

OVERVIEW

These guidelines are designed to assist in the updating of SIS website PhD profile information.

The aim of the PhD profiles is to provide a brief, current summary of SIS PhD students and their research areas with optional links to additional information. All PhD students are expected to have a profile listing. Any questions or concerns may be directed to the PhD Program Director.

CONTENT

Guidelines & Recommendations	
Profile photograph	<i>Highly recommended; optional.</i> Headshot. Suitable in tone for an academic website. Students to provide images they can release for the School's use. Images will be made web-ready by web editor.
Student name	<i>Required.</i>
Email	<i>Highly recommended; optional.</i> McGill email. See CV note below.
Research website link	<i>Optional.</i> Web page or web site must have a primarily academic research-oriented focus, e.g. site related to a research facility or research area, versus a personal, organizational, or commercial site. External sites will be subject to review by the PhD Program Director. If including a link, students commit to keeping site information up to date and to notify the School of any URL changes.
Degrees	<i>Required.</i> May include post-secondary academic degrees, diplomas & certificates.
Research area	<i>Required.</i> Free text. 50 words maximum.
Supervisor's name	<i>Required.</i>
Academic CV	<i>Recommended; optional.</i> Submit as PDF file. If submitting a file, students commit to updating CV annually. Students may wish to include additional contact information and relevant hyperlinks/URLs.

UPDATING PROCESS

- *Timing:* PhD students are required to **submit or update profiles and optional CV files** in an annual formal update process. This update typically occurs in summer and/or early fall. Additional key updates may also be submitted on an ad-hoc basis.
- *Lifecycle:* PhD profiles will remain on the page until formal graduation (post-defence). Leaves, etc. will be addressed on a case-by-case basis.
- *Workflow:* Updates are coordinated by and submitted to SIS administrative staff. Administrative staff will review and forward to web staff for posting. Web staff may consult with the submitting PhD student, administrative staff, supervisor, Program Director, or Communications Committee prior to posting should structure or content-related questions arise.