

## Detached Duty Instructions

Caltech PhD candidates perform all or most of their studies at Caltech. In some cases, however, thesis work requires performance of research at an external Host Institute under supervision of the Caltech thesis advisor. Detached duty provides the mechanism for such external research activity. Students should read Caltech's policy on [Conflict of Interest and Conflict of Commitment for Graduate Students](#). The detached duty petition requires support from the advisor, Option Representative, and Office of Research Compliance. **Students are responsible for obtaining all the necessary recommendations prior to submitting the final petition for approval to the Graduate Studies Office.** Electronic signatures or approvals by email are accepted.

### Petition Requirements

In addition to meeting the conditions below, the student must also include the following with the petition.

1. A summary of the work to be performed, specifically addressing how this work is integral to your thesis project
2. The mentoring plan with your Caltech thesis advisor
3. Any relevant offer letters

Note: work performed while simultaneously enrolled as a student is subject to Caltech's intellectual property agreement and additional information will be required by Research Compliance.

### Additional Conditions

Eligibility for detached duty requires the following conditions are met:

- The student is in good academic standing and has the support of the Caltech thesis advisor, who will monitor academic progress during detached duty.
- The student has advanced to candidacy and completed residency requirements.
- At the Host Institution, the student will perform research that is part of the thesis project.
- The Office of Research Compliance (ORC) has reviewed the Host Institute's policy on intellectual property and publication and determined that they are compatible with Caltech's policies. The review of intellectual property issues by ORC can be lengthy and sometimes requires extended negotiations between Caltech and the external Host Institute. Students should not sign any contracts with external agencies until the contract has been reviewed and approved by ORC.

The student understands and agrees as follows:

- A degree will not be awarded by the Host Institution.
- The student must have a current and approved detached duty petition on file for the duration of the visit.
- If enrolled for 24 or more terms, the student must petition for extended registration and include a plan for degree completion.
- The student will maintain full-time enrollment for 36 units of research each term.
- The student will maintain satisfactory academic progress according to Caltech guidelines.

- The student is subject to the degree requirements and policies of Caltech.
- The student is also subject to the policies of the Host Institution and the representations provided in any separate student agreement with the Host Institution.
- It is the student's responsibility to maintain visa status, if international.
- Students on detached duty are eligible for Caltech's health insurance, but those students wishing to arrange for health care through the Host Institution must obtain a waiver from Caltech Benefits; the student is responsible for paying related fees or premiums.
- Students must maintain good financial standing, and arrange for payment of any outstanding Bursar balances, and for loan repayment.
- The student is responsible, in consultation with the advisor, for securing financial support while on detached duty.
- If the location of the Host Institution is outside the United States, students cannot be paid by wages (i.e., GRA or GTA).
- The student is responsible for taxes on earnings paid through Caltech, and subject to any relevant taxes from the host country or obtaining any required export control licenses if overseas.

Caltech agrees as follows:

- Caltech will waive tuition and related mandatory fees.
- Caltech will monitor academic progress and verify degree completion requirements. Caltech will inform the Host Institution of any concerns with academic progress or substantial behavioral concerns.
- Upon satisfactory completion of a thesis and related examination, Caltech will confer the degree upon the student at the annual commencement ceremony.

The Caltech Advisor agrees as follows:

- The advisor will oversee the student's research program and monitor academic progress.
- The advisor will submit grade reports to the Caltech Registrar for each term of enrollment.
- The advisor will notify Caltech of any changes in status or failure of the student to make satisfactory progress.

The Host Institution agrees as follows:

- The Host Institution is responsible for providing a safe work environment and acceptable working conditions.
- The Host Institution will allow the student to be eligible to enroll in a health care plan.
- The Host Institution will extend applicable student privileges, including but not limited to access to housing (if available), athletic facilities, academic resources such as libraries, information technology, and health and counseling services.

## **Intellectual Property**

The patent agreement and/or computer software agreement must protect Caltech's and the Host Institution's interests as applicable and be agreed to by Caltech and the Host Institution. This Agreement will expire upon the termination of student status at Caltech or the Host Institution.

## **International Students**

International students must meet with International Student Programs (ISP) to discuss visa implications prior to review and approval of the detached duty by the Graduate Dean.

## **Questions**

Please contact the [Graduate Studies Office](#).

# CALTECH GRADUATE STUDIES OFFICE

M/C 230-87, Room 230 Center for Student Services, [gradofc@caltech.edu](mailto:gradofc@caltech.edu)

## Detached Duty

Caltech UID:

Last Name:

First Name:

Option:

Year of Study (ex. G1):

Degree (MS, Eng, PhD):

Advisor:

Email:

I am an international student.            Yes            No  
If yes, I have met with ISP to discuss my petition request.            Yes            No

Candidacy completion date (required for detached duty):

Effective Start date:

Effective End date:

Proposed location for the detached duty:

Position you will hold (ex. visiting student, research intern):

Provide any financial support/compensation (if applicable):

Attach (1) a summary of the work to be performed, specifically addressing how this work is integral to your thesis project, (2) the mentoring plan with your Caltech thesis advisor, and (3) any relevant offer letters.

<input type="checkbox"/> Recommended	_____	_____
<input type="checkbox"/> Not Recommended		Student Signature
<input type="checkbox"/> Recommended	_____	_____
<input type="checkbox"/> Not Recommended		Advisor Signature
<input type="checkbox"/> Recommended	_____	_____
<input type="checkbox"/> Not Recommended		Option Representative Signature
<input type="checkbox"/> Approved	_____	_____
<input type="checkbox"/> Not Approved		Research Compliance Signature
	_____	_____
	Date	Dean of Graduate Studies Signature