

Code of conduct for the ASTR 699 research program

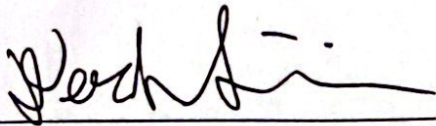
The ASTR 699 research program is a major part of the training provided to first- and second-year students at the IfA. The following lists requirements and expectations for mentors and students:

1. All mentors should follow the University policies for teaching, mentoring and advising at manoa.hawaii.edu/graduate/content/standards-responsibilities and all students should follow the University graduate student conduct code at manoa.hawaii.edu/graduate/content/conduct-code
2. The mentor is responsible for ensuring that the student receives summer salary up to the start of the following academic year, as described at www.ifa.hawaii.edu/gradprog/summer_salary.shtml. This is most often from the mentor's own grant funds, but may also be from a student fellowship, another IfA member's grant funding, or IfA G-funds. The student's summer funding must be secured as a condition for approval of the ASTR 699 proposal.
3. The mentor and student should meet on a frequent basis during the course of the project, at least once every two weeks. The meetings can be virtual for inter-island projects and during times of travel. The mentor should discuss with the student the rationale for the evaluations that they provide to the Graduate Research Oversight Group (GROG), and for the course grade that they provide to the University.
4. The expectation is that a student working as a Teaching Assistant should spend an average of at least 10 hours per week on the research associated with the ASTR699 project during the semester. The average for a Research Assistant should be about 20 hours per week. All students are expected to spend up to 40 hours per week on their project research during the summer. However, allowances should be made for winter and spring breaks and for second year students studying for their qualifying exam at the start of the summer. Any disagreements on the workload should be communicated to the GROG.
5. The mentor and student should discuss the authorship of any publications that result from an ASTR 699 project at its inception and throughout its completion.
 - It is expected that the student should be the first author of any paper that results from her or his research on the topics that are described in the proposal, and in the mid-term report.
 - If the research merits publication and the student is motivated to lead the paper, the student and advisor should endeavor to submit a manuscript to a journal within one year after the IfA research presentations.
 - An extension of this agreement may be granted if the student continues to be actively engaged in the research project past the first year. In this case, the

student and mentor should prepare a timeline with clearly identified triage points and the student may lose primary authorship if he/she fails to maintain progress.

- If the student is no longer primary author, she/he should remain co-author on any subsequent paper resulting from the student and advisor's original research efforts and should continue to have access to the data and analysis that he/she worked on.
- The authorship for papers on results that come out of the research that are not described in the proposal or mid-term report (e.g., serendipitous discoveries made during observations or analysis) is not subject to this requirement.
- All papers and authorship should be clearly discussed between the mentor and student, preferably with a written record, and any disagreements should be communicated to the GROG.

For each new 699 project, the student and advisor should sign below, to indicate they have read this document and will abide by its contents. The signed copy should be submitted with the student's 699 proposal to the GROG.



699 student



699 advisor