



**UNIVERSITY OF CALGARY**  
HASKAYNE SCHOOL OF BUSINESS

2019

# GRADUATE STUDENT HANDBOOK

Haskayne School of Business Graduate Program Office

Welcome to the graduate program in the Haskayne School of Business at the University of Calgary. This handbook describes the program in which you are enrolled, and explains the various policies and procedures that have been developed to help you succeed in the program.

## Office of the Senior Associate Dean Graduate Programs

### Key Contacts:

Dr. Loren Falkenberg, Senior Associate Dean, Graduate Programs

Dr. Peter Sherer, Graduate Programs Director SH454,  
403-220-2986

Lesley DiMarzo Graduate Program Specialist SH427, 403-220-6073  
[lesley.dimarzo@haskayne.ucalgary.ca](mailto:lesley.dimarzo@haskayne.ucalgary.ca)

Fay Wilkinson, Consultant – Research Development SH331,  
[fwilkins@ucalgary.ca](mailto:fwilkins@ucalgary.ca)

- The administrative office does not provide paper, pens, envelopes, etc.
- The administrative office will not take messages for students unless there is an emergency.
- Academic areas normally provide mail slots for graduate students in the area.
- Admitted students have printing privileges.
- Admitted students are provided a work space for the duration of their degree.
- Admitted students have access to the Graduate Student Lounge and its facilities.

## Graduate Program Overview

The Haskayne PhD program is customized to fit your needs through a flexible, innovative and student-oriented approach including, the possibility of cross-disciplinary programs. This program will allow you to work with some of the best management scholars in the world, build your student support network and develop the research and teaching skills necessary to assume positions with major universities in Canada, the United States and around the world.

The Haskayne PhD program offers outstanding students the opportunity to make a significant and lasting contribution to the field of management. We provide a collaborative, supportive and intellectually stimulating research environment for the discovery and dissemination of knowledge applicable to the business community.

The Haskayne funding package is one of the most generous among Canadian business schools.

Additionally, scholarships, opportunities for publication and co-authoring articles in leading academic journals, and support to attend up to three conferences per year (in years two, three and four of the program) are available.

We encourage early and continual involvement in research and give students the flexibility to explore topics of personal interest. Haskayne provides excellent supervisors who will work closely with you both in the classroom and on research projects, and provide essential resources and training in quantitative and qualitative methods and research design. A Haskayne PhD enhances communication skills, creativity, critical inquiry and confidence, in partnership with diverse professional networks and mentors.

## Students' Rights and Responsibilities

### Rights

- Every student has the right to a quality education.
- Every student enjoys, within the university environment, all rights and freedoms recognized by law.
- Every student has the right to be treated fairly by the University of Calgary and the Haskayne School of Business.
- Every student has the right to safeguard personal dignity and has the right to be protected by the University of Calgary against the harmful conduct of other members of the University community.

### Responsibilities

- Students will be prepared to engage in the pursuit of learning.
- The Haskayne School of Business expects student's personal integrity and self-respect will be reflected in honest, responsible behaviour.
- The Haskayne School of Business expects that students will not engage in behaviour that has serious ramifications for the safety, welfare, and academic wellbeing of themselves and others.
- Students are expected to obey the laws of the Nation, Province, Municipality and the policies and procedures of the University of Calgary and the Haskayne School of Business.

Adapted from [http://www.ucalgary.ca/access/students/rights\\_responsibilities](http://www.ucalgary.ca/access/students/rights_responsibilities)

## Registration

All graduate students must register each year no later than the deadline for the annual registration month (September). You must **activate your enrolment** even when not taking courses.

## Course Registration

Once you and your supervisor decide which courses you will take you can access REGISTER FOR COURSES in your STUDENT CENTRE.

- Search by course name and number (i.e., MGST 794 Theory Development). If you can find the course in the term you want to take it, you should be able to register for it.
- If you see the course and get a message that you need department approval or that registration is blocked, you need permission to take the course. If this is the case, send an email to your Graduate Program Administrator (GPA) with the name and number of the course and your student ID. She will arrange for the necessary permissions and enroll you in the course.
- If you want to take a course in a faculty outside of the Haskayne School of Business you, will need to complete a **Change of Course Registration** Form. This form needs to be signed by the instructor of the course, your supervisor, the Graduate Program Director in the other faculty and the Graduate Program Director of your home program.
- If you have any questions or concerns, email the GPA.
  - **NOTE:** You will not be able to register for any courses if you have a negative service indicator on your account. Once outstanding fees have been paid you will be able to register.

