



# ERE

## Policies and Procedures Workshop



# Agenda

- ERE administration
- Degree Program Overview
- Profiles
- Travel and Reimbursement
- Purchasing
- Mail and Office Space
- Recruiting and Events

**Note:** This presentation provides an overview of detailed policies and procedures from the Stanford Bulletin and ERE Student Handbook. These source references should be consulted for any clarifications and before taking any degree program actions.



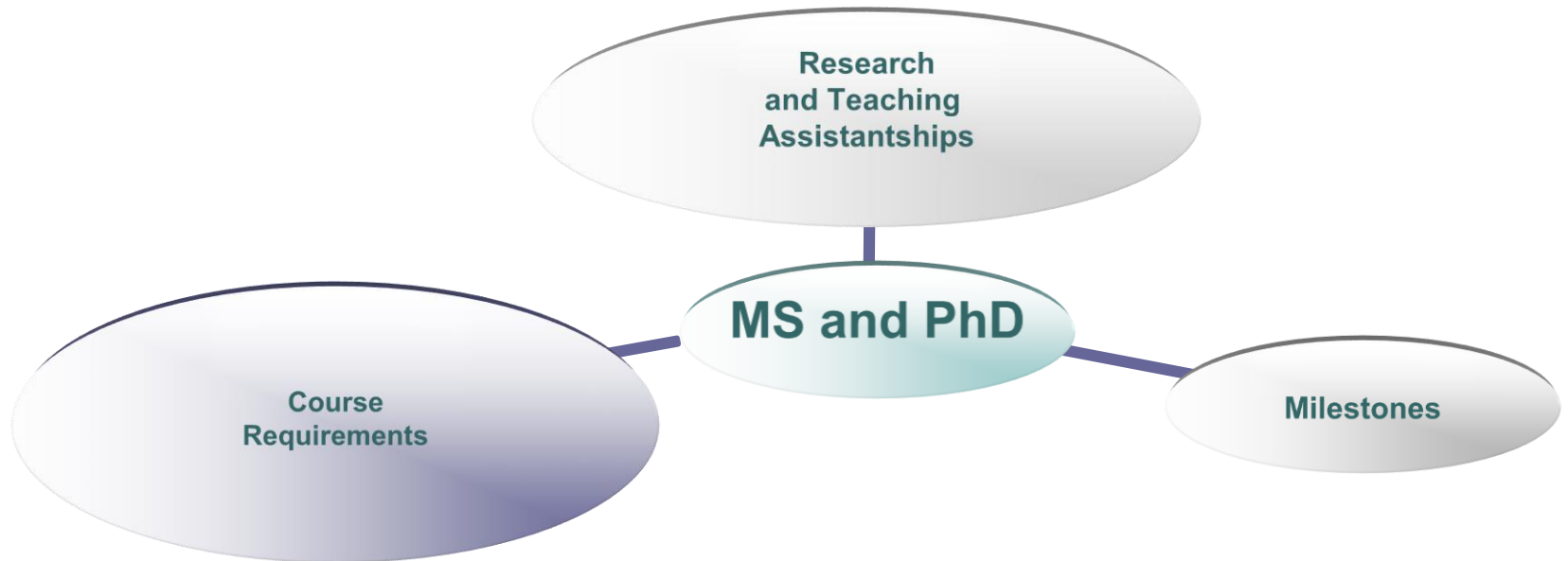
# ERE Administration

ERE administration collaborates with students, faculty and staff in pursuing the department's academic goals. The Office provides services and resources on policies and procedures regarding academic programs, research, funding, admissions, and recruiting.

