Brandeis University
Biochemistry and Biophysics PhD Program Handbook

Effective Fall Semester 2025-26

The purpose of this handbook is to help students navigate the various requirements and expectations of the PhD Program in Biochemistry and Biophysics. It summarizes the requirements for the Ph.D. degree and provides general information about the procedures to be followed in satisfying these requirements. You will need to consult the instructions and forms contained here at various times during your graduate studies, so please save your copy or select "Student handbook" on the website.

The Biochemistry & Biophysics Graduate Program (BCBP) is an interdepartmental graduate training program with training faculty drawn from the Biochemistry, Biology, Chemistry, Mathematics and Physics departments. An up-to-date listing of Training faculty associated with the program are listed on the Biochemistry & Biophysics Graduate program webpage.

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Program administration

The program is directed by the BCBP Director of Graduate Study (DGS), who is appointed by the Dean of the Graduate School of Arts and Sciences (GSAS) on advice from the Biochemistry Dept. Chair.

BCBP DGS: Jeff Gelles, Kosow 208 gelles@brandeis.edu, 781-736-2377.

Biochemistry Chair: Douglas Theobald, Kosow 308, dtheobald@brandeis.edu, 781-736-2303.

Faculty responsible for various aspects of BCBP operation (e.g., Rotations, Retreat, Admissions) are appointed jointly by the DGS and Biochemistry Department Chair.

Program administration and record keeping are the responsibility of the Division of Science Graduate Affairs Office, scigradoffice@brandeis.edu, Ros/Kos 3-RK02, 6-2369

The Graduate Affairs Office consists of:

Maryanna Aldrich, maldrich@brandeis.edu 6-4850
Anna Miamis, aesposito@brandeis.edu, 6-2311
Anne Lazerson, lazerson@brandeis.edu 6-2327
Jane Theriault, jtheriault@brandeis.edu 6-2302
Anna Miamis is the primary administrative contact for BCBP, but feel free to contact other members of the Graduate Affairs Office if she is not available and an immediate response is needed (scigradoffice@brandeis.edu)

Students in the BCBP program elect Graduate Department Representatives (GDRs). The 2025-26 GDRs are:

Matt Copeland mcopeland@brandeis.edu
Brendan Earley brendanearley@brandeis.edu

Degree requirements

The Brandeis Bulletin is the authoritative document that describes Brandeis academic regulations. If anything in this handbook contradicts the Bulletin, the Bulletin will take precedence.

To obtain the Ph.D. degree, students must satisfy both the general requirements of the graduate school and the specific requirements of the Biochemistry & Biophysics Graduate Program. Both sets of requirements are summarized in the Bulletin.

The Handbook sections that follow contain additional details about the program requirements and how to satisfy them.

The student is responsible for fulfilling each requirement before the stated deadline.

Students failing to complete requirements on time may be required to leave the Program.

PhD students in BCBP are expected to work full time towards the degree throughout the full calendar year, including Summer. Students should be aware that scientific research is a demanding occupation and that researchers often find it necessary to do work on nights, weekends, and holidays in addition to that during "normal working hours." This precludes students undertaking outside employment or outside academic activities that would require a significant amount of time.

The Biochemistry & Biophysics Graduate Program expects students to complete the requirements for the Ph.D. (including thesis completion and defense) within 5.5 years of entry into the program. This program requirement is *in addition to* the GSAS requirement that "Students entering Brandeis with no previous graduate work must earn the doctorate within eight years from the inception of study."

Communications and first-year orientation

All students will be assigned a brandeis.edu email account. This is the official way that the university and the program communicate with you; please check your email daily. You will also have a postal mailbox located in the hallway outside the Biochemistry/Division of Science Graduate Affairs Office; please also check this regularly.

It is mandatory that first-year students arrive on campus in time to attend the first-year BCBP Orientation Meeting. The orientation meeting will be well before classes start; please plan your travel so that you can be on campus on the day of the meeting.

