

# Graduate Supervisor Profiles User Guide

grad.ucalgary.ca/future-students  
Faculty of Graduate Studies  
University of Calgary



## What is a graduate supervisor profile?

- As a graduate supervisor, your supervisor profile is a key tool for recruiting potential graduate students.
- Your profile gives you space to share your research interests and state what you look for in graduate students wanting to work with you.
- Your profile shows which degrees and programs you can supervise. For each degree/program, you can state whether you are seeking students or unavailable.
- The profiles also include a contact form for students to connect with you.

## Why is it important to complete and maintain a supervisor profile?

- Supervisor profiles appear on the degree detail pages found on the FGS Future Students website (see Figure 1). Prospective students use the sites' "explore programs" page to identify degree programs of interest. Thesis-based degree detail pages each include a list of supervisors.
- ! If your profile is not completed, it will not appear on any degree detail pages.
- ! Not having a profile raises the risk that potential students may not discover you as a potential supervisor.
- ! Programs with degree detail pages that list few supervisors may find that they receive fewer inquiries or applications.

Figure 1

The screenshot displays a web interface for graduate supervisor profiles. It features a "Program overview" section with a description of the program and a "Completing this program" section with a list of requirements. Below these are sections for "Specializations", "Outcomes", and "Supervisors". The "Supervisors" section includes a list of five supervisors with their photos, names, and research interests. The interface is clean and professional, with a white background and blue accents.

**Program overview**

Students with a bachelor's degree who are looking to enjoy a wide variety of research that is at the forefront of many fields should consider getting a Biochemistry and Molecular Biology (MSc Thesis) degree. Research can include everything from biochemistry to molecular research, as well as cellular and developmental biology. It also ranges from genetics and immunology to bioinformatics, with applications to cancer and clinical research. As they deepen their skills, students will get to enjoy the amenities of a large city near the outdoor leisure activities of the Rocky Mountains. Completion of the program usually takes two years of full-time study.

**Completing this program**

- **Courses:** Courses may include Biochemistry and Molecular Biology and Bioinformatic Resources for the Biologist.
- **Research Ethics:** Students are required to attend Research Integrity Day sessions in the first year of their program.
- **Seminars:** Students participate in a journal club and work-in-progress seminars for their research group, and will present one seminar per year.
- **Thesis:** Students will be required to submit and defend an original research thesis.

**Specializations**

Bioinformatics

**Outcomes**

Academic research; post secondary and secondary teaching; industry research and consulting; business consulting, analytics, management, sales, research and marketing; scientific writing; IP and patent law; medicine (lab tech; physician; clinical scientist); veterinary medicine.

A master's degree in biochemistry and molecular biology will give you the pre-requisite for a PhD.

**Thesis-based program**

Students are required to prepare a thesis and successfully defend in an open oral defense.

**Courses**

Three core courses and one elective

[Learn more about program requirements in the Academic Calendar »](#)

**Classroom delivery**

**Time commitment**

Two years full time; four years maximum

**Supervisor**

A supervisor is required, and must agree to oversee the student's research before admission will be granted

**Fees and funding**

See the Graduate Calendar for information on fees and fee regulations, and for information on [awards and financial assistance](#).

**Supervisors**

Learn about faculty available to supervise this degree.  
Please note: additional supervisors may be available. [Contact the program](#) for more information.

