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GRADUATE STUDENT COUNCIL
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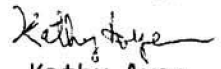
March 13, 1985

MEMO TO: Dean Holly Heine
Dean Peter Brown
Ms. Mary Rowe

FROM: Kathy Ayan, APP Chairman
1-339 x2306

Enclosed please find the most recent draft of the Academic Project and Policy Committee's document on Rights and Responsibilities. I appreciated your comments on the previous draft and would welcome any additional criticisms you may have of this version. Dean Perkins is currently looking into setting up an Ad Hoc Committee of the CGSP to consider the document as a first step in making it part of official MIT policy. I shall continue to keep you posted on further developments.

Sincerely,


Kathy Ayan
APP Chairman

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enc.

GRADUATE STUDENTS RIGHTS AND RESPONSIBILITIES AT MIT

PREFACE

Graduate Students Rights and Responsibilities at MIT, is the product of the Academic Projects and Policy Committee of the Graduate Student Council (GSC) of the Massachusetts Institute of Technology. This document provides a common set of written procedures and guidelines that cut across the diversity of the Institute, and without threatening or stifling the integrity or identity of individual graduate departments, it attempts to achieve two things: (1) to define and speak to the multiple roles, relationships, and expectations which currently exist between the graduate student and the various units of the Institute with which he/she comes into daily contact - roles, relationships, and expectations which are, for the most part, unique to the graduate student; and (2) to identify and codify the fundamental principles of equity that guide these relationships.

The majority of the educational opportunities are found at the department level. The academic, recreational, and social programs carried out in the departments provide the major source of interaction between the Institute and the graduate student. But there are significant differences among the 22 academic departments in their philosophical approach, programs, procedures, style, physical settings and budgets. Wide variations in policies and regulations occur.

Some articles of this document call for changes in the policies which pertain to graduate students. This document also seeks to clarify and codify existing practices and procedures that affect the daily life at the graduate level. By establishing and publishing these principles it aims to unify graduate education and thus promote throughout the Institute community that sense of cohesiveness, continuity and equity that is crucial to the success and excellence of graduate education.

Thus, an effort to provide consistent and fair policies concerning graduate students that exist across the Institute in all academic departments is timely and appropriate.

The MIT Bulletin and the Graduate School Manual outline the Institute's current operating rules and procedures, and regulations concerning student rights and responsibilities. Sections of these publications have been included in this document.

Draft #3
3/13/85

ARTICLE 1 ACADEMIC POLICY

1.1 Preamble

MIT admits students of any race, color, sex, religion, or national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students and does not discriminate against individuals on the basis of race, color, sex, sexual orientation, religion, handicap, age, or national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and other Institute administered programs and activities. This policy should be strictly adhered to in all areas within the graduate community.

1.2 Rights and Responsibilities of the Graduate Student

1.2.1 The freedom and effectiveness of the educational process depend on the provision of appropriate conditions and opportunities for learning in an environment that is supportive of ideas, cultures, and student characteristics. The graduate student shares with the faculty the responsibility for securing and protecting such opportunities and for maintaining the integrity of scholarship, grades and professional standards.

1.2.2 The graduate student has a right to be governed by educationally justifiable academic regulations and professional standards.

1.2.3 The graduate student has a responsibility to avoid conflicts of interest and to carry out all academic work in a professional and ethical manner.

1.2.4 The graduate student has a right to receive recognition for scholarly assistance to faculty.

1.2.5 The graduate student has a right to be protected from personal exploitation.

1.2.6 The graduate student has the right to freedom from harassment.

1.2.7 The graduate student has a right to accurate and clearly stated information concerning general academic requirements for establishing and maintaining an acceptable academic standing. These requirements should be published and distributed to the student at the time of first enrollment. Graduate students are responsible for informing themselves of the requirements as stated in these publications.

1.2.8 The graduate student has the right to regular contact with his/her academic advisor.

1.2.9 The graduate student has a right to periodic evaluations (exclusive of grades) as a measure of academic progress, performance and professional potential. Evaluations shall be made by the student's direct supervisor, in most cases the student's advisor or thesis supervisor. (In the event the student is supervised by more than one person, the student may choose by whom he wishes to be evaluated, or may request evaluations from both.) Written evaluations should be made at least once per term and a copy of the evaluation given to the students and placed in the student's file.

1.2.10 The graduate student shall have the right to know course requirements, including grading criteria and procedures, at the beginning of each course.

1.3 Role of Faculty

1.3.1 The establishment and maintenance of the proper relationship between instructor and student are fundamental to the University's function, and require both instructor and student to recognize the responsibilities which derive from it. The relationship between instructor and students should be founded on mutual respect and understanding together with shared dedication to the educational process. Consequently it is the right of the faculty to be treated with respect by the graduate students in all academic and professional matters.