Lecture/seminar courses

Students working toward the PhD degree must complete seven one-semester lecture or seminar courses, each with a grade of B- or higher. Four of these courses are required and must be completed during the student's first year in the program. Ordinarily, the four required first-year courses are BCHM 101a, BCHM 102a, BCHM 104b, and BCBP 200b. However, with the written prior approval of the Director of Graduate Studies, other courses can be substituted for BCHM 101a, BCHM 102a, and/or BCHM 104b in order to tailor the program of required courses to the academic needs and interests of the particular student. However, transfer credit or credit for courses previously taken at Brandeis is not accepted to reduce required course load. In addition to the four required first-year lecture/seminar courses, students must also take two additional elective lecture/seminar courses during their time in the program. All elective courses must be approved in advance in writing by the Director of Graduate Studies. [From the *Bulletin*]

Registration for Research Training

In addition to the lecture/seminar course requirements described above, all students must register for research training by registering for courses as described here: (1) In the first year, students must register for two semesters of laboratory rotations (BCBP 300a and 300b). In each semester students do two rotations, for a total of four in the first year. (2) All students beyond the first year must register for BCHM 401D every Fall and Spring semester. None of the research training courses listed here count towards the seven-course lecture/seminar requirement. [From the *Bulletin*]

As for the lecture/seminar courses, students must achieve a grade of B- or higher in each research training course.

Each Summer, students are also registered for the Summer Research course CONT 250B.

The Registrar's office warns that: "Every semester some graduate students completely overlook their obligations to enroll in classes, thinking it a matter of little importance which can easily be corrected at any time. ***This is a false impression.*** We will make a concerted effort to reach unregistered and unenrolled students in advance of the deadline. But thereafter, we are not at liberty to enroll students in courses; we will presume they are not in attendance, and process their withdrawal from the University, which in turn will invalidate any financial support they may be receiving."

Training courses

All students in the program are required by the university to complete specified workshops and on-line courses on such essential topics as Responsible Conduct of Research and Laboratory Safety. Courses must be completed/repeated at the times specified and completion must be documented as required by the university. You will be notified by email when you are required to do this training; please read and heed these emails.

Research Seminars and Retreats

Training in effective oral presentation of research is a key goal of the PhD program. Starting in year 2 of the program, every student must present a seminar on their research at least once a year in the **BCBP/MSM Student Talks** series (informally called "Tuesday Talks"), which gives students practice in presenting their research and peer feedback on their presentation skills. Attendance at these talks is required of all students in the program, starting with year 1. All students are required to sign in at each talk; if you cannot attend on a particular date, please email the Grad Affairs Office to explain the situation.

All students in the program should attend the **Biochemistry & Biophysics Friday Pizza Talks** in which we invite distinguished scientists from outside the university to present their latest research results. BCBP students are given the opportunity to participate in a group lunch with the speaker to learn more about the speaker's research and lab. Space in the lunch is limited, so students should sign up promptly when asked. A few of the talks each year are given not by outside speakers but by Brandeis faculty (e.g., as a part of graduate student recruiting) and by the first-year students (as a part of rotations).

All BCBP students will have the opportunity to attend the **Biochemistry/BCBP Retreat**, an intensive two-day program of student and postdoc research presentations held off campus each year. The retreat is frequently co-sponsored by other PhD programs, departments or training grants. Costs of the retreat are partially funded by the PI's research grants, and PIs make the decision about which students and postdocs from their labs are invited to participate each year. Participation by first-year students is funded by the program and all first-year students are strongly encouraged to attend.

Research rotations

All first-year PhD students are required to register for the research rotations (BCBP 300a,b). Every student is required to complete rotations of approximately six weeks each in four different laboratories during the academic year (see attached schedule). At the end of each rotation, each student will complete a written report on their rotation research and give a short chalk talk about the project to the department. Students will be given comments on their report and talk, and grades for the rotation will be based on lab/research work, talk, and report. The faculty member who is in charge of the rotations will provide further details about the rotations at the beginning of the Fall semester. Rotation periods and due dates for oral and written rotation reports are given on the Dates and Deadlines page. Note that most students will complete rotations and join a lab in the middle of the Spring semester; grades for BCBP 300b will be based partially on the student's research performance in their chosen lab.