- **Overall Administrative & Financial Management** (Sandy)
- **Degree Program Administration** (Joanna & Rachael)
- **Research Group Administration**  
Benson, Brandt, SCCS, SCRF, SmartFields, SUPRI-B (Thuy & Eiko)  
Clean Energy, Geothermal, SUPRI-A, SUPRI-D (Yolanda & Joleen)
  - Financial & Group Management (Thuy and Yolanda)
  - Reimbursements, Events, Websites (Eiko and Joleen)
- **Keys, Facilities, Department Events/Seminars** (Raha)



# Degree Requirements





# Degree Requirements

- 135 units of coursework required for the PhD; 45 units for MS
  - At least 90 Stanford units dedicated exclusively to the PhD
  - Additional 45 units from prior advanced degree or coursework, or while at Stanford (PhD)
- All students must complete a course list (Program Proposal for MS first quarter; Candidacy for PhD after qualifying exam fourth quarter)
- All required courses must be taken for a letter grade



# PhD Milestones

- Qualifying Exam
  - During 4<sup>th</sup> quarter: part one is a written exam, and part two is an oral exam with committee of 3 faculty members (includes primary advisor)
  - Determines additional training needs and readiness for dissertation research
- Advance to Candidacy
  - Acknowledges potential to complete the degree requirements
  - Occurs after passing the qualifying exam
- Dissertation Reading Committee
  - Comprised of at least 3 faculty readers (includes primary dissertation advisor)
  - Readers can be from outside of ERE
  - One reader can be from outside of Stanford, but must hold a PhD and be approved by the chair
- Oral Exam
  - Tests command of field and confirms fitness for scholarly pursuits
  - Defense of your dissertation
- Dissertation submission

# MS Milestones

- Program Proposal
  - During 1st quarter consult advisor on course plan
  - Determines additional training needs and readiness for research
- MS Thesis



# Transfer Credits for PhD

- Refers to graduate courses taken at another institution (i.e., outside of Stanford).
- Up to 45 quarter units of previous graduate work from accredited institution outside of Stanford *or* previously completed at Stanford may apply toward your 135 units
- One semester unit equals 1.5 quarter units
  - E.g.: 4 semester units = 6 quarter units
- At least 33 of the 45 quarter units should be equivalent to Stanford courses (exact match not required)
  - 12 quarter units can be “non-parallel” credit, which includes:
    - Courses without Stanford equivalents
    - Research or thesis courses
    - Independent study courses
- Wait until at least your second quarter to decide whether to transfer external credit

\*MS students are not eligible to transfer in credits



# Enrollment

- 10 units each quarter of regular academic year (fall, winter, and spring)
- Students must enroll in at least 8 units to be in full-time student status, regardless of visa status
- Focus on Area and field of concentration courses
- MS Students should enroll in Energy 361 for research units
- PhD students should enroll in Energy 363 for research units
- Energy 801/802 is only for students in TGR status (this is a special registration status once student complete all of their course and unit requirements). Please do not enroll in 801 or 802 unless you've been approved for TGR.





## TGR (Terminal Graduate Registration)\*

- This is a special status for students who have satisfied the unit and course requirements
- MS students must have at least 45 units on the transcript; PhD students must have at least 135 and reading committee.
- Students must file for TGR the quarter prior to TGR quarter (if you want to advance to TGR in winter, you must file in autumn)
- Students in TGR status are no longer enrolling in courses, only Energy 801 (for MS) or 802 (for PhD) for zero units
- Graduate tuition drops to about 1/3 of the regular tuition rate

## Grad Quarter Registration\*

This is another special status for students who only needs to complete the thesis in order to graduate. Students may petition for grad quarter only once (in the last quarter of program) if all course/unit and milestone (including oral defense for PhD students) requirements are satisfied. Tuition for grad quarter drops down to \$100. Petition must be filed the quarter prior to grad quarter status.

\*Both TGR and Grad Quarter status require petition and approval from the registrar. Please see student services manager for petition process.



