

# NON-DEGREE TRAINING

## Post Doctoral Fellows

The Department welcomes individuals who have completed doctoral degrees to postdoctoral fellow (PDF) affiliations. PDFs identify a mentor and enjoy advising from faculty and use of the School's facilities.

Postdoctoral Research fellowships are generally for two years.

The postdoctoral programs differ from program to program. Most postdoctoral fellowships are tailored to the needs and abilities of the individual fellow.

Prospective PDFs should submit a PDF application (<https://www.jhsph.edu/academics/postdoctoral-training/process-appointmentoffellows.pdf>). The Application requires proof of sponsorship by either the School or an outside agency for the entire period of the program. Post-doctoral fellows may not use personal funds to support themselves during their program. PDFs will not be able to register, be paid, and/or buy health insurance until verification of their official receipt of the doctoral degree is filed and their PDF application is formally approved.

After being admitted to the Program, each fellow should design, in collaboration with their faculty mentor, an Individualized Development Plan (IDP) for their research time with the Department. PDFs should discuss the anticipated duration of their fellowship with their mentor when they begin the fellowship. PDFs are evaluated annually and must maintain an appropriate level of professionalism and scientific research for the duration of their program.

PDFs must adhere to the student code of conduct (<https://my.jhsph.edu/Resources/PoliciesProcedures/ppm/PolicyProcedureMemoranda/Forms/AllItems.aspx>) ("Student\_Conduct\_Code") for all students of the Johns Hopkins Bloomberg School of Public Health.

PDFs are considered non-degree seeking students and should register for 16 credits during each course term. The Postdoctoral Research Credits course number is 410.830 Postdoctoral Research in Health Behavior and Society. Tuition for PDFs is set at \$200 per term by the School and a postdoctoral scholarship covering tuition is generally granted. PDFs who wish to take academic classes should discuss this with their research mentor as part of their IDP (Individualized Development Plan); these courses cannot be transferred into a degree program at a later date. Please visit the School's PDF website (<https://www.jhsph.edu/academics/postdoctoral-training/>) and PDF guidebook (<https://www.jhsph.edu/academics/postdoctoral-training/Postdoc-guidebook-revised.pdf>) for additional critical information.

The NIH requires that Postdoctoral fellows supported by an NIH training grant receive training in the responsible conduct of research. Courses that fulfill this requirement are PH.550.600 Living Science Ethics - Responsible Conduct of Research and PH.306.665 Research Ethics and integrity: U.S. and International Issues PH.306.665 Research Ethics and integrity: U.S. and International Issues . These courses must be taken for pass/fail.

Upon satisfactory completion of their program, PDFs are issued a Certificate of Completion from the Bloomberg School of Public Health.

Further questions may be directed to L. Robin Newcomb, Academic Program Administrator ([rnewcomb@jhmi.edu](mailto:rnewcomb@jhmi.edu)).

## Certificate Programs

The Department of Health, Behavior and Society offers a number of certificate programs that provide academic training to students seeking targeted education in a specific area of public health. The certificate admissions process and requirements for successful completion are available at <https://www.jhsph.edu/departments/health-behavior-and-society/certificates/>

Our certificates require a minimum of 18 term credits. All required and elective courses must be taken for a letter grade; a minimum grade of C is required in all certificate coursework and students must maintain a 2.75 or better overall GPA for all certificate coursework. The certificate program length is flexible; it varies from student to student, however, the certificate must be completed within three years.

The student should review the section of the website that addresses completion (<http://www.jhsph.edu/academics/certificate-programs/completion.html>) before completing certificate program requirements. The student's transcript will not indicate that the certificate was earned until the Notification of Completion has been submitted, verified by the certificate program, and processed by the Registrar.

Hopkins students enrolled in a degree program must notify the Academic Program Administrator their intent to pursue the certificate. Non-Hopkins students must submit an application through the SOPHAS express system. **Certificate completions cannot be processed retroactively; the notification of certificate program completion form must be submitted before the end of the add/drop period of the term in which a student is taking their last certificate course.**

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