by the chair of the department and forwarded to the Graduate Board Office for approval of the committee and selection of the chair of the committee. Alternates to the five members must be designated before the department chair approves the committee. These alternates may be used in the event one of the five approved members cannot participate in the exam.

The Guidelines for the Preparation of Dissertations and Thesis are available on the website of the library at JHU.

Dissertations not conforming to the Johns Hopkins University guidelines will not be accepted in fulfillment of the University requirements. Dissertations must be submitted before the deadlines published in the Graduate Board Calendar. The dissertation should be distributed to members of the Graduate Board Oral Committee two weeks before the exam date. All dissertations must be in the library by the deadline dates on the schedule. Click here to view the [Graduate Board's calendar](#).

The Graduate Board Oral Examination for candidates for the Ph.D. degree has three major objectives:

1. To assess a candidate's proficiency in the discipline.
2. To give a student the benefit of a critical examination of his or her work by scholars outside the department or program committee.
3. To provide a means for extra-departmental monitoring of the academic quality of departments and committees sponsoring candidates.

Further information regarding the [policies and procedures](#) of the Graduate Board Oral Exam can be found at the Graduate Board website.

Job Market

When applying for positions in academia, the student must recognize that in the U.S. mathematics job market, the decisions to hire at some universities start in November. You could lose out on opportunities if you wait too long to apply.

Also, you should keep in mind that a recommender may well need time to assess your work; allow at least one month for that. Inquire with your thesis advisor and the graduate chair about proper procedure for submitting job applications. In deciding when, and even whether, to apply, it is not expected that you have satisfied all requirements for the Ph.D. at the time of application, only that it be clear that you will finish (even by the end of the summer). It is best to wait until you have sufficient

solid results that the final content of the dissertation can be envisioned by the advisor.

The academic job market can show considerable variability depending on the strength of the economy. Mathematics departments have generally become more demanding of job candidates. Teaching ability has been emphasized more than in the past, even by many research-oriented institutions. It may no longer be enough to have produced a very good thesis to get a good job; a solid teaching record is essential. Since teaching is, in part, judged by undergraduate students, international students should be aware that their perceived command of English can influence the decision whether or not to hire.

The non-academic job market for mathematics PhDs is robust, with possibilities in both the private and government sectors. Mathematical training, of itself, is valued by many companies, particularly in the tech and finance industries. Some additional skills that students interested in these opportunities may wish to acquire are facility with computers and some background in applied fields.

Discrimination and Harassment

As a graduate student in our department you are a member of a small community of people who must learn and work together. The department is committed to maintaining learning and working environments that are free from all forms of discrimination and harassment. Each member of the community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy. Violations will not be tolerated.

The university's Discrimination and Harassment policy, and other related policies, can be found at the website of our [Office of Institutional Equity](#).

Teaching Information

Teaching Responsibilities

The most important responsibility of our teaching assistants is conducting weekly section meetings ("recitation sections"). This includes preparation for the meetings and conducting the sections in a professional manner. The main purpose of the sections is to answer students' questions about the course material. You should not work out in section homework problems that are still due.

Teaching Assistants may ask the department to reserve a room for activities relevant to the course(s) they are assisting with. Because of the number of requests, a room request for exams must be given one week in advance. A room request for a review session is also needed one week before the session. All other requests must be submitted in writing (emails are preferred) as early as possible.

Every effort will be made so that your TA section assignments will not conflict with mathematics courses being offered. This is primarily done by not assigning math courses when discussion sections are held. On the other hand, we cannot schedule around courses that other departments offer. If you have conflicts with such courses, it is your responsibility to find a suitable TA who will trade sections with you. This change of scheduling must be approved by the professors involved and by the Chair and Director of Undergraduate Studies. If you cannot find a suitable substitute, you will not be allowed to take the outside course and must TA the section that you have been assigned.

Preparation

Since the main purpose of the section is to answer students' questions, it is essential that teaching assistants know how to do and explain all assigned homework exercises. It is therefore

necessary that all teaching assistants prepare solutions to all assigned exercises in detail before section meetings, and have a plan as to how to explain these solutions to the student. It is inexcusable for a teaching assistant to be asked a homework question and not know how to solve it, or to waste time fumbling through calculations which should have been worked out during preparation.

