THE GRAD GUIDE
FACULTY OF GRADUATE STUDIES
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CONGRATULATIONS ON YOUR ACCEPTANCE TO UBC!

Choosing UBC
Every year, UBC attracts outstanding students from around the globe to our world-class academic environment. Choosing UBC for graduate study is one of the most important and rewarding decisions you can make. The Grad Guide is your map to joining our community of discovery and innovation.

We know that top students have many choices for graduate education. Why select the University of British Columbia? Here are a few of the best reasons:

• You will receive mentorship from prominent professors conducting cutting-edge research. UBC generates nearly half a billion dollars in annual research funding and files over 200 patents a year.
• Upon graduation you will be awarded an internationally-recognized degree from one of the world’s top 40 universities.
• UBC offers highly competitive financial support packages for doctoral and master’s students.
• UBC is located in Pacific Spirit Park, a temperate rain forest with a view of Howe Sound and the Coast mountains, only twenty minutes from downtown Vancouver.
• The UBC community achieves a healthy balance of academic study and enjoyment of life with plenty of recreational opportunities to explore.
• You can take pride in studying at Canada’s leader in university campus sustainability, recognized three years in a row by the National Wildlife Federation for exemplary work in demonstrating wildlife and climate-friendly practices.

PLEASE SEE THIS GUIDE ON OUR WEBSITE AT:
WWW.GRAD.UBC.CA
DISCOVER VANCOUVER AND BRITISH COLUMBIA
Learning at UBC also means enjoying a superb campus in one of the planet’s truly spectacular regions. Vancouver—BC’s cosmopolitan urban centre—provides a temperate climate for outdoor activities, clean parks, a vibrant arts and cultural scene and a welcoming, diverse population. Where else can you spend a spring Sunday snowboarding in the morning, hitting the beach in the afternoon, and stepping out for an affordable but delicious dinner and great entertainment in the evening?

COME TO CANADA
Even if you don’t live here, you probably already have a positive impression of Canada—a beautiful country with a peaceful, progressive society that welcomes all ethnicities, nationalities and creeds into its cultural fabric. Did you know that Canada is also a major world power in academic research and that Canadian-trained researchers and professionals are in top academic, industry and public sector positions all over the world? It’s no wonder that Canadian universities are attracting more and more top international scholars every year.

By choosing UBC you are joining the world’s leading edge of graduate education and research.

VISIT US AT UBC
If you’re planning to visit the campus, accommodations at UBC combine the city’s most spectacular views and location with the best value and variety of rooms possible. UBC can accommodate individuals or groups with hotel rooms and youth hostel facilities and offers easy access to downtown Vancouver and the Vancouver International Airport. www.ubcconferences.com
Welcome to the Faculty of Graduate Studies at UBC!

Congratulations on making an important and exciting decision to pursue graduate studies. You are joining a rich intellectual community at UBC that includes over 2,000 renowned faculty members and more than 10,000 creative and talented graduate students.

As one of the most innovative research-intensive universities in North America, UBC offers an academic and research environment that fosters discovery, inquiry and a deep commitment to benefiting society.

In addition to having an exceptional research and scholarly environment, UBC is located in Vancouver. This is one of the most spectacular cities in the world, consistently ranked as one of the most liveable on earth.

On behalf of the Faculty of Graduate Studies, I wish you every success in your graduate education and career and look forward to celebrating your achievements.

Sincerely,

Dr. Susan Porter
Dean pro tem, Faculty of Graduate Studies
BEFORE YOU ARRIVE AT UBC

First things first.
Contact your UBC graduate program and let them know about your plans. Then there are some things you need to look after right away, as soon as you choose UBC as your graduate study destination.

CONTACTING YOUR GRADUATE PROGRAM

Stay in touch with the graduate staff in your program and your future supervisor, if identified. They can answer any specific questions you have about your upcoming studies and help you be as prepared as possible to get your program off to a good start. See your master’s or doctoral program listing on the Faculty of Graduate Studies website (www.grad.ubc.ca) to find the right contact.

GETTING ONLINE AT UBC

www.it.ubc.ca
www.cwl.ubc.ca
www.students.ubc.ca/ssc
www.it.ubc.ca/studentemail

You can set up all of the electronic accounts you’ll need at UBC even before you arrive on campus. All UBC students receive a free email account and access to their own Student Service Centre electronic account. The Student Service Centre (SSC) is an interactive website that enables UBC students to perform a variety of functions and access information about their records at UBC. This account allows you to register for classes, check grades, manage your UBC financial account and much more.

Once you have been formally admitted, there are two steps involved in registering for and activating your accounts:

1. Register for a Campus-Wide Login (CWL) account if you haven’t already. This account is used to access the Student Service Centre and many other services, including WebCT, myUBC (WebMail), and campus wireless internet access.
2. Register for UBC email services. You have a variety of choices between using UBC email aliasing, forwarding and mailbox hosting.

HELPFUL WEBSITES

Throughout The Grad Guide, you will find website addresses under most section headings. These sites will provide the most helpful, updated information available. Visit often to stay informed!
INTERNATIONAL STUDENTS: APPLYING FOR A STUDY PERMIT

www.international.ubc.ca
www.cic.gc.ca

STUDY PERMIT

Students who are not citizens or permanent residents of Canada must obtain a study permit from Citizenship and Immigration Canada (CIC) in order to live and study in Canada for more than six months. A study permit also allows you to work on the campus at which you are registered in full-time studies, and may allow you to work off-campus under certain circumstances. Contact the Canadian embassy, consulate, or immigration office nearest you and ask for a study permit application. For a complete list of Canadian visa offices abroad, refer to the CIC website at www.cic.gc.ca. Apply early! It can take weeks (or in some cases, months) to process your study permit application. US citizens can apply at the border or airport upon entering Canada; be sure to have your necessary documents ready.

