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SECTION 1. ADMINISTRATION

Mission Statement
The NYU Medical Scientist Training Program is ambitious in its overarching focus to educate students in two very divergent sets of skills: the creative ability to analyze human biology from both the physician's and the scientist's perspectives. The life of an MD/PhD physician-scientist begins with the right frame of mind: intense curiosity, self-discipline, and compassion. It then takes training to develop intellectual rigor and intuitive insight, mastery of minutiae and a comprehension of the larger clinical or biological context. The lab and the clinic each require a distinctive combination of art and science—both of which the NYU MSTP seeks to nourish. Our MSTP is designed for highly motivated students who have a strong interest in research and plan to pursue a career in academic medical research. We expect our graduates to be future leaders in academic medicine and biomedical research. The successful applicant should have an excellent scholastic record and a sustained interest in, and substantial exposure to, laboratory research.

Director of the Program
The Director is the administrative head of the Medical Scientist Training Program. The Director is appointed by the Dean/CEO of the Medical Center. The Director, and only the Director, may make material exceptions to any of the policies of the Medical Scientist Training Program. All exceptions will be brought to the attention of the Administrative Staff and Co-Directors. All actions of the Administrative Staff, Co-Directors, Faculty Operating Committee, and Student Operating Committee are considered recommendations. Exceptions may be implemented after approval by the Director.

MSTP Director duties include but are not limited to the following:
(1) providing guidance and counsel to students,
(2) creating and implementing policy,
(3) interviewing and ranking applicants,
(4) making final decisions for recruitment, retention, and funding issues,
(5) overseeing the administrative staff,
(6) submitting grant applications for federal funding,
(7) raising funds for the program, and
(8) managing the budget.

Co-Directors
The Medical Scientist Training Program maintains several faculty Co-Directors to assist the Director and the Program. The Director appoints co-Directors. Co-Directors serve for at least three years and may continue at the discretion of the Director.

Co-Director duties include:
(1) providing guidance and counsel to students,
(2) assisting in all aspects of interview and recruitment,
(3) planning and implementing policy,
(4) serving as members of the Faculty Operating Committee, and
(5) assisting the Director with issues concerning student performance, retention, funding and policy.

**Administrative Support**

The goal of the Administrative Staff is to provide each student with guidance and support throughout their individual training. The Administrative Staff is responsible for academic, financial, medical, and personal documentation concerning the progress of every student in the Program and graduate of the Program. The Administrative Staff is also responsible for development, recruitment of new applicants, educational programming, social events, preparation and management of Program budgets, and preparation of grant applications.

The Administrative Office is within the Sackler Institute of Graduate Biomedical Sciences located on the second floor of Old Public Health Building, 341 East 25th Street, New York, NY 10010. The telephone number is 212-263-2149.

**SECTION 2. MSTP COMMITTEES**

**Director’s Advisory Committee**

This *ad hoc* committee consists of previous Directors, prominent NYU scientists, and key administrative personnel selected by the Director. Their responsibility is to advise the Director and Co-Directors as a need for outside consultation arises.

**Faculty Operating Committee (FOC)**

Faculty representing a wide variety of disciplines and Departments are appointed by the Director for a three-year term to the FOC with reappointment granted at the discretion of the Director. Each faculty member has an equal vote and voice. FOC duties include:

1. interviewing, reviewing and ranking individual applicants
2. attending meetings throughout the year concerning applicant review and recruitment
3. participating in ongoing program events such as the Revisit Weekend and the Annual Retreat
4. serving on the thesis committees of MD/PhD students.

**SECTION 3. ACCEPTANCE TO THE PROGRAM**

Participants in the program are identified as MD/PhD Students or MD/PhD Applicants.

*MD/PhD Students*: These are students who went through the application process, were accepted, and were offered funding.
Internal MD/PhD Applicants: These are students who are enrolled at NYU School of Medicine and have decided that they would like to join the MST Program.

Internal MD/PhD applicants participate in an interview/selection process similar to that of the annual pool of AMCAS applicants. Applicants must declare their intentions in writing to the MSTP Office. They do not have to file a new AMCAS application, but they must supplement their existing AMCAS document by sending to the MSTP Office a transcript from medical school, a statement explaining the reasons for applying to the MSTP, a summary of previous research experiences, and letters of recommendation from past research mentors. All but the medical school transcript must be submitted to the MSTP Administrative Office before the end of the first year in Medical School. Internal applicants are expected to work in a qualified research lab at NYU School of Medicine during the summer between first and second years of Medical School. If accepted to the MSTP, the summer research experience will count as a lab rotation. Therefore, it is important to choose a qualified lab carefully by seeking advice from an MSTP Co-Director.

SECTION 4. ACADEMIC PROGRESS, EXPECTATIONS, AND POLICIES

Medical School
Medical School courses are officially graded as pass/fail. Nevertheless, the Medical School will report to the MSTP office students’ academic performance in quartiles for each preclinical module. MSTP students are expected to perform on average in the upper 50% of their class. If a student is not performing adequately, he or she must meet with the MSTP Director or a Co-Director. During the preclinical and clinical course of study, students are enrolled within the School of Medicine. As such, they are subject to the NYU School of Medicine’s Guidelines Pertaining to Academic Performance as written in the School of Medicine Student Handbook.

