ADMINISTRATION ORIENTATION FOR NEW BUSINESS PhD STUDENTS
Thursday, August 30, 2018
1:30 pm – 4:30 pm, Room 4-16 Banister

Welcome to the Business PhD Program! The following information will help you get organized as you start the program.

1. PhD OFFICE
   Room 2-24 Business Building (BUS)
   11211 Saskatchewan Drive, Edmonton, AB T6G 2R6
   8:30 am – 4:30 pm September-April
   8:00 am – 4:00 pm May-August
   (12:00-1:00 pm closed for lunch)
   busphd@ualberta.ca
   780-492-5816 (or 2-5816 from university phone)

   ➢ David Deephouse, Associate Dean, PhD Program and Research
davidd@ualberta.ca 780-492-5419 (or 2-5419 from university phone)

   ➢ Debbie Giesbrecht, Program Administrator
gi1@ualberta.ca 780-492-2361 (or 2-2361 from university phone)

   ➢ Helen Wu, Administrative Assistant
helen7@ualberta.ca 780-492-5816 (or 2-5816 from university phone)

   **Important Phone Numbers**

   **Security/Protective Services:** 780-492-5050
   **Emergency, Fire, Ambulance, Police:** 911 or 780-492-5555

   Your **SCHOOL MAIL** is placed in your file folder in a stand located outside the PhD Office. Please check your folder regularly. Personal mail must be sent to your residential address.

2. DEPARTMENT OFFICES
   Your department chair, area representative, and department administrators are also here to support you:
3. STUDY PERMIT
If you are an international student the PhD office requires a scan/copy of your study permit, given to you by Immigration authorities when you landed in Canada. This is required by September 6th to process your Payroll payment.

4. SIN NUMBER
Bring your Canada Social Insurance Number/SIN number to the PhD office by September 6th so we scan your SIN card/letter for HR purposes, and for Payroll. (International students see Tips to Get Your SIN sheet, or go to https://www.ualberta.ca/international-student-services/money-insurance-permits-guide/social-insurance-number).

5. YOUR CONDITIONS FOR ADMISSION
Official transcripts, etc. must be received by FGSR by the end of December.

6. ID CARD
Get your university ONEcard identification card from the ONEcard InfoLink Service Centre, in HUB Mall at #9104 or take the ramp up to Riverside Lounge, August 22 – September 6 (https://www.onecard.ualberta.ca/get-a-onecard). Your CCID is the first part of your @ualberta email. Proceed to the 3rd Floor Business General Office to request programming of your ONEcard for access to the Business building after-hours, the Business office areas, and PhD study areas. Starting in September the ONEcard is your pass to ride transit buses and LRT train, using the campus recreation facilities, and library services.
7. **LAPTOP and SYSTEMS SUPPORT**  
IST (Information Services and Technology) **Presentation: 1:45-1:55 pm**  
Brett Scotten, James Walker, Rudy (Rohid) Alami-Ayas

For problems with your laptop or systems access, book an appointment or email tech support: IST@ualberta.ca, phone 780-492-9400; then visit them in Room 4-24.

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### BEAR TRACKS

8. **REGISTRATION**  
On the University website, [Bear Tracks](https://www.beartracks.ualberta.ca/) is the portal to all of your information including courses, registration status, grades, fees and outstanding conditions of admission.

Full-time students must be registered in at least 9 credits per term. Please check with Debbie if you need assistance as some courses are not available for self-registration. All students must maintain full-time registration until graduation.

**PERSONAL INFO**  
On Bear Tracks, update your Edmonton postal address and telephone number. Your student information and status must be correct and up to date.

**PAYROLL AND BANKING**  
On Bear Tracks, enter your banking information to authorize Payroll to deposit your pay cheque directly to your bank account. This is the only method of payment for your funding. Pay day is always the **10th and 25th of day of the month**, but if these dates fall on a weekend or statutory holiday, you will be paid on the Friday before. Enter your banking information between September 12 and 16 to ensure you receive your first deposit on September 25. You can access your pay information through Bear Tracks.

In HUB Mall you will find ATM machines for the following banks: TD, RBC, CIBC, Scotiabank, BMO, and ATB.

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### FINANCIAL INFORMATION

9. **FUNDING AND TUITION FEES**  
The amount in your offer letter is the amount you will receive in your first year. You could receive more in the future if you win major awards or if faculty can provide extra money to you. You could receive less if your performance does not meet the expectations of your supervisory committee or the PhD program.

The amount you receive on each pay day may vary because the PhD program is funded from a variety of sources. Many of these, including faculty grants, endowment income, and national scholarships, are funded on the government’s fiscal year, which runs April 1 to March 31. The University also makes lump sum payments to scholarship winners. Given these contingencies, we allocate the funds from the Alberta School of Business as best we can to keep your pay deposits relatively constant.
Much of your money comes as a tax-free scholarship (GRAF). Some money, typically from faculty grants, is paid as a Graduate Research Assistantship (GRA) and is partially taxable. Tuition and non-instructional fees are paid by the program for the first four years for most of you. Some of you receive additional funding and must pay tuition yourself. You will all be responsible for tuition and fees in year 5 and beyond.