Grading Responsibilities

The other main responsibility of the teaching assistant is to grade work done by the students, and to record and keep those grades. This includes being available to help proctor and grade exams for the course that you are assisting. We expect teaching assistants to be on time for all grading sessions, proctoring assignments, and other meetings scheduled by the instructor. If for some reason you are unable to attend a grading session you must find a suitable replacement. Check your mailbox and e-mail regularly so as to stay in contact with the instructor, including before a section.

Professional Conduct

You may not pursue or enter into a personal (i.e. romantic) relationship with a student for whom you have teaching responsibilities (including grading), even if you believe that the relationship is consensual.

Missing or cancelling your section is unacceptable. If you have a legitimate, planned reason for being away (e.g. attendance at a conference) you must find a substitute. Being away for two consecutive recitation sections, or more than two of your recitation sections (in a single course) in a semester, requires the permission of the instructor of your course and/or the Director of Undergraduate Studies. Do not make plans without consulting with them first.

A teaching assistant cannot be effective in the classroom if they appear to regard their duties lightly. We expect you to act as dedicated professionals. This includes arriving at your assigned sections a few minutes before your scheduled time, and keeping the students occupied for the full scheduled time. In your preparation for your section you should also prepare extra examples and activities for the class in the event that they do not have enough questions to fill the time.

The Director of Undergraduate Studies and the Chair will investigate reports and complaints by students of unprofessional conduct. Substantiated neglect of duty can result in, and has in the past resulted in, full or partial rescinding of the teaching assistantship.

When English is a Foreign Language

An international student with a Teaching Assistantship must enroll in the course 370.601 "Communication Strategies in the American Classroom" in the fall. Students must demonstrate communication skills sufficient to conduct sections in the fall of the 2nd year. This will be judged at the end of the 370.601 course. Failure to meet this requirement can affect the student's status in the department.

Students, who are judged to need to elevate their level of spoken English, before they can benefit from 370.601, are advised to take 370.600 "Oral Skills" in the fall instead, and take 370.601 in the spring.

Emergencies

If an emergency prevents you from meeting any of your scheduled obligations, you must find a substitute who is a TA in the Mathematics Department; or if that is not possible, notify the department

(516-4178 or 516-8232) as soon as possible, but no later than 30 minutes before the scheduled time.

TA Training

The Center for Teaching Excellence and Innovation (CTEI) has the TA Training Program online at its [website](#). Included are videos of presentations from the TA Training conducted each fall.

Department Information

Department Web Pages

The URL for the Department home page is:

<http://www.mathematics.jhu.edu>

Please check the web pages for general information. Information can also be found on the bulletin boards located along the 4th floor hallway, both mail rooms (209 and 409), the second floor hallway (undergraduate & graduate information) and the third floor hallway (math news).

Computers and E-mail

Each student is assigned a default email address on the University's email system, with address JHED_ID@jhu.edu. Log on to the JH portal page <https://my.jh.edu> and click Messaging from the menu. All university notices are sent to this address.

The Department's staff and faculty will use email to communicate with students, and students are responsible for checking their university email on a regular basis.

The account comes with an email address (JHED_ID@jhu.edu) as well as a home directory that can be used to create a personal website on the math server. Students should either check their math email for departmental communications, or set up forwarding option on the math email address. Please contact Alexander Shumakovitch (shurik@jhu.edu) for any question regarding the math account.

Copying and Printing

Copiers are located in Krieger 409 and 209. We ask for your assistance in keeping these areas neat and organized. If you experience a problem with either machine, please inform the department staff immediately so that a service call may be made. Samples of bad copies prompting a service call should be left on top of the copiers to aid the repair technician. Please see a staff member if the copier is jammed. Do not attempt to clear the jam yourself.

Fax Machine

A fax machine is available in the department mailroom, Krieger 409, for receiving and transmitting work-related faxes. See the staff if you have questions regarding the use of the department fax machine. The fax number is 410-516-5549.

