Office of the Associate Dean, Research & Graduate Studies

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Dear graduate students and future colleagues,

A very warm welcome to The University of British Columbia’s Faculty of Pharmaceutical Sciences graduate program! I hope everyone is getting settled into their accommodation and finding their way around our beautiful campus and city.

Congratulations on being selected to one of the top Pharmaceutical Sciences research and graduate studies program in North America. Our graduate program is expanding rapidly and we are number 1 in Canada in external funding for research. Our graduate enrolment currently stands at around 60.

This Handbook of Graduate Studies is an important document for all students and can also be found on our website. It is updated and revised every year, so please ensure you are using the 2013-14 version. It contains key information on policies and procedures, scholarships, supervisory committees, teaching assistantships, and much more.

The Pharmaceutical Sciences Graduate Society (PharGS) and American Association of Pharmaceutical Sciences (AAPS) Student Chapter have many professional programs and activities that will enhance your graduate student experience and I strongly encourage you to participate and get involved in both of these organizations. Through PharGS and the AAPS student chapter, you can also get involved in Faculty, University and broader community-wide committees and activities. This is a great opportunity to develop your leadership, teamwork and networking skills.

Our outstanding staff in the Research and Graduate Office and I wish you every success this coming academic year. Our door is always open to you. Best wishes and welcome aboard!

Sincerely,

Dr. Thomas Chang
Professor and Associate Dean pro tem, Research & Graduate Studies
Who’s Who

Associate Dean

The Associate Dean is your graduate advisor and the person to go to if you are having problems with your graduate program.

Dr. Thomas Chang | Associate Dean pro tem, Research & Graduate Studies
Rm 5501
604-822-7795
thomas.chang@ubc.ca

Graduate Office

The office staff (mainly graduate programs manager) are your resource for all inquiries about graduate school – admissions, registration, academic progress, awards, pay, GTA assignments, and much more.

Shirley Wong | Graduate Programs Manager
Rm 5502
604-827-0188
shirley.wong@ubc.ca

Dr. Barb Conway | Special Projects & Research Grants Facilitator
Rm 5503
604-822-2390
barb.conway@ubc.ca

Dr. Alex Unterberger | Research Grants Facilitator
Rm 5504
604-827-1883
alexandra.unterberger@ubc.ca

Financial Manager

The Financial manager coordinates all operational, financial, and internal Faculty accounting systems. The Financial Coordinator takes care of travel advances and reimbursements.

Josie Lim | Financial Manager
Rm 3307
604-822-5434
josie.lim@ubc.ca
**Who’s Who**

**Pharmaceutical Sciences Graduate Society (PharGS)**
www.pharmacy.ubc.ca/programs/students/phargs/

PharGS is an organized society of graduate students that provides opportunities for increased interactions between graduate students and the Faculty, the university, and the scientific and industrial community with social events, scientific seminars and professional development. PharGS also provides services such as studying and meeting space, and coffee and vending machines in the graduate student lounge, social events and intramural sports teams. All Faculty of Pharmaceutical Sciences graduate students are automatically members of PharGS and are strongly encouraged to participate in organizing the society and their events.

**Graduate Student Society (GSS)**
www.gss.ubc.ca

The GSS is an organization of graduate students dedicated to serving the academic, social, and cultural interests of its members. Publishes the Graduate Student Handbook – an essential guide to all aspects of being a graduate student at UBC. Together with Graduate and Postdoctoral Studies, coordinates orientation sessions for new students during the last week of August.

**Faculty of Graduate and Postdoctoral Studies**
www.grad.ubc.ca

Coordinates and maintains the quality of all masters and doctoral programs at the University. Administers admissions, records, awards and scholarships, as well as policies, procedures, and guidelines for graduate students across the campus.
Getting Oriented to the Faculty and UBC

On behalf of the whole Faculty of Pharmaceutical Sciences, welcome to the University of British Columbia. We are confident that your time in the Faculty and at UBC will be memorable, rewarding, and successful. When you arrive, please check in with the Graduate Office and Associate Dean, Research & Graduate Studies. We would like to know who you are and get to know you from day one!

