

**PhD Student Summer Funding
Policy and Procedure**
(Approved 5/19, revised 5/22)

The vision behind the provision of summer funding for Peabody PhD students is to ensure PhD students have a form of College summer support available to them to *be engaged in research* that advances their scholarly record, in the event that they are unable to secure any other summer funding.

Students working on finalizing their dissertation research during the summer can utilize College summer funds, if no other source of summer funding is available. However, requests to utilize College summer funds to work on other expected milestones to complete the PhD program, such as the Major Area Paper, will not be considered. University policy limits students to working a maximum of 1,560 total hours in a calendar year (which covers spring semester, summer, and fall semester). Thus, the following limits apply:

- Fall & spring semesters: 20 hours/week, with exceptions considered for 29.5 hours/week
- Summer break: 20 hours/week, with exceptions considered for 40 hours/week

PhD students can work up to 2 half-time summer months at 20 hours/week using any funding source. For this arrangement, students do not need to seek approval from the Associate Dean. The 2 half-time months can be solely from College funds, solely from external grant funds, or a combination of College and external grant funds. For any arrangement that extends beyond 2 half-time summer months at 20 hours/week, students must submit an additional work hours request via [InfoReady](#).

To work up to 2.5 half-time summer months at 20 hours/week, the following must apply:

- Only external grants funds are used.
- Only 1 College half-time month at 20 hours/week is used, combined with the student's advisor/supervisor utilizing 1.5 half-time summer months at 20 hours/week to support the student from their College (e.g., faculty start-up funds, Endowed chair funds) and/or external grant funds.

Finally, if summer funding does not rely on College summer funds in any form, in **exceptionally rare** occasions (see below for details), PhD students may be able to work a maximum of 2.5 summer months at a maximum of 40 hours/week. This arrangement requires Associate Dean approval and a compelling rationale must be provided.

Procedure for Requesting PhD Summer Funds via InfoReady:

1. The student should consult their faculty mentor/supervisor and provide a written statement of the *specific research* they aim to accomplish during the supported summer time, detailing all forms of funds and funding sources they will receive for the summer, as well as the specific responsibilities associated with those funds. This written statement must also include a clear description of the total hours the student has worked during the spring semester and anticipates working in the upcoming fall semester as there are calendar year limits.
2. The student's faculty mentor/supervisor should carefully review the student's request and, if they approve, should provide the student a brief written statement for inclusion in the request confirming the student is in good standing, indicating that they are supportive of the student receiving the College funds to work on the noted research (if applicable), verifying that no alternative summer funds (e.g., external grant, faculty start-up funds, Endowed chair funds) are available to support the student (if applicable), and/or explaining the rationale for requesting that

the student work beyond 20 hours/week (e.g., when utilizing only external grant funds, but requesting that the student work up to 40 hours/week for 2.5 summer months).

3. The student must submit the combined written statements (from 1 and 2 above) for consideration via the InfoReady portal. As usual, the advisor will review the request, followed by the DCG, and finally by the AO. Finally, the Associate Dean will review the request and make a final decision.

Exceptions

In certain circumstances, the student may be granted an exception, to be approved by the Associate Dean of Graduate Education, to work up to 40 hours/week in the summer (e.g., if they have achieved doctoral candidacy or if no summer courses are taken). In such cases, they must be supported solely by their advisor's/supervisor's external grant/PI funds. The Associate Dean for Graduate Studies will consider exceptions if an extraordinarily compelling rationale is provided, along with the other required approvals already in place.