To apply for a study permit, you will need a UBC offer of admission letter, a valid passport, and evidence of sufficient funds to cover your tuition and living costs for one year in Canada. Depending on your citizenship and current residence, you might also need a medical examination or a Temporary Resident Visa (TRV), also known as an entry visa.

Detailed instructions on how to apply for your study permit can be found in the UBC International Student Pre-Arrival Guide at www.students.ubc.ca/international/international-students/before-you-arrive. If you need assistance with this process, you can contact an International Student Advisor at isa@students.ubc.ca.

The Pre-Arrival Guide covers lots of important information related to being an international student at UBC. Read each section carefully—you’ll find important advice on how you should prepare.
ON-CAMPUS OPTIONS

Graduate students have several options for on-campus housing at UBC. These include two graduate residential colleges—Green College and St. John's College—and several other residences that cater to the graduate community. If you plan to live on campus, it is essential to apply as early as possible as demand is high. Our recommendation is to apply at the same time you apply for admission.

UBC’s Graduate Residential Colleges

GREEN COLLEGE
www.greencollege.ubc.ca
604.822.8660

Green College is a residence for graduate students, as well as an intellectual community dedicated to advanced interdisciplinary scholarship. Membership consists of graduate students, research scholars and community participants selected from a wide range of academic backgrounds and personal experiences.

Green College seeks Resident Members who can demonstrate academic distinction and the potential to be active, contributing participants in the community, and who express a clear interest in the interdisciplinary mandate of the College. Members dine together and are involved in a rich schedule of visiting speakers and special events.

Full application details are available at www.greencollege.ubc.ca.

ST. JOHN’S COLLEGE
www.stjohns.ubc.ca
604.822.8788

St. John's College is UBC’s international graduate residential college, fostering study and research on issues of global scope. The College is an intellectual and social centre for graduate students, post-doctoral fellows, visiting scholars and other members of UBC who share the scholarly objectives of advanced international study and academic excellence.

Residents are expected to take an active role in the social and academic aspects of College life, including participation in various programs and attendance at College functions and lectures. Participation in the College’s meal plan is a requirement for all residents and guests.
Other On-Campus Housing

www.housing.ubc.ca
fax: 604.822.6935

UBC’s large on-campus residence network provides economy, convenience, and the opportunity to connect with people from various backgrounds and cultures. There are always more applicants than residence spaces, so apply early. You don’t need to wait to be accepted by UBC to be eligible to apply for residence, and it’s easy to apply for residence online. Applications for the year-round residences—Marine Drive, Thunderbird and Acadia Park—are accepted throughout the year, and assigned as units become available.

FAIRVIEW CRESCENT RESIDENCE
www.housing.ubc.ca/fairview-crescent/overview
information@housing.ubc.ca
604.822.2811

These tasteful townhouses are shared by four to six single students. The private entrance, multi-level layouts and comfortable furnishings make it easy for you to feel at home. Play pool at the local café, or take a quiet walk through the cobbled streets and green spaces that weave the neighbourhood together. Townhouses are fully furnished, and ResNet internet service is included in the fees.

MARINE DRIVE RESIDENCE
www.housing.ubc.ca/marine-drive/marine-drive-overview
yearround@housing.ubc.ca
604.822.2812

Marine Drive is designed for senior undergraduate and graduate students looking for year-round accommodation, and there are some floors reserved specifically for graduate students. If you would like to be assigned to one of these floors, be sure to ask for this. This residence offers floor-to-ceiling windows with spectacular views. Furnished studio and shared four-bedroom units are available in both high-rise and low-rise buildings. Studio units are fully furnished with a single extra-long bed, desk, chair, dresser, dining table and chairs, stove, and under-counter fridge. The four-bedroom units are fully furnished, and ResNet internet service is included in the fees. Living in Marine Drive Residence is available on a year-round contract.

THUNDERBIRD RESIDENCE
www.housing.ubc.ca/thunderbird/thunderbird-overview
yearround@housing.ubc.ca
604.822.2812

Singles and couples will find a range of apartment styles, including studio units, one- and two-bedroom units, and shared four-bedroom units. The four-bedroom apartments are furnished with the basics: a single extra-long bed, desk, chair, and dresser in each bedroom, and living and dining room furniture in shared areas. ResNet internet service is included in the fees. The studios, one, and two-bedroom units are unfurnished. Priority is given to graduate students for assignment to the one-bedroom and studio units. Living in Thunderbird Residence is available on a year-round contract.

ACADIA PARK RESIDENCE
www.housing.ubc.ca/student-family-housing
yearround@housing.ubc.ca
604.822.4411

This residence area is reserved for couples and parents with children. There are one-bedroom apartments and comfortable townhouses with one to four bedrooms. Units are unfurnished, but include a stove, fridge, carpet, and curtains. Shared laundry facilities are nearby. Living in Acadia Park Residence is available on a year-round contract.

OFF-CAMPUS HOUSING

www.housing.ubc.ca/off-campus-housing

The above website has a comprehensive list of online resources and valuable information to help you search for a place to live in Vancouver. Currently, a room in a shared living situation in Vancouver will cost anywhere from $400/month upwards. Studios start at around $650/month; one-bedroom apartments start at $750. You are advised to begin your home hunting as early as possible, as there is always high demand for less expensive units within close range of campus.

For additional information on landlord and tenant rights and responsibilities, go to the Residential Tenancy Office website at www.rto.gov.bc.ca or contact them at 604.660.1020.
Graduate school is a major investment in your future earning potential. Managing finances effectively is a crucial element of graduate student success. This means controlling expenses and finding new sources of income during your time at UBC, such as awards, assistantships, loans and part-time employment. Your expenses may include tuition and student fees, rent, utilities, food, books, phone service, transportation, clothing and entertainment.

You should speak with your new supervisor or program graduate advisor to make sure you are aware of what financial assistance, if any, the program will be providing for you.

