

PROFESSIONAL DEVELOPMENT POLICY FOR THE BUSINESS PHD PROGRAM

Purpose of Policy

The Alberta School of Business PhD Program makes a conscious choice to fund the professional development of our PhD students because we believe it is an essential part of a doctoral program. Professional development includes participation at conferences, specialized educational seminars, and workshops. It also includes research expenses relevant to a student's program. We intentionally make this choice to fund professional development because it contributes to our mission, which is to educate high quality research scholars.

An important part of the work of a research scholar is attending and presenting at conferences where you discuss research with faculty and doctoral students from other schools. Such discussions can lead to future research and career opportunities. Therefore, we want to ensure that all students have the opportunity to gain this experience while in the doctoral program.

Some students may need to develop professionally relevant skills that are not part of the doctoral program in the Alberta School of Business. Some professional development activities may be on-campus, such as writing workshops offered through FGSR or English Language Tutoring. Other professional development activities will be off-campus, such as at academic conferences or special workshops.

Some students need funding to conduct research. For instance, subjects in an experiment may need to be paid, and surveys may need to be conducted. These research designs contribute to the professional development of these students.

This policy summarizes the support given by the PhD office for the professional development of students. This policy replaces the Research/Travel Support Funding Policy for Business PhD Students dated August 26, 2009. It also incorporates some of the informal practices regarding professional development from past years.

Core Principles

All doctoral students, regardless of major or faculty supervisor, should attend some conferences as part of their doctoral education. This policy is designed to enhance consistency over time so that intertemporal equity is maintained.

There are many opportunities for professional development. The doctoral student and her/his supervisor are the most qualified to select the most relevant professional development activities.

The Alberta School of Business PhD Program seeks to place students in high quality academic positions. Therefore, we will allocate additional money so that each student can participate in the job market at one conference as agreed by the student, supervisor, and major coordinator.

Professional Development Account (PDA)

Each student will have a Professional Development Account (PDA) with the Alberta School of Business PhD Program Office. This will be the source of funding under this policy. To align with the University's Fiscal Year, which runs from April 1 to March 31, the PDA will be created on April 1 of the year after the student starts the program. In other words, professional development funding will be available from the PhD Program Office for spring and summer conferences following the first academic year.

The student and the supervisor shall agree on how this money will be spent. The Associate Dean of the PhD Program shall provide oversight with assistance from the major area coordinator.

Professional Development Funding for Students Entering After April 1, 2013

Each doctoral student will be allocated up to \$4000 to spend over the course of their PhD Program. This money will become available in \$1000 increments on April 1 for four years. Each student is also entitled to an additional \$1500 to participate in the job market at one conference.

These amounts are subject to periodic review with the Director of Finance and Administration of the Alberta School of Business.

Professional Development Funding for Students Who Entered Before April 1, 2013

The following table lists the amount for students already in the program.

Entry Year	PDA Balance
2012 (aka FY2013)	4000
2011 (aka FY2012)	3000
2010 (aka FY2011)	2000
2009 (aka FY2010)	1000
Before	0

This money will become available in \$1000 increments on April 1.

All current students are also entitled to an additional \$1500 to participate in the job market at one conference unless the student already participated in the job market in a prior year.

These amounts are subject to periodic review with the Director of Finance and Administration of the Alberta School of Business.

Performance-Related Professional Development Awards

A student will receive an extra \$500 in their Professional Development Account if s/he publishes a paper in a high quality refereed journal. We use the “Consortia List” created by the Associate Deans of Research at business schools of the Universities of Alberta, British Columbia, and Toronto to measure high quality. There is no limit on the number of performance-related awards that a student can win.

Limitations

Students must be registered full-time to access the PDA. Each student can spend no more than \$2000 in a fiscal year from the PDA, and this amount must have been saved from a prior year(s). The \$1500 allotment for the job market conference in the final year of the program is excluded from this limitation.

The limit for English language tutoring is \$500.

Responsibilities of Student and Supervisor

The student and supervisor should plan the student’s professional development activities for the student’s entire time in the program. These activities should be reviewed at least annually with the supervisory committee.

The student should prepare a funding request. This request should be approved by the supervisor and then forwarded to the Associate Dean of PhD Program and the Administrative Assistant responsible for travel claims for review.

The student and supervisor should inform PhD Program staff when the student will be on the job market. This declaration should be made as soon as possible in the calendar year so that funding for the job market conference can be committed in the appropriate fiscal year.

Responsibilities of PhD Program Staff

The Administrative Assistant and Associate Dean will develop a funding request form. The Administrative Assistant of the PhD Program will process travel claims for students or train the students to do so. The Administrative Assistant will also inform students of their PDA balance at the beginning of the fiscal year, after a claim is processed, and monitor the annual limit.

The Associate Dean will monitor the chosen professional development activities to ensure they are consistent with the vision and mission of the PhD Program. The Associate Dean will be supported by the PhD Policy Committee and the representatives of majors in this task.

The Associate Dean will also provide general oversight of this policy.

Other Sources of Professional Development Funding

The Alberta School of Business PhD Program can only support a certain amount of professional development. Students should seek other sources of funding to support their activities, including your research supervisor, department chair, FGSR, and the Graduate Students Association. Some conferences and professional associations offer support to doctoral students.

Passed by Business PhD Policy Committee, February 6, 2013.

Effective Date: April 1, 2013.