## Directed Study Courses

A student or small group of students and a faculty member may wish to develop a course that is not timetabled, but specific to the research project(s) of the student(s). There is a formal process for approval and timetabling of directed study courses. Contact the GPA for more information.

## Passing Grade Requirements

A Grade Point Average (GPA) of at least 3.00 must be maintained in each year of the program. For all graduate students, "B-" is the minimum passing grade in any one course for students in the Faculty of Graduate Studies. A student who receives a grade of "B-" in two or more courses may be required to withdraw regardless of his/her overall GPA in the program. The Graduate Program Director may recommend to the Faculty of Graduate Studies that a student be required to withdraw for lack of satisfactory progress in either course work or research. The Faculty of Graduate Studies, after consultation with the Graduate Program and/or Supervisory Committee concerned, may initiate the withdrawal of a student.

## Annual Progress Reports

Each spring, graduate students must complete an online Annual Progress Report, which documents the work completed (research, conferences, teaching) over the last year, and upcoming plans for your graduate program. The report is reviewed and approved by both your supervisor and the Graduate Programs Director. **If you do not complete your report on time, internal funding could be suspended.**

## Funding

The PhD office provides funding and tuition for all students admitted. Funding comes in the form of Graduate Assistantships. Amounts are determined the collective agreement and are subject to change. Continued funding is contingent upon the successful completion of previous graduate assistantships, as well as good academic standing and expected academic progress. Fulfillment of teaching and research obligations is expected.

All students are expected to apply for any and all scholarships and awards for which they are eligible. Visit the [Graduate Studies Awards](#) database for further information.

Winning external grants, scholarships and bursaries enhances your academic record.

## Tuition and Fees

Tuition for each semester of the first four years, is paid by the PhD Office in the Haskayne School of Business.

General fees are assessed each semester and are your responsibility, as the student, to pay. Further information about fees can be found at

<http://www.ucalgary.ca/pubs/calendar/grad/current/gsgeneral-fees.html>

**PROGRAM OF DOCTORAL CANDIDATE – Fall 2019 Start date**

 Total number of courses required to move to candidacy: **12**

<b>Mandatory Courses</b>	
<b>MGST 794</b>	Theory Development
<b>MGST 795</b>	Research Development (Summer Research Project)
	Instructional Skills Workshop** **In addition to the 12 mandatory courses.

 Minimum number of methods courses: **5** (2 from a more restrictive list in two streams below + 3 from a broader list). Number of field courses required: **5**

<b>STREAM A: Choose 2 from</b>			<b>STREAM B: Choose 2 from</b>		
<input type="checkbox"/>	ECON 615*	Econometrics I	<input type="checkbox"/>	MGST 783	Advanced Research Methodology and Methods
<input type="checkbox"/>	ECON 715*	Econometrics II	<input type="checkbox"/>	MGST 773	Multivariate Analysis In Management
<input type="checkbox"/>	Student Choice		<input type="checkbox"/>	Student choice	i.e. Qualitative Research in Strategy and Organizations

\*Courses may also be taken at the Master's level depending on the student's background preparation.

<b>Fall 2019</b>			<b>Winter 2020</b>	<b>Spring/Summer 2020</b>		<b>Fall 2020 &amp; Winter 2021</b>
	Student Choice	<b>MGST 794*</b> This academic year only	Theory Development	MGST 795	Summer Research Project	Student choice
	Student choice		Student choice			Student choice
	Student choice		Student choice			Student choice
	Student choice		Student choice			

The program listed is to be completed as indicated below:

<b>Spring 2021</b>	Field of Study Exam (Candidacy)
<b>Summer 2021</b>	Instructional Skills Workshop
<b>Fall 2021</b>	#1 Teaching Requirement
<b>Winter 2022</b>	Thesis Work
<b>Spring/Summer 2022</b>	#2 Teaching Requirement
<b>Fall 2022</b>	Thesis Work
<b>Winter 2023</b>	Thesis Work
<b>Spring/Summer 2023</b>	Thesis Work
<b>Fall 2023</b>	Dissertation Defense

*Suggested program. Students have a maximum of 6 years to complete the degree.*

## Role of a Supervisor

As a graduate student, you hold the primary responsibility for the completion of your degree. Graduate study requires independent learning, as well as constant collaboration between you and your supervisor. In accepting admission to a graduate program, you are agreeing to pursue studies and scholarly work on a full-time basis, under the supervision of a faculty member, to meet the regulated deadlines established by the Faculty of Graduate Studies, and to maintain open communication with your supervisor. You must actively seek to expand your knowledge and are expected to solve problems independently, to pursue opportunities to learn specific skills and to become familiar with a body of knowledge. The ultimate goal is to produce and defend a thesis.