TUITION AND STUDENT FEES

Most full-time graduate students pay an annual tuition fee (in three installments) rather than a per-course or per-credit fee. Check your letter of admission for the current tuition assessment in your program.

Master’s students are automatically assessed fees as full-time students (fee Schedule A). If you want to be assessed as a part-time student (fee Schedule B), you must submit the Application for Part-Time Payment Schedule B form (available for download at www.grad.ubc.ca). If you switch to Schedule B you won’t be eligible for most government loans or scholarships.

Doctoral students are assessed fees according to Schedule A only.

In addition to tuition fees, you must pay mandatory Student Fees, which include an Athletics and Recreation Fee, a public transit pass (U-Pass) fee and membership fees for the Graduate Student Society (GSS) and the Alma Mater Society (AMS). You’ll also be charged for mandatory extended health and dental insurance coverage, unless you can demonstrate that you already have equivalent coverage.

FEE PAYMENT

All students must pay their current fee installment in full by the due date. There are several ways to pay your tuition fees:

- Electronic Funds Transfer. If you have an account at a Canadian financial institution, you can pay your fees through direct debit to your bank account
- Online or phone banking through Canadian banks and credit unions
- By cheque or cash at any HSBC Bank Canada branch. You don’t have to be an HSBC customer to use this payment option. A tuition fee payment form is available at www.students.ubc.ca/coursesreg/tuition-fees-deposits/payment-options/payment-details/#CashOrChequeAtAnHSBCBankCanadaBranch
- In person at Enrolment Services in Brock Hall, with cheque or debit card only

For more payment options, visit www.students.ubc.ca/coursesreg/tuition-fees-deposits/payment-options/

If you have a GSI award or Four Year Fellowship, your tuition fees will be deducted directly from your scholarship payments.

To check your current fee balance, go to Student Services at www.students.ubc.ca, and click “Student Service Centre”.

PLANNING YOUR FINANCES
AWARDS, SCHOLARSHIPS AND FINANCIAL AID

www.grad.ubc.ca/awards  
www.students.ubc.ca/finance

UBC offers many programs that provide financial support to graduate students. The Faculty of Graduate Studies administers merit-based funding to graduate students, including both internally- and externally-funded awards. The Student Financial Assistance and Awards office in Brock Hall administers need-based funding to graduate students.

Four Year Fellowships (4YF)
Four Year Fellowships provide stable and secure funding for selected PhD students of $16,000 per year, plus tuition coverage. All students admitted to PhD programs at UBC are automatically considered by their graduate programs for the 4YF. Both domestic and international students are eligible.

Graduate Support Initiative
The Graduate Support Initiative (GSI) is a system for funding graduate students through entrance scholarships, multi-year funding packages, tuition awards and scholarship top-ups. Students who are enrolled in PhD, DMA, or research-based master’s degrees (except full cost-recovery programs) are eligible for the Graduate Support Initiative. Both domestic and international students are eligible for GSI funding. All GSI funding is administered through individual graduate programs, so students should refer questions regarding GSI to their graduate program.

Examples of yearly (12 month) minimum costs for full-time graduate students (without dependents, and not including tuition or student fees)

<p>| | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Room and Board</td>
<td>$10,980</td>
<td>On- or off-campus housing and cost of meals</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$350</td>
<td>Lab or studio fees and other costs may vary depending on the program</td>
</tr>
<tr>
<td>BC Provincial Health Plan</td>
<td>$768</td>
<td>Basic health coverage</td>
</tr>
<tr>
<td>AMS/GSS Extended Health &amp; Dental Plan</td>
<td>$215</td>
<td>Mandatory student extended health and dental plan (opt-out possible with proof of equivalent insurance)</td>
</tr>
<tr>
<td>Clothing and Personal Expenses</td>
<td>$960</td>
<td>Clothing, personal care, household goods, etc.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$13,273</strong></td>
<td>Remember, this does not include tuition or mandatory student fees.</td>
</tr>
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</table>

For a comprehensive overview of living costs, please use the living costs calculator at www.grad.ubc.ca/prospective-students/tuition-fees-cost-living/cost-living that provides a customized estimate for your individual situation.
Killam Doctoral Scholarships

Killam Doctoral Scholarships are the most prestigious awards available to graduate students at UBC. Approximately 30 awards are made each year to top doctoral candidates. Both domestic and international students are eligible for Killam Doctoral Scholarships. Students apply through the annual Affiliated Fellowship competition (see next).

Affiliated Fellowships

Affiliated Fellowships are given to selected students in full-time study or research leading to a graduate degree. An annual university-wide competition is held soon after the beginning of the fall term, with fellowships taken up the following September. AFs are awarded on the basis of academic excellence, and the competition is open to both domestic and international graduate students. Competition for the fellowships is very strong, and preparing a successful application takes time, so students should begin working on their applications in July or August. Faculty in your graduate program can guide you through the application process.

Vanier Canada Graduate Scholarships

The Vanier Canada Graduate Scholarships Program aims to attract and retain world-class doctoral students. Candidates must be nominated by a Canadian university, and the Vanier Scholarships must be held by the student at the university that nominated them. The Vanier Scholarships offer a stipend of $50,000 per annum for 24 or 36 months, depending on student eligibility. The program is open to both domestic and international students; both incoming and continuing doctoral students are eligible.

Canadian Institutes Of Health Research (CIHR), Natural Sciences And Engineering Research Council (NSERC), Social Sciences And Humanities Research Council (SSHRC)

Canada’s three national funding agencies offer a variety of master’s and doctoral funding programs to Canadian citizens or permanent residents. An annual university-wide competition is held soon after the beginning of fall term, with top-ranked applicants forwarded to national competitions, and awards taken up the following spring or fall. Students should begin working on their applications in July or August to meet the fall deadlines. For information on eligibility, application procedures and deadlines, visit the graduate awards website (www.grad.ubc.ca/awards) for links to the agency websites.