# Department Funding

- Covers 10 units of tuition and a salary stipend for Autumn, Winter, Spring
- Pay Periods: Autumn 10/1-12/31; Winter 1/1-3/30; Spring 4/1-6/30
- Students are paid twice a month on 22<sup>nd</sup> (for first day of month to 15<sup>th</sup>) and 7<sup>th</sup> (for 16<sup>th</sup> to last day of the month)
- Please refer to [fingate.stanford.edu](http://fingate.stanford.edu) if you have specific payroll or tax questions
- Students are responsible to monitor their own bill and to make sure that payments are posted by the University deadline
- All students must complete an I-9 form



# Stanford Profile System - CAP

- University-wide profile system (<https://profiles.stanford.edu/>)
- Profile categories include: contact info, lab affiliations, education, work experience, current research, publications, and more.
- Entries in your CAP profile page will be also reflected to:
  - “People” section of the School of Earth, Energy & Environmental Sciences website
  - “People” section of the ERE website
  - “People” section of your research group website (some groups)
- Basic setting has been made for your page.
- **Your responsibility** to maintain your profile page and keep it up to date!
- To learn more about CAP: <https://cap.stanford.edu/>

# Stanford Profile System - CAP (Profile edit page)

Stanford University

Logged in as **Eiko Rutherford**  
• edit my profile • help • logout • invite people

**iCAP NETWORK** | Stanford Only View

Home Explore Profiles Edit Profiles Administration **My Profile** Activity Stream Groups Privacy

## Edit Profile

? Use the add profile detail menu below to quickly add an entry for frequently used profile sections. You can also find these links and all available profile sections, options, and data as you scroll down the page.

+ add profile detail

### Email Preferences

Profile visibility settings (profile currently visible)

Additional maintainers: + add new

**Organization maintainers:**

- [Joleen Castro](#) - TASA: School of Earth, Energy & Environmental Sciences, Department of Energy Resources Engineering
- [Sue Crutcher](#) - TAAA: School of Earth, Energy & Environmental Sciences
- [Nancy Peterson](#) - TAAA: School of Earth, Energy & Environmental Sciences
- [Kenneth Sharp](#) - TAAA: School of Earth, Energy & Environmental Sciences
- [Amy Balsom](#) - TAAA: School of Earth, Energy & Environmental Sciences
- [Eiko Rutherford](#) - TASA: School of Earth, Energy & Environmental Sciences, Department of Energy Resources Engineering
- [Aaron Cole](#) - TAAA: School of Earth, Energy & Environmental Sciences
- [Patricia Cruz](#) - TAAA: School of Earth, Energy & Environmental Sciences
- [Ker Than](#) - TAAA: School of Earth, Energy & Environmental Sciences

? Organization profile maintainers are only visible to other organization profile maintainers. [View organization profile maintainer report](#)



change delete

- + upload a Curriculum Vitae
- + upload a NIH Biosketch
- + upload a Resume

**Mustafa Al Ibrahim** edit my profile

inbox

No new imported items to review

Stanford Profile Public Profile

### Followers

Show All (0)

### Affiliations

? Affiliation information comes from the Peoplesoft Student system and AXESS. For changes or questions, contact your Student Affairs administrator.

# Stanford Profile System - CAP (SE3/ERE websites view)

Stanford University

Login with your SUNetID

**Stanford** | SCHOOL OF EARTH, ENERGY  
& ENVIRONMENTAL SCIENCES



ABOUT ▾ PEOPLE ▾ ACADEMICS ▾ RESEARCH ▾ NEWS & EVENTS ▾ RESOURCES ▾ ALUMNI PROSPECTIVE STUDENTS

Search this site...

## Mustafa Al Ibrahim

### Ph.D. Student in Energy Resources Engineering



#### Contact Information

Email: malibrah@stanford.edu

Phone: (720) 468-3881

#### Internet Links:

- [LinkedIn](#)

#### Bio

#### Teaching

- Ph.D. Student in Energy Resources Engineering, admitted Autumn 2014

A geologist/geophysicist working in the oil and gas industry with background training and experience in classical geologic work (e.g. core logging, welllog analysis, and petrophysical analysis). My work experience involves conventional geologic work, and mudlogging, with larger experience in research in the development and integration of technology and techniques into geoscience and the oil and gas industry. I am currently completing my PhD degree in Energy Engineering at Stanford University.

