

Advising Agreement 2025-2026

For best functionality, we recommend completing this form using Adobe, if possible.

For any questions related to this form or to funding, please email ebishop@seas.harvard.edu. For any questions related to advising or status, please email gradprograms@seas.harvard.edu.

To be completed by any student anticipating RA funding July 2025 or beyond.

I. GRADUATE STUDENT INSTRUCTIONS:

1. All G1 PhD students and their advisors must complete, sign, and submit this form by the second Monday in April (4/14/2025). If your advising situation precludes you from submitting by this date, please let gradprograms@seas.harvard.edu and ebishop@seas.harvard.edu know.
2. All G2+ PhD students and their advisors must complete, sign, and submit this form at least once per year—by the second Monday in May (5/12/2025)—to reaffirm their ongoing relationship with their Research Advisor.
3. G3+ PhD students are expected to meet with their research committee at least annually. If you have met in this academic year (or have it scheduled), please list the date(s) where indicated on this form.
4. PhD students must also complete this form at any point when their academic advising network changes—whether that means changing the primary Research Advisor or adding/changing co-advisor(s).
5. PLEASE NOTE: All PhD students must complete this form—whether for April in the G1 year or May in the G2 year and beyond. This includes students with external funding as well as students with non-SEAS advisors.
6. Research Assistantships are classified as salaried positions. If you have not recently been on the Harvard University payroll or if your prior work authorization expired will need to complete an I-9 form. More details regarding completion of the I-9 are forthcoming.

II. PRIMARY RESEARCH ADVISOR ROLE:

1. SEAS policy is that students have a SEAS faculty member as their primary advisor. Most students continue to work with the Research Advisor that was assigned to them at the time of admission. If you wish to work with a non-SEAS primary advisor, you must first contact John Girash, the Director of Graduate Education, to discuss the process of securing the necessary policy exception approvals from the Director of Graduate Studies for your program.
2. The primary Research Advisor is expected to provide “day to day” advising and support of the student, ensuring they make adequate research progress and are funded according to SEAS/GSAS specifications. If the primary advisor is from outside SEAS, the SEAS co-advisor, in coordination with the SEAS Office of Academic Programs, is the student and primary advisor’s liaison. The SEAS co-advisor should be a SEAS faculty member who will provide advice regarding SEAS’s academic expectations, including aspects such as course requirements, qualifying exam, committee meetings, and the dissertation defense.

III. FINANCIAL INFORMATION

1. The Research Advisor will pay the salary, tuition, and fees for students in accordance with the annual SEAS funding memo, beginning in June of the G1 year. Advisor financial obligations may differ for students with external fellowships. During a Teaching Fellowship, SEAS will cover 50% of the tuition and salary per one-section (.25 FTE) TF.
2. SEAS students are expected to complete two sections of teaching in SEAS in their second year or spread across their second and third years. Both sections may be completed concurrently in a single course. Their research assistantship will be adjusted accordingly during the semester(s) in which they are teaching fellow (TF). The academic requirement for the PhD degree is one section of teaching in SEAS. The student and their research advisor may arrange to replace the second section of teaching with a research assistantship.
3. After this form is completed by the student and the advisor(s) have indicated their approval, SEAS Finance will follow up with the appropriate Research Administration staff to confirm budgeting codes for the coming year.

Advising Agreement Form

Start Date of Advising Agreement: _____ End Date of Advising Agreement: _____

To be completed by student:

Student Information

Name: _____

Current G-Year: _____

HUID: _____

Area: _____

Primary Advisor Information

Advisor Name: _____

Advisor Email: _____

Advisor Affiliation: _____

Secondary Advisor (If Applicable)

Second Advisor Name: _____

Second Advisor Email: _____

Second Advisor Affiliation: _____

Type of Advisor: _____

If co-advised by two faculty, briefly describe the nature of the arrangement (e.g., I am advised equally by both faculty. Or My primary Research Advisor is X but I consult with Y):

Committee Information

Did your advising arrangement change from the previous year? Yes No

Have you met with your committee at least once this year? Yes No N/A (haven't completed qual. exam yet)

When did/will you meet with your committee? _____

Internship Information

Will you be taking an internship sometime this upcoming year (Summer 2025 or AY25-26)? Yes No Maybe

If yes/maybe, provide details (location, hours per week): _____

Start Date of Internship: _____ End Date of Internship: _____

Enrollment Plans

Do you plan to take an enrollment Leave of Absence this year: Yes No Maybe

Tentatively, do you plan to graduate this year?: _____

Funding

Do you expect to receive new or continuing external fellowship or scholarship money (e.g., NSF GRFP, NDSEG):

Yes No Applied, Pending Notice

What type of external individual fellowship or scholarship money: _____

Is this a new or continuing fellowship: _____

Additional Notes

To be completed by primary advisor:

Research Portfolio/Grant Manager Name (First & Last): _____

I expect the above named student to complete _____ sections of TFing in the 2025 -2026 academic year. I acknowledge that during the TF semesters I will reduce the Research Assistantship accordingly.

Note: Advisors must provide full Research Assistantship support if students do not obtain a TF position.

Signatures:

I agree that the above information is correct to the best of my knowledge:

Primary Advisor Signature

Second Advisor Signature (if applicable)

Student Signature

Please return via upload to Microsoft OneDrive with your name included in the file name:

For questions, email
ebishop@seas.harvard.edu.