CGS Foreign Study Supplements

This program supports high-calibre graduate students pursuing exceptional research experiences at research institutions outside of Canada. Canadian citizens or permanent residents who hold Tri-Council Canada Graduate Scholarship (CGS) or Vanier funding at the master’s or doctoral level may apply for up to $6,000 for travel and accommodation costs.
Accelerate BC—BC’s Graduate Internship Program
www.mitacs.ca/accelerate
Graduate student interns, under the supervision of a university faculty supervisor, undertake a four or eight month project which investigates a research challenge experienced by a partner company. Both MITACS and the participating organization contribute $7,500 towards the program, resulting in a $15,000 research grant to the supervising professor; the intern will receive a stipend from the academic supervisor using the internship grant (it is recommended that the intern receive approximately $10,000 per four-month internship).

Awards from External Agencies
The Faculty of Graduate Studies receives information from funding agencies around the world. As a service to students, this information is made available on the Graduate Awards website (www.grad.ubc.ca/current-students/scholarships-awards-funding) and via email to graduate programs and the Graduate Student Society for dissemination to graduate students. Students must apply directly to these funding agencies.

Graduate Student Travel Fund
www.grad.ubc.ca/awards/graduate-student-travel-fund
This fund provides a small travel grant to graduate students who present papers or posters at official conferences or symposia. Graduate students are eligible for the Graduate Student Travel Fund once per degree program.

STUDENT LOANS
www.aved.gov.bc.ca/studentaidbc/
www.students.ubc.ca/finance/student-loans
Canadian citizens and permanent residents who are full-time students and who can demonstrate financial need may qualify for aid through student loan programs. You must apply for loans through the province in which you have established residency. The Student Financial Assistance and Awards office in Brock Hall administers student loans for graduate students.

BC Residents
BC residents can apply for loans through the BC Student Assistantships Program, which combines the Canada Student Loan Program, the Canada Study Grant for Students with Dependent Children, and the BC Student Loan Program.

Canada Study Grants and Canada Student Loans for Part-Time Students
Part-time master’s students may be eligible for federal grants and loans to cover direct educational costs for tuition, prescribed texts, local bus transportation, child care during class hours, and incidentals. Applicants must be Canadian citizens or permanent residents who have not defaulted on a previous Canada Student Loan. Assistance is allocated on the basis of financial need as determined by the gross annual income of the student (and spouse, if applicable) and the size of the student’s immediate family.

Canada Study Grants for Female Doctoral Students
In conjunction with the Canada Student Loan Program, the federal government offers needs-based grants to female doctoral students in fields of study in which women are under-represented (e.g. engineering, agriculture, business administration, mathematics and physical sciences). Applicants must be Canadian citizens or permanent residents who have not defaulted on previous government student loans.

BURSARIES
www.students.ubc.ca/finance/types-of-financial-support
Bursaries are non-repayable awards allocated primarily on the basis of financial need, although other factors may be considered. The value of the award varies widely depending on the circumstances of the applicant. First consideration is given to students who have also applied for a Canada Student Loan, and it is common for Enrolment Services to suggest a combination of these two types of support. Bursaries for international students are extremely limited.
TA-SHIPS AND RA-SHIPS: ANOTHER WAY TO FUND YOUR EDUCATION

Teaching Assistantships and Research Assistantships are two common sources of income for graduate students. Normally, only full-time students are eligible. Both TAships and RAships are administered through individual graduate programs. Contact your program for more information.

Teaching Assistantships
Most graduate programs have a limited number of TA positions available for registered, full-time graduate students. Full TAships normally involve 12 hours of work per week in class preparation, lecturing, laboratory instruction, office hours, and grading.

A number of graduate programs offer partial TA appointments of less than 12 hours per week. TA rates are set by a collective agreement between UBC and the Teaching Assistants Union.

Research Assistantships
Many professors provide Research Assistantships from their research grants to support full-time graduate students under their direction. Stipends vary widely and are dependent on the field of study and the type of research grant from which the RA is funded. RAs are rare in the humanities.

WORK STUDY PROGRAM
www.students.ubc.ca/careers/

The Work Study Program allows Canadian and permanent resident students in receipt of government student loans to work in a variety of campus jobs and is coordinated by UBC Career Services and the Student Financial Assistance Awards office. An effort is made to place students in career-related positions whenever possible.

INTERNATIONAL STUDENTS AND WORK

If your study permit is valid for at least six months and you are a full-time student, you may work on campus and may also be eligible to apply for a permit for off-campus work during your academic program and for up to three years after you graduate. Additionally, your accompanying spouse or partner may apply for a permit to work on or off campus. You can apply online on the Citizenship and Immigration Canada (CIC) website at www.cic.gc.ca/english/study/work.asp. See the International Student Handbook at www.students.ubc.ca/international for full details.

INTERNATIONAL STUDENTS AND PERMANENT RESIDENCY

The “Canadian Experience Class” is a new category of permanent residency implemented in 2008 for certain skilled temporary workers and international students with Canadian degrees and Canadian work experience. More information about the Canadian Experience Class Program and eligibility requirements is available at: www.cic.gc.ca/english/immigrate/cec/index.asp.

Also, doctoral students may be eligible to apply for permanent residency in Canada after two years of full-time study under the Skilled Worker stream. More information about this option is available at www.cic.gc.ca/english/immigrate/skilled/apply-who-instructions.asp.
The beginning of a new academic pursuit is such an exciting time. Here are some things to do to get off to a great start.