Choice of rotation and dissertation advisors

The four rotation advisors and the student's eventual dissertation advisor are selected by the student as described below. Advisors can be chosen from the list of BCBP Training Faculty listed on the program web site or *Bulletin* chapter. If you want to do a rotation or dissertation with another Division of Science faculty member, this may be possible but requires written approval from the DGS.

During orientation week, students will attend a two-afternoon Faculty Bazaar where faculty members will introduce their work. Students are also encouraged to read faculty ScholarWorks pages, lab web pages, and research papers. The day after the last Faculty Bazaar session, students will submit their top three choices for the first rotation advisor and students will be notified, typically the next working day, to which of the three choices they have been assigned. Students should immediately contact the advisor to arrange to begin the rotation.

Students have the responsibility to arrange for their advisors for rotations 2, 3, and 4 on their own by directly contacting the faculty member of interest and inquiring about the possibility of rotating in that person's research group. It is advisable to meet with prospective rotation advisors in person to discuss possible rotation projects. Students should also ask the advisor whether that professor intends to take one or more new dissertation advisees this year, to ensure that the student has sufficient choices of dissertation advisor.

Dissertation advisors are chosen during the selection window near the end of the fourth rotation; see Dates and Deadlines page. Students should begin the process by discussing with one or more Training Faculty the possibility of joining their research group(s). In order to be fair to all of the students in the program, **it is forbidden to discuss joining a research group before the selection window begins**; neither students nor faculty should initiate discussions on this subject before then. Students must obtain the agreement of a faculty member to serve as advisor by the end of the selection window and notify the Grad Office. It is possible for students to have two joint dissertation advisors if the student and both advisors agree to this arrangement.

Occasionally, a student elects to do a fifth rotation during the summer after the first four

rotations are completed; the grad office should be notified of this choice. If the student does a fifth rotation, the deadline for Ph.D. advisor selection is six weeks later than normal. Students unable to find an advisor willing to accept them by the deadline will not be permitted to continue in the Ph.D. program.

Switching advisors

Occasionally a student wants to switch dissertation advisors in the middle of their PhD studies. Any student in this situation should immediately contact the DGS to make appropriate arrangements and should meet with possible new advisors. Students will be given a reasonable amount of time to effectuate the change of advisors. If a student cannot obtain the agreement of a new advisor in a reasonable amount of time, the student will not be permitted to continue in the Ph.D. program.

Teaching

Graduate Teaching Assistant (GTA) Assignments. Over the course of graduate study, each Ph.D. student is required to teach two undergraduate sections, courses, or labs. These are usually done in the second year. GTA assignments are made before the summer prior to the commencement of teaching responsibilities. In rare cases of unexpected enrollment shifts, cancellation or addition of courses, or inequities in workloads, assignments may be changed with little notice. In such a case the GTA concerned will be notified as soon as the changes are known.

*GTA Responsibilities***.** Graduate teaching assistants and faculty members will discuss course requirements, attendance policies and the range of GTA responsibilities (e.g., in class or lab, outside class or lab, administrative duties, technical assistance). If GTAs are to grade undergraduate work, the faculty member and GTA will discuss the number of assignments, grading procedures and standards and an expected range of grades. Graduate teaching assistants should hold weekly office hours as needed for the course.

Graduate teaching assistants are seldom asked to tutor students requiring additional help. If regular tutoring is needed to address difficulties in the course, the GTA will refer the problem to the professor and, if necessary (and agreed upon), to the appropriate agency on campus for additional assistance.