1. An MSTP student who does not meet the upper 50% standard must discuss with the Director and/or one of the Co-Directors the student’s academic performance, and any extenuating circumstances for failing to meet MSTP standards. Students may be provided with additional resources to assist them in improving their academic performance.

2. Failing grades in Medical School coursework are unacceptable. Students who fail Medical School courses will be placed on academic probation and their continued participation in the program and attendant funding may be jeopardized. The MSTP Director will stipulate what improvements are necessary for continued participation in the program. Students who are required to repeat any portion of the Medical School curriculum on account of failure will not receive a stipend for the months that coursework is repeated.
3. Students who do not show marked improvement in subsequent terms will be reviewed by the Director and Co-Directors with the possibility of being removed from the program with loss of funding.

**Graduate School**

To move on to the Graduate School portion of the MSTP, students must successfully complete the preclinical Medical School curriculum.

Graduate School grades may be obtained from the Graduate School Registrar at the end of each grading period. To obtain a record of Graduate School grades, students may download a transcript request form at [https://www.nyu.edu/registrar/transcript-form.html](https://www.nyu.edu/registrar/transcript-form.html) and fax it to (212) 995-4154. Each student is encouraged to verify that the grades received are correct. Any student who believes a grade is incorrect should pursue the necessary remedy with the course instructor and Registrar. Grades within Graduate School will only be changed in case of an administrative error (an error in posting the grade).

Students in the Ph.D. portion of the program, while officially enrolled within the Graduate School of Arts and Science of New York University, are subject to the academic guidelines of the NYU School of Medicine. In addition, the MSTP sets the following standard:

1. MSTP students must maintain a cumulative GPA of 3.3 (B+) or better calculated annually in their Graduate School courses to remain in good standing. If an MSTP student fails to meet this standard, he or she must meet with the Director and/or one of the Co-Directors to determine reasons for not meeting this standard. Students will be provided additional resources to assist them in improving their academic performance. Students who do not show marked improvement in subsequent terms will be reviewed by the Director and Co-Directors with the possibility of being removed from the program with loss of funding.

2. Students must pass all Programmatic Qualifying Examination(s) as established by the graduate program in which the student is enrolled. Failure to pass these examinations may jeopardize continued participation in the program and may result in removal of funding.

3. Students are required to meet with the MSTP Director/Co-Directors regarding their academic progress at least once a year. Students must be making reasonable progress towards the Ph.D. degree as determined by Director/Co-Directors and documented with an Annual Progress Report Form signed by the student and an MSTP Director or Co-Director. Students who fail to make adequate progress and do not show marked improvement in subsequent terms, will be reviewed by the Director and Co-Directors with the possibility of being removed from the program with loss of funding.

4. Students must meet with their Thesis Committee at least once a year and submit a Thesis Committee Report with signatures of all Thesis Committee members.
5. MSTP students are required to have at least one first-author publication submitted prior to defending their thesis and beginning clerkships.

**Time to Degree**
Students are expected to complete both parts of the program (M.D. and Ph.D.) within eight years from the time of matriculation into the MD/PhD program. Students may request extensions to the eight-year limit. Extension requests must be made in writing and will be reviewed and approved by the Director of the MD/PhD program in conjunction with the Associate Dean for Biomedical Sciences.

**Student Conduct, Discipline, and Dismissal**
1. New York University’s “Rules for the Maintenance of Public Order” and “University Policy on Student Conduct” (see http://www.nyu.edu/) apply to students of the School of Medicine as they do to students of other schools of the University. Student disciplinary procedures established specifically for the School of Medicine apply to MSTP students and are in the online NYU Medical Student Handbook http://www.med.nyu.edu/school/studentsfaculty/student-affairs/student-resources/student-handbook. The MSTP follows the “Honor Code” set forth in the NYU Medical Student Handbook, unless superseded by policies and procedures set forth specifically for MSTP students.

2. Causes for **immediate dismissal from the MSTP** include:
   a. Failure to meet academic standards as stated above with unsatisfactory remediation.
   b. Unethical conduct not commensurate with professional standards for physician-scientist behavior.
   c. Failure to adhere to guidelines of MSTP.

3. Appeals of dismissal from the MSTP
   a. Students may appeal their dismissal by submitting a written request for appeal.
   b. Any desired documentation may be attached. The MSTP Director and Co-Directors will review the appeal. The student will receive a written response from the MSTP Director.
   c. Students may make further appeal in writing to:
      The Office of the Associate Dean for Student Affairs
      New York University School of Medicine
      212-263-6088

4. Dismissal from the MSTP does not automatically imply dismissal from the Medical School or Graduate School. Students who have been dismissed must consult with the administration of the Medical School and/or Graduate School concerning their intentions to continue in these programs.