**WHEN YOU ARRIVE AT UBC**

**ATTENDING ORIENTATION EVENTS**

[http://orientation.grad.ubc.ca/](http://orientation.grad.ubc.ca/)

**GRADUATE STUDENT ORIENTATION**

All new graduate students are encouraged to participate in campus-wide orientation activities. For students starting in September, orientation takes place on campus during the week before school starts. For students starting in January, there is an abbreviated orientation session scheduled sometime during the first two weeks of the term. These events are sponsored by the Faculty of Graduate Studies, the Graduate Student Society and International Student Development. Orientation is a great way to meet other new graduate students and gain a wealth of helpful information on navigating the campus and getting your graduate program off to a successful start.

All new international graduate students are encouraged to attend the International Graduate Student Workshop during orientation week, sponsored by International Student Development. The workshop provides valuable information about study permit and visa issues, employment regulations, Social Insurance Numbers, cultural transitions, medical insurance and a variety of practical tips and resources.

For more information and to register for this year’s orientation events, check the Grad Studies website or contact the graduate secretary in your program.

**REGISTERING FOR CLASSES**

[www.students.ubc.ca](http://www.students.ubc.ca)

Beginning in early June you can register online for winter session courses on the UBC Student Services Centre website: [www.students.ubc.ca](http://www.students.ubc.ca). However, many graduate programs prefer that you wait to register until after you’ve met with your research supervisor or graduate advisor. If you’re uncertain about registration or need more information, contact the graduate staff in your home program.
GETTING SETTLED AND GETTING AROUND

If you’re new to Vancouver, BC, or Canada, you’ll need to spend some time just getting settled in your new environment. Here are some especially important things to do and know:

RELOCATION ADVICE

www.relocatecanada.com/vancouver
This is a very helpful site with information on everything from getting a BC Driver’s License, to selecting a banking institution, to finding child care. Visit the site early and often to help get your life essentials settled, so that you can quickly focus on your academic program.

TRANSPORTATION

The U-Pass

www.upass.ubc.ca
www.translink.bc.ca
The U-Pass program is a transportation package that provides students with affordable access to public transit. Purchase is mandatory for all UBC students living in the Lower Mainland and is assessed through your student fees. Your U-Pass must be renewed on campus each month and provides unlimited rides on all public transit services—TransLink Bus, SkyTrain, and SeaBus (across all zones). Almost all buses to and from UBC stop at the central bus loop on campus.

UBC Transportation Planning

www.transportation.ubc.ca
UBC Transportation Planning works with on- and off-campus groups to provide inexpensive and environmentally friendly ways to get to UBC, including carpools, vanpools, public transit, bike and walking paths, and even telecommuting.

Cycling

www.city.vancouver.bc.ca/cycling
The City of Vancouver produces detailed maps showing the bicycle routes in the city. Copies are available on the City Hall website, at the TREK Program Centre, and are often available at Vancouver libraries, community centres and bicycle stores and at www.cyclevancouver.ubc.ca.

Driving

www.parking.ubc.ca
Campus parking isn’t free, and is permitted only in clearly designated areas. You may be fined or towed if you violate campus parking laws. The good news is that graduate students enrolled in courses are eligible to purchase faculty-staff parking permits.
VIBRANT VANCOUVER HAS...

- Been ranked as the “most liveable city” in the world by The Economist magazine
- Over 200 parks, including the Pacific Spirit Park surrounding UBC and world-famous Stanley Park
- 23 neighbourhoods, each with a community centre providing recreational, social, and cultural activities
- 22 public library branches
- A symphony orchestra, an opera company, dozens of museums, theatre spaces, and art galleries
- Two professional hockey teams (Vancouver Canucks and Vancouver Giants)
- A professional Canadian football team, recent winners of the Grey Cup (BC Lions)
- A professional baseball team (Vancouver Canadians)
- A professional soccer team (Vancouver Whitecaps)
- Water on three sides and is overlooked by the Coast Mountain Range with peaks above 1,500m (4,920 feet)
- Hosted the world at the 2010 Winter Olympic and Paralympic Games

OTHER FACTS:

- Population: 600,000 est.
- Metropolitan area population: 2.2 million (51% of BC’s 4.3 million people)
- Largest port in Canada
- Third largest city in Canada
- Daylight: 16 hours in June /8 hours in December
- Distance to Seattle, USA: 200 km (about 2.5 hours by car)
- Located in a temperate rainforest zone, Vancouver’s average maximum temperature is 6°C/43°F in January and 22°C/72°F in July with average low temperatures -5°C/33°F in January and 13°C/56°F in July, giving it, along with the provincial capital, Victoria, the mildest climate of any Canadian City.
LEARNING WHO’S WHO

Your success in a graduate program involves the support of a number of people at the program and university level. Here are some of the people you’ll be working with:

GRADUATE ADVISOR
The program graduate advisor is a professor who, in addition to teaching and research, takes on other responsibilities for a certain period of time.

Typical Duties
• Helps students get matched with supervisors and supervisory committees
• Coordinates information concerning deadlines and procedures, and communicates these to graduate students and faculty
• Handles requests for mark changes, course changes, leaves, extensions and transfers
• Coordinates nominations for fellowships, scholarships and awards
• Serves as contact person if there are problems or appeals
• Reviews academic progress of students

GRADUATE PROGRAM STAFF
Graduate program staff are the key liaison for all kinds of information concerning graduate students. This includes applications and letters of acceptance, appointment forms, grant applications, and student records. In many programs, the graduate program staff assist students with travel arrangements, housing concerns, or identifying financial resources.

Typical Duties
• First point of contact for graduate students
• Keeps records on graduate students
• Reminds graduate advisors, faculty members, and graduate students of deadlines
• Keeps application, reference, university, and scholarship forms
• Is a source of information to students on academic matters, housing, finances, etc.
• Assists the graduate advisor in setting up comprehensive and doctoral examinations
• Provides information on registration procedures to the graduate advisor and students
RESEARCH SUPERVISOR

All students in research-oriented programs will either be assigned or may select a research supervisor, whose principal roles are to guide you through research projects and help you achieve your scholarly potential. The supervisor’s personal style and your own needs often define how this role is fulfilled. In some programs students will find a supervisor before arriving at UBC, while in others it is expected to happen later on.

