Welcome from the Program Directors

First of all, please accept our warmest welcome to the Program. This handbook is intended as your first port of call for information regarding course details, examinations and supervisor arrangements. Further information can be obtained at the CATO website http://cato.medschl.cam.ac.uk/international-graduate-programmes/howard-hughes-janelia-farm-graduate-programme/ and at the HHMI Janelia website http://www.janelia.org/student-programs/graduate-program.

If you have any problems with any aspect of your programme which are not addressed by the information provided in the handbook or on the websites, then we would encourage you to contact any of the program staff.

We very much hope that you will have a productive and enjoyable time at Cambridge and at Janelia.

Dr Ulrike Heberlein and Dr Susan Jones
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Introduction

This is a four-year PhD Program in collaboration between The University of Cambridge (UCam) and the Janelia Research Campus. This document will give you guidance about how the application process works and will provide a general guideline on the Program requirements and timeline.

Program Contacts

For concerns of a scientific nature, please contact your Janelia or Cambridge supervisor directly.
For general concerns of a scientific or personal nature, please contact the Student Program Directors Dr Sue Jones (sj251@cam.ac.uk), Dr Ulrike Heberlein (heberleinu@janelia.hhmi.org) or the Science Program Manager Dr Maryrose Franko (frankom@janelia.hhmi.org).
You are welcome to contact your College Tutor or Human Resources directly with any concerns throughout the four years.

Section 1: Preparation for your First Year at Cambridge

A formal offer of admission from UCam is made by the Board of Graduate Studies. No other offers are valid for admission to the University and the Board's letter confirming your course, topic, supervisor and Cambridge department is required for obtaining ATAS clearance and a visa (see next section). Please note, you must accept the offer on your self-service page.

Therefore, Scholars who have been formally accepted into the Program should have been given the following documents in order to confirm their place:

- Conditional offer letter from Program Directors
- Formal offer letter from UCam
If you feel you should have received these documents and have not, please contact UCam or Janelia administrators.

**VISA Requirements to Cambridge**

All non-European Economic Area candidates for PhD-level research degrees or Masters courses in certain science and technology subjects require an Academic Technology Approval Scheme clearance certificate (ATAS).

Please note that you cannot apply for ATAS or your visa until your supervisor and research project are defined and you have a formal offer of admission from the University.

Students must follow the University rules on immigration, please read the following link carefully regarding ATAS, Confirmation of Acceptance for Studies (CAS), and visa requirements and instructions; http://www.admin.cam.ac.uk/students/gradadmissions/prospec/international/immigration/

Responsibilities for students who have a tier 4 visa:

Reporting to the Immigration Office and Cambridge Program Director if:

- change in course e.g. PhD to MPhil
- taking a break from studying (intermission, removal from the register): this requires the student to leave UK and sponsorship must cease

Information/support channels available for individual queries:

The Points Based Immigration (PBI) Office (http://www.admin.cam.ac.uk/offices/pbi) is the office responsible for compliance with immigration legislation and has responsibility for the University's sponsorship of its overseas students. This office will respond to requests for a CAS, and report on any changes to a student's circumstance. This office cannot give immigration advice. The office is open Monday to Friday, 09.00 – 17.00 and can be contacted using studentvisas@admin.cam.ac.uk.

The International Office (http://www.admin.cam.ac.uk/offices/international) may be able to offer you some advice on your visa application. You can contact them at international@admin.cam.ac.uk.

The UK Border Agency (UKBA) (http://www.ukba.homeoffice.gov.uk/studyingintheuk/) is your primary source of information on all matters concerning immigration.

The **UK Council for International Student Affairs (UKCISA)**
(http://www.ukcisa.org.uk) also offers information and an advice line.

The Foreign and Commonwealth Office (http://www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/) is your primary source of information on ATAS.

The UK Visas website allows you to review the visa processing times (http://www.ukvisas.gov.uk/en/howtoapply/processingtimes/) in the country where you will apply.

