

Bioengineering Program Guidance on Graduate Student Processes

Conference/Travel Reimbursement Process

For travel to conferences, certain expenses can be paid directly by Georgia Tech, whereas others must be paid for by the traveler and later reimbursed. It is important that students are able to get quickly reimbursed for these expenses. The Bioengineering program does not play a role in the reimbursement process, as travel expenses would ultimately be covered by your advisor's funding. As a result, Bioengineering students should follow the processes required for the home school of their advisor to obtain reimbursement. Consult your advisor or other members of your group for details about what this process looks like (which support staff to contact, etc.).

Graduate Student Vacation and Holiday Policies

According to Institute guidelines, vacation and other time off beyond Institute holidays are to be coordinated between graduate students and their supervisors. Specifically, GT policy states that:

“In addition, at the discretion of the student's supervisor, a GRA or GTA may be permitted to average effort over several weeks or cluster research or teaching activities in order to spend one or more weeks away from campus during the semester or, more frequently, during periods when classes are not in session. Any time away requires the approval of the supervisor. This flexibility may be used to allow later start dates for students new to campus. Some work assignments may not permit this flexibility.”

If you have questions or concerns about vacation policies, begin by talking to your advisor. If you have any concerns or conflicts beyond that, you can contact the Bioengineering leadership team.