ALBERTA SCHOOL OF BUSINESS PHD PROGRAM
POLICY FOR TRAVEL AND EXPENSE ACCOUNTS (TEA)
FOR BUSINESS PHD STUDENTS ADMITTED FALL 2020 AND BEYOND

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 $1,000 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 starting the program in Fall 2020 and beyond. It also incorporates some of the informal practices regarding professional development 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 the student starts the program. In other words, students will have access to travel and expense funding in their 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 specialization's area coordinator.

Effective April 1, 2020, students who begin the program in Fall 2020 and beyond will have up to $1,500 per year, for four years, available for expenses related to travel or research. Funds will be made available on the annual anniversary date of when the student started the program. Subject to budget availability, up to $500 of unspent funds from one year may be carried forward for use in the subsequent year.

Limitations
Students must be registered full-time to access the TEA. Each student can spend no more than $2,000 in a fiscal year from the TEA, pending budget availability for carry forward of $500 of unspent funds from the previous year.

An additional $1,500 allotment to attend a job market conference after passing candidacy may be available.

The limit for English language tutoring is $500.

These amounts are subject to periodic review with the Director of Finance and Administration of the Alberta School of Business. Allocated funds which remain unspent at the end of a students' program cannot be paid out in cash.

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/consortium-list-of-top-management-journals
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. All purchases that can be made in advance must be made using the PhD office credit card (or in some cases with Department credit cards), through arrangement with PhD office staff.

The Administrative Assistant will monitor the annual limit and inform students of their TEA balance at the beginning of each academic year, and after a claim is processed.

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.

Policy History

Approved by Business PhD Policy Committee 2020-April-09.
Revised 2021-09-28 to clarify carry-forward and reimbursement/payment procedure.