Your supervisor must be available for mentoring, and to provide guidance, advice and educational opportunities. Your supervisor is expected to provide feedback and minor editing of your work on the thesis, scholarship applications, grant proposals, abstracts and manuscripts for publication. The intellectual property rights that are expected to result from, or are necessary for your thesis work, should be discussed in advance and agreed upon between you and your supervisor. A fundamental duty of your supervisor is to impart to you the skills necessary to plan and conduct original research.

You and your supervisor are expected to go over the items in the [Checklist](#) and to check each box as that item is dealt with. Each item should prompt some discussion. Completion of this document may take several meetings, but it is expected that it will be completed by the end of the first semester of registration. The signatures at the end of this document indicate that these items have been discussed.

## Supervisory Committee

The Supervisory Committee's primary focus is to establish and monitor all aspects of your training program; therefore, membership should be selected carefully.

Every graduate student must have a Supervisory Committee in place within six months of initial registration. The Supervisory Committee should be selected in discussion between you and your supervisor.

## Functions of the Supervisory Committee

- (a) Shall approve all aspects of your training program, including course requirements.
- (b) Is expected to meet individually with you during drafting of the research proposal to provide constructive input into the research project.
- (c) Shall meet as a committee to approve the research proposal before it is submitted for final approval by the Associate Dean (Graduate).
- (d) Must meet as a committee a minimum of once per year to assess your progress. It is required that minutes of these meetings be recorded by the supervisor in order to clarify specific expectations for you. The supervisor will provide copies of the minutes to all members of the Supervisory Committee, to you, and to the Office of the Associate Dean (Graduate).



(e) Is required to provide ongoing mentorship to you, as well as to serve as a source of scholarly encouragement. If your academic performance is judged to be below an acceptable standard, as deemed by the members of the Supervisory Committee, this should be made clear to you as early in the program as possible. You may be required to withdraw from the program for reasons of "unsatisfactory progress".

(f) Is required to participate in your candidacy and/or thesis oral examinations.  
<http://grad.ucalgary.ca/current/managing-my-program/examinations>

If you have challenges, issues or problems with a supervisor, faculty, staff or another student, do not hesitate to contact Dr. Jaana Woiceshyn, Graduate Programs Director.

The University has an appointed Ombudsman who can help navigate any issues if required. For further information follow this link: <https://www.ucalgary.ca/ombuds/contact>

## Exam Processes

	Field of Study Exam	Defense Exam
Timeline for completion	Normally 28 months from start date in program	Normally within 6 years from start date in program
Committee	<ul style="list-style-type: none"> <li>• Supervisor</li> <li>• Co-Supervisor (if applicable)</li> <li>• Supervisory Committee Member</li> <li>• Supervisory Committee Member</li> <li>• Internal Examiner (someone external to the student's area of study)</li> <li>• External Examiner (someone external to the student's area of study)</li> <li>• Neutral Chair (Phd Office will secure a volunteer)</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisor</li> <li>• Co-Supervisor (if applicable)</li> <li>• Supervisory Committee Member</li> <li>• Supervisory Committee Member</li> <li>• Internal Examiner (someone external to the Student's area of study)</li> <li>• External Examiner (someone external to the University of Calgary)</li> <li>• Neutral Chair (Phd Office will secure a volunteer)</li> </ul> <p><b><i>A maximum of 2 can participate remotely.</i></b></p>
<b>Exams</b>	<p><i>3 component:</i></p> <ol style="list-style-type: none"> <li>1. <i>Written Field of Study</i></li> <li>2. <i>Oral Field of Study</i></li> <li>3. <i>Thesis Proposal</i></li> </ol> <p>Supervisor to determine the <b>committee, date and time</b>; GPA (Lesley) will book a room</p>	<p>Supervisor to determine the <b>committee, date and time</b>; GPA (Lesley) will book a room if needed.</p>
<b>7 weeks</b> before date of exam	Not applicable	Student to provide title of thesis (which may be changed later on) to Lesley.
<b>6 weeks</b> before date of Exam	Not applicable	Name and current CV of the requested External Examiner to Lesley. Lesley will create the request for Approval of External Examiner form, get the required signatures and send to Faculty of Graduate Studies (FGS ) for approval.
<b>4 weeks</b> before date of the exam	Not applicable	Notice of Final Oral Exam (created by Lesley) must be submitted to FGS. Information must include <b>Date, Time, Location, and Complete Examining Committee.</b>
<b>3 weeks</b> before date of exam	Not applicable	<ul style="list-style-type: none"> <li>• Student will send the final dissertation to all committee members (except Neutral Chair). No further discussion about the document with the committee is permitted.</li> <li>• The PhD office will send the examiner's report form to the committee.</li> </ul>
<b>2 weeks</b> before the date of the exam	Not applicable	The student will provide to the PhD office the Approval sheet (found on the <a href="#">FGS website.</a> )
<b>1 week</b> before the date of the exam	The PhD Office will send a reminder of the exam to all committee members.	The PhD Office will send a reminder of the exam to all committee members.