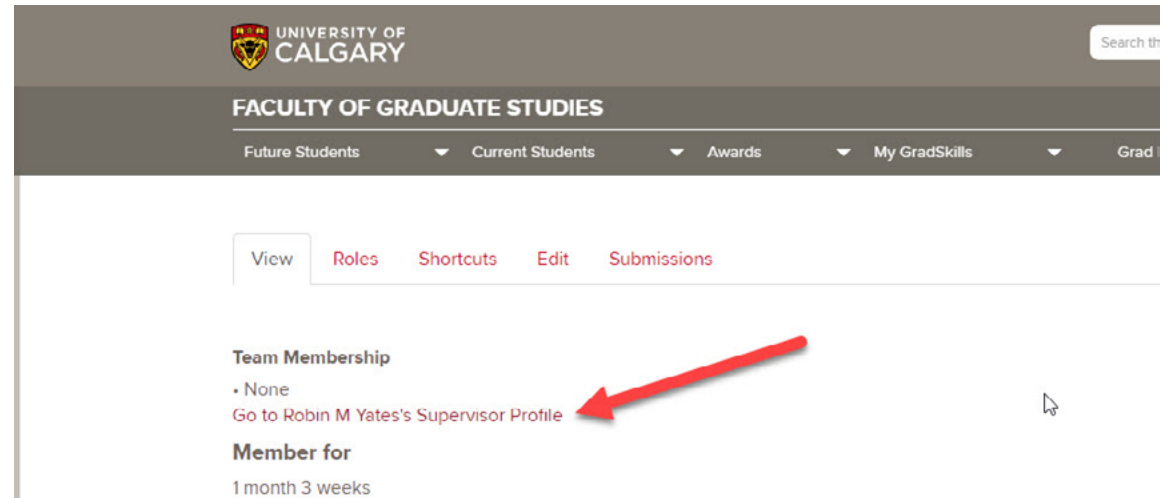
Supervisor	Research Interests
Janice Braun	Accepting inquiries Molecular Chaperones and Neurodegeneration
William Brook	Accepting inquiries
George Chaconas	Accepting inquiries Molecular biology of the Lyme Disease Spirochete
Sarah Childs	Accepting inquiries Genetics of blood vessel development; precision medicine; developmental biology; Vascular patterning; Vascular stabilization; microRNA
James Cross	Unavailable Developmental and reproductive biology

## Completing and maintaining a supervisor profile

### 1. Log in

- Go to [grad.ucalgary.ca/user/login](http://grad.ucalgary.ca/user/login).
- When prompted, enter your IT email address (ie, your regular UCalgary email).
- You will be taken to a login page; use your CAS login.