**Advisory Meetings**
Mandatory advisory meetings with the Director or a Co-Director are scheduled once a year for all MSTP students doing graduate research. These informal meetings serve as checkpoint mechanisms to monitor the progress of each student during their MD/PhD training. They also provide an opportunity for the student and Director to discuss any issues regarding training, to answer any questions a student may have and to establish a relationship between the student and the advisor to facilitate effective mentoring.

Students are responsible for being on time for meetings. Cancellations must be rescheduled within one week of the original appointment. Cancellations may not be made the same day of the appointment unless it is an emergency.

**Academic Assistance**

**Peer Tutoring**

Peer tutors can be provided upon request. Students should contact the Director, a Co-Director, or the Project Manager to request such assistance.

**Peer Mentor (Big Sib) Program**

Each MD/PhD student is assigned to a “Sib family” for mentorship and advice. Families are encouraged to meet informally throughout training, at least once per semester.

**Counseling Services**

Pursuing a dual MD/PhD degree is a challenging endeavor requiring extensive time, effort, fortitude and psychological energy. Life events can add stress to an already hectic and sometimes stressful lifestyle. The Director and Co-Directors are available for support, and either the Medical School or the Graduate School can make referrals to counselors.

Student Health Services is open Monday-Friday, ext. 3-5489. If closed, students should go to the Emergency Room at Tisch Hospital and have the ER staff contact Colette Ho, MD at (212) 242-3316.

**SECTION 5. RESPONSIBILITIES: Contributions to the Community**

As in any profession, a number of responsibilities come with the position of MD/PhD student. The MSTP is a highly selective academic endeavor, and by joining the Program you are also joining a community of scholars…and entering into a social contract. Some of the expectations implicit in being a member of this community are listed below:

- It is the student’s responsibility to maintain good grades and satisfactory academic progress.
- It is the student’s responsibility to be on time for advisory meetings or any other scheduled event or to call in advance to reschedule or explain your delay or absence.
• **It is the student’s responsibility to attend all required seminars and programs.** These include the MSTP Seminar Series/Luncheons, the MSTP Retreat, MSTP students’ thesis defenses (see below), and any other programs which are required as part of your training. Attendance will be taken at these events (via sign-in sheets). *An advisory meeting with the Director is necessary when there are four absences from any combination of events within an academic year. Failure to resolve problems with attendance at required MSTP activities will result in probation and may result in ultimate dismissal from the program, with loss of funding.*

• It is the student’s responsibility to maintain current, accurate telephone numbers and addresses (including email addresses) in the MSTP Administrative Office and PeopleSoft. This list includes telephone numbers for the lab where you are rotating or working, e-mail addresses, pager numbers, cell phone numbers, home telephone number and address.

• Students should also inform Human Resources of address changes (to make sure certain critical items mailed directly from HR reach the students).

• It is the student’s responsibility to return telephone calls, e-mails, or requests for information by MSTP leadership by the specified deadline. Failure to do so may cause you to miss an event or disadvantage the program if the information requested is required, for example, by funding agencies.

• It is the student’s responsibility to RSVP for meetings where food is served.

• Students are asked to provide reasonable assistance with MSTP-related events when requested.

• It is the student’s responsibility to ensure that required forms are turned in to the MSTP office in a timely fashion.

• **Students must attend thesis defenses of other MSTP students,** both as a learning experience and as a courtesy to their colleagues. Exceptions will be made for students on clinical rotations or with scheduling conflicts with required classes. Loss of funding is a potential consequence of not attending thesis defenses of other MSTP students.

**SECTION 6. CURRICULUM, SEQUENCE, AND CHECKPOINTS**

An example of the MSTP timelines (sequence of events with important checkpoints) is summarized below (Figure 1).
The following applies to ALL pathways:

FIRST SUMMER ROTATION
MSTP students are required to participate in summer research rotations, beginning on or about July 1st of the year of their matriculation. During this summer, students are also required to attend the MSTP Seminar Series. Research rotation mentors are chosen in consultation with a Co-Director. Rotations cannot begin until a completed MSTP Rotation Form (signed by the student, the rotation mentor, and a Co-Director) is filed in the MSTP Administrative Office.

MEDICAL SCHOOL YEAR 1
Students must comply with the policies of the Medical School as stated in the Medical School Policy Handbook. For specific information, contact the Associate Dean, Office of Student Affairs at 212-263-6088. During the academic year, MSTP students are expected to participate in Program activities and to attend the Sackler Science After Hours talks, as permitted by their schedules.

SECOND SUMMER ROTATION
MSTP students are required to participate in a second summer research rotation, beginning after the conclusion of the MS1 year. During this summer, students are also required to attend the MSTP Seminar Series. Research rotation mentors are chosen in consultation with a Co-Director. Rotations cannot begin until a completed MSTP Rotation Form (signed by the student, the rotation mentor, and a Co-Director) is filed in the MSTP Administrative Office.
MEDICAL SCHOOL YEAR 2
Students must comply with the policies of the Medical School as stated in the Medical School Policy Handbook. For specific information, contact the Associate Dean, Office of Student Affairs at 212-263-6088. During the academic year, MSTP students are expected to participate in Program activities and to attend the Sackler Science After Hours talks, as permitted by their schedules.

