

MS/MBA: Biotechnology: Life Sciences Handbook
2024 -2025

INTRODUCTION

This guide to policies and procedures is for students enrolled in the MS/MBA: Biotechnology: Life Sciences program. Because all students must adhere to the policies and rules of both schools in which they are matriculated Harvard Business School (HBS) and the Graduate School of Arts and Sciences (GSAS), this guide serves as a supplement to the existing policies and procedures at each school, and it applies only to MS/MBA: Biotechnology: Life Sciences students.

If not stated explicitly in this handbook, and the HBS and GSAS policies are in conflict, the HBS policy will serve as the policy. Exceptions to the policies listed in this document are considered by petition to the faculty directors, who will review the petition together with the appropriate administrators within HBS, GSAS, the Faculty of Arts and Sciences (FAS), and Harvard Medical School (HMS).

PROGRAM MISSION

The program educates leaders working at the intersection of science and society, with deep understanding of biotechnology, life sciences, and management. Our goal is to equip students with the latest business and scientific insights to build transformative organizations to advance new drug discoveries or therapeutics.

ENROLLMENT

The MS/MBA - Biotechnology: Life Sciences joint degree is a full-time two-year program. Participants are required to complete both years and all program requirements. Upon completion, students will be eligible to receive a Master in Business Administration degree as well as a Master of Science degree in Biotechnology: Life Sciences. The degrees must be conferred concurrently. No student will be allowed to earn either the Master of Science or the Master in Business Administration as a stand-alone degree.

School Affiliation. Students are concurrently enrolled in both HBS and GSAS for the full duration of the program.

Practically speaking, HBS serves as the primary affiliation and takes the lead on/is primarily responsible for:

- Tuition billing, collection and financial aid including fellowships and loans.
- Student housing. (Students have access to Harvard University Housing and HBS Housing but not to the GSAS Residence Halls.)
- Serving as liaison to the Harvard International Office.
- Serving as liaison to University Health Services.

Students have access to the following services in both HBS and HSCR/B/GSAS:

- Career Services.

Libraries.

- Registrar Services (through the FAS registrar and HBS registrar).
- Computing/IT support, including hbs.edu and GSAS g.harvard.edu email accounts.
- Student Services staff.

Degrees. Upon completion of the requirements, students will be awarded the Master in Business Administration degree from HBS and the Master of Science degree in Biotechnology: Life Sciences from HSCRB/GSAS.

Year Terminology. HBS refers to the first year of the MBA Program as the “RC” (Required Curriculum) year and the second year as the “EC” (Elective Curriculum) year. HSCRB/GSAS refers to years by “G#,” i.e., G1 and G2 for first and second years, respectively.

Individual Class Composition. Students will be grouped together as a program cohort in August before RC/G1 year and will participate in SCRB 230 (NextGen Biotechnology). At the start of HBS RC year, HBS will mix joint degree program students approximately evenly throughout MBA RC sections. Students will be distributed among the broader student populations during the second year of the program.

Class Enrollment Records. The HBS and FAS Registrar Offices each maintain a record of class enrollment during a given term for each joint degree student.

Calendars and Schedules. Each school will continue to manage their respective core course schedules. Since the standard HSCRB/GSAS and HBS class schedules are not aligned (i.e., courses may have scheduling conflicts) students should work with their advisors to determine a feasible second-year schedule. Assume attendance is required and any variations to attend must be discussed with the individual faculty instructor in question.

Diplomas and Commencement. Each school grants a separate degree and diploma. Students are permitted to participate in either or (if the schedule allows) both commencement ceremonies and they will “walk” as a group during the diploma ceremony at each school.

ACADEMIC GUIDELINES

Grades. Each school tracks grades individually. Joint courses required for the MS/MBA: Biotechnology: Life Sciences program are tracked by both schools and appear on both FAS and HBS transcripts. Currently, these courses are Data Science for Life Sciences and credit given for the Capstone Project.

Faculty will explain at the start of each course how grading for that course will be handled.

Second-Year HBS Electives. In the EC/G2 year, students must take 12 credits of HBS EC classroom courses; HBS Independent Projects will not meet degree requirements.

Requirements. Students are required to satisfy each school’s academic standards with respect to grades and overall academic performance in courses offered at that school. Failure to meet either school’s standards of academic performance will result in ineligibility for both the Master in Business Administration and the Master of Science degrees.