<p><b>Day of Exam</b></p>	<p><b><u>BEFORE EXAM:</u></b></p> <ul style="list-style-type: none"> <li>The PhD office will provide all necessary paperwork to the Neutral Chair, including Report of exam and guidelines for exam.</li> </ul> <p><b><u>AFTER EXAM:</u></b></p> <ul style="list-style-type: none"> <li>The PhD Office will forward the pass/fail decision of committee to FGS</li> <li>The PhD Office will create the student announcement.</li> </ul>	<p><b><u>BEFORE EXAM:</u></b></p> <ul style="list-style-type: none"> <li>The PhD office will provide all necessary paperwork to the Neutral Chair, including the Examiner’s Reports, the Report of exam, the signature sheet and guidelines for exam.</li> </ul> <p><b><u>AFTER EXAM:</u></b></p> <ul style="list-style-type: none"> <li>The PhD Office will forward the pass/fail decision of committee to FGS</li> <li>The PhD Office will create the student announcement.</li> </ul>
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### Preparation for Field of Study

The Field of Study Regulations (“the Regulations”) govern the conduct of admission to doctoral candidacy at the University of Calgary. In the ensuing section, this document establishes program-specific requirements associated with the admission to PhD candidacy across the disciplinary areas at the Haskayne School of Business (HSB) under those *Regulations*.

### Thesis Proposal

Admission into candidacy in the Haskayne PhD Program requires that you have a solid foundation in theory development, research methods, and the relevant body of knowledge in your particular area(s) of study. It also requires that you have a well-developed plan for thesis research involving a complete proposal with a well-motivated research question and reasonable likelihood of making a significant contribution to the literature in your area(s) of study. Finally, you must demonstrate the necessary methodological skills and background preparation to be able to successfully carry out the proposed thesis research.

**All doctoral students in the Haskayne PhD Program must successfully complete the following candidacy components:**

1. All course requirements as identified in the calendar
2. First-year summer research paper
3. Written Field of Study (FoS) examination
4. Oral Field of Study (FoS) examination
5. Thesis proposal and meeting

You must pass each candidacy component. A failure on a second attempt of any component will result in a requirement to withdraw from the program, as stated in the University calendar.

Visit the Faculty of Graduate Studies [website](#) for thesis guidelines.

## Leave of Absence

The *Leave of Absence Policy* has been created to assist graduate students who are unable to continue their programs as full-time students. A Leave of Absence may be planned (e.g., parental/maternity leave), or unplanned (e.g., bereavement, medical requirements, family emergency). You should first discuss the proposed Leave of Absence with your supervisor and members your Supervisory Committee. You may also wish to meet with the Graduate Programs Director. If it is determined that a [Leave of Absence](#) should be pursued, you must complete the form and obtain your supervisor's approval. Written documentation outlining the reasons for the Leave of Absence should be included and the form must be submitted to the Graduate Programs Director for additional review and subsequent approval by the Dean, Faculty of Graduate Studies.

The Faculty of Graduate Studies requires that periods of leave both commence and conclude in accordance with the registration deadlines of the University of Calgary's official academic terms (September, January, May and July). If possible, the Application for Leave of Absence should be received by the Office of the Associate Dean (Graduate) at least **six weeks** before the anticipated start of the leave. If you are returning to graduate study after a Leave of Absence, you must activate your registration at the Student Centre by the registration term's deadline, as indicated in the Academic Schedule.