#### Honors and Awards

- Saudi Aramco Full PhD Scholarship, Stanford University (2014)
- Saudi Aramco Full Master Scholarship, Colorado School of Mines (2012)
- Canadian Association of Petroleum Producers Bursary, University of Calgary (2009)
- Dean's List - Faculty of Science, University of Calgary (2009)
- BP Canada Energy Company Scholarship in Geology, University of Calgary (2008)
- Dean's List - Faculty of Science, University of Calgary (2008)
- John McCamis Memorial Scholarship, University of Calgary (2008)
- Matt Bjarnason Memorial Prize, University of Calgary (2008)
- The Foundation for Energy Education and Research Science Scholarship, University of Calgary (2008)
- Dean's List - Faculty of Science, University of Calgary (2007)
- The Foundation for Energy Education and Research Science Scholarship, University of Calgary (2007)
- Rollie Prather Memorial Prize, University of Calgary (2006)
- CollegeBoard AP Scholar Designation, CollegeBoard (2005)
- Dean's Merit Admission Award - Faculty of Science, University of Calgary (2005)

# Stanford Profile System – CAP (Stanford Profiles main website view)

Stanford | PROFILES

Search by name or topic...



BROWSE ▾

SIGN IN

EDIT MY PROFILE



## Mustafa Al Ibrahim

PH.D. STUDENT IN ENERGY RESOURCES ENGINEERING, ADMITTED  
AUTUMN 2014



PRINT PROFILE



EMAIL PROFILE



VIEW STANFORD-ONLY PROFILE

BIO

RESEARCH & SCHOLARSHIP

PROFESSIONAL

PUBLICATIONS

### Bio

A geologist/geophysicist working in the oil and gas industry with background training and experience in classical geologic work (e.g. core logging, welllog analysis, and petrophysical analysis). My work experience involves conventional geologic work, and mudlogging, with larger experience in research in the development and integration of technology and techniques into geoscience and the oil and gas industry. I am currently completing my PhD degree in Energy Engineering at Stanford University.

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- BP Canada Energy Company Scholarship in Geology, University of Calgary (2008)

▶ All Honors & Awards (16)

### Professional Affiliations and Activities

- Member, American Association of Petroleum Geologists (2010 - Present)
- Member, The Society of Petroleum Engineers (2010 - Present)
- Member, Society of Exploration Geophysicists (2014 - Present)

### CONTACT



malibrah@stanford.edu

Tel: (720) 468-3881

### LINKS



LinkedIn



# Travel and Reimbursement

## Before the trip

1. Submit Travel Fund Application & Student Certification Form signed by advisor before making arrangements.
2. If combining with other Stanford business or personal business – Talk with Yolanda/Thuy before making arrangements.
3. Make travel arrangements. Pay by yourself or check out Department Travel credit card from Joleen/Eiko.
  - **Airfare** – Coach class, lowest fare available, NO travel insurance.
  - **Lodging** – Shared rooms are required whenever possible.
  - **Rental Car** – Only if no other transportation is available.

## During the trip

1. **KEEP ALL RECEIPTS** and boarding passes!!!
2. Max. \$50/day for meals. NO per diem. NO alcohol.

## After the trip

Submit your receipts promptly. After 60 days, it will be considered “income” and tax may be deducted from your pay check.



# Purchasing

## **Purchasing -- Two Methods to Purchase (under \$5,000)**

- Check out purchasing card from Eiko or Joleen to purchase lab supplies, office supplies, or other items related to your research (anything not travel related)
- If a vendor will not accept the credit card, get a written quote from vendor for the item(s) and submit to Joleen or Eiko. They will do a purchase order for payment.
- Receipts are required for all purchases. Either bring them back with the purchasing card or email them to Eiko ([erutherford@stanford.edu](mailto:erutherford@stanford.edu)) or Joleen ([jpcastro@stanford.edu](mailto:jpcastro@stanford.edu))

## **Purchasing (\$5,000 and over)**

- Any purchases \$5,000 and above require a Purchase Order. Requests will need to go through Thuy or Yolanda for review and approval. They will submit a request to Stanford's Procurement Dept to generate a Purchase Order.





