

# Scholarly Year Program Guidelines

Overview.....	1
Requesting a Scholarly Year.....	2
External Fellowship, Program, or Award.....	3
Return from a Scholarly Year.....	4
A Second Scholarly Year.....	4
Requests to Return Early.....	5

## Overview

At the Icahn School of Medicine at Mount Sinai (ISMMS) medical students are encouraged to pursue scholarly work or research outside of the curriculum. The scholarly project asks a question of scientific, health care, public health, social, or other scholarly value. It analyzes data to evaluate the research question, and is feasibly accomplishable within the time frame. It employs systematic investigation techniques.

Students considering a scholarly year whether it's internal programs within the Mount Sinai Health Systems or external programs offered at another institution must discuss their interests with their student advisor and the Director of the Medical Student Research Office. These discussions allow for a review of the student's interests and career goals, funding opportunities, and application planning and timeline. Requests for a scholarly year are approved by the Director of the Medical Student Research Office. Students who wish to pursue a second degree or consulting or other employment opportunities should reach out to their Faculty Advisor and the Senior Associate Dean for Student Affairs. These are not part of the Scholarly Year Program.

During a scholarly year students devote 12 months full time effort carrying out a mentored scholarly project. It is recommended that students take a scholarly year between year 3 and 4, after students have a better sense of their clinical specialty interest, but between year 2 and 3 is also acceptable.

Students on a scholarly year are deemed matriculated medical students pursuing scholarly educational content and cannot engage in the medical school curriculum. Students may not take electives or clerkships for credit towards their MD degree. Only students in the School's dual degree programs (MD/MSCR, MD/MPH) may get credit towards the graduate degree portion of their program. Students in the MD/PhD program are not eligible to take a scholarly year.

The scholarly year starts at the beginning of the new academic year and ends before the start of the following academic year.

## Requesting a Scholarly Year

The School's request for a scholarly year is made by completing and submitting the online form by May 15 of the calendar year the student intends to begin. The form is available at the School's website

<https://icahn.mssm.edu/education/students/registrar/medical-forms>

- The form is electronically sent to various areas within the school for clearances from the following: MSRO Director, student advisor, Dean of Student Affairs, the International Personnel (if applicable), and Global Health program (if applicable).
- It requires the upload of the funding form, mentor-mentee agreement form (or a letter of acceptance from an external program), and a scholarly year project proposal. Links to these separate forms are on the form itself.
- Students must have a source of financial support of a minimum of \$35,000 (based on single students without dependents and equals the current cost of attendance) to cover the cost of housing, living expenses and health insurance. Students should explore funding opportunities. Some fellowships and awards have deadlines in winter, while others in early spring. Check the Medical Student Research Office Funding Opportunities Blackboard page for listings. If not receiving a stipend or scholarship, students can be sponsored by a partner, family member, or self-fund the year. Students on a Scholarly Year are not eligible for Icahn School of Medicine institutional scholarships, however are eligible for federal student loans. Billing and Financial aid questions should be directed to [studentsfinancialservices@mssm.edu](mailto:studentsfinancialservices@mssm.edu)
- Students are eligible for the School's housing. Contact [housing@mountsinai.org](mailto:housing@mountsinai.org) to file the appropriate paperwork. Students may remain in school housing or are allowed to terminate their lease with 30 days' notice. Terms and conditions are outlined in the [Student Handbook](#).
- Health insurance is required. Students doing research at another institution can remain with Icahn School of Medicine's student health insurance or the student may accept other insurance. However, if they accept another health insurance, they must cancel Icahn School of Medicine health insurance within 30 days of the start date. Students will be eligible to re-enroll at the beginning of the next academic cycle. For more information, contact [studentsfinancialservices@mssm.edu](mailto:studentsfinancialservices@mssm.edu).
- Students are covered by Mount Sinai malpractice insurance whether they stay at the school or spend their Scholarly Year elsewhere.

Students with specific questions in advance of filling out the form should reach out to the following individuals:

- Billing & Financial Aid: [studentfinancialservices@mssm.edu](mailto:studentfinancialservices@mssm.edu)
- Registrar: Nelson Pe and Kristy DiPalma - [registrar@mssm.edu](mailto:registrar@mssm.edu)
- Housing: Cynthia Morales - [housing@mountsinai.org](mailto:housing@mountsinai.org)
- International Personnel: Martha Siri - [martha.siri@mountsinai.org](mailto:martha.siri@mountsinai.org)
- Levy Library: Please go to the circulation desk on Annenberg 11
- Student Affairs: [student.affairs@mssm.edu](mailto:student.affairs@mssm.edu)

Curricular/academic promotion requirements for the year before the scholarly year must be completed and passed.

