**ALBERTA SCHOOL OF BUSINESS PHD PROGRAM
POLICY TO FUND TRAVEL AND OTHER EXPENSES
FOR BUSINESS PHD STUDENTS
ADMITTED PRIOR TO FALL 2020**

Purpose of Policy
The Alberta School of Business PhD Program provides funding for 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, including the purchase of specialized software. We 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.

Doctoral students in the Alberta School of Business use specialized software, such as NVivo or STATA to conduct research. The costs for software vary – from free for statistical software R to over $1000 for an outright purchase. Annual licenses are available; several cost about $100 per year. All Business PhD students are provided with a laptop when they enter the program, and this laptop remains the property of the University of Alberta until the student graduates. All software required for research must be purchased through the U of A and installed with approved encryption per Information Services and Technology (IST) and University of Alberta Policies and Procedures (UAPPOL).

The PhD Program wants to ensure that students have the tools required for doing their own independent research, especially their dissertations. The PhD Program also wants to ensure equity among students. And because software needs can change over the course of a student's

program, adaptability to student needs is essential. The PhD Program is also subject to budgetary discipline, and must adhere to the University of Albert Policies and Procedures, as set forth in UAPPOL (University of Alberta Policies and Procedures Online https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/Finance.aspx).

This policy summarizes the support given by the PhD office for the professional development expenses of students who started the program prior to Fall 2020. This policy replaces the Bus PhD Prof. Development Account Policy approved 2013-02-07 and the Bus PhD Software Policy Approved 2014-04-10. It also incorporates some of the informal practices regarding professional development funding from past years.

Core Principles
All doctoral students, regardless of specialization or faculty supervisor, should attend some conferences as part of their doctoral education. This policy is designed to enhance consistency over time and across PhD Specializations.

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 coordinator of the specialization.

Travel and Expense Account (TEA)
Each student will have a Travel and Expense Account (TEA) 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 TEA will be created on April 1 of the year after the student starts the program. In other words, travel and expense funding will be available from the PhD Program Office for spring and summer conferences following the first academic year. A two hundred dollar ($200) allocation for software purchases will be available when each student starts the program.

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 specialization's area coordinator.

Professional Development Funding for Students Entering After April 1, 2013 And Before September 1, 2020

Each doctoral student will be allocated up to $5000 to spend over the course of their PhD Program. This money will become available in increments over four years as indicated in the chart below. Each student is also entitled to an additional $1500 to participate in the job market at one conference.

TEA Fund Deposit Date	Amount
Year 1 on September 1 (or January 1 for students who start in Winter term)	$ 200
Year 1 on April 1	$1200
Year 2 on April 1	$1200
Year 3 on April 1	$1200
Year 4 on April 1	$1200
Total over first four years in program	$5000
After candidacy, for job market conference	$1500

Limitations

Students must be registered full-time to access the TEA. Each student can spend no more than $2200 in a fiscal year from the TEA, 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.

Allocated funds which remain unspent at the end of a students' program cannot be paid out in cash.

The limit for English language tutoring is $500.

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. The list of eligible top management journals is available on the Alberta School of Business Research Website:
https://www.ualberta.ca/business/research/publications/top-management-journals.html

There is no limit on the number of performance-related awards that a student can win.

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 before travel is booked or any purchases made. This request should be approved by the supervisor and then forwarded to the Administrative Assistant responsible for travel claims for review and processing.

The dissertation supervisor or research supervisor must approve software choices. Students are responsible for determining the renewal dates for specific software before ordering. The person responsible for ordering software for faculty and staff will order software for students. This person will pass the claims through the appropriate administrator in the PhD Office for processing through the TEA.

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 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 TEA 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 specializations 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 their research supervisor, department chair, FGSR, and the Graduate Students Association. Some conferences and professional associations offer support to doctoral students.

Software Alternatives

Software is often available at a discounted rate for students. The University negotiates discounts for software because it is a large buyer. Annual licenses may be most cost effective. Advantages

of licenses are lower initial cost, greater flexibility to switch software, and periodic upgrades at renewal. Purchasing software provides stability in price and the user environment. Some software may be initially easier to use; these typically have higher prices. There are also levels of functionality from certain providers; doctoral students usually should choose faculty-level functionality to do faculty-level work.

Other Sources of Funding
Students may be required to use certain software in their work as an apprentice to faculty members on research projects. Ideally, such software should be funded by the faculty from research grants or other sources.

Version History:
Approved by Business PhD Policy Committee 2020-April-09.
Revision to correct the web link for the top management journals approved by Business Policy Committee 2020-November-05.