Income tax withheld from Pay when teaching in years 3 and 4. Depending on your total income, you may receive all or most of the tax back after filing your annual income tax return.

Tuition fee deadlines:
- Fall – September 28, 2018
- Winter – January 31, 2019
- Spring/Summer – May 9, 2019

Penalties will be assessed for late payment. The fees office will deduct your tuition in 6 instalments over five or six pay periods in the three months following the deadlines if you have an active GRA, GTA or GRAF contract. Contact Debbie with questions or concerns about tuition, your pay, scholarships, or awards.

10. AWARDS
Students receive significant financial benefit from winning an award. You will be notified when major award competitions are announced.

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

11. PROFESSIONAL DEVELOPMENT ACCOUNT – PDA
All students receive a Professional Development Account (PDA) with funds to use for conference travel and professional development expenses: $200 (primarily for research software) is deposited this September and $1200 deposited on April 1 (the start of the fiscal year) of the next four years for a total of $5000. An additional $1500 is available after passing your candidacy exam to attend a job market conference.

Refer to the Forms and Policies link on the PhD program website for:
- Bus PhD Prof. Development Policy (approved 2013-02-07);
- Bus PhD Software Policy (approved 2014-04-10);
- Request to Use PDA Funds form (link);
- Tips for Travel Claims; and
- University UAPPOL Travel Policy and Procedures: https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Travel-Expense-Procedure.pdf
- Schedule of Allowable Travel Expenses

Your supervisor must approve the use of funds in your PDA account in advance of your travel or software purchase. Additional funds may be available to you from the department, your supervisor, and/or other sources, which must be confirmed by providing the PhD office with a 'speed code' from the department administrator or faculty member.
Most software purchases are ordered through the PhD office with a ‘pink’ authorization form. IST will process orders and provide students with instructions to download onto your Lenovo laptop. See Helen before you travel to learn about allowances, documentation/receipts, and claims process.

### STUDENT SUPPORT

#### 12. STUDENT WEB PAGE
All PhD students should have a web profile. A standard page is created to link from the Current Students page of the PhD Program website (www.ualberta.ca/business/phd) and from the Department Members page of the Alberta School of Business website (by specialization). Helen can set up a webpage in October (or anytime) and update it for you throughout your program. You must provide your CV to initiate a page. A summary of your research and teaching interests, and a suitable photo should also be added. See [https://www.ualberta.ca/business/phd/ke-cao](https://www.ualberta.ca/business/phd/ke-cao) for an example of a student page.

#### 13. BUSINESS CARDS
All students can order a PhD Student business card; the first 250-card order is free. Helen will take orders in October and June and will confirm the details with you before printing. Some students choose to wait or place a subsequent order when they become a PhD Candidate.

#### 14. PRINTING, COPYING and SCANNING
- Copiers are located on 2nd, 3rd, 4th floors, Fishbowl and PhD House. You will need to key-in your ID# (7 digits).
- For scans, select “add me” so it will send to your @ualberta email address (no charge).
- Printing is charged $.04 per side B&W. Colour printing is $0.30 per side; choose to print from the 4th floor colour copier.
- You will receive a Printing Statement quarterly. You can pay your invoice at the PhD office by cheque or cash (change is not provided but will appear as a credit on your printing account for future charges). The office is unable to process debit or credit card payments.
- Bulk or oversize printing (for posters or presentations) can be ordered through SUBprint in the Students’ Union Building ([https://subprint.ca](https://subprint.ca)).

#### 15. LOCKERS and STORAGE
Lockers are located in the Fishbowl (kitchen) and Room 4-05. After booking a locker with Helen you may secure it with your own lock. Locks must be removed when the locker is not being used or upon leaving the program. There are a limited number of lockable file drawers available in the Fishbowl; check with Helen to request a key to a file drawer. There are a limited number of lockable carrels on the 4th floor administered by the BDA. You will receive info aboutreserving one from them directly.

Please note that food items must be carefully and properly stored or disposed of to prevent pest infestations (i.e. mice and flies).
16. GENERAL OFFICE
Keys for PhD study spaces may be signed out from the Business General Office (GO) on the 3rd floor, and returned upon leaving the program. Keys for the use of conference rooms and teaching office are signed out for only the period required (i.e. the day of a scheduled meeting, or the term in which you are teaching).

The General Office provides assistance with the following: meeting room and equipment bookings, cleaning and maintenance of study areas, facility supplies, security/protective services, theft/vandalism, mice/pests, mail services, health/safety/emergency, fire alarms and first aid kits/AED defibrillators.

Please bring your concerns to the PhD office first; Helen will follow up with the GO.

POLICIES

17. FORMS AND POLICIES
Familiarize yourself with PhD Program policies and administrative forms located in the Forms and Policies link in the PhD website www.ualberta.ca/business/programs/phd.
If you need information on a policy or procedure that is not listed contact the PhD office.

University policies and procedures are at UAPPOL (“you apple”): https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/default.aspx

GLOSSARY / ACRONYMS

18. FGSR Faculty of Graduate Studies and Research  
GSA Graduate Students Association  
SSHRC Social Sciences and Humanities Research Council

There are at least 300 more at https://www.ualberta.ca/governance/resources/glossary-of-university-acronyms.