The Faculty Graduate Student Orientation will take place on **Wednesday, August 27, 2014 at 9:00 AM - 12:30 PM in Room 6112 in Pharmaceutical Sciences building, 2405 Wesbrook Mall.** Orientation is designed to provide new and current students with valuable information that will help them excel in the Faculty’s graduate program. We invite representatives from the Graduate Student Society (GSS), CUPE 2278, International House, and the Library to speak to graduate students. We also provide students with an opportunity to tour the building and familiarize themselves with our facilities.

Graduate and Postdoctoral Studies has a main Orientation Day for New Graduate Students on **Thursday August 30, 2014.** Please visit its website for more information ([http://orientation.grad.ubc.ca/](http://orientation.grad.ubc.ca/)).

**Security and Key Issuance**

Upon your arrival, visit the building operation office in Room 3334 in order to familiarize yourself with safety and security issues in the Pharmaceutical Sciences building.

To obtain keys, you or your supervisor will need to email Jonathan Van Drunen (jon.vandrunen@ubc.ca), providing your name, student number, lab affiliation, email address and room number to which you will need card access or key. Please return all the building keys to the building operation office before leaving the Faculty after program completion.

**Office/Desk Space**

Office/desk space is assigned to graduate students by their research supervisor/advisor in consultation with the building operation office. However, this is not always possible, as the supervisor may not have available space in his/her laboratory. In this case, the graduate student should inform the Associate Dean, Research & Graduate Studies as soon as possible and every effort will be made to provide the graduate student with desk space in the Pharmaceutical Sciences.
Getting Oriented to the Faculty and UBC

Getting Online

UBC IT Services (www.it.ubc.ca) works closely with students, faculty, staff, and alumni to provide information technology services, support and leadership. Some communication and e-learning programs of interest to graduate students include:

- **Campus-Wide Login (CWL)** – All registered UBC students are provided with a campus-wide login, which enables convenient access to many UBC online services. To activate your campus-wide login account, sign up at http://it.ubc.ca/services/accounts-passwords/campus-wide-login-cwl.

- **Student Service Centre (SSC)** – For applications, awards, exam schedules, fees, grades, registration, transcripts, and more.

- **Wireless Internet Access** – UBC is one of North America’s largest campus wireless networks. UBC is installing and upgrading over 18,000 wired network connections in 150 buildings across campus.

- **E-mail and Internet Access** – Get a UBC Student and Alumni email address. Sign up at https://id.ubc.ca.

**UBC Card & Library Card**

At UBC, your UBC card is your library card, your student ID card and your voting identification for student elections. Students who are registered on the Student Service Centre (SSC) and require a UBC card with photo should apply in person at the UBC Bookstore. Students should know their student number and must bring one piece of photo ID, such as a passport or driver’s license. For further details please check the web at www.ubccard.ubc.ca.

UBC Library (www.library.ubc.ca) means much more than stone-faced buildings filled with books. Once you have a UBC card, you can take advantage of UBC’s library system. You will need the barcode number on the back of your UBC card to log on to the Library network. Your PIN is the last five digits of the same barcode.

At UBC, library branches focus on particular subjects and are located near related academic departments. Pick up a map showing the location of all the library branches on campus at any library or on the Library website.
Choose and Register for Courses

Student Services Centre (SSC)
https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework

Register for courses, check fees, pay fees online, and keep your address and email information up to date in the SSC. The address listed here is the one that the Faculty of Graduate and Postdoctoral Studies and the Registrar’s Office will use, so it is essential that you keep it updated. Your password is initially set as your year, month, and date of birth (yyymmdd).

Registration

UBC has two academic sessions per year. The Winter session runs from September 1 to April 30, and the Summer session runs from May 1 to August 31. All students (MSc and PhD) must be registered in their thesis course (PHAR 549B or PHAR 649) at all times. All students must register in the seminar course for the winter session (M.Sc. PHAR 548; Ph.D. PHAR 648).