Once the application has been cleared, students will be sent the School's written approval to pursue a scholarly year. Students who have not been approved by the end of the academic year, and who have not registered for rotations or clerkships will automatically be placed on an administrative leave of absence. Students on a leave of absence do not retain enrollment privileges. Those who have registered for rotations or clerkships will be expected to carry out all assigned duties at their clinical sites.

## **External Fellowship, Program, or Award**

If applying for an external fellowship, program, or award, students should carefully review the specific application requirements as they may vary greatly. Attention should be paid to required signatures, letters, and deadlines. Some applications require a Dean's (or School's Designee reference) letter, approval/signature of an institutional official, and/or a letter of good academic standing. Information about supporting documents are described below. Allow 2-3 weeks for them to be provided.

- The Dean's letter is provided by the Director of the Medical Student Research Office. The request template is found on MSRO [Blackboard](#) organization.
- The Letter of Good Standing which indicates that the student is not on academic probation or disciplinary action. It comes from the Registrar's Office [https://mountsinai.formstack.com/forms/document\\_request\\_form](https://mountsinai.formstack.com/forms/document_request_form).
- Letters on student performance come from the Office of Student Affairs.
- Institutional approval/signature ONLY comes from the Grants and Contracts Office (GCO)
  - An InfoEd account is required. To obtain one visit <http://osticket.mssm.edu/support/pages/infoed-training-policy>
  - Submit your request/proposal into InfoEd [https://icahn.mssm.edu/files/ISMMS/Assets/Research/GCO/ASP\\_General.pdf](https://icahn.mssm.edu/files/ISMMS/Assets/Research/GCO/ASP_General.pdf)

- Also complete the Investigator form [https://icahn.mssm.edu/files/ISMMS/Assets/Research/GCO/SC\\_IF\\_Instructions.pdf](https://icahn.mssm.edu/files/ISMMS/Assets/Research/GCO/SC_IF_Instructions.pdf)

## **Return from a Scholarly Year**

Students must complete the online Return from Scholarly Year form by March 15 of their Scholarly Year. The form is available [here](#). The form alerts the Office of Enrollment Services, including Financial Aid and Bursar; compliance team; Student Affairs, Medical Student Research Office and the Registrar.

Students returning to third or fourth year must participate in the lottery in the spring prior to their return. Third year lottery occurs at the end of February and fourth year lottery at the end of March (make sure to read the weekly updates for detailed information, as dates change from year to year). Questions may be directed to Nelson Pe and Kristy DiPalma at [registrar@mssm.edu](mailto:registrar@mssm.edu).

A scholarly product describing the work done during the year is due by May 1. The scholarly product may be a 2-5 page final report on the scholarly project, a manuscript prepared for or submitted for publication, a first author abstract submitted to a national meeting, curriculum, etc. It must be submitted to: [medicalstudentresearch@mssm.edu](mailto:medicalstudentresearch@mssm.edu). Failure to do so will result in the student being put on administrative leave.

Students must complete all School forms and Clearance Requirements. These are described in detail on [Blackboard](#).

Failure to notify the school of intent to return or wish to extend time away by March 15 will be put on Administrative Leave of Absence for the following academic year (for more information about this status, see the [Medical Student Handbook](#)). This impacts student privileges, including eligibility for housing and access to campus resources.

## **A Second Scholarly Year**

Students who wish to extend their time away from the MD program must email the Director of the Medical Student Research Office by March 15. Students should include in the email:

- Details about how they plan to use the additional year (i.e. accepted to degree program, continue with research, personal reason, etc.)
- Provide additional documentation, as necessary (i.e., progress report)

Students requesting additional time away from the School will be presented before the Promotions Committee (the Committee oversees student progression) for final approval.

This process is facilitated by the Senior Associate Dean of Medical Education and will include the Director of the Medical Student Research Office.

**Length of Time to Degree:** Students are allowed a maximum of 6 years to complete the MD program at ISMMS, and a further extension of this leave will not be granted. Exceptions may be made at the discretion of the Promotions Committee.

### **Requests to Return Early**

Students may no longer return early to take away or any other type of electives or rotations.