## Withdrawal from Graduate Program

If you are experiencing difficulties with any aspect of your training, it is recommended that you attempt to resolve the situation with your Supervisor (and Co-supervisor, if applicable) and/or members of your Supervisory Committee. If necessary, you and/or your supervisor can also meet with the **Associate Dean (Graduate)** for additional assistance. If you wish to withdraw from the Graduate Program, you must complete a Faculty of Graduate Studies' Withdrawal Form indicating your rationale for withdrawing. If applicable, you may append supporting documentation should further explanation may be required. The form and accompanying documentation to the **Office of the Associate Dean (Graduate)** for subsequent review and approval by the **Associate Dean (Graduate)**, who will forward them to the Dean, Faculty of Graduate Studies. Either of the Associate Dean (Graduate) or Dean, Faculty of Graduate Studies, may request to meet with you.

Upon occasion, a student will request withdrawal from a program for a predetermined and reasonable period of time, with the objective of reapplying at a later date to defend his/her graduate thesis. In these cases, the student and the supervisor must complete a Voluntary Withdrawal Form. <http://grad.ucalgary.ca/current/managing-my-program/withdrawal>

A student who has withdrawn from program not more than five years previously and wishes to apply for readmission must do so within the required admission deadlines.

The student must submit an updated application form, a \$180 application fee, a letter requesting readmission and one letter of reference from the student's graduate supervisor. If

the student has been registered at another postsecondary institution since he/she withdrew from the program, official transcripts must be submitted in support of the reapplication.

The student's University of Calgary transcript will permanently reflect the Voluntary Withdrawal from the Graduate Program and the date when the withdrawal occurred.

**Misconduct Information:**

Information on academic and non-academic misconduct can be found in the Graduate Calendar.

## General Information

**Alberta Health and Wellness Coverage** <http://www.health.gov.ab.ca/ahcip/AHCIP.html>

**Campus Map** <http://www.ucalgary.ca/map/>

**Faculty of Graduate Studies (FGS)** <http://www.grad.ucalgary.ca/>

The mission of the Faculty of Graduate Studies is to foster excellence, creativity, and innovation in graduate education and research at the University of Calgary. The Faculty provides leadership and support for excellence in graduate education and research to about 5,400 graduate students in 52 programs. An important responsibility is to ensure that graduate degrees granted by the University of Calgary meet high national and international standards. The Faculty works to ensure that the best students are recruited and admitted to the University of Calgary by, for example, setting admission and program standards and through the administration of about \$20 million annually in financial awards for graduate study. It also promotes uniform standards of excellence across programs through establishing degree requirements, granting supervisory privileges and approving examiners.

**Graduate Student Association (GSA)** <http://www.ucalgary.ca/GSA/>

The University of Calgary Graduate Students' Association represents the collective interests, but not individual opinions, of graduate students to governing bodies of the university, all levels of government and the surrounding community of Calgary. The University of Calgary GSA is a member of the Alberta Graduate Council. <http://www.albertagrads.ca/>.

**GSA Health and Dental Benefits** <http://www.ucalgary.ca/GSA/>

The Graduate Student Association (GSA) facilitates the health and dental coverage for fulltime graduate students. If you are covered by another health and dental plan, you may be eligible to *Opt-Out* of the GSA coverage. The deadline to Opt-Out is the same as University registration deadlines.

**Student Success Centre** <http://www.ucalgary.ca/ssc/>

The Student Success Centre offers a variety of services to help graduate students designed to assist students with creating a meaningful career and life following graduation and address the various stages of the career development process. Writing workshops for graduate students are also offered and include the following: Writing at the Graduate level, Dissertation/Thesis Support Group and Professional Writing Series for Grad Students.

**Teaching and Learning Centre** <http://tlc.ucalgary.ca>

The Teaching and Learning Centre offers various programs to prepare graduate students, postdoctoral fellows and Faculty Members for teaching.

**University Health Services**

<http://www.ucalgary.ca/pubs/calendar/current/healthservices.html> is located in MacEwan Student Centre and primarily focuses on providing quality health care and education to students in a reassuring friendly manner. The clinic is staffed by registered nurses, psychiatrists, family physicians, chiropractors, a nutritionist and massage therapists.