All students serving as GTAs must attend the following training sessions: the Office of Equal Opportunity training, the Supporting Students Outside of Academics training, the Pedagogy training, and (for international students who have not received a previous degree from a US college or university) the International Pedagogy training. Students only need to complete each training once and will receive emails in the semester they are first teaching with information about schedules and signing up. GTAs may also wish to consult teaching materials available from the Office of the Dean of Arts & Sciences and Brandeis's Center for Teaching and Learning and to attend teaching seminars sponsored by the Graduate School.

Faculty members will also advise graduate teaching assistants on policies for academic honesty at the beginning of the term, at which time procedures for alerting the proper university officers and dealing with such matters will be agreed upon.

BCBP GTAs are encouraged to discuss teaching with the professor and with members of the BCBP Faculty Advisory Committee.

Graduate teaching assistants are encouraged to document teaching experiences for future job searches. Faculty members should agree to provide letters of reference for teaching which will be included in the student's departmental file.

Propositions

Qualifying Exams for the BCBP PhD degree are in a format called "Propositions". Propositions are research proposals that the student writes and then defends in an oral exam. Each student must pass ***two*** propositions, one "inside" and one "outside", in order to qualify for continuing studies toward the Ph.D. degree. Each proposition is an original research proposal based on an understanding of current literature in specific fields of research. The student should identify an interesting and experimentally tractable question at the forefront of biochemistry or biophysics and should design a plan to attack this question (and maybe even to answer it!).

The Inside Proposition is often on the subject of the student's dissertation research, but is not required to be. The Outside Proposition is a proposal for research that must not cover the field of the student's Ph.D. research. Students may choose to complete either the inside or outside proposition first.

Detailed information on how to complete the proposition requirement will be distributed to second-year students in the Fall of their second year

Inside propositions as fellowship applications. We have encouraged students to submit a modified version of their inside proposition as an NIH and/or NSF pre-doctoral fellowship application. However, the state of these programs is currently in flux and students should discuss submitting an application with your dissertation advisor before making a decision about whether to submit. Notify the DISC pre-award group (discpreaward@brandeis.edu) of your intention to submit an fellowship application at least one month before the deadline. The pre-award group typically holds NIH NRSA submission workshops approximately 8-9 weeks before each NRSA deadline; contact them for further information.

Individual Development Plan

An Individual Development Plan (IDP) is a career development tool that is used to a) maintain communication between you and your mentor(s) regarding your long-term goals and career development, b) help identify an appropriate career path based on your skills and interests, c) assess current and missing skills and abilities for the desired career path, and d) set specific goals to prepare for the desired career path. The IDP will evolve as the interests and experience level of the student changes over time.

Students in their third year and above are required to annually complete or update an Individual Development Plan and discuss their plans with their dissertation advisors before their annual Progress Meeting. If the student does not feel comfortable speaking to their advisor about career plans, the student can as an alternative meet with the DGS instead. The student can choose any written IDP format that they prefer; a web-based tool

for making IDPs can be accessed at myidp.sciencecareers.org. IDPs are private documents for use only between the student and advisor (or DGS).

Progress Meetings

Starting with the third year of study, students meet with a faculty committee of three members at least once every academic year to discuss progress towards completing research and the dissertation. The committee, which includes the dissertation advisor(s) plus at least one BCBP Advisory Committee member (who is designated as committee Chair and another BCBP Training Faculty member, is chosen by the student, and its makeup should approximate that of the intended dissertation committee (minus the outside member of the dissertation committee). Students should not view these meetings as exams **- t**heir sole purpose is to facilitate the student's trajectory towards a successful dissertation.

For the first Progress Meeting, (held in the third year), the student should submit to the committee a written description of the general aims of the dissertation research project, the progress made towards these aims, and the plan for the next year. In subsequent years, the meetings can be more informal and do not necessarily require a written report. However, students often find it helpful to prepare for their committee a written outline describing what dissertation chapters or publications are planned to result from the student's research, which parts of the work are completed, which parts have yet to be completed, and the anticipated timeline. Meetings can be chalk-only or with slides as the student thinks appropriate.