TRANSITION TO GRADUATE SCHOOL
MSTP students who successfully complete the first 18 months of the Medical School curriculum transition to the Graduate School in January of Year 2. All students are required to study for and take Step 1 of the USMLE by March 1. They must pass Step 1 to continue research in the thesis lab. While in the Graduate School, MSTP students must comply with the policies of the Graduate School as stated in the Graduate School Policy Handbook. Upon entering the MSTP, students are strongly encouraged to read the AAMC Compact Between Biomedical Graduate Students and their Research Advisors. Students are required to complete all of the requirements of the Graduate School for the Ph.D. degree. Individual Graduate Program policies vary regarding core requirements. Questions should be referred to the Graduate Program.

GRADAUTE COURSES
MSTP students are advised to follow guidelines for coursework recommended by their chosen training program. Some programs require students to take Topics in Molecular Biology (formerly Foundations) in their first year (fall semester, 3 credits). Students may place out with permission of the course director. They must convince the director that their undergraduate and pre-medical school preparation is such that they would be better served enrolling directly in more advanced graduate courses. Below courses are required for all Sackler students including MSTP students.

PLEASE NOTE: Those who place out of required courses DO NOT receive course credit for it and therefore must make up these credits by taking other courses.

Credit Transfers from the Medical School to the Graduate School
20 Preclinical course credits will be transferred from the Medical School to the Graduate School to fulfill the requirements for elective credits. Students in good standing may have credits with grades “P” or higher transferred.

Fundamental Research Skills and Tools (1 credit, fall/spring)
The course covers the topic of data reproducibility now required by NIH training grants. Enrollment is limited to 24 students. It is offered once in the fall and once in the spring semester.

Instruction in the Responsible Conduct of Research (0 credit, spring)
MSTP students are required to take the course entitled Scientific Integrity and Responsible Conduct in Research in the spring of first full year in Graduate School.

Individual Development Plan (IDP) Course (0 credit, spring of year 3)
As required by the NIH, this course will be offered to MSTP students in one session late in the spring semester of their third year in graduate school. All students are expected to create their own IDP through the AAAS website: [http://myidp.sciencecareers.org](http://myidp.sciencecareers.org)

**Introduction to Biostatistics** (2 credits, spring)
This introductory course prepares students with basic skills necessary for understanding and utilizing quantitative tools. This 2-credit course is a requirement for all MSTP students unless they pass a pre-test.

**Grant writing** (0 credit, spring)
This required course will introduce every aspect of grant writing, including selecting funding mechanisms, writing individual grant sections and understanding administrative policies.

**Selection of a Graduate Program**
Students are required to select a Graduate Training Program by August 1 of their first year of Graduate School. Degree requirements vary between programs; students should meet with Graduate Program Advisors before making a selection.

**Choice of Thesis Advisor**
Once a student has identified a potential thesis advisor, the student will then meet with the MSTP Director or Co-Director to discuss the selection **BEFORE finalizing his/her decision** with the thesis advisor or graduate program. If a student has not identified a thesis advisor after two summer rotations, a third lab rotation is allowed beginning March 1 for 8 weeks. As a general rule, a student should be able to identify a mentor after 3 lab rotations. A fourth rotation may be granted in exceptional circumstances after being reviewed by the Director and Co-Directors. A student who is unable to identify a mentor after 4 rotations will risk being removed from the program with loss of funding.

*A completed MSTP Thesis Advisor/Graduate Program Selection Form (signed by the Student, the Thesis Advisor, and the MSTP Director or a Co-Director) must be submitted to the MSTP Administrative Office.* Signature of the form by the Thesis Advisor signifies the Thesis Advisor’s acceptance of financial responsibility for the student’s stipend and health insurance through completion of the Ph.D.

**Multiple Students and One Thesis Advisor**
According to MSTP policy, a **single mentor cannot supervise more than three MSTP students at one time.** It is the student’s responsibility to be aware of other MSTP students currently working with or rotating with his or her potential mentor.

**Thesis Advisory Committee**
Soon after choosing a Thesis Advisor, students should form a Thesis Advisory Committee, following the guidelines of their specific Graduate Programs. MSTP students are **required to have at least one current member of the Faculty Operating Committee serve on their thesis committee.** The MSTP must be informed of the composition of the Thesis Advisory Committee.

**Graduate Program Qualifying Exams**
Requirements vary by Graduate Program, and the relevant Graduate Program Advisor or administrator should be contacted for specific details. It is the student’s responsibility to be aware of the requirements of his/her Graduate Program. The MSTP requires students to complete their qualifying exams by the end of the first year in their mentor’s lab, unless this timing conflicts with the Graduate Program requirements. In that case, students must complete qualifying exams by the end of the second year.