CAMPUS RESOURCES

19. INTERNATIONAL STUDENTS
   - www.ualberta.ca/international-student-services/welcome-services
   - www.ualberta.ca/international-student-services
   - Frequently asked questions (FAQ): www.ualberta.ca/international-student-services/faq
   - Visit the International Services Centre (ISC) at 142 Telus Centre, 87 Ave. & 111 St.  
     Phone: 780-492-2692
   - Email: advising@international.ualberta.ca

20. DEAN OF STUDENTS
Information and links to academic and personal student services, policies, reports, projects, resources, etc.: https://www.ualberta.ca/provost/dean-of-students/services.
21. HEALTH AND WELLNESS
- 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

LIBRARY

22. WINSPEAR BUSINESS REFERENCE LIBRARY
Janet Williamson, Public Services Librarian. Presentation 3:00 - 3:30 pm
Winspear Library is located on main floor at 1-18 BUS.

See Winspear Library Information in Forms and Policies link on website.

STUDENT ASSOCIATIONS

23. PhD REPRESENTATIVES
- Business PhD Policy Committee (2 reps, elected)
  Saurabh Rawal (MKTG) and Shirley (Shuo) Chen (MKTG)
- Business Council 2018-19 (1 rep)
  Rongrong Zhang (SMO); Emma Jing (SMO) is the alternate.
- GSA Graduate Student Association (1-2 elected reps)
  Rongrong Zhang (SMO); Emma Jing (SMO) is the alternate.

24. BUSINESS DOCTORAL ASSOCIATION (BDA)
Saurabh Rawal and Eiji Ohashi. Presentation and Tour: 3:30 - 4:30 pm

Elected Executive for 2018-19:
- President: Saurabh Rawal (MKTG);
- VP Operations & Space: Emma Jing (SMO);
- VP Networking and Student Life: Eiji Ohashi (ACCTG);
- VP Governance & Finance: Joseph DeCoste (MKTG);
- VP External & Communications: Rongrong Zhang (SMO);
- VP Professional Development: Maryam Zakeri Hosseinabadi (OIS).

www.ualberta.ca/business/student-organizations/business-doctoral-association
BUSINESS RESEARCH CONFERENCE
Plan to attend this student-run conference where posters are presented by all Business PhD students on their research projects or theses (first year students must attend but are exempt from presenting). This all-day event is scheduled for Friday, November 2, 2018, 5th floor, Stollery Conference Centre, Business Building.

BDA TOUR OF PHD STUDY AREAS (include Lockers and Keys info)
- Room 4-06, 4th Floor Lounge/kitchen for grad students and staff. ONEcard access.
- Room 4-05, PhD study room, hoteling spaces, clear your area nightly. Sign out key (JA300) from 3rd floor General Office. Book locker with Helen.
- Room 4-27 Teaching Office. During your teaching term you may sign out a key (JA305) from the General Office and must return it at the end of term. Book office through Helen.
- 4th Floor printer room with colour and B&W printers. ONEcard access.
- 4th Floor Carrels, assigned by the BDA, limited number available. Contact BDA@ualberta.ca (Emma Jing) to book carrel space.
- 2nd and 3rd floors printers; sign out room key (JA137).
- Fishbowl, Hub Mall (#9200 across from pedway to Humanities Building) for Business PhD students and PhD student visitors. Quiet study room, hoteling space, and kitchen. ONEcard access. Book lockers and file drawers through Helen.
- Room 2-33 for Sessionals (alternate space when teaching); PhD office has key (JA299) or may be borrowed from the General Office.
- PhD House 11019 – 90th Ave., 780-492-8733 (or 2-8733 direct), sign out key (SAA200) from General Office. Four carrels upstairs with lockable cabinets, book with Helen. House includes kitchen, printer, study/social areas, yard, etc. Note: construction is ongoing in the neighbourhood which may be noisy/disruptive/dirty/dusty at times.

25. UNIVERSITY OF ALBERTA STUDENTS’ UNION (https://www.su.ualberta.ca/)
26. Frequently Asked Questions (FAQ), who can help?

**Academic concerns or questions?**
Supervisor → Area Representative → the PhD Office → FGSR

**Concerns or questions about my pay, funding, courses, candidacy, professional development, ethics, evaluations, or letters?**
Debbie Giesbrecht → Supervisor → FGSR or HR

**Questions about teaching courses?**
Supervisor → Area Representative → Department Chair → Department Administrator

**Questions about travel or expense claims?**
Helen Wu or Debbie Giesbrecht → Supervisor → Department Administrator

**The Lenovo laptop or other computer/printer issues?**
PhD Office → IST

**Well-being, stress, health, or family emergencies that interrupt my program?**
Supervisor → PhD Office → Dean of Students Office → GSA

**Questions about annual reporting?**
Supervisor → Helen Wu or Debbie Giesbrecht → Area Representative → David Deephouse

**Booking a meeting room?**
Helen Wu or Debbie Giesbrecht, or Department Administrator, or Department Administrative Assistant