Graduate Student Employment and Consulting Policy

I. Policy

Full-time graduate students are expected to devote their entire professional effort to completion of the degree requirements for their graduate programs. Accordingly, employment and/or consulting by full-time graduate students, for organizations other than Johns Hopkins University, is ordinarily not allowed. When a graduate student has completed all course work and oral exam requirements and has progressed sufficiently toward completion of the dissertation requirements, he or she may request an exception to this policy. (The procedure for initiating such a request is outlined below.) In no case should such an exception commit the full-time graduate student to an outside commitment in excess of sixteen (16) hours per week. Students are reminded that adherence to this policy and full written disclosure of proposed outside employment is considered part of their commitment to abide by the Johns Hopkins University School of Medicine honor code in their professional interaction.

II. Procedures for Requesting Permission to Engage in Outside Employment or Consulting

1) A graduate student's arrangement with the outside employer must be contained in a written agreement or contract, which should have as signatories a representative of the outside employer and the student. Johns Hopkins may not be a signatory to the agreement or contract. The proposed agreement and the institutional approvals outlined in #2 below must be submitted to the Office of the Committee on Conflict of Interest before the agreement can receive institutional approval and before the work is done.

2) All of the following individuals must review and approve the proposed agreement or contract between the graduate student and the outside employer: mentor, mentor's department director, director of the graduate program, and Associate Dean for Graduate Students. Each must certify in writing that they have done so, and the graduate student must provide the written approvals to the Office of the Committee on Conflict of Interest (OCCOI) before the OCCOI can review the proposed agreement (see #3, below).

Specifically, these individuals must certify in writing as follows:

i) Mentor:

a) must certify that the proposed outside employment or consulting will not pose a conflict of commitment with the student's primary responsibility to complete his/her graduate education, and

b) certify that he/she has counseled the student regarding the School of Medicine's conflict of interest and intellectual property policies, with particular attention to any relationship between University-based research and the proposed consulting activity. (Additional copies of these policies may be obtained from the Registrar's Office.)
ii) Mentor's Department Director:

must certify that he/she approves of the mentor's recommendation.

ii) Director of the Graduate Program:

must certify in writing that the proposed outside employment or consulting is not prohibited by the source of the student's educational funding or by any visa restrictions.

iii) Associate Dean for Graduate Students:

must certify in writing that the student's mentor, the mentor's department director, and the director of the student's graduate program approve of the proposed agreement and that he/she concurs with the proposed outside employment or consulting.

3) The student must submit the written approvals outlined above and the proposed agreement to the OCCOI. The OCCOI will conduct a review of the contract from the standpoint of adherence to institutional policy and conflict of interest. Any required changes to the agreement must be obtained by the student. Once the review is complete, the OCCOI will issue the graduate student either 1) a formal letter of approval, allowing the student to sign the agreement and begin the proposed activity, or 2) a letter explaining why the agreement cannot be approved.

4) In the course of conducting outside employment or consulting, graduate students must adhere to the School of Medicine's policies on conflict of interest and intellectual property. They also have an ongoing obligation to report to their mentor, the director of their graduate program and the OCCOI if there are any changes in their relationship with the outside employer.