Typical Duties
• Assists the student to select and plan a suitable and manageable research topic
• Is accessible for consultation and discussion of academic progress and research
• Helps establish and chairs the supervisory committee
• Provides the student with timely and thorough feedback on written work
• Assists the student in gaining access to facilities or research materials
• Ensures a safe, healthy, and harassment-free research environment
• Assists the student in being aware of current program requirements, deadlines, sources of funding, and ethical conduct of research

SUPERVISORY COMMITTEE

The supervisory committee generally consists of the research supervisor and two or three other faculty members who advise you and guide your research project. They are available to help at every stage of your program, from selection of course work to formulation of the thesis research proposal, to defence of the thesis. Try to assemble your supervisory committee early in your program; grad students who do so tend to complete their degree programs more quickly than students who wait.

Typical Duties
• Provides constructive criticism and provocative discussion of students’ ideas
• Is available for consultation and discussion
• Participates in comprehensive and final oral exams, and meetings with students
• Offers comments on written work, including drafts of thesis chapters
One of the great things about coming to UBC is that there are so many people and resources around campus to help you enjoy UBC and succeed during your time here.

FACULTY OF GRADUATE STUDIES
www.grad.ubc.ca
604.822.2848
The staff of the Faculty of Graduate Studies work to ensure the academic quality and integrity of graduate programs, and to provide a supportive and equitable environment for students. It extends all formal offers of admission, manages the records and registration of all graduate students, administers graduate awards, tracks student academic progress, coordinates doctoral oral examinations, and receives all final master’s and doctoral theses. Grad Studies also provides an avenue for advice and appeal when student problems can’t be resolved within the graduate program.

GRADUATE PATHWAYS TO SUCCESS
www.grad.ubc.ca/gradpd
A graduate education is an investment, and the Faculty of Graduate Studies is committed to helping students make the most of it. The Faculty’s Graduate Pathways to Success program helps UBC graduate students learn well, explore career options, and develop job readiness skills. Workshops are held throughout the year on topics such as grant writing, facilitative leadership, and project management. Students will learn to think strategically about their futures, and will start their graduate programs asking the question, What career can I find or create that fits me?

GRADUATE STUDENT SOCIETY
www.gss.ubc.ca
604.822.3203
The Graduate Student Society (GSS) is the official representative of all graduate students at UBC. The Society advocates on student issues, and supports students in their studies or when facing academic problems. It also sponsors many social and academic activities and events, and operates the Thea Koerner Graduate Student Centre.

INTERNATIONAL STUDENT DEVELOPMENT
www.students.ubc.ca/international/about-us/services-at-i-house
604.822.5021
1783 West Mall
International House (I. House) is a community centre open to all members of UBC and their families. You can join yoga, language, martial arts or meditation classes; browse the travel library; volunteer at multicultural events and celebrations; and meet new friends from around the world.

If you need help with immigration documents, employment, health insurance, or adapting to life at UBC, contact an International Student Advisor at International House at isa@students.ubc.ca or 604.822.5021.

DIVERSITY AND EQUITY
www.equity.ubc.ca
UBC is committed to fostering a learning environment free from discrimination and harassment. UBC’s Equity Office works to prevent human rights-based discrimination and harassment through equity and social justice education and programming, and provides procedures for handling human rights-based complaints when they do occur.
FIRST NATIONS HOUSE OF LEARNING
www.longhouse.ubc.ca
604.822.8940
The mandate of the First Nations House of Learning is to make the University’s vast resources more accessible to Aboriginal Peoples by providing a positive environment for First Nations, Métis, and Inuit students, staff, and faculty. Following the “voices of our ancestors”, the spirit of the Longhouse is guided by the Longhouse Teachings of Respect, Relationships, Responsibility, and Reverence.

THE UBC LIBRARY
www.library.ubc.ca
UBC Library is the second-largest research library in Canada and has more than 20 branches and divisions, including on- and off-campus locations and UBC Okanagan Library.

CENTRE FOR TEACHING, LEARNING AND TECHNOLOGY
www.ctlt.ubc.ca
6326 Agricultural Road
The Centre for Teaching, Learning and Technology (CTLT) offers a wide variety of workshops and services to graduate students who want to gain skills in different aspects of teaching and learning. Workshops are free to UBC graduate students and Teaching Assistants and include topics such as: instructional skills for TAs; leading discussions effectively; using technology in teaching; and presentation skills for Graduate Students. Graduate students are invited to drop by the Centre for individual consultation.

SERVICES FOR STUDENTS WITH DISABILITIES
ACCESS & DIVERSITY OFFICE
www.students.ubc.ca/access
604.822.5844
Brock Hall
1874 East Mall
UBC is committed to the academic success of students with disabilities. If you have a disability or medical condition that may affect your full participation at UBC, contact Access and Diversity regarding services for students with disabilities.

CAREER SERVICES
www.students.ubc.ca/careers
1206– 1874 East Mall
604.822.4011
You can start building your career while you are on campus, whether you’re destined for academia or beyond. Career Services offers specialized workshops and career advising for graduate students to help you plan your next steps when your studies are complete.

INFORMATION TECHNOLOGY
www.my.ubc.ca
This website provides personalized access to the University’s online resources including course registration and fees, library borrower status, and Web-based email. A Campus-Wide Login (CWL) ID is required to log in to myUBC. You’ll need to register for your CWL login name, so visit the Student Services Centre online for more information - http://www.students.ubc.ca/coursesreg/student-service-centre/

Wireless Internet Access
UBC has one of North America’s largest campus wireless networks, and you can log on from almost all locations on campus.

E-mail and Internet Access
Get a free UBC email box and 4.5 hours of dial-up time per month by registering at www.my.ubc.ca.