Anyone who enters with CAS is subject to these duties and must also provide a copy of their passport, visa/ID card to their College and provide up-to-date contact details.

Students have restrictions on CAS, e.g.: you cannot work more than 20 hours per week during term time and you cannot be self-employed.

You must not arrive in the UK without the correct visa (those coming as tourists will be sent back home), or come using a visa not issued by UCam, overstay (penalties range from automatic ban for 12 months - 10 years) or ignore the conditions of sponsorship.

You must follow all that is required by the UKBA (e.g. passport photo size, documents requested and in format requested); most of visa rejections occur because student failed to make a complete application.

Before Arrival at Cambridge

Shortly after you are formally accepted by the University, you should receive information about College accommodation. If the College does not provide accommodation or advice about accommodation, please see the information on the University Accommodation Service website:

http://www.accommodation.cam.ac.uk/

There is also the option to rent rooms or flats/ houses privately directly or via an agency e.g.

http://www.brettward.co.uk/canb/index.html

When organizing your travel to Cambridge please ensure that you have visas organized well in advance (see above). If arriving from overseas, you will probably fly in to Heathrow or Gatwick airports. From there you can take trains into central London and then a train from Kings Cross station to Cambridge.

https://www.heathrowexpress.com/
http://www.firstcapitalconnect.co.uk/
Alternatively, you can take a coach from the airport directly to Cambridge:

It's better to leave sorting out banks, mobile phone, GP etc until you arrive in Cambridge (see below).

You will have only a short time (3 terms from 1st October until 30th September) in Cambridge, so it is important to think about what you will want to accomplish and to plan accordingly.

Section 2: Year 1- University of Cambridge

Cambridge Registration Information
UCam has 6 schools; Arts and Humanities, Biological Sciences, Clinical Medicine, Humanities and Social Sciences, Physical Sciences, and Technology. The Graduate School of Life Sciences looks after graduate students in the school of Biological sciences and Clinical Medicine. The UCam/Janelia Program is administered through Graduate School of Life Sciences’ Department of Physiology, Development & Neuroscience (PDN). Scholars with UCam Supervisors in a Department that is part of the Graduate School of Life Sciences will be registered in the Department of their Supervisor. If the Scholar has a Supervisor outside the School of Life Sciences, such as the Department of Engineering in the School of Technology, they will be registered in the Department of PDN and will need to pass all scholastic requirements specific to PDN. In some cases, Scholars of this status will need to pass scholastic requirements for both the school of Life Sciences and the School of Technology. In these cases, please work with the UCam Program Director to coordinate such that requirements consistent between both schools can be addressed simultaneously when possible.

Information on the University of Cambridge Council of the Schools can be found here:  http://www.cam.ac.uk/deptdirectory/moreinfo.html
A list of departments in the Graduate School of Life Sciences can be found here: http://www.biomed.cam.ac.uk/gradschool/dept.html

Throughout the program, your University Supervisor is required to submit reports on your progress once per term. Therefore it is important that you have regular meetings (in person or by skype/ phone) with your University Supervisor not only in the first year but also while at Janelia.
**Upon Arrival: Official Business**

While in Cambridge your Departmental life entails everything regarding your scientific, academic and professional development, while your College provides housing, formal dinners, sport, and social activities.

Incoming First Year Scholars should aim to arrive in Cambridge by 1st October or as soon as College housing is available; each College will have a specific date when you are free to arrive and once you have been accepted to a College you should check the website to plan your travel. In most cases you will be able to travel to the UK just after the Graduate Scholar annual symposium. Most students will arrive by the 1st of October giving you time to settle into College and participate in the college induction events and socials.

At the beginning of term, your first week – dubbed Fresher’s Week – will be dominated by official College events and usually, Departmental induction. Most Supervisors understand this. Nonetheless, maintain open communication with your Supervisor and arrange to meet with them as soon as possible after your arrival in Cambridge.