A minimum of 30 credits are required for the M.Sc. degree:
• 12-credit M.Sc. thesis course (PHAR 549B)
• 2-credit seminar course (PHAR 548)
• 3-credit PHAR 590 (taken in first year)
• 1-credit PHAR 591 (taken in first year)
• Minimum 6 additional credits at the 500 level
• Remainder of credits can be at 300 level or above

There is no minimum credit requirement for PhD students. However, PhD students must register in PHAR 649, 648, 590 and 591.

Students enrolled in the Pharmacoepidemiology, Health Economics, and Outcomes training program may be given an exemption from PHAR 590 with . In this case, students need to work with supervisors to identify and register other equivalent courses as the substitute.

An M.Sc. student will complete most of the graduate courses offered in the particular training program or disciplinary field that he/she has chosen. If a course relevant to the student’s field of research is offered by other Faculties, preference should be given for such a course over one that is offered by the training program or disciplinary field if the latter is less relevant to the student’s field of research. Candidates for a Ph.D. who have not taken these courses must achieve an equivalent academic level during their first two years of study as determined by the candidate’s research committee.

Course offerings and outlines can be found online (www.students.ubc.ca). You can register online at SSC. For any problems with registering for courses, contact the Graduate Office.
Choose and Register for Courses

Things to Consider When Registering for Courses

1. Discuss your courses and timetable with your supervisor.

2. Note that the SSC will only allow you to register in courses to a maximum of 18 credits per term. This number includes the credits for PHAR 548/648 (1 per term) and PHAR 549B/649 (6 per term). If you and your supervisor have determined that you should take more than the maximum number of credits per term, please contact the Graduate Office to arrange registration in the extra courses.

3. For students wishing to transfer from the M.Sc. to the Ph.D. program, you must achieve a minimum average of 80% in 12 credits in which at least 9 credits are at the 500-level or above and in which at least 9 credits are at 80% or above. Please see the section “Transfer from M.Sc. to Ph.D.” for details on the other requirements for transfer from M.Sc. to Ph.D.

4. You MUST register in the thesis course (PHAR 549B/004 for M.Sc. and PHAR 649/001 for Ph.D. students) for the full Winter session (Terms 1 and 2) when you arrive in September.

5. All graduate students are required to complete the Instructional Skills Workshop (ISW) offered by the Centre for Teaching, Learning and Technology (CTLT) (www.ctlt.ubc.ca) before completion of their program. These workshops run frequently throughout the year and we strongly encourage you to take it as soon as possible.

Adding/Dropping courses

You can add and/or drop courses via the SSC until the second week of term. After that, you will need to complete a Change of Registration Form (www.grad.ubc.ca/sites/default/files/forms/change_of_registration.pdf).
Choose and Register for Courses

PHAR 548/648: Pharmaceutical Sciences Graduate Seminar Program
Course Coordinators: Dr. Urs Hafeli

The Faculty of Pharmaceutical Sciences Graduate Seminar Program is intended to provide all graduate students the opportunity to learn how to present their research findings to their peers and the scientific community. All M.Sc. and Ph.D. students in the Faculty are required to attend these regular seminars throughout the year and present one or more papers on selected topics related to their research interests. Constructive feedback is provided to each student so that they can learn how to construct and deliver an effective scientific seminar to colleagues and fellow scientists. **Seminars are held Wednesdays at 12:00pm-1:00pm in Pharmaceutical Sciences Building 1201 from September 2014 to April 2015.**

**Formal Faculty-wide seminars:** General interest seminars primarily given by external speakers will be offered throughout the term. This will include invited external speakers, faculty members and some final year students.

**External seminars:** Graduate students are encouraged to attend seminars held outside of the Faculty of Pharmaceutical Sciences but are generally related to their research fields or interests. Graduate student’s supervisors may assist student identify appropriate seminars.