At the beginning of the meeting, the committee meets privately without the student to briefly discuss the student's work. The student then joins the meeting, and the main part of the meeting consists of discussion with the student about progress and plans for completion of the dissertation. At the end of the meeting the advisor is asked to leave, and the student discusses with the committee any conflict with the advisor that the student feels is interfering with their progress toward completing the PhD.

The student should bring to the meeting the required form (attached) which the committee members sign to indicate whether the student is making satisfactory progress toward completion of an acceptable dissertation. The student should then return the form to the Grad Office. In addition to this form, the other committee members should send a separate email to the Grad Office and DGS if any disagreement between student and advisor was apparent during the meeting and recommending what the program should do to help overcome this. (If the advisor is the DGS, another member of the BCBP Advisory committee should be appointed to fulfill the DGS role for this student.)

Progress committee meetings must be completed by the dates indicated in the Dates and Deadlines attachment. After the sixth year Fall progress meeting, students remaining in the program must have additional progress meetings at least every six months. In addition, students at any stage in the program should feel free to call a Progress Meeting at any time, i.e., before the scheduled time, if they feel that more immediate advice from their committee would be helpful.

As for the Proposition exams, students are responsible for recruiting the committee

members, arranging a date and time (at least one hour) for the meeting, reserving a room, and providing the above information to the Grad Office. Meeting scheduling should be completed at least one month in advance of the deadline. Students who fail to schedule and complete their meetings by the specified deadlines are considered to not be making adequate progress toward their degree and may be subject to revocation of financial aid and non-readmission for the next semester.

Residency

The graduate school requires a student to have resident status at Brandeis (i.e., enrolled as an on-campus graduate student) for at least three years to receive the Ph.D. degree. Consult the *Bulletin* and/or the Graduate Affairs Office if you need more information on the residency requirement.

Dissertation

The Ph.D. candidate must write a dissertation that presents the results of a significant, original investigation of an approved subject and which demonstrates the competence of the candidate in independent research. In general, BCBP dissertations are expected to contain at least one article of which the student is the primary author that has been published in a peer-reviewed journal, or primary-author research of sufficient quality, quantity, and presentation that it is ready to be submitted to a journal. Any research included in the thesis that was performed by others (e.g., co-authors or collaborators) or any text that was written by others must be explicitly identified. The dissertation must be approved by a defense committee composed of the dissertation advisor(s), and two to three additional faculty members. At least one of the members of the defense committee should be chosen from outside the BCBP Program Training Faculty and is customarily from outside the University, one being the dissertation advisor. In addition to evaluating the written dissertation, the committee conducts a final oral defense examination based on the dissertation, which must be passed. The defense consists of a public seminar of approximately one hour length given by the student, and a private oral examination after the public defense in which the committee meets separately with the student.

It is the responsibility of the student:

- to ensure that all BCBP program requirements are satisfied before the dissertation exam,
- to ensure that the dissertation is in a form and format acceptable to GSAS and is submitted by the required deadlines (students should obtain specific instructions for the preparation of the dissertation from the Graduate Affairs Office and GSAS before starting to prepare the dissertation),
- to arrange a time and date for the Ph.D. defense at least two weeks in advance,
- to fill out and return the GSAS Defense Calendar Submission Form at least two weeks prior to the defense,
- to give a copy of the dissertation to each committee member, **as well as a copy to the Graduate Affairs Office**, at least two weeks before the defense. You may retrieve the copy left in the office following the defense,
- to come to the examination with the form required by the university: Ph.D. Dissertation Defense and Oral Exam form (obtained from the registrar's office website).
- to obtain the signatures of the members of the dissertation defense committee and, as

soon as possible after the defense, to email a copy of this form to Graduate Affairs office (scigradoffice@brandeis.edu) and to the Registrar's Office (registrar@brandeis.edu).