Shortly after arrival, and certainly by Christmas, you should be appointed an 'Advisor'. This person serves as a second independent person you can talk to about your project and about any difficulties with your academic progression if your Supervisor is unavailable. They will also be one of the two examiners of your First Year Assessment (see below).

**Living in Cambridge**

There are many other ‘life’ particulars to take care of when you arrive. To prevent these from preoccupying your thoughts and invading precious lab time, it would be highly recommended getting to these either before or during Fresher’s week.

- **Health Insurance:** You will be covered by the UK National Health Service. See the link for more information: [http://www.cam.ac.uk/staffstudents/studenthandbook/welfare/healthcare.html](http://www.cam.ac.uk/staffstudents/studenthandbook/welfare/healthcare.html)
- **Bank Account:** To do this, you will need an official letter from your college, an official address, and your passport. Once set up, you will have to wait (about a week) for your debit card and PIN to arrive by post.
- **Mobile/Cell Phone:** If you want to get a monthly plan, you will need a UK bank account (and debit/PIN in hand) to set up the direct debit. In the meantime (or whole time for some), you can get a pay-as-you-go phone as long as you have cash. (You can transfer the number to a monthly plan if you decide later.)
- **Bicycle:** You will quickly see that bicycles are the main route of transport for Cantabrigians. Keep your eyes on college/graduate student forums, email lists and
gumtree.com for the rush of second-hand bicycles that become available at the beginning of term. Do buy a cycle lock, lights and a helmet!

Right from the first day you arrive there will be events for you to attend and many new people to meet. This is an excellent time to discover clubs and societies that you may want to join see [http://www.societies.cam.ac.uk/](http://www.societies.cam.ac.uk/).

**Your finances:**
University and College Tuition Fees will be paid by the Department of Physiology and Developmental Neurosciences (PDN). If you receive any of these bills in error please advise the Cambridge Program Director immediately, who will contact the College on your behalf.

Room rent, deposit, meals and incidentals - these are also billed by the College and you will be responsible for paying these bills from your stipend.

Your stipend is paid by PDN and **as soon as you arrive** you will need to contact:
Elaine Murdie
Department of PDN
Anatomy Building
Downing Site
Cambridge
01223 333769
Edm25@cam.ac.uk

You will need to have a UK bank account. Please provide Ms Murdie with you full name, date of birth, bank details and when convenient a copy of your passport and visa (preferably by 4th October).
Please note that you will not receive your stipend without this information being supplied in a timely manner. You will receive your monthly stipend direct to your bank account and a pay slip will be delivered to your department. Payments are made on the 26th of every month so your first stipend will be paid on 26th October.

If you have any questions about this you can contact either Ms Murdie, the Program Director ([cam.janelia@medschl.cam.ac.uk](mailto:cam.janelia@medschl.cam.ac.uk)) or the HR department of the University, [http://www.admin.cam.ac.uk/offices/hr/](http://www.admin.cam.ac.uk/offices/hr/).

Please note:
Graduate students operate on the basis of the academic year which extends beyond the end of the Easter Term.
The Academic year commences on 1st October and finishes on 30th September each year, and does not include long breaks at Christmas and Easter. [http://www.cam.ac.uk/univ/termdates.html](http://www.cam.ac.uk/univ/termdates.html).

**First Year Assessment**

At the end of the first academic year you will have a first year assessment. The requirements for the assessment vary between departments but are broadly similar. In PDN, students must give a presentation on their first year work at the PDN graduate symposium, typically occurring at the end of June. They must also submit a report on their first year work and plans for their PhD, and attend a *viva voce* exam based on the report. The report is read and the viva is attended by two assessors (neither of whom are your Supervisor; one is your Advisor). The assessors write a report on your research progress and the suitability of your project for a doctoral thesis. Your Department graduate committee or director of studies will consider these reports and they will make a recommendation to the Degree Committee who will determine whether you have met the requirements for proceeding to be fully registered as a candidate for the PhD (as specified in the guidelines from the Graduate School).