Graduate students are required to attend at least 12 seminars (at least 6 Faculty seminars and 6 external seminars offered outside of the Faculty to satisfy PHAR 548/648 attendance requirement during each term. This corresponds to an average of 4 seminars (2 internal and 2 external) per month from September - November and January - March, but the actual attendance may vary each month. Seminar attendance is recorded. Significant numbers of unexplained absences will be reviewed with students.
Pharmaceutical Sciences Graduate Student Society (PharGS)

The Pharmaceutical Sciences Graduate Student Society (PharGS) (www.pharmacy.ubc.ca/grad/phargs/index.html) represents the graduate student body and is recognized as such by the Faculty of Pharmaceutical Sciences at UBC.

PharGS is an organization with its formal establishment marked by the ratification of its Constitution on May 5, 2006. In its first year, PharGS has worked extensively with the office of Associate Dean of Research and Graduate Studies to establish a framework and basis from which to grow. This base included drafting and ratifying the Constitution which governs its objectives and operations, being involved in the construction and furnishing of the Graduate Student Lounge, establishing a UBC chapter of the American Association of Pharmaceutical Scientists (AAPS), and creating annual organized social events that bring together Faculty, staff, and students. The intent of PharGS is to build upon these successes to nurture and make more visible the graduate student community amongst each other, the Faculty and staff, and the University. We promote interaction among these groups through organizing social and professional gatherings, coordinating graduate student representation on Faculty and University committees, and by maintaining the Graduate Student Lounge. The new Graduate Student Lounge on the 5th floor in the Pharmaceutical Sciences building is a social hub for graduate students and the research community. The PharGS Executive oversees maintaining the Graduate Student Lounge.

In order to encourage the interaction of graduate students with each other and with the Faculty, University, and pharmaceutical sciences community, PharGS works to organize several events throughout the year that promote social and professional interactions. Visitors to the Faculty are invited by PharGS to provide insight from their experiences in industry, government, or academia to the graduate student body. A series of professional development workshops will be held throughout the school year developing skills essential for future career paths. Social and sports events are organized to promote building a rewarding community that will enhance your graduate studies experience. In the past years, PharGS has organized hiking, skating, and golfing trips; organized recreation teams for UBC’s Storm the Wall and intramural sports; held catered parties; and held its annual events of a Faculty versus students soccer game and summer barbeque.

By ensuring graduate student representation on a wide range of committees and organizations, PharGS acts as an information conduit for graduate students. PharGS provides graduate student input on Faculty committees ranging from teaching, curriculum, and safety, to the construction of future lab and office spaces. Representation to the UBC Graduate Student Society (GSS) and TA’s union (CUPE 2278) are also coordinated through PharGS. It is through these representatives that information on occurrences, decisions, policies, and issues impacting you are accessible and that your particular interests are actively represented and advocated for.
Pharmaceutical Sciences Graduate Student Society (PharGS)

**How is the Society Organized?**

PharGS consists of its Membership and its Executive. All graduate students are immediately included as Members of PharGS upon their registration in the Faculty of Pharmaceutical Sciences. Additional non-graduate student Members may be approved by PharGS. The Executive consists of the following positions: President, Vice President External, Vice President Internal, Vice President Finance, Social Director, Sports Director and Coordinator of Professional Development Workshops. The Executive is elected in January of each year by the democratic election by graduate students.

The Executive meets on a monthly basis with all graduate students being encouraged to attend and actively participate in all meetings. The Annual General Meeting is held once a year, each January, with its agenda including the election of the Executive. All graduate students, whether they attend meetings are not, are kept updated of the current and completed projects undertaken by PharGS through circulation of the agenda and minutes for each meeting.

PharGS has been established to enrich the graduate student experience in the Faculty of Pharmaceutical Sciences. In these first few months of your graduate studies program, we hope that you enjoy the events organized by PharGS, including the “Pharm”azing Race orientation/team-building afternoon and other upcoming celebrations that will occur in the fall and winter. We are looking to hear from you and we encourage your participation working with the current PharGS Executive and forming the incoming Executive. Your active role in PharGS will make this a great time for you and the entire graduate student community.