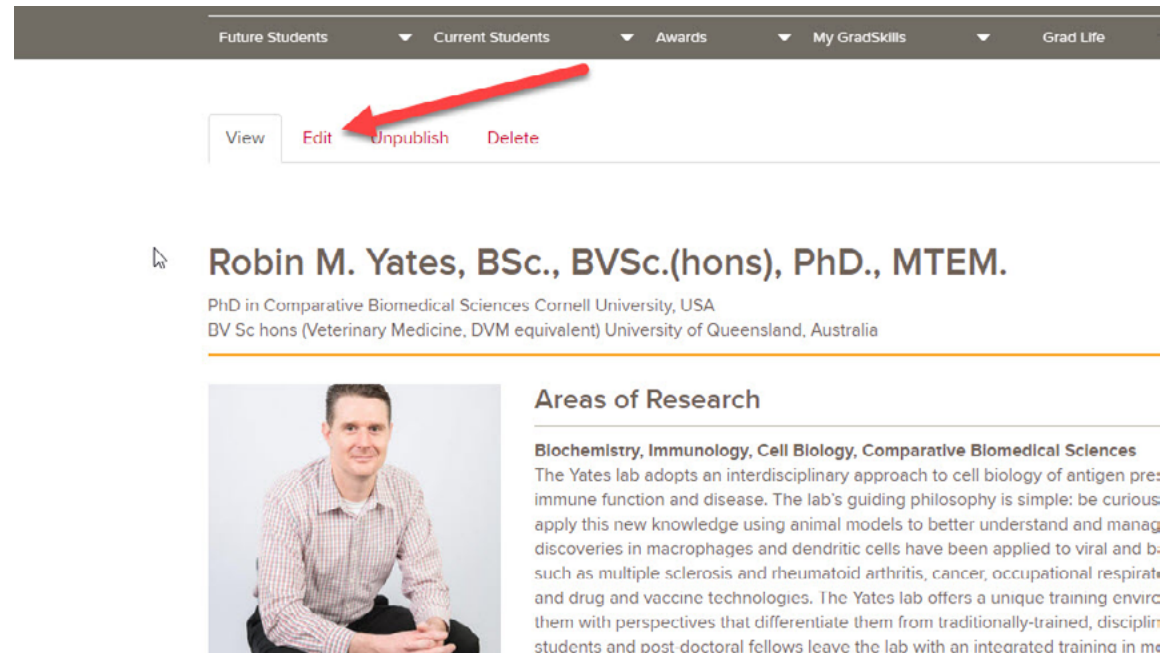
Figure 2



### 2. Open your supervisor profile

- Click on the link for your supervisor profile (see Figure 2).
- Once you are on your profile page, you will see a row of tabs across the top left, below the FGS website navigation. Click on 'Edit' (Figure 3).

Figure 3



### 3. Editing the basics

- Fields marked with a red asterisk are required.
- Your first/last name fields should be auto-filled.
- Enter abbreviated credentials (ie, BA, MA, PhD etc)
- Enter long-form credentials. Most supervisors include their degrees and alma maters.

Figure 4

The screenshot shows the 'Edit' page for a user profile. At the top, there are four buttons: 'View', 'Edit' (highlighted), 'Unpublish', and 'Delete'. Below these is a breadcrumb trail: 'Home » Robin M. Yates, BSc., BVSc.(hons), PhD., MTEM.'. The main form has four sections: 'First Name \*' with a text box containing 'Robin M.', 'Last Name \*' with a text box containing 'Yates', 'Credentials (Abbreviated)' with a text box containing 'BSc., BVSc.(hons), PhD., MTEM.', and 'Academic Credentials' with a text box containing 'PhD in Comparative Biomedical Sciences Cornell University, USA' and 'BV Sc hons (Veterinary Medicine, DVM equivalent) University of Queensland, Australia'. A note below the credentials section says: 'Abbreviations of your degree credentials to appear beside your name. e.g., MBA, PhD, MSc'.



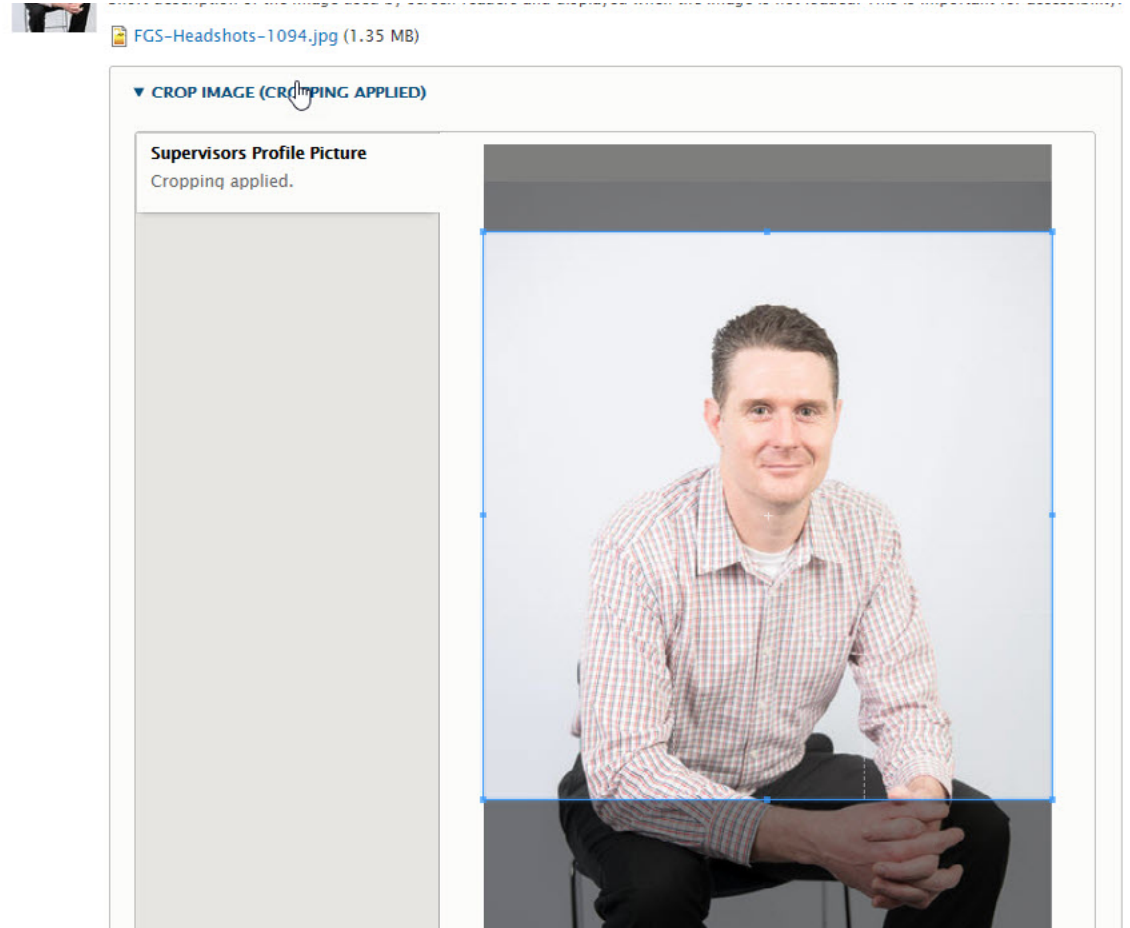
**IMPORTANT:** Do **NOT** make any changes to settings in the box on the right side of the 'Edit' page. This box includes Menu Settings, URL Redirects, Simple XML Sitemap, URL Alias, Authoring Information, Promotion Options and Teams. These settings are used by the web administrator(s) responsible for the FGS website.