If a candidate does not pass the first year assessment, they may be asked to revise their work and take a new assessment at an agreed later date. If the candidate fails to reach the standard required for registration for the PhD, the candidate may be registered for a shorter degree such as the MSc (two years minimum) or MPhil (one year) providing at least one year is spent in Cambridge. If the candidate fails to reach the standard for registration or cannot spend at least one year in Cambridge in fulfillment of the requirements for a Cambridge research degree, they will leave the Program without a degree.

Your Supervisor also needs to write a 'supervision report' on your progress once each term, even while you are based at Janelia, so please ensure you meet or speak with them to facilitate this.

**Section 3: Years 2+ at Janelia**

**Visa Requirement to the United States**

Scholars without US citizenship or another US visa will need to obtain a J-1 visa prior to entering the U.S. Please note that you cannot apply for your visa until your supervisor and research project are defined and submitted to your application.
You must start the visa process by contacting the Science Program Manager at the Janelia at least 8 months prior to the time you plan to return for your second year, so typically before the end of Lent term.

The Manager, Visa Administration or Janelia HR Dept. will determine the appropriate visa type needed. Once the visa type has been determined, you will need to complete a questionnaire and supply supporting documents to the Manager or HR Dept.

Once the visa has been approved; the student will need to obtain a visa stamp in his/her passport at the appropriate US embassy. The Manager, Visa Administration or the HR Dept. will provide documentation for the visa appointment. It may take several weeks for the US embassy to process the visa stamp, so it is advisable to have your appointment well in advance of your start date.

‘Leave to Work Away’

Students must complete a ‘Leave to work away’ document every time they leave Cambridge for more than 30 days. You can apply for ‘Leave to work away’ for up to three terms at a time via your self-service page on CamSIS.

A Graduate Student ‘Application’ is any application that an existing graduate student may make in order to change something about their course of study. In order to make the system easier to use and help students track their applications, the whole application process is done online through CamSIS.

Upon Arrival (Official Business):

You will be hired as a full-time employee with Janelia and will be paid a stipend and offered employed benefits as outlined in your offer letter. On your first day, you will attend new employee orientation and will be given information on how your stipend will be issued and a handbook on employee benefits.

Briefly, these benefits include health care coverage beginning on your first day, subsidized housing and meals available on campus, and an on-site fitness center.

Living in Northern Virginia

There is subsidized housing available on campus for graduate students. The Science Program Manager will help you make housing arrangements before your arrival. Please contact Maryrose Franko at frankom@janelia.hhmi.org or the Janelia housing coordinator, Lisa Morris (morrisl@janelia.hhmi.org), with any questions. Some basic information you may find helpful is listed below.

Bank Account: To do this, you will need ID and your official offer letter. Some major banks in Virginia include:
• **Cell Phone:** Janelia has discount agreements with a couple of cellular service providers. Once you have been hired, you will have access to the MyHHMI web portal where you will find on this in the Employee Discount section.

• **Bicycles, Cars, Local apartments:** A great resource for finding "deals" on bicycles, cars, and even locating an apartment is Craigslist (http://washingtondc.craigslist.org/nva).

• **Janelia Shuttle and Public Transportation:** Janelia runs a shuttle to/from Arlington, VA with access to the Washington DC Metro during weekdays. There are two shuttles in the morning (7-10 am) and three in the evening (5 - 10 pm). There are also a couple of buses that service the Janelia campus. Please see the Loudoun County Commuter Bus Service link (http://www.loudoun.gov/index.aspx?NID=221) for details.

**Section 4: Program Guidelines**

*The Janelia Graduate Scholar Annual symposium*

Each fall, Janelia sponsors an annual Graduate Scholar symposium where we bring the students, faculty, and administration together for presentations and networking. For incoming first year students, you should plan to attend the symposium and then go to Cambridge for your first year of the Program. For second year students, you should plan to attend the symposium and begin your second year at Janelia shortly after. In 2014 the symposium will be held at Janelia September 11th-13th, 2014. Travel, accommodation and meal costs for Scholars during the days of the meeting will be covered by Janelia.