Students have not fulfilled the dissertation requirement until the final version of the successfully defended dissertation, including any changes and committee approvals required by the committee and GSAS, is submitted to GSAS through ProQuest. The Report on Ph.D. Revisions form must be submitted to the Registrar before the dissertation is submitted. For dissertations that include copyrighted material (for example, text already published in journal articles, or text written by others), copyright permission must be obtained from each copyright holder and submitted to GSAS with the dissertation.

The Graduate School requires that the oral exam be retaken if the final thesis is not submitted sufficiently soon after the exam; if delays are anticipated, please consult the Division of Science Graduate Affairs Office.

Biochemistry & Biophysics Ph.D. with Specialization in Quantitative Biology (QB)

In order to receive a Ph.D. in Biochemistry & Biophysics with a specialization in Quantitative Biology, students must complete the requirements defined above for the Biochemistry & Biophysics Ph.D. degree and, in addition, must satisfy the course requirements for the QB specialization that are described in the Quantitative Biology section of the *Bulletin*. Any alteration to the QB course requirements must be approved by the QB program faculty advisory committee. With the approval of the Director of Graduate Study, courses taken to satisfy the QB specialization requirements can be used to satisfy course requirements of the Biochemistry & Biophysics Ph.D. degree.

Students wishing to obtain the specialization must first gain approval of the BCBP QB liaison. This should be done as early as possible, ideally during the first year of graduate studies. For information on how to apply to the QB program, see "How to Apply".

Affiliation

As a graduate student, your only official affiliation with Brandeis is as a member of the BCBP graduate program, not of a department (e.g., Biochemistry) or center (e.g., Volen). The student's affiliation in published papers should be listed as "Biochemistry and Biophysics Graduate Program, Brandeis University".

Transition from M.S. to Ph.D. Program

Students who have earned a M.S. at another institution will be admitted as normal first-year PhD students. Second-year students in the Brandeis Biochemistry & Biophysics M.S. program who apply to and are accepted into our Biochemistry & Biophysics Ph.D. program may be transitioned into the program and considered as third year Ph.D. students. Any Masters student who wants to transition into our PhD program should talk to their advisor, and then the Director of Graduate Study, in the Fall of their second year. A faculty admissions committee will make a decision on admission as early as possible to expedite the transition to Ph.D. These students must complete the same requirements as

students who enter directly as Ph.D. students, with the following alterations to their timeline:

Matriculation date:

M.S. students will enter the Ph.D. program during the summer after their M.S. year and matriculate as Ph.D. students that summer, typically with a start date of June or July 1st. The start of stipend payments will coincide with their matriculation date. Any exceptions to this timeline must be discussed with and approved by the DGS.

Courses:

Courses taken during the M.S. year may count towards the Ph.D. course requirement, if the DGS approves the courses. M.S. Students who are strong candidates for the Ph.D. program are encouraged to take BCHM102 in the fall of their second year at Brandeis. Students should plan to take BCBP 200b in the Spring of their second year. These students are expected to complete the remaining classes as soon as possible after transitioning to the Ph.D. program.

Rotations and Selection of Dissertation Lab:

In most cases, M.S. students who transition to the Ph.D. program are expected to continue their research in the same lab in which their Master's Thesis was completed. Exceptions to this will be considered on a case-by-case basis. Should a lab change occur, the possibility of additional lab rotations before changing labs will be discussed on a case-by-case basis.

Master's Thesis:

For completion of the MS degree, students will submit a Master's thesis and give an oral presentation at the beginning of May and then immediately transition into the PhD program.

Outside and Inside Examinations:

Students transitioning to the PhD will write and orally defend their inside proposition by July 1st and must complete their outside proposition by December 1st.

Resources for graduate students and ways to get help

At points during your graduate career, you will probably have questions you'd like to ask someone, great ideas you'd like to share, or concerns you'd like someone to address. Please know that there are many people here on campus to answer those questions, help, and support you. For information on sources of answers, help, and support, please consult the Graduate Student Resources web page.