Keys

The staff of the 4th floor of Krieger building issues keys to offices and common rooms. If anyone requests that you open a door for him or her because "they've forgotten their keys", they should be referred to the department office. If you lose your keys, please report it as soon as possible.

Kitchen Areas

The kitchen areas (including refrigerators) should be kept clean and neat at all times. In the past, the department has had problems with bugs in these areas because of the lack of care taken to clean up. The department expects everyone to clean up after him or herself when using these areas. Be certain to mark containers of food with your name; the refrigerators are cleaned out at the end of each week. If your name is not on your food, the food and container could be thrown away. Please wipe up all spills, wash your dishes, and dry off counter tops.

Mail Room

A mailbox has been provided for each member of the department. Faculty and staff mailboxes are located in Krieger 409; graduate student mailboxes are located in Krieger 209. Stamps for personal use may be purchased from the Post Office in Gilman Hall. Mailrooms should be kept closed and the door locked at all times! We have had instances of theft in the past. Personal mail should be sent to your home address. The department cannot be responsible for personal mail. TA's must not tell students to place homework papers or any other papers in TA mailboxes; rather, students should be told to write their TA's name on the papers, and then put the papers through the mail slot in the door of Krieger 209. The combination for unlocking the homework box is 404.

Offices

The department assigns offices to graduate students on a yearly basis. You are expected to treat your office with the care you would take when using another person's property. Please keep floor areas clear of debris and books and papers in order. If you find that your office is not conducive to your studies, you may apply to be moved to a different office at the end of that academic year. No students will be permitted to move their office during the semester. If your office assignment changes, please be reminded that you need to clear out your desk completely and that any old exams or other student papers need to be transferred to the Department Office. You may also request a temporary study area in the MSE Library. These studies are to be used by the graduate student requesting the space only and may be utilized for up to one month depending upon availability.

Returning After a Break

In the past, some graduate students leaving Baltimore during a break have returned to the department late for classes and/or teaching. It has become department policy that graduate students return to the department at least one day prior to the beginning of a new semester. The student is responsible for obtaining plane/train/bus tickets and for renewing your visa for return. Failure to adhere to this policy may result in a penalty.

Upon your arrival, you first need to meet with the professor/s for whom you will TA/grade. They will have plans and information to give you prior to the beginning of class. You will also need to meet with the professors with whom you have signed up to take classes. Most class meeting times and days will be pre-set (before the beginning of the semester). However, there is always the possibility that a professor will change the day/time at the last minute.

Security

Please keep offices locked when not occupied and keep your personal valuables locked up. (There have been quite a few problems in the past with larceny.) Please make certain that the doors to the common rooms are completely closed when leaving them. Computer rooms and mailrooms should be kept locked and the doors closed at all times!

The Security Department phone numbers follow:

Emergency - x 6-7777

Non-Emergency - x 6-4600

Escort Service - x 6-8700

Telephones

Telephones for mathematics graduate student use are located in Krieger 209. The extension is 6-7572. Outgoing calls are limited to campus and local calls.

University Information

Registration

You are required to register for courses each semester. Auditing a course does not count toward the completion of your degree. Support in terms of stipend, fellowships, or tuition assistantships is contingent on this. Please make an appointment with your advisor prior to registration each semester to discuss your schedule. Your advisor or the Department Chair will release the electronic hold on your account so you can register.

Financial Aid

Financial aid situations will vary to the degree that the student situations vary. Specific question concerning student loans should be directed to the financial aid office. Copies of the Graduate Student Financial Assistance Brochure may be obtained from the Student Financial Services Office. You may call them at 410-516-8724 to discuss individual needs.

JHU Mentorship Commitments of Faculty Advisors and PhD Students

This document outlines mentoring expectations of faculty advisors and of PhD students at Johns Hopkins University. These expectations should be discussed together.

