

Business PhD Student Academic Orientation
August 31, 2018, 9:00 am, Room 4-16

Introductions

1. PhD Office

David Deephouse: davidd@ualberta.ca, 780-492-5419 (dial 2-5419 on campus)
 Associate Dean, PhD Program; and Associate Dean, Research

2. New Students

Name	Specialization	Country
Ke Feng Professional Certificate, York University; MSc Chemical and Biological Engineering, King Abdullah University of Science and Technology; BSc Applied Accounting (Hon), Oxford Brookes University; BSc Eng Materials Science and Engineering, Beihang University	Accounting	China (PR Canada)
Weisu Yu MSc Finance, University of Saskatchewan; M Finance, McMaster University; B Economics, Nankai University	Finance	China
Sihan Zhang M Finance, Saint Mary's University; BSc Mathematics and Applied Math, Harbin Institute of Technology	Finance	China
Mahdi Niknejad Moghadam (January 2019) MBA, BSc Industrial Engineering, Sharif University of Technology	Marketing	Iran
Amin Shiri MBA, Bilkent University; BBA, Middle East Technical University	Marketing	Iran
Sepehr Fathizadan (arrival TBC) MSc, Sharif University of Technology; BSc Iran University of Science and Technology	OIS	Iran
Elnaz Nabiyi (arrival mid-Sept) MBA, BSc Electrical Engineering, Sharif University of Tehran	OIS	Iran
Mohammad Javad Soleimani Meimandi (arrival mid-Sept) MBA, Sharif University of Technology; BS Electrical Engineering-Control, Iran University of Science and Technology	OIS	Iran
Mary (Maggie) Cascadden M Resource Planning, Simon Fraser University; BA & Sc (Hons) Sustainability, McGill University	SMO	Canada
Bandita Deka Kalita MBA, Asian Institute of Technology; B Eng, Electronics & Telecomm, Gauhati University	SMO	India
Kylie Heales MBA, Duke University; M Business, B Economics, University of Queensland	SMO	Australia
Rodrigo Valadao BSc Engineering, Universidade Estacio de Sa, Brazil	SMO	Brazil

Graduate Studies

3. Graduate Students Association (GSA) and FGSR (9:15-9:35 am)

Presentation: Zhihong Pan, GSA VP External, Mahsa Toghray, GSA Elections & Nominating Specialist, and Coreen Neilson, FGSR; and GSA Student Councillor Rongrong Zhang.

4. Full-Time Program

The PhD program is a full-time program. As indicated in your offer letter, you are entitled to three weeks' vacation and statutory holidays; these three weeks are not in addition to the three weeks you may receive as a Graduate Assistant specified in the collective agreement for Graduate Assistants. Most importantly, you do not get the summers off! Working for extra money outside of the PhD program while being funded by the program is strongly discouraged! If your progress on your degree is negatively affected as evident in your annual evaluations, your funding from the School and other sources may be reduced.

5. The Academic Year

See **Business PhD Program Calendar for 2018-19** (Forms and Policies link on website.)

6. Superordinate Authority of the University and Faculty of Graduate Studies and Research

The PhD Office, professors, and fellow students advise and help you with your program. We do this in the context of university policies, especially:

University Calendar: <http://calendar.ualberta.ca/>

General Faculties Council (GFC) Policy Manual:

<https://www.ualberta.ca/governance/resources/policies-standards-and-codes-of-conduct/gfc-policy-manual>

Graduate Program Manual: <https://www.ualberta.ca/graduate-studies/about/graduate-program-manual>

The Graduate Program Manual assists departments in managing graduate programs. The manual is a compilation of procedures and guidelines for the administration of graduate programs, plus policies that have been approved by the appropriate governing bodies of the University of Alberta.

Individuals should refer to the Graduate Program Manual and the FGSR website when managing and administering graduate programs. When in doubt, individuals should refer to the applicable policy statements in the University Calendar or the General Faculties Council Policy Manual -- which contain official policy statements of the University regarding academic programs.

The online Graduate Program Manual is updated 7 to 10 days after meetings of FGSR Council and certain other policy-making bodies.

