## 5.11.2 Postdoctoral Scholars in Degree Programs: Implementation

The separate procedures related to appointment as a postdoctoral scholar and admission to matriculated graduate study at Stanford are defined in the relevant documents (Research Policy Handbook 10.3, [Postdoctoral Scholars](https://gap.stanford.edu), and GAP 2.1, [Admitting Graduate Students to Matriculated Study](https://gap.stanford.edu), respectively). The procedures below describe activating the postdoctoral scholar in a graduate degree program and providing the necessary financial support.

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### 1. Processing Concurrent Appointments

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<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
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<tr>
<td>1. Discusses whether concurrent matriculation in a graduate degree program is appropriate for a postdoctoral scholar’s professional training and development.</td>
<td>Postdoctoral Scholar and Mentor</td>
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<td>2. Provides guidance to the postdoctoral scholar and to the involved departments and programs.</td>
<td>ARTS office</td>
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<td>3. Applies to the relevant Stanford graduate degree program.</td>
<td>Postdoctoral Scholar</td>
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<td>4. Upon admission, notifies the Office of Postdoctoral Affairs of the postdoc’s intended matriculation.</td>
<td>Postdoc’s home department</td>
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<td>5. Upon admission, notifies the Office of the Registrar of the postdoc's intended dual registration.</td>
<td>Graduate Degree Program</td>
</tr>
<tr>
<td>6. Term-activates and matriculates the postdoc in a graduate career in the degree-granting program (NOTE: The postdoc will already have been term-activated as a nonmatriculated student with a PD career. The individual will therefore be appointed simultaneously in two careers in PeopleSoft SA).</td>
<td>Registrar</td>
</tr>
<tr>
<td>7. Activates the graduate tuition charge applicable to the graduate degree, and cancels the postdoc registration fee.</td>
<td>Registrar</td>
</tr>
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</table>
8. Monitors the postdoc’s progress through the graduate degree program.  Advisor and Graduate Department

9. Determines, on a case-by-case basis, whether an extension of the “postdoc clock” is appropriate, and if it is, extends the maximum number of years for the appointment.  Postdoc Office

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2. Financial Support

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<th>PROCESS STEPS</th>
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<tr>
<td>1. Processes all financial support for the postdoc, including payments of graduate tuition in GFS.</td>
<td>Postdoc’s home department</td>
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<tr>
<td>2. Provides guidance to the postdoctoral scholar and to the involved departments and programs.</td>
<td>ARTS office</td>
</tr>
<tr>
<td>3. Aid-year activates the postdoc in GFS each year, selecting EITHER the TAL category of PD or GR. The choice of TAL category will direct how the individual’s financial support will be processed, either as a postdoc or as a matriculated student.</td>
<td>Postdoc’s home department</td>
</tr>
</tbody>
</table>

**IF PROCESSING THE SCHOLAR’S SUPPORT AS A POSTDOC (TAL category = PD), USE THIS PROCESS FOR FINANCIAL SUPPORT.**

4. Enters and approves the postdoc’s agreed-upon financial support in GFS, charging half as salary on an appropriate research grant or contract, and the other half as fellowship tuition.  Postdoc’s home department

5. Cancels the TAL line associated with the postdoc’s salary (this cancel’s the payment of the postdoc’s registration fee).  Postdoc’s home department

6. Enters and approves the postdoc’s graduate tuition using the Fellowship Tuition panel in GFS.  Postdoc’s home department

7. Monitors the postdoc’s financial support.  Postdoc’s home department

**IF PROCESSING THE SCHOLAR’S SUPPORT AS A GRADUATE STUDENT (TAL category = GR or ENGR, depending on degree), USE THIS PROCESS FOR FINANCIAL SUPPORT.**

8. Enters and approves the postdoc’s agreed-upon financial support as either stipend or salary, or a combination of both, in GFS.  Postdoc’s home department
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<tr>
<td>9.</td>
<td>If paying the postdoc with salary, enters the Research Assistantship appointment for a maximum of 20 hours/week. Either adjusts assistantship salary, or provides additional fellowship support, to provide compensation at the agreed-upon postdoctoral level.</td>
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<tr>
<td>10.</td>
<td>If paying the postdoc with salary, approves the associated TAL to pay the scholar’s graduate tuition.</td>
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<tr>
<td>11.</td>
<td>If paying the postdoc with stipends, or if additional graduate tuition is needed, processes the tuition payment using the Fellowship Tuition panel in GFS.</td>
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<tr>
<td>12.</td>
<td>Monitors the postdoc's ongoing financial support</td>
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**Links**