Forms

Note: you can print out these forms and fill out the hard copies, or you can paste the text of the form into an email, type in the required information, and send it. Faculty signatures can be provided on the hard copy or by sending an email indicating approval to Grad Affairs. All forms requiring DGS approval should be sent to the Grad. Affairs *and* to the DGS. Always keep a copy of any form you send and also of any approval emails that you receive back.

Biochemistry & Biophysics Program
Proposition Committee Approval

Proposition committee approval form for:

_____
(student's name)

The subject/title of the proposition (must be approved by dissertation advisor before submitting this form) will be:

This inside/outside (please circle one) proposition defense date will be:

_____
(date)

The committee will include:

_____ (dissertation advisor[s])

_____ (committee Chair)

_____

Approval signature of DGS

_____

Date: _____

Biochemistry & Biophysics Program
Proposition Defense Form (Appendix)

Proposition defense form for: _____
(student's name)

This inside/outside (please circle one) proposition defense took place on

_____
(date)

The grades were:

Written proposition -- pass / fail / pass with revisions;

Oral examination – pass / fail;

_____ _____

(chair signature – **NOT advisor**) (chair printed name)

_____ _____
(committee member signature) (committee member printed name)

_____ _____
(dissertation advisor signature) (dissertation advisor printed name)

Required revisions and/or recommended changes (if applicable)

Instructions for the student: Give a copy of this form to the examination committee chair before the exam.

Instructions for the chair of the examination committee: Please give the completed form to the Biochemistry and Division of Science Graduate Affairs Office, Ros/Kos 3-RK02.

Biochemistry & Biophysics Program
Progress Meeting form

The undersigned committee held a meeting with (student)

on (date)

to discuss his/her progress toward the completion of the Ph.D. degree. The committee judges that the student is / is not (circle one) making adequate progress toward the degree.

Comments by the committee: (Please summarize overall progress to publications and, if possible, anticipated completion date. If progress is not adequate, please comment on how student and advisor can correct this. If next committee meeting should take place sooner than one year from now, specify when.)

The student and advisor have had a conversation about the student's Individualized Development Plan and a document has been created or revised from last year. (Yes / No)

If an IDP meeting with the advisor hasn't taken place, please indicate when this will take place:

(committee Chair signature) (committee Chair printed name)

(committee member signature) (committee member printed name)

(dissertation advisor[s] signature[s]) (dissertation advisor[s] printed name[s])

Instructions for the student. Photocopy and give original to the Biochemistry and Division of Science Graduate Affairs Office, Ros/Kos 3-RK02. Please also keep a copy in your own files. Alternatively, the text above may be copied into an email and circulated to the committee members to indicate approval via email.

Summary: Dates and Deadlines for BCBP PhD students starting Fall 2025

2025-26 Rotations instructor: Alex Johnson, alexj@brandeis.edu

Year	Requirement	Timeline/Deadline
1	1st rotation (Sept 2, 2025 – Oct, 10, 2025)	Presentation: 10/10 Report Due: 10/13
1	2nd rotation (Oct 13, 2025 – Nov 21, 2025)	Presentation: 11/21 Report Due: 11/24
1	3rd rotation (Dec 1, 2025 – Jan 16, 2026)	Presentation: 1/16 Report Due: 1/19
1	4th rotation (Jan 19, 2026 – Feb 27, 2026)	Presentation: 2/27 Report Due: 3/2
1	Dissertation advisor selection	March 2 through March 13, 2026
1	Pass first-year courses	End of the second semester
2	NSF GRFP fellowship application*	Typically, mid-October
2	NIH NRSA pre-doctoral fellowship application*	Typically, April/August/December
2	1st proposition	January 5, 2026
2	2nd proposition	May 11, 2026
3	1st progress meeting and IDP	March-May
End of 4/start of 5	2nd progress meeting and IDP	July-September
End of 5	Finish 6 Course Requirement	End of second semester
6	3rd progress meeting and IDP	October-November

* encouraged but optional

Note: For the purpose of program deadlines, "end of the second semester" refers to the date listed in the Brandeis academic calendar as the date final grades are due, and "before the start of year" means before the first day of classes.