**The Graduate Student Activities Fee**

The operation of PharGS requires the collection of funds on a ‘per school term’ basis from all current graduate students as a mandatory graduate student activities fee. These monies are used to organize and hold events (such as the summer barbecue) and to maintain the Lounge (including satellite feed and saving for inevitable refreshing that will be required). In the ratification of the Constitution in May 2006, the graduate students voted to accept that a fee of **$15 per registered school term** could be collected by PharGS from each graduate student. As of September 2013, the PharGS activity fee will be included as part of the tuition and student fees on student’s SSC financial account. UBC fee payment office will transfer the PharGS activity fee to PharGS at the end of each term.
Safety and Animal Care Training

The Department of Risk Management Services offers regularly scheduled training programs for University faculty, staff, and students (www.riskmanagement.ubc.ca). The University Chemical Safety Advisory Committee requires that all faculty, staff, and graduate students, who handle hazardous materials, are required to take a chemical safety course. The Laboratory Chemical Safety Course covers the safe handling of chemicals in laboratories and is suitable for students working or studying in laboratories where chemicals are in use. Additionally, the University Biosafety Committee requires that the successful completion of the Laboratory Biological Safety Course be a mandatory requirement for all new staff and new projects involved with Biohazard level II or greater. This applies to all Principle Investigators/Course Directors, faculty, staff, and students conducting work with these materials.

The use of animals at UBC for teaching, testing, and research is a privilege and not a right. A series of procedures and policies (http://www.ors.ubc.ca/contents/animal-care) have been developed or adopted to ensure that the use of animals at UBC remains sensitive to the needs of the animals as well as to the goals of teaching and research. Please note that the UBC Animal Care Committee has a new policy for animal user training requirements approved May 7, 2008 (http://www.ors.ubc.ca/sites/vpri.drupalprod.webi.it.ubc.ca/files/uploads/documents/ORS/animalcare/008_Training.pdf). All animal users are required to follow this policy and must complete the appropriate components of the UBC Institutional Animal Users Training Program beginning in 2009.

Animal Care Training Schedule and Registration information are posted on the ORS website at www.ors.ubc.ca/contents/animal-care-training. Seating is limited, so please register early. Please note that successful completion of the course must be done prior to beginning animal work. There are no exceptions.
Centre for Teaching, Learning, and Technology

The Centre for Teaching, Learning and Technology (CTLT) (www.ctlt.ubc.ca) offers a 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.

- **Graduate Students Instructional Skills Workshops (ISW):** The three-day ISW is for Teaching Assistants and any graduate students interested in improving their teaching skills and sharing teaching experiences. Participants practice instructional skills and share ideas in a cooperative environment with peers and trained facilitators.

  All graduate students are required to complete the Instructional Skills Workshop before completion of their program. These workshops run frequently throughout the year and we strongly encourage you to take it as soon as possible. The Graduate Office and PharmD Office coordinate the in-house ISW once a year in August. Students should take advantage of the opportunity to complete it.

- **Graduate Student Presentation Skills Workshops:** This two-day workshop focuses on the development of effective presentation skills through focused practice and feedback. It is designed to help graduate students gain confidence in any presentation setting.

- **Leading Discussions Workshop:** The LDW is open to graduate students who have an active teaching role at UBC or who are interested in learning how to lead discussions. In a small-group environment, participants practice leading a discussion, and get feedback on their discussion leadership and planning skills.

- **Peer Coaching for Graduate Students:** This service provides one-on-one teaching and presentation support and feedback to graduate students who have teaching or presentation-related concerns, questions or challenges. Peer coaches are graduate students who are Instructional Skills Workshop facilitators, and who have participated in additional one-on-one facilitation training. The service is confidential.

The ISW is extremely popular and registration fills up fast. So if you are interested, register online as soon as possible at http://ctlt.ubc.ca/programs/all-our-programs/instructional-skills-workshops/.
Update Your Personal Information

A Personnel Information Form will be sent to all graduate students on an annual basis. Please ensure that you complete this form in a timely basis and return it to the Graduate Office. Please note that this information is forwarded to Finance when your appointment is being set up each year. If the information is not accurate or complete, there may be problems in setting up your payroll.