Faculty advisors should commit to the following responsibilities:

Training:

- **The PhD advisor has the responsibility to mentor the PhD student.** This responsibility includes committing to the training of their PhD student, building on the PhD student's individual professional background and in support of their individual professional aspirations.
- **The PhD advisor has the responsibility to participate in ongoing and regular meetings with their advisees to discuss academic and research progress.** The advisor and student should agree on expected frequency of and preparation for meetings and use meetings to brainstorm ideas, troubleshoot challenges, and outline next steps. The advisor should identify a co-advisor/mentor should the primary advisor be unavailable for an extended period (sabbatical, leave, etc.).
- **The PhD advisor has the responsibility to participate in a formal annual meeting with the student to discuss academic progress and next steps in the academic program.** This responsibility includes helping to ensure that the document summarizing this annual discussion is completed and submitted in accordance with program requirements.
- **The PhD advisor has the responsibility to encourage their advisees to reach out, as relevant, to additional co-advisors or informal mentors.**
- **The PhD advisor has the responsibility clarify the student's funding package and to clarify any work and/or teaching expectations associate with the package.**
- **The PhD advisor has the responsibility to contribute to a training environment that fosters independent, scholarly research, and professional growth.**

Research

- **The PhD advisor has the responsibility to provide guidance in scholarly research.** This responsibility includes helping to identify a workable research project and helping to set reasonable goals and timelines for research completion. The advisor should encourage the student to expand their skill sets and share ideas with others at Johns Hopkins and externally.
- **The PhD advisor has the responsibility to monitor research progress.** The advisor should encourage effective use of time. The advisor should meet regularly with the PhD student to hear updates on progress, results, and challenges in activities and research.

Professional development:

- **The PhD advisor has the responsibility to discuss career development with the PhD student, including in any number of sectors of interest to the student.** PhD advisors should assist in identifying resources to further the student's professional goals.
- **The PhD advisor has the responsibility to participate in a formal annual meeting with the PhD student to discuss professional development goals.** The advisor should help to ensure that the document summarizing this discussion is completed and submitted in accordance with program requirements.
- **The PhD advisor has the responsibility to nominate the student for relevant professional opportunities and try to connect their advisees to relevant professional contacts and networks.**
- **The PhD advisor has the responsibility to allow time outside of research for student engagement in professional development activities** including, for example, skill building workshops, professional conferences, additional research collaborations, or other informational sessions.

Respectful engagement and well-being:

- **The PhD advisor has the responsibility to treat their advisees, other students, and colleagues with respect at all times.**
- **The PhD advisor has the responsibility to commit to being available to meet with the PhD student.** The advisor and the student should agree on expected frequency of and preparation for meetings, and expected timeframe for responding to emails and for providing feedback on work products. The PhD advisor should give their full attention during meetings and should reach out to PhD students who are not making contact.
- **The PhD advisor has the responsibility to be supportive during both successful and discouraging periods of training.**
- **The PhD advisor has the responsibility to communicate in a respectful and constructive manner, including if the advisor has concerns that the PhD student is not meeting the expectations outlined in this document.** This responsibility includes using concrete and specific language when providing suggestions or critiquing work.
- **The PhD advisor has the responsibility to take an interest in the student's well-being, to listen to any concerns, and to connect the student, as appropriate, with additional resources.**

Policies:

- **The PhD advisor has the responsibility to become familiar with and respect University, school, and program policies for PhD students.** The advisor will acknowledge all PhD student benefits and entitlements, including, as relevant, paid and unpaid leave.
- **The PhD advisor has the responsibility to discuss with the student relevant policies, commitments, and expectations related to funding, work, research assistantships, teaching assistantships, sick leave, or vacation.**

Responsible conduct:

- **The PhD advisor has the responsibility to become familiar with university and professional codes of responsible conduct for PhD students.** This responsibility includes reporting any possible violations as required to relevant parties, including to the relevant Dean's office and to the Office of Institutional Equity.
- **The PhD advisor has the responsibility to discuss and help clarify authorship or intellectual property issues and appropriately recognize the student's contributions to any collaborative work.**
- **The PhD advisor has the responsibility to model professional behavior in both interpersonal interactions and in scholarly integrity.**
- **The PhD advisor has the responsibility to complete Title IX Training regarding sexual misconduct and sexual harassment as required by the University.**
<http://oie.jhu.edu/training/>

Continuous quality improvement as an advisor:

- **The PhD advisor has the responsibility to participate in mentor training and best practices discussions.** This responsibility includes striving to be a better mentor and to learn tips and practices that improve their work and skills as an advisor.
- **The PhD advisor has the responsibility to ask advisees for constructive feedback on mentoring.** This responsibility includes doing their best to respond professionally to these suggestions and consider whether or how best to incorporate them into their mentoring interactions.