# Packages, Mail, Office Space and Maintenance Request

## ○ Packages

- Please refrain from having personal packages sent to ERE's dept office.
- Once department related packages arrive, you will receive email notification.
- Be sure to pick up the package within 24-48 hours
  - Packages not picked up will be sent back to sender.

**\*\*\*Boxes and packaging must be disposed of in recycling center behind the Green Building\*\*\***

## ○ Mail

- Personal mail and junk mail should be addressed to your home address.
  - This includes: credit card offers, magazine subscriptions, personal affiliation mail, and so on.

## ○ Office Space

- Office keys are distributed the week before classes start
  - All students will have one office key and one exterior key assigned to them
  - Each key requires a \$10 deposit, if key is lost, the dept charges \$10.
  - Key deposits will be returned once a student graduates and/or returns keys.

## ○ Maintenance Request

- Email all maintenance request to Raha at [buzayene@Stanford.edu](mailto:buzayene@Stanford.edu) for processing
  - Include building and room number request is for as well as detailed information on what the issue is.



# Dept Office and Copy Room

- **Department Office**

- Faculty, Research Associates and Staff Mailboxes
- Fax Machine

- **Copy Room**

- General Office Supplies
  - Please contact Raha for anything specific needed
- Student, Post Docs, and Visitor Mailboxes
- Computer for Printing Use
- Two B/W Printers
- One Colored Printer
- Dollies and Carts
  - To be used and returned to Copy Room right away.
- One Dept Copier(It is copies B/W)
  - Also scans and emails
  - Must have copy code to use(Please see Raha for your individual code)
- Printer Issues:
  - Toner replacement- Contact Raha
  - All other technical issues- Contact Eric Liu
- Please help keep the Copy Room clean!
  - Excess paper should be put into recycle or shredder bins
  - Please be courteous and leave supplies such as staplers, 3 hole puncher, paper cutter, scissors, tape dispenser and such in Copy Room.

# Quick Tips: Job Search & Interviewing Etiquette



## Don't:

- Make a site visit if you have no intention of accepting a job offer from the company you are visiting. Even if the visit is already planned, it is better to cancel than to proceed with it if your mind is already made up.
- Continue interviewing/negotiating after you have accepted another job offer.
- Change your mind after you've accepted a job (except if circumstances have changed significantly).

# Job Search & Interviewing

Do:

- **Keep companies informed.**
- **Discuss your job prospects/options with your advisor** or other ERE faculty members. They can give you tips on communicating and negotiating with companies.
- **Maintain very high ethical standards** in your interviewing and negotiating. Your behavior reflects not only on you, but also on future ERE students and the reputation of the Department.



# Event Protocol



- Guests first in meal lines.
- Take one serving, to ensure that there is enough food for all attendees.
- Leave the vegetarian options for the vegetarians.
- If the event is hosted by another research group or Department, wait until you are invited to take food. If you are not invited, ask before taking.
- Clean up after yourself. Trash and recycling bins are always provided.

# ERE Community



# General Etiquette & ERE Safe Space

General expectations for respectful behavior:

- Respect others values and beliefs, even if they differ from yours.
- When planning an event or outing, try to be inclusive (e.g., including non-alcoholic beverages at “Friday Beer”).
- Be respectful to your officemates (e.g., if someone is studying, try to keep noise to a minimum).
- Your officemate’s desk is their personal space
- Safe & Respectful spaces





# Additional Resources

ERE Forms and Student Handbook

<https://earth.stanford.edu/ere/current-student-resources>

Graduate Academic Policies and Procedures

<http://gap.stanford.edu>

University Student Affairs (Registrar's office forms)

<http://studentaffairs.stanford.edu/registrar/forms/grad>

Vice Provost for Graduate Education

<https://vpge.stanford.edu/gradgateway>

Bechtel International

<http://icenter.stanford.edu/>

Wellness Network at Stanford

<https://wellness.stanford.edu/>