FGSR – Ethics and Academic Integrity

7. Ethics Training

You are required to complete a minimum of 8 hours of **Academic Integrity and Ethics Training**. The completed form with appropriate signature must be submitted to the PhD Office within 3 years. Students cannot graduate without certification of completion. There is an on-line course that many students take. There are also many courses offered by the Graduate Teaching and Learning (GTL) and the Professional Development programs of FGSR.

(<https://www.ualberta.ca/graduate-studies/current-students/academic-requirements/ethics>)
 See **Business PhD Ethics Training approved 2013-04-18** and **Ethics Form for Students dated 2013 April** in [Forms and Policies](#) link on website.

8. Academic Integrity for Students

“The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the [Code of Student Behaviour](#) (online at <https://cloudfront.ualberta.ca/-/media/universitgovernance/documents/resources/policies-standards-and-codes-of-conduct/cosb-updated-july-1-2018.pdf>) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.” (GFC 29 SEP 2003).

There are several resources available about academic integrity on the [University website](#) (<https://www.ualberta.ca/graduate-studies/current-students/academic-requirements/ethics/resources>), the Vice-Provost and Dean of Students’ website (<https://www.ualberta.ca/provost/dean-of-students>) and at the Centre for Teaching and Learning (<https://www.ualberta.ca/centre-for-teaching-and-learning/grants/tlef/tlef-deliverables/academic-integrity>).

Be sure to read the Research and Scholarship Integrity Policy <https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Research-and-Scholarship-Integrity-Policy.pdf>. It says: “Dishonesty and fabrication fundamentally undermine the worth and usefulness of research and other scholarly work.”

Your PhD Program

9. Learning Goals of the PhD Program

1. Acquiring Advanced Knowledge
2. Creating Advanced Knowledge
3. Preparing Effective Teachers in Higher Education
4. Providing Ethical & Professional Skills

10. Path Through the PhD Program

Course Work → Comprehensive Exams (Comps) → Candidacy → Final Oral Exam
 The University specifies that the time to completion is 6 years. Extensions are possible, but more than one year is very difficult. Most students finish within six years.

Year	Number of Students Who				
	Wrote Comps	Passed Comps	Graduated	Withdrew	Transferred
12-13	6	5	6	2	0
13-14	10	9	9	3	0
14-15	6	6	11	0	0
15-16	10	10	13	1	1
16-17	8	7	6	0	1
17-18	13	12	6	0	1

11. Coursework

Each specialization within the PhD Program has a list of requirements and suggested courses that you will take.

12. Comprehensive Examinations in Specializations

Typically in spring of 2nd year.

See **Comprehensive Exam Procedures Effective 2018-04-04** (Forms and Policies link on website.)

13. Candidacy Examination (on Thesis Proposal)

Required by end of 3rd year.

See **Candidacy Exam Procedures 2017-02-16** (Forms and Policies link on website.)

14. Final Examination (on Thesis)

Required by end of 6th year.

See **Final Exam Procedures revised 2018-03-15** (Forms and Policies link on website.)

15. Student Planning and Progress Form

You must periodically plan your coursework, research, and teaching with the guidance of your supervisor, teaching mentor, and specialization coordinator. You must document your plans twice a year using the **Student Planning and Progress Form**. This is a living electronic document that grows over time. Deadlines for submission are September 14 and May 31.

(See Forms and Policies link on website.)

16. Project Planning and Evaluation Form

You will apprentice as a researcher and teacher under the guidance of faculty mentors. Each apprenticeship is called a project. Projects should be planned and reviewed every four months in September, January, and May. A short written plan should be prepared with your mentor. Four months later, you and your mentor must document your progress on the project using **Project Planning and Evaluation Form**. Deadlines for submission are September 14, January 15, and May 15. (See Forms and Policies link on website.)

17. Annual Evaluations

Your progress must be reviewed annually by your supervisory committee. Our annual review period is May 1-April 30, or Sept 1-April 30 for first year students. Distribute your **Student Planning and Progress Form** and your **Project Planning and Evaluation Forms** from the last year to your supervisory committee. After meeting with the supervisory committee, you and your supervisor must complete the **Supervisory Committee Evaluation Form** and send it to the PhD Office and your specialization representative. Deadline for submission is May 31. (See Forms and Policies link on website.)