**Thesis Advisory Committee Reports**
The MSTP requires that the student meet with his/her thesis advisory committee at least once per year, generating a report written by the chair of Thesis Committee (using template provided by each Graduate Program), signed by the committee members, the student’s thesis mentor, and the student. It is the student’s responsibility to ensure that copies of these reports are turned into the MSTP Administrative Office. Failure to submit these reports in a timely manner may jeopardize the student’s funding.

The Program Director or Co-Director will review these status reports during annual Advisory Meetings with each student. If necessary, the Director may contact the Thesis Advisor to follow up on issues of concern.

Prior to returning to the Medical School, MSTP students must complete **ALL** Graduate School requirements for their dissertation work. Returning students will **NOT** receive any Medical School elective credit for continuing either their thesis research, or another research project, in their mentor’s laboratory. Since MSTP students returning to the Medical School have significant research experience, their Medical School elective time should be focused on clinical electives.

**TRANSITION TO MEDICAL SCHOOL**
Reentry into Medical School requires careful coordination between the student, his or her mentor, the thesis advisory committee, the MSTP, and the Medical School. Significant advance planning is critical. A potential consequence of not following the necessary protocol for returning to Medical School is loss of funding.

In the C21 Curriculum medical students undertake their clinical clerkships and Selectives in 12-week blocks punctuated by one week intersessions. These blocks begin in January, April, July, or October (although on some years the first week may fall in the preceding month), depending on which pathway is selected (Figure 1). Palettes, which dictate the order in which the clerkships and Selectives are taken, run through these four 12-week sessions. MSTP students may enter clerkships at the beginning of the blocks that begin in April, July or October. The January entrance date is available only to those who choose Pathway 3 (see below). Time of entrance will dictate how many weeks of electives the student will be able to incorporate into their schedule (see description below).

(A) For MSTP students returning to their clerkships in **April**, current graduation requirements are:
1. Completion of core clerkships  
2. 8 weeks of advanced rotations (Critical Care and choice of an Advanced Clerkship)  
3A. 20 weeks of elective time AND two Selectives OR  
3B. 24 weeks of elective time and one Selective
4. Passing of Step 1 and Step 2

Students will have the option of taking either one OR two Selectives. If they choose to take one Selective, the required elective time will be 24 instead of 20 weeks.

(B) For MSTP students returning to their clerkships in **July**, current graduation requirements are:
1. Completion of core clerkships
2. 8 weeks of advanced rotations (Critical Care and choice of an Advanced Clerkship)
3A. 20 weeks of elective time AND two four week Selectives OR
3B. 24 weeks of elective time and one four week Selective
4. Passing of Step 1 and Step 2

Students will have the option of taking either one OR two Selectives. If they choose to take one Selective, the required elective time will be 24 weeks instead of 20 weeks.

(C) For MSTP students returning to their clerkships in **October**, current graduation requirements are:
1. Completion of core clerkships
2. 8 weeks of advanced rotations (Critical Care and choice of an Advanced Clerkship)
3. 8 weeks of elective time
4. 8 weeks of Selective time (2 x 4 weeks)
5. Passing of Step 1 and Step 2

Students will have the option of taking either one OR two Selectives. If they choose to take one Selective, the required elective time will be 12 weeks instead of 8 weeks.

(D) Only students that have selected Pathway 3, Accelerated 7-Year Program, are allowed to return to clerkships in **January**. For this entry date, current graduation requirements are:
1. Completion of core clerkships
2. 8 weeks of advanced rotations (Critical Care and choice of an Advanced Clerkship)
3. 10 weeks of elective time
4. 4 weeks of Selective time (1 x 4 weeks)
5. Passing of Step 1 and Step 2

Students will have two weeks of vacation time built into their clerkship year: one week in June and one week in December. They may choose to take additional vacation time during the Selectives/elective block, if appropriate and with the consent of the MSTP Co-Directors. Unscheduled time in December, set aside for residency interviews, does not count toward vacation time.

**February Thesis Advisory Committee Meeting**
MSTP students planning to return to Medical School at the **July** or **October** entrance dates must schedule a meeting of their Thesis Advisory Committee no later than **February 15**
December 10 of the prior year for the April entrance date). Students who plan to select Pathway 3, Accelerated 7 Year Program must schedule this meeting in July. At this meeting, the student should discuss their plans to complete a Ph.D., including obtaining permission to write the dissertation submission of a first author publication, and remind the Thesis Advisory Committee of the sequence of events required for entry into clinical clerkships. These are as follows:

1. **February 25:** Inform the MSTP office of your intention to return to Medical School in the following year and submit the **Intention to Enter Clerkships form. (December 20 for the April block).**

2. **March 1:** A final roster of MSTP students planning to return in either the July or October block will be created and submitted to the Registrar’s Office by the MST Program (January 1 for the April block).

3. Priority for the MSTP clerkship palette lottery will be determined by the MST Program.

4. A Core Clinical Skills Review is provided to all MSTP students prior to returning to their clerkships. This will be coordinated by the MST Program and the Office of Medical Education.