PhD students should commit to the following responsibilities:

Training:

- **The PhD student has the primary responsibility for the successful completion of their degree.**
- **The PhD student has the responsibility to familiarize themselves with academic milestones and to strive to meet all milestones within the expected timeframe.**
- **The PhD student has the responsibility to meet regularly with the PhD advisor.** This responsibility includes providing the advisor with updates on the progress, outcomes, and challenges in coursework, research, and academic or professional activities. The advisor and the student should agree on expected frequency of and preparation for meetings, and will use meetings to brainstorm ideas, troubleshoot challenges, and outline expectations for work and timelines.
- **The PhD student has the responsibility to participate in a formal annual meeting with the advisor to discuss academic progress and next steps in the academic program.** The student should ensure that the document summarizing this discussion is completed and submitted in accordance with program requirements.
- **The PhD student has the responsibility to seek additional mentors to expand their training experience, as appropriate.**
- **The PhD student has the responsibility to understand their funding package and to clarify any work and/or teaching expectations in line with this funding.**

Research:

- **The PhD student has the responsibility to work with the advisor to develop a thesis/dissertation project.** This responsibility includes establishing a timeline for each phase of work and striving to meet established deadlines.
- **The PhD student has the responsibility to seek guidance from their advisor, while also aspiring increasingly for independence.**
- **The PhD student has the responsibility to engage in activities beyond their primary research responsibilities.** The student should attend and participate in any research-related meetings and seminars relevant to their training area.

Professional development:

- **The PhD student has the primary responsibility to identify their professional goals and to develop their career plan following completion of the PhD degree.** This responsibility includes familiarizing themselves with professional development opportunities within Johns Hopkins and externally. Students should identify specific activities to pursue that will advance their professional development and networking.
- **The PhD student has the responsibility to prepare a Professional Development Plan annually that outlines their research and career objectives.** This responsibility includes discussing this plan annually with the advisor. The student should ensure that the document summarizing this discussion is completed and submitted in accordance with program requirements.

Respectful engagement and well-being:

- **The PhD student has the responsibility to treat the advisor, other mentors, and colleagues with respect at all times.**
- **The PhD student has the responsibility to make themselves available, within reason, to meet with the advisor upon request.**
- **The PhD student has the responsibility to communicate in a respectful and constructive manner if they have concerns that the advisor is not meeting the expectations outlined in this document.**
- **The PhD student has the responsibility to be open to constructive criticism by the advisor, other mentors, and colleagues.**
- **The PhD student has the responsibility, as possible, for their well-being, should consider discussing any concerns with the advisor or other mentor(s), and should connect with available resources when needed.**

Policies:

- **The PhD student has the responsibility to familiarize themselves and comply with University, school, and program-specific policies and requirements for PhD students.**
- **The PhD student has the responsibility to discuss with the advisor relevant policies, commitments, and expectations related to funding, work, research assistantships, teaching assistantships, sick leave, or vacation.** As needed, the student will provide any documentation relevant to stated policies on leave and other requirements to the student's program, school, or the University.

Responsible conduct:

- **The PhD student has the responsibility to conduct themselves in a responsible and ethical manner at all times.**
- **The PhD student has the responsibility to familiarize themselves with University codes of responsible conduct for PhD students.**
- **The PhD student has the responsibility to engage in responsible research conduct.** This responsibility includes completing the responsible conduct of research training requirements of their specific school and program, and any specific discipline training requirements (e.g., animal and human subject work). The student will maintain accurate and contemporaneous records of research activities in accordance with the norms of best practices in their own discipline. The student should discuss authorship and intellectual property issues with the advisor.
- **The PhD student has the responsibility to complete Title IX Training regarding sexual misconduct and sexual harassment as required by the University.**
<http://oie.jhu.edu/training/>