

## ADVISOR – STUDENT GROUP SELECTION AGREEMENTS

In order to remain in good academic standing, students are required to formally join a research group by the end of their second quarter, but not sooner than December 1st of their first year. Students are not obligated to make a commitment to a particular professor prior to their second quarter and prior to completion of required rotations (the only exceptions are international students, who will commit to a particular group before being admitted to UCSB). This is true even in cases where a student has worked for and been paid by a particular professor during the summer preceding the first year.

The importance of thoughtful advisor selection is emphasized throughout the admissions and training process and students are therefore strongly encouraged to take the time to consider their options carefully in order to make the best long-term choices for themselves. Students are expected to make an informed decision that is mutually agreed upon by both student and research advisor. Once a selection is made, the student and advisor should formalize the decision by signing the [Petition to Select Primary Research Advisor](#). This petition represents an agreement between student and advisor which both individuals are expected to honor. In this context, the responsibilities of both Student and Advisor are outlined below.

### I. Student Responsibilities

- a. Adhere to the [Student Code of Conduct](#), as defined by UC Santa Barbara's [Campus Regulations](#)
- b. Maintain good academic standing by meeting the academic standards of the [Department](#), the [Graduate Division](#), and the University of California
- c. Perform satisfactory laboratory research under the mentorship of the selected advisor or co-advisors and meet all applicable conditions of employment or other forms of financial support

### II. Faculty Responsibilities

- a. Adhere to the [Faculty Code of Conduct](#), as defined by UC Santa Barbara's [Academic Senate](#)
- b. Support the research and career goals of the student by serving as the student's primary academic advisor and mentor for the duration of his or her graduate studies; This includes active participation in all stages of the of the student's graduate career and degree milestones – refer to the [Graduate Student Handbook](#) for complete descriptions of all requirements
- c. Provide the student with [Full Financial Support](#) in accordance with current Department and campus policy; "Full Financial Support" is defined as payment of the student's UCSB tuition, fees, and minimum annual salary (as defined by the Department and/or specified in the student's financial offer letter) and may include employment in an applicable title (such as Teaching Assistant or Graduate Student Researcher), fellowships, stipends, or some combination thereof (Graduate student employment is regulated by the [Graduate Division](#) and [Academic Personnel](#))

The choice of primary research advisor is not an absolute commitment. If the original choice is not ultimately the perfect match, students are permitted to switch groups. However, because this can cause a student's time to degree to be significantly delayed, this situation should be avoided when possible. Any issues or potential issues from the perspective of either the student or the advisor should be addressed during the Annual Thesis Committee meetings, with additional subsequent meetings scheduled to revisit ongoing concerns if necessary. After careful review of the situation, the committee should make recommendations to the student or on the student's behalf.

If the advisor becomes aware of deficiencies in the student's academic performance, ability to meet the conditions or expectations of employment, or concerns in other areas, the advisor should inform the Staff Graduate Advisor immediately. She will recommend appropriate action(s) in addition to Thesis Committee Meetings if necessary. The advisor and Thesis Committee members must ensure the student is given adequate feedback, time, and opportunity to improve before any formal action is taken. In cases where formal action is necessary, the issue must first be well documented and appropriate steps must be taken to ensure compliance with University of California policies.

For more information, see:

- [Academic Personnel](#)
- [Academic Senate](#)
- [Graduate Division](#)
- [Department of Chemistry and Biochemistry Graduate Program](#)
- [UCSB Campus Regulations](#)