It is also your responsibility to keep UBC informed of any change of mailing or email address. You can change your personal information online at the Student Services Centre (SSC) website (https://ssc.adm.ubc.ca/sscportal/ servlets/SRVSSCFramework). Your password for this site is initially set to your date of birth in YYMMDD order, with six digits only. Please change this to maintain security of your records.

Please ensure that the Graduate Office has your current contact information. If you are an international student, we also need a copy of your current Study Permit and SIN card.
Policies, Procedures & Guidelines

Policy on Academic Progress

The progress of all students working towards the M.Sc. and Ph.D. degrees will be monitored regularly. A student may be required to withdraw if progress has not been satisfactory as evidenced by, for example, coursework, research work, research proposal, comprehensive exam or other requirements of a particular program.

The policy guiding academic progress is detailed on the Faculty of Graduate and Postdoctoral Studies website (www.grad.ubc.ca/policy-procedures/academic-progress).

Definition of Satisfactory Progress

The following is excerpted from the Faculty of Graduate and Postdoctoral Studies website.

PhD Students
A minimum of 68% (B-) must be achieved in all coursework taken for credit. Where a grade of less than 68% is obtained in a course, and on the recommendation of the graduate program and the Dean of the Faculty of Graduate and Postdoctoral Studies, the student may repeat the course for higher standing or take an alternate course. If the Associate Dean does not make such a recommendation, or if the recommendation is not approved by the Dean of the Faculty of Graduate and Postdoctoral Studies, the student will be required to withdraw. A student who obtains a grade of less than 68% in more than one course will normally be required to withdraw. If progress in research is unsatisfactory, a student will be required to withdraw.

MSc Students
A minimum of 60% must be obtained in any course taken by a student enrolled in an MSc program for the student to be granted pass standing. However, only 6 credits of pass standing (60%) may be counted towards an MSc program. For all other courses, a minimum of 68% must be obtained. On the recommendation of the Graduate program Advisor and the approval of the Dean of the Faculty of Graduate and Postdoctoral Studies, the student may repeat a course for higher standing or take an alternate course. If the Graduate Program Advisor does not make such a recommendation, or if the recommendation is not approved by the Dean of the Faculty of Graduate and Postdoctoral Studies, the student will be required to withdraw. A student who obtains a grade of less than 68% in an excessive number of courses will normally be required to withdraw.
Academic Progress

Faculty Guidelines on Monitoring of Academic Progress

1. Monitoring the academic progress of graduate students is the primary responsibility of the research supervisor(s) and supervisory committee. Chairs of supervisory committees should bring any problems related to academic progress to the attention of the Associate Dean, Research & Graduate Studies.

2. The Associate Dean will review the progress of all graduate students at least once per year, based on any or all of the following: academic transcripts, Progress Report forms generated following supervisory committee meetings and student CVs.

3. All graduate students will be expected to submit an updated CV each academic year to the Graduate Office.

4. The Associate Dean, in consultation with the research supervisor(s), will inform students in writing of unsatisfactory progress.

5. The Associate Dean, in consultation with the research supervisor(s), will inform students in writing of any requirements which must be met in order to allow the student to continue with their program.
Academic Progress

**Academic Progress and Program Completion Checklist**

Students, supervisors, supervisory committees and Chairs of supervisory committees are each responsible in different ways for ensuring the timely and satisfactory progress of a student through the graduate program. Details of these responsibilities are provided in the Handbook.

The Graduate Office is responsible for periodic reviews of a student’s academic progress. The following is intended as a summary checklist for students, supervisors, and Chairs of supervisory committees to use to ensure that all program requirements are either in progress or complete.