5. Plan the oral thesis defense **at least one month prior to reentry into Medical School.** Initiate planning for time and place of defense six weeks in advance of the desired defense date in order to find a time convenient to all committee members and the outside reader. Re-entry should occur in April, July or October. Accordingly, defenses should be held no later than March, June or September and planning should begin in January, April or July. The written thesis must be delivered to committee members at least 10 days before the defense. Note that students must be prepared to begin clerkships **one week prior** to the beginning of the April, July or October block. They will complete the balance of the required Orientation during that week.

6. The MSTP administrative office must be notified of the date, time, place, and title of oral thesis defense at least three weeks before the defense date.

7. MSTP students should meet with the Manager of Graduate Student Services (Lisabeth Greene) to discuss both Graduate School electronic thesis submission and Sackler requirements once a defense date has been set. Doctoral Dissertation submission guidelines may be found at: [http://gsas.nyu.edu/page/grad.life.dissertation](http://gsas.nyu.edu/page/grad.life.dissertation)

8. Students must turn in completed thesis to Sackler and the MSTP office with all required signatures at least 2 weeks before returning to Medical School.

9. **Note that STUDENTS WILL NOT BE ALLOWED TO RETURN TO MEDICAL SCHOOL WITHOUT A COMPLETED DEFENSE AND SUBMISSION OF A FINAL THESIS.**

10. Following successful thesis defense, students must submit to the MST Program office an **MSTP Preceptor Form** (obtained from Cindy Godoy) signed by her/his Thesis Advisor and the Director of MSTP prior to start of her/his clerkships.

**RETURN TO MEDICAL SCHOOL**

Return to Medical School is contingent on timely fulfillment of all Graduate School requirements for completion of the PhD. Any failure to fulfill requirements on time may result in loss of funding.

Students will be allowed to register for Maintenance of Matriculation (M/M) within the Graduate School for one semester beyond the one in which they have defended their thesis. Students are awarded doctoral degrees three times per year (September, January,
The MSTP will pay for M/M fees only for one additional semester beyond the thesis defense.

CLINICAL CLERKSHIPS
The MD/PhD Program will provide up to 22 months of funding to students returning to Medical School after completing their Ph.D. This will include one month of vacation, one month to interview, and one month to study for Step 2. Funding terminates on the last day of the month of Medical School graduation.

MSTP students will take the Comprehensive Clinical Skills Exam (CCSE) in June (for those starting in April, July, or October) or February (for those in the Accelerated Pathway). You must achieve a passing score in order to graduate.

PATHWAY-SPECIFIC REQUIREMENTS:
Please see Figure 1 for a visual comparison of pathways. Details below:

PATHWAY 1: TRADITIONAL
USMLE Step 1
The MSTP requires Pathway 1 students to take Step 1 of the USMLE by March 1 following completion of the Medical School coursework in Year 2. Students are expected to start in the thesis laboratory immediately thereafter, unless a third rotation is scheduled. **If a student does not pass STEP 1, they will not be able to continue to work in their thesis laboratory until they do so.** Exceptions must be approved by the Director.

Clinical Clerkships
Entry dates are April 1, July 1, and October 1. Please note that the April 1 entry date is the first of clerkship entry points in the calendar year sequence. For example, if you begin your clerkship year in April, July or October of 2015 than you will graduate in May of 2017. However, a student who misses the October 2015 entry point and enters their clerkship year in April of 2016 will graduate one full calendar year later than planned (May 2018). Thus, the April entry point cannot be considered a fall back for those who do not meet the October deadline.

Graduation
May

PATHWAY 2: 12 WEEK CLINICAL CLERKSHIP PRIOR TO GRADUATE SCHOOL
Pathway 2 is designed for students who would like to complete 12 weeks of the required core clinical clerkships prior to beginning graduate school and thesis work. **Only students who have found a thesis lab** during their first two summer rotations are eligible for Pathway 2. **Students must consult with the Director and obtain permission prior to selecting this pathway.** They must declare their selection to the MSTP Office, Dean Rosenfeld and the Registrar by September of Year 2. These students will enter the lottery for clinical palettes along with the regular medical school class, and their 12-week clerkships will be decided by the outcome.

USMLE Step 1
Pathway 2 students must take Step 1 USMLE upon completion of the 12-week clerkships and prior to starting in a thesis lab, by June 1 of Year 2. **If a student does not pass STEP**
1, they will not be able to continue to work in their thesis laboratory until they do so.
Exceptions must be approved by the Director.

Clinical Clerkships
Entry dates are April 1, July 1, and October 1. Please note that the April 1 entry date is the
first of clerkship entry points in the calendar year sequence. For example, if you begin your
clerkship year in April, July or October of 2015 than you will graduate in May of 2017.
However, a student who misses the October 2015 entry point and enters their clerkship year
in April of 2016 will graduate one full calendar year later than planned (May 2018).
Thus, the April entry point cannot be considered a fall back for those who do not meet the
October deadline.