*Program Assessment: Individual Education Plan (IEP) Meetings*

In the fall and, if necessary spring, of each academic year, the students will write a report on their research and present a talk attended by the supervisory team typically consisting of both the UCam and Janelia Supervisors, the UCam and Janelia Program Directors and Science Program Manager. If needed, some members of the supervisory team will attend by teleconference. In advance of the meeting students (in collaboration with their Supervisor) will develop a (or modify a previous) written Individual Education Plan (IEP). At the IEP meeting, students present their research,
and the student’s status toward the IEP is also discussed. IEPs should be revised often to include updates on progress and research goals for the next 6 to 12 months (or longer as appropriate).

**Janelia Internal Committee**

At Janelia, it is asked that you identify two to three Janelia Group Leaders to serve on your Janelia internal committee. You should discuss with your Janelia supervisor to identify these people. Their role is to serve informally as local advisors on your research. You should identify these persons before your first lunchtime presentation (next section) and you should invite them to attend these events.

**Graduate Presentation Club**

While at Janelia, graduate scholars will give presentations on Thursdays at lunchtime on a rotating schedule such that each student should present several times each year. These are informal talks given to the other graduate scholars, your Janelia supervisor, your Janelia internal committee, the Janelia Program administration, and anyone interested in attending from the Janelia community at large. The purpose of these presentations is to give you an informal venue for presenting your work so that you can receive regular feedback and guidance during your time at Janelia.

**Thesis Submission**

UCam/Janelia joint graduate Program is **four years** in duration. This means that the thesis for the PhD needs to be submitted to the UCam Degree Committee for the Faculty of Biology (via the Student Registry) four years after the start of the Program. Typically, students start at UCam on October 1 of their first year leading to a submission deadline of September 30 four years later.

The UCam Degree Committee (with advice from both Supervisors) appoints the thesis examiners. External examiners must receive briefing and guidance sufficient for them to fulfill their role effectively. The students will return to Cambridge for their defense (viva), which will be conducted by the usual procedures of UCam. In the case of any dispute the normal Cambridge Review Committee procedures will apply, and that committee may call upon any and all relevant persons (such as the Cambridge Supervisor and Program Director and the Janelia Supervisor and Program Director).

Useful Submission Links:

http://www.admin.cam.ac.uk/offices/gradstud/exams/submission/phd/submitting.html

http://www.admin.cam.ac.uk/offices/gradstud/current/
Section 5: After Graduation

You will want to start considering post-doc or employment positions around 6 months before you graduate. Your Supervisors and Program Directors can advise you. The University of Cambridge Careers Service provides careers advice and information to all current students. The earlier you make use of their services, the easier you will find it to make informed decision about what you would like to do after leaving Cambridge.
Appendix

Agreed sequence of actions for resolution of difficulties

(i) At the University

Scholar or SV having difficulty at UCam

UCam PD/PM inform Janelia PD/SPM

Meeting with Scholar and SV (mtg documented) and UCam PD/PM informed of meeting

Scholar and/or UCam SV (and UCam advisor) as appropriate meet with UCam PD/PM (mtg documented)

Unresolved

UCam graduate procedures followed

Unresolved

UCam PD/PM, Janelia PD/SPM and/or Scholar discuss problem and possible solutions; SV’s included as appropriate with Janelia PD/SPM (documented)

Unresolved

(ii) At Janelia

Scholar or SV having difficulty at Janelia

Janelia PD/SPM inform UCam

Meeting with Scholar and SV (mtg documented) and Janelia PD/SPM informed of meeting

Scholar and/or Janelia SV (and Secondary Janelia advisor as appropriate) meet with Janelia PD/SPM (mtg documented)

Unresolved

Janelia PD/SPM, UCam PD/PM, and/or Scholar discuss problem and possible solutions; SV’s included as appropriate with Janelia PD/SPM (documented)

Unresolved

UCam graduate procedures followed

Unresolved