ABORIGINAL STUDENTS
UBC is located on the traditional territory of the Musqueam people, and there is a strong Aboriginal presence at UBC and in the surrounding community. UBC’s First Nations House of Learning serves as a “home away from home” where Aboriginal students can study and learn in surroundings that reflect their traditions and cultures. UBC is committed to promoting the success of Aboriginal graduate students through many support initiatives such as funding, priority on-campus housing, and community events. We are proud of the outstanding contributions of the many Aboriginal graduate students who have earned their graduate degrees at UBC.
Staying healthy and safe is a very important part of your academic success. The rigorous demands of a graduate program can make it difficult at times to make your well-being a priority, but UBC provides many resources to help students stay physically, emotionally, spiritually and socially balanced.

HEALTH INSURANCE

BASIC MEDICAL INSURANCE
www.health.gov.bc.ca/msp
www.students.ubc.ca/international/international-students/before-you-arrive

Every person living in BC must enrol in the provincial Medical Services Plan (MSP). The plan covers the cost of basic medical care, including most physical and hospital services. It doesn’t cover general dental care, eyeglasses, or prescription medications. You should enrol in MSP immediately after arriving in BC.

If you’re new to British Columbia, there is a waiting period of three months before MSP coverage begins. If you’re coming from another Canadian province, ensure that you are covered until residency in BC has been established and you are eligible for MSP. If you’re an international student, you will be enrolled automatically in UBC’s mandatory health insurance for new international students (iMED) for your first three months. For more information about iMED, see the International Student Handbook at www.students.ubc.ca/international/international-students/international-student-handbook.

EXTENDED MEDICAL INSURANCE
www.ihaveaplan.ca

All graduate students are automatically members of the AMS/GSS Health and Dental Plan and have been assessed the annual premium as part of their fees. The plan provides many important services not covered by your basic health plan, such as prescription drugs, dental care, travel health insurance, counselling, and some complementary therapies such as acupuncture. You must have basic medical coverage (MSP or equivalent) in order to make a claim to the Health and Dental Plan.

Even if you have extended health and dental care through a parent, spouse or employer’s plan, you may find that the AMS/GSS Health and Dental Plan still provides many important benefits. Alternatively, students with equivalent health and dental coverage through a private plan can opt out during the first three weeks of their academic year. You can also enrol your spouse or dependent children for an additional fee.

The AMS and GSS also offer a Health Plan Assistance Fund that covers part or all of the costs of the plan for students with demonstrated financial need. The fund makes extended health and dental care services accessible to all students.

CAMPUS SAFETY
www.ams.ubc.ca/services/ams-safewalk/
www.security.ubc.ca

UBC is committed to providing its students with a safe, healthy and secure environment for learning.

Emergency: 911
UBC RCMP Detachment: 604-224-1322
Campus Security Emergency: 604-822-2222
Personal Security Coordinator: 604-822-6210
Safewalk: 604-822-5355
CAMPUS HEALTH CARE SERVICES

STUDENT HEALTH SERVICE
www.students.ubc.ca/livewelllearnwell
604.822.7011
UBC Hospital
2211 Wesbrook Mall
Student Health Service (SHS) is available to all registered students, and offers family medicine, sports medicine and primary nursing care. While you are a student, SHS can act as your family doctor or see you for episodic care. SHS is well-equipped and experienced at providing confidential assistance to graduate students. Walk-in urgent care and scheduled appointments are available.

COUNSELLING SERVICES
www.students.ubc.ca/livewelllearnwell/counselling-services/
604.822.3811
Brock Hall
1874 East Mall, room 1200
Counselling Services provides professional, confidential counselling services to enhance students’ ability to achieve their educational and career goals.
• Programs and services include:
  • Intake assessment and referral to on-campus and community resources
  • Individual counselling. Common areas of focus include enhancing relationships, coping with stress, managing depression and anxiety, dealing with loss, working through identity issues, addressing substance abuse and strengthening motivation
  • Group counselling programs to help students manage stress, anxiety and depression
  • Emergency drop-in hours to assist students with urgent concerns
  • Outreach programming to enhance self-management skills development
Our services and programs are designed to be inclusive of and sensitive to all dimensions of students’ experience including age, ability, sex, ethnicity, sexual orientation, gender identity, and religion. Visit our website for current information on programs, services, and hours of operation.
FITNESS AND RECREATION

www.rec.ubc.ca/index.cfm
www.birdcoop.ubc.ca
www.aquatics.ubc.ca

UBC recreation (UBC REC) provides a dynamic and innovative sport and recreation experience for students, with state-of-the-art facilities and a distinct fun-filled culture. The Student Recreation Centre has three full-sized gyms for free drop-in sports and intramural tournaments, a large, fully-equipped fitness centre (the Bird Coop) that offers fitness classes for all levels, and a traditional martial arts dojo for yoga and pilates in addition to martial arts.

The UBC Aquatics Centre includes indoor and outdoor pools, whirlpool, sauna, fitness area/weight room, and provides many water fitness courses.

Vancouver offers world-class outdoor sports from skiing and snowboarding in winter, to kayaking, windsurfing and climbing in warmer weather UBC REC also has a wide variety of outdoor recreation programs year-round to introduce you to this sports paradise. Come out and play!

OTHER CAMPUS WELL-BEING RESOURCES

Faith and Spirituality
www.chaplains.students.ubc.ca
Chaplains provide pastoral counselling for all major faiths and religions including Islam, Judaism, Christianity, and Buddhism. Christian denominations include Anglican, Lutheran, Pentecostal, Baptist, Catholic, Unitarian and United Churches.

AMS Womyn’s Centre
www.ams.ubc.ca/campus-life/ams-resource-groups/womyn’s-centre/
604.822.2163
Student Union Building, Rooms 245H and 245G
Provides support to women-identified people on campus.