Transcripts. Each school maintains a separate transcript. Each transcript shows any core courses (i.e., RC course grade for HBS), any elective courses taken at the school, and joint course grades as outlined previously. For all MS/MBA: Biotechnology: Life Sciences students, the HBS transcript bears the following notation:

“Enrolled in the two-year MS/MBA Biotechnology: Life Sciences program offered by the Harvard Kenneth C. Griffin Graduate School of Arts and Sciences, Harvard Business School, and Harvard Medical School through the Harvard Department of Stem Cell and Regenerative Biology. The above transcript represents that part of the student’s work taken at Harvard Business School toward MBA degree requirements.”

The FAS transcript will not have any specific such notation.

Academic Honors. HBS follows its own policies for the granting of honors. HSCRB/GSAS does not have academic honors for graduate students.

Academic Rules of Conduct. Students are expected to adhere to the [HBS](#) and [HSCRB/GSAS policies of conduct](#). Violations of these policies will be adjudicated by the GSAS Administrative Board for issues related to HSCRB/FAS and the Conduct Review Board for issues related to HBS. Coordination will take place between the two boards for issues that span multiple schools.

LEAVES AND WITHDRAWALS

All policies around leaves of absences – voluntary and involuntary – as outlined in the [GSAS Policies](#) pages apply to students enrolled in the MS/MBA - Biotechnology: Life Sciences program.

All policies around leaves of absence – voluntary and involuntary – as outlined in the [HBS MBA Leave of Absence policy](#) apply to students enrolled in the MS/MBA - Biotechnology: Life Sciences program.

If a programmatic requirement found here is in conflict with the individual HSCRB/GSAS or HBS school policy, the programmatic requirement will supersede the school policy.

Voluntary Leave of Absence. Students should speak with program leadership prior to considering any voluntary leave to weigh all pros and cons to ensure the smoothest transition back upon their return.

(A) It is presumed that all joint degree students are making a commitment to the joint degree program when they enroll and will complete both degrees in the two-year sequence outlined. Students cannot withdraw from only one of the two-degree candidacies. (B) Any student in good academic standing following the RC/G1 year may voluntarily leave the joint degree program with the expressed intent of resuming and completing the entire joint program at a later date. Students who voluntarily leave must return and complete the program within seven years of their date of matriculation into the first year of the joint degree program. The student must first notify the registrar of HBS and the administrative lead of HSCRB (who will notify the FAS registrar) in writing of her or his intention to return.

When the student returns to the joint degree program, they will be subject to the program requirements then prevailing, which may entail additional course requirements if material changes in program requirements were made since her or his withdrawal. Tuition will also be charged at the rates prevailing at the time the joint degree program is resumed.

Required Withdrawal. In the event that a student does not meet the academic performance markers of the MS/MBA Biotechnology: Life Sciences program, they will be required to leave the program (at least temporarily) and must petition in order to return. A required leave of absence from the program could also be related to disciplinary, medical, mental health or financial issues at either school.

FINANCIAL MODEL: TUITION, FEES, FINANCIAL AID, BUDGET

Program students will be charged MS/MBA: Biotechnology: Life Sciences tuition (customized for the joint program to account for additional academic content), which is higher than the HBS MBA tuition and fees. They will be eligible for financial aid administered by HBS and be required to follow HBS MBA financial aid policies and procedures.

ADVISORY SERVICES: ADVISING, MENTORSHIP, CAREER SERVICES

Advising will primarily be provided by the MS/MBA: Biotechnology: Life Sciences faculty co-chairs and administrative program leads at each school.

Each student's HSCR B Master of Science Degree Program Plan will pass through the standard review and approval process by the HSCR B Curriculum Committee. Program questions about the Master of Science degree requirements will be fielded by the HSCR B Director of Education or the HSCR B Assistant Director of Graduate Studies.

INTELLECTUAL PROPERTY

Harvard University's Statement of Policy in Regard to Inventions, Patents, and Copyrights governs the ownership and disposition of intellectual property that is produced in this joint degree program.

PROGRAM SUPPORT

The contacts for program-specific questions are as follows:

For **SCR B**, please contact Bill Anderson, Director of Education, at william_anderson@harvard.edu or Navid Ghaffari, Assistant Director of Graduate Studies, at navid_ghaffari@harvard.edu.

For **HBS**: please contact Jill Fadule, Director, Joint Degree Programs, at jfadule@hbs.edu.