Graduation
May

PATHWAY 3: ACCELERATED 7-YEAR PROGRAM
Pathway 3 is limited to students accepted to the Three Year Pathway to the MD program.
The time-to-degree is shortened by truncating elective/selective requirements and
eliminating the need for residency applications and interviews. The latter feature is made
possible by the conditional acceptance into a residency in the field of the student’s choice at
NYU. Students must consult with the Director and obtain permission prior to selecting
this pathway.

Eligibility
This pathway is available beginning with the class that matriculated in July 2012. Students
who begin clinical clerkships on or before January 1 of their 6th year in the program and
who are accepted into the Three Year Pathway to the MD program are eligible for Pathway
3. Students would apply to the accelerated program in October of their 6th year, having
completed preclinical training and the majority of graduate school. To apply, students
should be committed to their residency choice. Decisions on acceptance will occur in
November (students will receive a conditional acceptance to the residency program), and
students will begin their core clerkship year in January. Admission to the program depends
on an available spot in that residency program.

USMLE Step 1
Pathway 3 students must take Step 1 of the USMLE by March 1 following completion of
the Medical School coursework in Year 2. Students are expected to start in the thesis
laboratory immediately thereafter, unless a third rotation is scheduled. If a student does
not pass STEP 1, they will not be able to continue to work in their thesis laboratory
until they do so. Exceptions must be approved by the Director.

Matching
All students accepted into the Three Year MD Pathway will participate in the National
Residency Matching Program (NRMP), and our residency program will rank these students
to match. As part of a student’s participation in the NRMP, they may apply to residency
training outside NYU and rank programs according to their desire. However, the
accelerated pathway will not allow for time away from clerkship/selective/electives for
residency interviews.

Clinical Clerkships
Clinical Clerkships will begin in January of year 6, followed by clinical electives,
selectives, and USMLE Step 2. Students who apply, but are not accepted into the
accelerated pathway, may begin their core clerkships in April, July, or October.

Graduation
May; followed by NYU residency beginning July 1.
**SECTION 7. MISCELLANEOUS**

**Grant Incentive**

The Sackler Institute will contribute $2000 to your paycheck as an award for securing grant funding. To be eligible for this incentive, you must have secured external funding within the past one year, and the awarded grant must pay for the majority of your stipend. Of note, if a student applies for and receives more than one award, he/she will be eligible for monies for each award.

**Travel Awards**

The Sackler Institute offers two types of travel grants for students who wish to attend scientific conferences during their graduate school years. Grants will only cover the costs of registration, travel, and accommodations. Students directly supported by T32 NIH training program grants should request travel funds for additional monies. The Sackler Institute awards travel grant awards up to $700. Please complete the online Sackler Travel Grant application. Students are limited to one travel award/year.

**Vilcek MSTP Scholarship**

Created with a generous gift from Jan and Marica Vilcek, this scholarship awards selected MSTP students as Vilcek Scholars. These students will be provided stipend, fringe benefits, and fees for two years in the graduate school portion of their training. The Vilcek MSTP Scholars will join the Vilcek Scholars of the School of Medicine and participate in a variety of functions organized by Jan and Marica Vilcek. This is an honor to be recognized throughout the recipients' career.

**Eligibility**: MSTP students in good academic standing in the first 9 months of the graduate school portion of their MSTP training. These students will have finished preclinical coursework in medical school and also taken Step 1 of the USMLE. They have also completed first semester of the graduate school.

**Application Process**: Students will submit an application consisting of a three-page description of their proposed thesis work, a 500-word essay explaining their career goals, their CV and that of their thesis advisor. A transcript from the first semester of graduate school will be obtained by the Sackler office in January and be included in the application. Applications will be due to the MSTP Office by December 31st of each year.

**Selection**: A selection committee consisting of the Director of the MSTP, the Associate Dean for Graduate Biomedical Sciences, and three members of the MSTP Faculty Operating Committee will select one or two candidates each year.

**Dates of Support**: Vilcek Scholars will be supported for two years beginning in July following their selection.

**Curriculum Vitae**

Annually, each student is encouraged to provide a current CV to the MSTP Administrative Office by August 1. This will be kept on file, and will be used to update the MSTP website.

**Stewardship Responsibilities**
Students who are supported by endowment funds may be asked to participate in development activities, such as meetings with potential benefactors. Students are asked to provide a brief written update or a current CV prior to the event. These should be submitted within seven (7) days of the request. Participation in these events is NOT optional. Students will be given ample time to make the necessary arrangements to be able to attend.

**Exit Surveys**
Exit surveys are given to each graduating student, generally by a personal interview with the Director. Each student is asked for their assessment of the Program, the training received, and for suggestions and recommendations for improvements.

**Vacation Policy**
While in Medical School, MSTP students must comply with the requirements of the Medical School. During the graduate portion of the training, the Sackler vacation policy applies: students are eligible to take 3 weeks (15 business days) of vacation in addition to NYU Langone Medical Center holidays. Students must consult their thesis advisor before taking vacations.