The screenshot shows the 'Published' section of the 'Edit' page. It includes a 'Last saved' timestamp of '12/19/2019 - 21:59', the 'Author' 'Robin M Yates', a checked box for 'Create new revision', and a 'Revision log message' text box. Below these is a section for 'MENU SETTINGS' with links to 'URL REDIRECTS', 'SIMPLE XML SITEMAP', 'URL ALIAS', 'AUTHORING INFORMATION', and 'PROMOTION OPTIONS'. At the bottom is a 'TEAMS' section with checkboxes for 'FGSIWG', 'Grad', 'Admin', 'Awards', and 'My GradSkills'. A large red 'X' is drawn over the entire 'Published' section, indicating that these settings should not be changed.

#### 4. Profile picture

- Click on '**Choose file**' to upload a photo.
- Photos should be of good quality, larger than 300x300 pixels, but not larger than 100mb.
- If possible, choose a photo in which your face is closer to the centre of the frame than to the edges. This will work better with the way Drupal 8 displays thumbnails on the degree detail pages.
- You can crop the photo once you've uploaded it (Figure 5).

Figure 5



## 5. Research areas (Figure 6)

- You can add information about your areas of research. Click on the 'Add Supervisors - Areas of Research' button and you will be given two new fields to complete: Topic and Description. You can add additional fields for additional research areas (Figure 7).

Figure 6

### Areas of Research

*No Paragraph added yet.*

**Add Supervisors – Areas of Research**

### Supervising Degrees

*No Paragraph added yet.*

Add the degree(s) that you supervise.

**Add Supervisors – Supervising Degrees**

### More Information

*No Paragraph added yet.*

**Add Supervisors – More Information**

Figure 7

**AREAS OF RESEARCH**

Supervisors – Areas of Research

**Topic \***  
Biochemistry, Immunology, Cell Biology, Comparative Biomedical Sciences

**Description**  
The Yates lab adopts an interdisciplinary approach to cell biology of antigen presenting cells as it pertains to normal immune function and d philosophy is simple: be curious; discover novel cellular processes; and apply this new knowledge using animal models to better understand curiosity-derived discoveries in macrophages and dendritic cells have been applied to viral and bacterial diseases, autoimmune disease such rheumatoid arthritis, cancer, occupational respiratory disease, gastrointestinal dysfunction, and drug and vaccine technologies. The Yates la environment for graduate students equipping them with perspectives that differentiate them from traditionally-trained, discipline-restricted