Financial Support and Awards

18. Financial Package and Paid Tuition

You are typically funded for four years. Some students are able to obtain additional funding by winning specialized awards or by working with faculty on their research grants. Tuition and non-instructional fees are paid by the program for the first four years in most cases. You are responsible for tuition and fees in subsequent years. Failure to meet program requirements within three years will result in a reduction in your funding until the requirements are met.

19. Professional Development Account

All students receive a Professional Development Account of \$5000, allocated over 4 years to use for software, travel to conferences, and professional development, with an additional \$1500 available to attend one job market conference. Your supervisor must approve your use of funds in advance of your travel and purchases.

Funds other than your PDA may be available to you from your department, your supervisor, or other sources.

20. Other Financial Awards

Applicants get significant financial benefit from winning external awards. They also gain recognition which can be helpful in the job market.

Other travel awards are available from the FGSR, GSA and the Shell Enhanced Learning Fund, typically for students presenting at conferences and after candidacy has been passed. Links to these resources can be found in the Professional Development and Travel section of our **Forms and Policies** link on the website

Criteria for winning awards include: GPA; reference letters; and evidence of research activities (especially publications and major conference presentations). Certain awards also have requirements for demonstrated activity in student clubs/associations or as a community volunteer.

Learn about U of A FGSR awards and SSHRC/NSERC/CIHR scholarships (for Canadians or permanent residents) at <https://www.ualberta.ca/graduate-studies/awards-and-funding/scholarships> and <https://www.uofa.ualberta.ca/graduate-studies/awards-and-funding/scholarships/doctoral-tri-council-scholarships>.

You will be notified when scholarship competitions are announced. However there may be scholarships that you could win that we don't administer (e.g. Sons of Norway Scholarship). Examples of successful applications can be found in PhD Public Folders.

Research Assistantships and Teaching Assistantships

21. Graduate Research Assistantship (GRA) Requirements

Your offer letter may specify that you are required to work as an RA for a certain amount of time during the school year and in the summer. This is a great opportunity to learn how to conduct research and learn about being a researcher.

You are encouraged to do more than the required amount to enhance your skills and to increase

your likelihood of publishing a paper. If you are not required to be an RA, you still should be doing research with faculty. I also encourage you to do research with more than one person to broaden your skill set and increase chance of publication.

22. Graduate Teaching Assistantship (GTA) Requirements

Your offer letter provides information about your requirements for serving as a graduate teaching assistant and teaching. Most students are required to teach 2 sections within the first 4 years of their program, typically after passing the comprehensive exams. This is important preparation for teaching as a faculty member. Work with your teaching mentor, faculty members, and other PhD students who have taught the course.

*Note: If you are hired as a GRA or GTA, you can work (and be paid for) a maximum of 12 hours per week in total from these sources according to the GSA Collective Agreement (<http://www.gsa.ualberta.ca/en/CollectiveAgreement.aspx>).

23. Graduate Research Assistantship Fellowship (GRAF)

The GRAF is used to recognize fellowships, scholarships, and other financial support that do not have specific work requirements like a GRA or GTA. However, this puts more responsibility on you to plan and work on your own research. Moreover, you should be working with your supervisor or other faculty member on one or more research projects.

24. Teaching Development Program

The Business PhD Program coordinates closely with the Graduate Teaching and Learning Program (GTL) of the University. Level 1 of GTL provides teaching foundations in a course-based setting. Level 2 of GTL is primarily experiential, and our teaching requirements are a component of Level 2. Details at <https://www.ualberta.ca/graduate-studies/professional-development/graduate-teaching-and-learning-program>

See **Business PhD Teaching Development Policy 2013-04-18** in [Forms and Policies link on website](#).

25. Centre for Teaching and Learning

<https://www.ualberta.ca/centre-for-teaching-and-learning>

Research Activities

26. Overseas Study Opportunities

The Alberta School of Business is keen to encourage the development of international collaboration opportunities at the doctoral level. To this end, the Dean has dedicated a fund to support the School's PhD students spending time abroad. Doctoral students can apply for up to \$7,000 to support a visit to a university outside of Canada – but not from a country where the applicant has previously studied or lived. See **Doctoral Students Abroad Program dated 2018-07-10** in [Forms and Policies link on website](#).