1.3.2 Faculty members have the responsibility to avoid conflicts of interest which may jeopardize their relationship with students or the graduate academic environment.

1.3.3 Faculty members are responsible for providing at least once a term (including summer term) a written performance evaluation for each student to whom they provide primary supervision and for meeting with the student to discuss this evaluation.

1.4 Role of the Department

1.4.1 The department/school is responsible for informing all incoming graduate students of program requirements and procedures.

1.4.2 Should a decision to terminate a graduate student be made, the department/school is responsible for notifying the affected student in writing as soon as the decision is made.

1.4.3 The department/school is responsible for coordinating the procedures used in performance evaluations done each term.

1.4.4 The department/school is responsible for producing a

publication which must include at least the following information:

- degree requirements
- academic deadlines
- rules governing TA and RA appointments
- departmental procedures for general qualifying exams
- procedures for graduate student performance evaluations
- criteria for termination or withdrawal of a graduate student
- time limitations for seeking advanced degrees
- specific codes of professional and academic standards covering conduct

1.4.5 In departments/schools in which there exists a committee which sets policy and makes decisions concerning graduate students, at least two graduate students should sit on the committee. These students may be chosen by fellow graduate students. If there is no mechanism in place to allow for elections, the graduate students may be appointed by the committee chair.

1.5 Role of the Institute

1.5.1 The Institute should try to unify policies for graduate students, attempting to reduce disparities or inconsistencies among departments or administrative units whenever possible.

1.5.2 The Institute should expect reasonable and responsible behavior from graduate students, anticipating the same respect from graduate students that it offers to them.

1.5.3 The Institute, through the Office of the Dean of the Graduate School, should administer a program of regular performance evaluations for graduate students. The above office should provide written descriptions of methods of evaluation and general evaluation guidelines each term to graduate students and the faculty.

1.5.4 Affordable and convenient housing is an important priority for graduate students. The Institute, recognizing this priority, should provide such housing both through Institute owned and controlled housing and through a housing location and placement service.

Commensurate with the need to locate reasonable housing, prospective graduate students should be given a comprehensive statement of anticipated housing costs when they are admitted for study at the Institute. Information in the statement should include both on and off campus estimated expenses.

Article 2

RESEARCH AND TEACHING ASSISTANTS AND INSTRUCTOR-G

Teaching Assistants and students designated Instructor-G help faculty members in grading, classroom and laboratory instruction, preparing apparatus or material for demonstrations, and conducting tutorials and discussion sections. Research assistants contribute to an Institute research program.

2.1 Assistantship Policies

The Institute, with the participation of graduate student representatives, shall develop policies and provide current information covering, but not limited to, the following:

1. Stipends
2. Renewal of Funding
3. Responsibilities and work load
4. Grievances
5. Tax status of stipends
6. Vacation Time

2.2 Stipends

The following year monthly stipend for each assistantship category will be announced and published in the Tech Talk by April 1st. The announcement should also state the monthly living expense, including books and medical insurance, for both single and married graduate students.

The Dean of the Graduate School or his representative shall present the above information to the GSC at the first GSC meeting following April 1.

2.3 Renewal of Funding

Each department shall notify each graduate assistant of their status for the next term by the following dates:

<u>Date</u>	<u>Term</u>
April 1	Summer
May 1	Fall
December 1	Spring

The notification shall be in writing and should advise one of the following:

1. The assistantship will be renewed for the following term.
2. The assistantship will be renewed provided the assistant

is able to meet certain specified conditions.

3. The assistantship will be renewed provided the department is able to meet certain specified conditions.
4. The assistantship will not be renewed for the following term.

If the assistantship is not renewed, the reasons shall be given.

2.4 Assistant Responsibilities and Work Load

All assistants are entitled to a clear description, by their faculty supervisor, of their responsibilities when they begin an assistantship. This description should include a statement of expected work load in terms of average hours per week. Teaching assistants should not be expected to do research unrelated to their theses, and research assistants should not be expected to assume substantial teaching duties in addition to their research requirements. Faculty should recognize that the combination of coursework and assistantship responsibilities can impose significant demands on graduate students. They should therefore assign assistantship responsibilities so that students have time to study and prepare for their courses.

2.5 Grievances

If problems arise in the relationship between faculty supervisor and student, both should attempt to resolve them in informal, direct discussions. If the problem remains unresolved, then the student may follow the procedures set out under "Rules and Regulations" in the MIT Bulletin.

2.6 Tax Status of Stipends

Graduate students should be advised yearly of both their current tax status and the current Institute policy regarding the taxation treatment of different types of assistantships.

2.7 Clerical-Secretarial Help

All graduate assistants are entitled to such clerical-secretarial help and supplies as are commensurate with their assigned responsibilities and the resources of the administrative section in which they work.