Pride UBC
www.prideubc.com
604.822.4638
Student Union Building
Peer support to members and friends of gay, lesbian, bisexual and transgendered communities at UBC.

Speakeasy
www.ams.ubc.ca/services/speakeasy
Support Line: 604.822.3700
Student Union Building
Information and peer support for UBC students. Speakeasy volunteers are carefully chosen and trained to assist students in dealing with a wide range of issues including relationship break-ups, substance abuse, sexuality and exam stress. Visit the website for more information.
GLOSSARY

4YF
UBC’s Four Year Fellowship funding package for doctoral students.

Academic Calendar
UBC’s primary academic publication is the Academic Calendar. It includes admis-
mission requirements, academic regulations, faculty, school and degree listings, and
course descriptions (www.calendar.ubc.ca/vancouver).

AMS
The Alma Mater Society is the student society of UBC. All graduate students are
members of the AMS.

Candidacy
Doctoral students are admitted to candidacy once all required course work and com-
prehensive examinations have been satisfactorily completed and the doctoral thesis
proposal has been approved.

CIHR
Canadian Institutes for Health Research, formerly the Medical Research Council.
One of three federal funding agencies offering major scholarships to graduate stu-
dents. Only Canadian citizens and permanent residents are eligible.

Credit
In the course descriptions, the credit value of a course, where given, is shown
in parentheses following the course number. In general, one credit represents
one hour of instruction or two to three hours of laboratory work per week. Most
courses at UBC have a 3-credit value and duration of one term.

CWL – Campus-Wide Login
This account is used to access the Student Service Centre and many other services,
including WebCT, myUBC, and Wireless.

Faculty
UBC has 13 faculties: Applied Science, Arts, the College for Interdisciplinary Studies,
Dentistry, Education, Forestry, Graduate Studies, Land and Food Systems, Law, Medi-
cine, Pharmaceutical Sciences, the Sauder School of Business, and Science.

Faculty Member
An assistant, associate or full professor appointed by UBC to teach and conduct
research.

FoGS
Faculty of Graduate Studies.

Graduate Advisor
The faculty member in each department responsible for
providing support and guidance to graduate students.

Graduate Program Staff
The staff member(s) in each department who manag-
es administrative tasks on behalf of graduate students.
Graduate program staff are a critical information and
support resource for graduate students.

GSS
Graduate Student Society, a registered non-profit
society dedicated to serving the academic, social, and
cultural interests of graduate students at UBC.

GSC
Graduate Student Centre, the building which houses
the Faculty of Graduate Studies and the Graduate
Student Society. Also known as “Thea Koerner House”

iMED
iMED is a basic insurance plan required as a condition
of registering as an international student. It covers
the three-month waiting period before you become
eligible for the BC Medical Services Plan (MSP).

NSERC
The Natural Sciences and Engineering Research
Council, one of three federal funding agencies offering
major scholarships to graduate students. The others
are CIHR and SSHRC. Only Canadian citizens and
permanent residents are eligible for most NSERC
programs.

Program
A Senate-approved course of study leading to a gradu-
ate degree.

Social Insurance Number (SIN)
The Social Insurance Number (SIN) is a nine-digit
number used to administer various Canadian govern-
ment programs. Once you receive a job on campus or
a work permit, apply for a Social Insurance Number
(SIN). Details are given at www.servicecanada.gc.ca/
eng/sc/sin.
SSHRC
Social Sciences and Humanities Research Council, one of three federal funding agencies that offer major scholarships to graduate students. Only Canadian citizens and permanent residents are eligible.

Student Service Centre (SSC)
The Student Service Centre (SSC) is an interactive website that enables students to perform a variety of functions and access information about their records at UBC. The SSC is accessible through the website www.students.ubc.ca/ssc. Once at this site, you will need to log in to the SSC using your Campus-Wide Login and password. The functions and services available through the SSC include: view your application status, apply for bursaries, view your financial account, change your address, view your UBC grades, register for courses, view your timetable, order transcripts, view transfer credits awarded, apply for graduation and more!

Study Permit
A document that must be obtained from Citizenship and Immigration Canada by all international students in order to study in Canada.

SUB
UBC’s Student Union Building.

IMPORTANT DATES

ACADEMIC YEAR
The Academic Year runs from September 1 to August 31 and is divided into Winter and Summer sessions, each with two terms:

• **Winter Term 1**: Early September to late December
• **Winter Term 2**: Early January to late April/early May
• **Summer Term 1**: Mid-May to early July
• **Summer Term 2**: Early July to mid-August

UNIVERSITY HOLIDAYS
UBC is closed on the following days. No classes are held and campus services are closed or limited.

2012 – 2013
Monday, September 3, 2012 ................................................Labour Day
Monday, October 8.................................................................Thanksgiving Day
Thursday, November 11 .......................................................Remembrance Day
Tuesday, December 25 .......................................................Christmas Day
Wednesday, December 26 ..................................................Boxing Day
Tuesday, January 1, 2013 ......................................................New Year’s Day
Monday, February 11 ..........................................................Family Day
Friday, March 29 .................................................................Good Friday
Monday, April 1 .....................................................................Easter Monday
Monday, May 20 .................................................................Victoria Day
Monday, July 1 .....................................................................Canada Day
Monday, August 5 .............................................................BC Day

2013 – 2014
Monday, September 2, 2013 .................................................Labour Day
Monday, October 14 ..........................................................Thanksgiving Day
Monday, November 11 .......................................................Remembrance Day
Wednesday, December 25 ...............................................Christmas Day
Thursday, December 26 ....................................................Boxing Day
Wednesday, January 1, 2014 .............................................New Year’s Day
Monday, February 10 .........................................................Family Day
Friday, April 18 .................................................................Good Friday
Monday, April 21 ...............................................................Easter Monday
Monday, May 19 .................................................................Victoria Day
Tuesday, July 1 .................................................................Canada Day
Monday, August 4 .............................................................BC Day