27. Business Research Conference

This is an annual student-run conference for student research. Attendance is mandatory. You will do a poster or presentation at the conference in your second and subsequent years. This year's date is Friday, November 2, 2018, 8:30 am - 3:00 pm in Room 5-40.

Your Area Representatives and Supervisors

28. The role of your supervisor

Your supervisor is the faculty member specified as such in your offer letter. Your supervisor is your primary mentor. You can change supervisors if your research interests change or your working styles are incompatible. You cannot stay in the PhD program without a supervisor. Be sure to consult with the coordinator of your specialization and the Associate Dean if you are having serious issues with your supervisor that you cannot resolve with her/him.

See [Supervisory Guidelines Updated 2018-03](#) in [Forms and Policies link on website](#).

29. Supervisory and Examination Committees

You need three people on your supervisory committee by the end of your first year. There must be five on your examination committees. These people can change as your research interests and their availability do.

Open [Checklist for Structure of Exam Committees for Business PhD dated 2018-03-05](#) in [Forms and Policies link on website](#).

See also [Graduate Program Manual Section 8. Supervision, Oral Examinations, and Program Completion](#).

[8.1 Supervision and Supervisory Committees](#)

[8.2 The Structure of Examining Committees](#)

[8.3 Conduct of Examinations](#)

[8.4 Thesis Requirements](#)

30. Introductions to Area (Specialization) Coordinators

Accounting: [Shamin Mashruwala](#)

Finance: [Masahiro Watanabe](#)

Marketing: [Peter Popkowski Leszczyc](#)

Operations and Information Systems: [Armann Ingolfsson](#)

Strategic Management and Organization: [Emily Block](#)

These faculty members are also voting members of the Business PhD Policy Committee.

Specializations Session, Room 4-06 Lounge

Break out 10:30 – 11:00 am. MOVE TO ROOM 4-06 to Area tables (area reps, new students and invited supervisors)

Overview on the role of the department and supervisors. Topics for discussion may include appropriate courses to take, research project potential, seminar/workshop participation/attendance, comprehensive exams, and teaching prep. This will be a valuable precursor to the first meetings between supervisors and students (required by FGSR -- see attached checklist or link to forms and policies link).

31. To whom do I turn if I have academic concerns or questions?

Your Supervisor → Your Specialization Coordinator → the PhD Office → FGSR

(Return to Room 4-16 Banister, 11:00 am.)

Professional Development

32. FGSR PD/IDP REQUIREMENTS

Presentation: Charity Slobod, Professional Development and Community Volunteer Coordinator, FGSR **11:15 – 11:30 am.**

Graduate students must complete the University of Alberta Professional Development Requirement which includes an Individual Development Plan (IDP) and 8 hours of Professional Development Activities (<https://www.ualberta.ca/graduate-studies/professional-development/professional-development-requirement>).

Campus Resources

- [Campus Food Bank](#)
- [Community Social Work Team](#)
- [Counselling & Clinical Services](#)
- [Graduate Student Ombudsperson](#)
- [Institute for Sexual Minority Students and Services](#)
- [International Student Services](#)
- [Parent Link](#)
- [Peer Support Centre](#)
- [Protective Services](#)
- [Sexual Assault Centre](#)
- [Sexual Violence Information and Resources](#)
- [Student – Information Services & Technology \(IST\)](#)
- [Student Accessibility Services](#)
- [Student Health and Wellness](#)
- [University Health Centre](#)

Getting Started, Questions and Conclusion

Meet and sign off your First Meetings form (discuss annual program, course selection, and research activity with your supervisor). Use [Checklist for Supervisors' First Meeting with Graduate Students](#) in Forms and Policies link.

Update personal info and register for courses on [Bear Tracks](#). See [Administration Orientation for \(New\) Business PhD Students](#) in Forms and Policies link on website.

Open for Questions

ACADEMIC ORIENTATION SESSION CONCLUDES AT 12:00 PM

Welcome Reception

Please attend the Welcome Reception, **2:30-3:30 pm** in Jean de La Bruyère Lounge, Room 4-06 Business Building, to be formally introduced and meet our current PhD students, the business faculty, and staff.

*Thank you for joining us at orientation. You have many years to master the information herein.
PhD study is a marathon, not a sprint. Good luck!*