**Maternity Leave**
Students are entitled to 30 days of paid maternity leave. If the student has a disability that prevents her from returning to work beyond that time, she would apply for New York State disability (forms are available from Departmental Administrators; completed forms should be forwarded electronically to Milly Pimentel in the Benefits Department at milly.pimentel@nyumc.org).

**Leave of Absence**
Students in good academic standing who need to withdraw temporarily for national service, serious illness or compelling personal reasons may apply for a leave of absence which, if approved by the Director of the MSTP, maintains their status and assures readmission at the end of the leave. The length of the leave should not exceed one year. Leaves requested during Medical School years need to be approved by the Associate Dean for Student Affairs (Lynn Buckvar-Keltz) and the Director of the MSTP. Leaves requested during Graduate School years need to be approved by the Associate Dean for Biomedical Sciences (Naoko Tanese) and the Director of the MSTP.

If the student is in the Medical School portion of their training, his/her re-matriculation must be authorized by the Associate Dean for Student Affairs, in conjunction with the Director of the MSTP.

The MSTP follows all GSAS rules pertaining to leave of absence with the following modification: Students requesting a leave of absence should submit a letter to the Director of the MSTP stating the reason for the leave and include the last date of participation in the program. Students on a leave of absence for academic, administrative, or other reasons will not receive a stipend during the leave period.

Students will not be allowed to work for the School of Medicine faculty during their leave.
Withdrawal

After consulting with the Director of the MSTP, a written withdrawal request must be signed by the Director. The **MSTP Withdrawal Form** is available from the MSTP Administrative Office. Copies will be provided to the Medical School and Graduate School administrative offices.

The student is required to meet with the relevant school official (Associate Dean for Biomedical Sciences, if the student is in the Graduate School, or the Associate Dean for Student Affairs, if the student is in the Medical School portion of their training) within seven (7) days of submitting the withdrawal request to the MSTP Director. Upon acceptance of the request, any funding is terminated as of the day of the withdrawal; thereafter, cost of tuition and fees and health insurance become the responsibility of the student.

Alumni

Alumni are important components of the Program. The NIH MSTP grant application requires updated information about alumni after graduation, and your cooperation in this is greatly appreciated. The Program asks each graduate to update his or her contact information with the MD/PhD Administrative Office.

Local alumni may be invited to various events and serve as mentors or role models to current students. National and international alumni can be important sources of information for our current or former students who may be seeking residencies, postgraduate research opportunities and faculty positions.

**SECTION 8. NOTICE OF NONDISCRIMINATION**

New York University is committed to a policy of equal treatment and opportunity in every aspect of its relations with its faculty, students, and staff members, without regard to age, citizenship status, color, disability, marital or parental status, national origin, race, religion, sex, or sexual orientation. This includes, but is not limited to, recruitment, hiring or appointment, selection for training, transfer, layoff, promotion, granting of tenure, rates of pay and other forms of compensation and participation in University-sponsored educational, social, and recreational programs.

It is the policy of NYU School of Medicine, in accordance with Title VI of the U.S. Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, not to discriminate on the basis of race, color, national origin, or handicap in any educational program or activity. Furthermore, it is the policy of NYU School of Medicine, in accordance with Title IX of the Education Amendments of 1972, not to discriminate on the basis of sex in any educational program or activity.
APPENDIX 1: LIST OF MSTP FORMS

These forms can be found on the website: http://www.med.nyu.edu/sackler/mdphd-program/academics/handbook-medical-scientist-training-program

MSTP Rotation Form (electronic)
**Purpose:** This form documents the agreement between the student and an MSTP-approved rotation mentor that the student will rotate in the lab and that the mentor will provide space and mentoring.

**Required signatures:** Student, Rotation Mentor, and MSTP Director or Co-Director

**Submit to:** MSTP Project Manager

**Submit:** when rotation commences or when arrive to campus (MS1)

MSTP Thesis Advisor Form
**Purpose:** Documents Thesis Advisor selection by the student and acceptance of student into Advisor’s lab. Signature of the form by the Thesis Advisor signifies the Thesis Advisor’s acceptance of financial responsibility for the student’s stipend and health insurance through completion of the Ph.D.

**Required signatures:** Student, Thesis Advisor, MSTP Director or Co-Director

**Submit to:** MSTP Project Manager

**Submit by:** July 1 of the student’s start of the third year in the MSTP, unless an exception is granted by the MSTP Director (requires discussion with the Director or a Co-Director prior to July 1).

MSTP Intention to Enter Clerkships Form (electronic)
**Purpose:** To inform the MSTP office and Registrar of intention to enter clinical clerkships in July or October. The form should be filled after the February Thesis Committee Meeting (December for the April block) in which plans for the completion of PhD thesis research in the following year is discussed. Students who plan to select Pathway 3, Accelerated 7 Year Program must schedule this meeting in July.

**Required signatures:** Student, Thesis Advisor, MSTP Director or Co-Director

**Submit to:** MSTP Project Manager

**Submit by:** February 25 (December 20 for the April block)