**Add Supervisors – Areas of Research**

## 6. Supervising degrees (Figure 6)

- You must select at least one degree that you can supervise. Otherwise, your profile will not appear anywhere.
- After clicking on the “**Add Supervisors - Supervising Degrees**” button, you will see three fields: degree program, degree level, and status.
- For Degree program (Figure 8), start writing the name of the program (ie, history, clinical psychology, mechanical engineering etc). Once you start writing, autofill options should appear. Choose the appropriate program from the autofill list.
- For Degree level, begin typing “masters” or “doctoral” and then select the appropriate degree level from the autofill list.
- Choose your status from the Status drop-down list.
- Add more supervising degrees as needed (Figure 9)
- ! Remember, you must have supervisory privileges for each program/degree level that you enter. If you are not sure of your privileges, contact the Faculty of Graduate Studies.

Figure 8

**SUPERVISING DEGREES**

✚ Supervisors - Supervising Degrees

**Degree Program \***  
Immunology (74) ○

**Degree Level \***  
Doctoral (142) ○

**Status \***  
Accepting Inquiries ▼

✚ Supervisors - Supervising Degrees

**Degree Program \***  
Immunology (74) ○

**Degree Level \***  
Masters (144) ○

**Status \***  
Accepting Inquiries ▼

Figure 9

✚ Supervisors - Supervising Degrees

**Degree Program \***  
Neuroscience (104) ○

**Degree Level \***  
Masters (144) ○

**Status \***  
Accepting Inquiries ▼

Add the degree(s) that you supervise.

**Add Supervisors - Supervising Degrees**



## 7. More information (Figure 6)

- Click on the “Add Supervisors - More Information” button to add fields that allow you to share a link to a website (Figure 10)

Figure 10

The screenshot shows a form titled "MORE INFORMATION" with a sub-header "Supervisors – More Information". It contains two input fields: "LINK \*" and "URL \*", both containing the text "http://www.ucalgary.ca/yateslab/". Below the "URL \*" field is a text instruction: "Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external path to the front page." Below this is a "Link text" field, also containing "http://www.ucalgary.ca/yateslab/". At the bottom is a button labeled "Add Supervisors – More Information".

## 8. Working with this supervisor and Related supervisors

- Use this field to state your preferences and expectations for grad students that are interested in working with you.
- Check the ‘Display Contact Form’ check box (Figure 11) to include contact forms that potential students can use to get in touch with you.
- If you know of a colleague with similar research interests and who also has supervisory privileges, you can use the ‘Related Supervisors’ button to add a list of contacts for those supervisors.

Figure 11

The screenshot shows a form titled "Working with this Supervisor". It features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, link, unlink, and list. The text area contains the following text: "Curious, dedicated and talented individuals from any background. Applicants must be self-motivated and have research experience are preferred." Below the text area is a checkbox labeled "Display Contact Form?" which is checked. Underneath the checkbox is the text "Allow students to contact you via a contact form." Below this is a section titled "Related Supervisors" with the text "No Paragraph added yet." At the bottom is a button labeled "Add Supervisors – Related Supervisors".

## 9. Publish and Save

- You can save your profile without publishing it by clicking on '**Save**' at the bottom of the profile page. Use this option if you want to save your profile before it is complete and ready to be published.
- Click on the '**Published**' checkbox and then '**Save**' when you are ready to have your profile appear on the program details pages that you specified in the 'Supervising Degrees' section.

Figure 12

### Related Supervisors

*No Paragraph added yet.*

Add Supervisors – Related Supervisors

☒ Published

Save

[Delete](#)

Questions and troubleshooting: please contact [webgrad@ucalgary.ca](mailto:webgrad@ucalgary.ca)