**MSc Students**

Student/Supervisor agreement signed  
*Within 3 months of starting program.*

Supervisory committee struck  
*6-12 months*

Coursework underway or complete  
*Variable.*

Research proposal approved  
*9-15 months*

Instructional Skills Workshop complete  
*Before program completion*

Transfer to Ph.D. program (optional)  
*12-24 months*

Permission to write thesis obtained  
*24-30 months (on average)*

Supervisor and supervisory committee approve thesis for defense  
*2-4 weeks before defense*

External examiner selected  
*Minimum 2-4 weeks before defense*

Final Faculty seminar complete  
*Before thesis defense*
**Academic Progress**

**PhD Students**

**Student/supervisor agreement signed**  
Within 3 months of starting program.

**Supervisor committee struck**  
6-12 months

**Coursework underway or complete**  
Variable

**Research proposal approved**  
9-18 months

**Comprehensive examination complete**  
18-30 months

**Admittance to candidacy (Associate Dean's office responsibility)**  
Once Comprehensive Exam passed; 36 months from start date

**Instructional Skills Workshop complete**  
Before program completion

**Permission to write thesis obtained**  
Variable

**Minimum of one published paper or submitted manuscript complete**  
Before program completion

**Review Final Doctoral Examination guide at**  
https://www.grad.ubc.ca/current-students/final-doctoral-examination  
6-12 months prior to submission of thesis to Graduate and Postdoctoral Studies

**Review Checklist for Doctoral Candidates at**  
https://www.grad.ubc.ca/current-students/final-doctoral-exam/tools-planning-doctoral-exam  
6-12 months prior to submission of thesis to Graduate and Postdoctoral Studies

**External examiner nominations to Graduate and Postdoctoral Studies**  
2-3 months prior to submission of thesis to  
Graduate and Postdoctoral Studies for external examination

**Final Faculty seminar complete**  
Before thesis defense

**Submit copy of bound thesis document to the Graduate Office**  
After final thesis document submitted to GaPS, and final thesis submitted to UBC cIRcle
Academic Curriculum Vitae (CV)

All graduate students are expected to submit an updated curriculum vitae (CV) each year at the beginning of the academic year (September). A reminder email will be sent to all graduate students on an annual basis.

1. Please submit a CV using the following suggested sections:
   - Personal Information
   - Language Competencies
   - Address, Phone Numbers, Email Address, Web Address
   - Citizenship Status
2. Education
   - Degrees
3. Academic Awards and Honours
   - Distinctions
   - Scholarships
   - Awards
4. Work Experience
   - Begin with most recent and put in chronological order
5. Publications
   - Journal Articles
   - Abstracts
   - Posters
   - Patents
6. Presentations
7. Memberships in Scholarly Societies or Other Organizations

The Common CV (www.commoncv.net) is a resource available to you.
Graduate Student Supervision

Policies and Guidelines on Graduate Student Supervision

The primary responsibility for defining criteria for membership in the Faculty of Graduate and Postdoctoral Studies ( Graduate and Postdoctoral Studies ) rests with each academic unit, and in the Faculty of Pharmaceutical Sciences is based upon the current approved Senate Policy. Full Members of Graduate and Postdoctoral Studies must be faculty members holding the title of professor, associate professor, assistant professor, or professor emeritus. Full Members of Graduate and Postdoctoral Studies are permitted to be supervisors of graduate students ( M.Sc. or Ph.D. ) and to vote in the Faculty of Graduate and Postdoctoral Studies.

Policy on Graduate Student Supervision by Faculty Supervising Their First Doctoral Student

Any tenure-track assistant/associate/full professor may be either a co-supervisor or the sole supervisor of a graduate student ( Ph.D. or M.Sc. ). If he/she is supervising their first Ph.D. student, a senior faculty member with doctoral student supervisory experience will be assigned as Chair of the student’s supervisory committee and will serve as a mentor to the supervisor in helping guide the PhD program of the student.

Policy on Graduate Student Supervision by Professors Emeriti

A professor emeritus may supervise M.Sc. or Ph.D. graduate students, but is required to select a suitable co-supervisor who will be able to contribute intellectually to the student’s project, and who also meets the following requirement: the co-supervisor must be a full-time faculty member in Pharmaceutical Sciences or, in exceptional circumstances, the co-supervisor may be from another department. The professor emeritus must provide a rationale and obtain the approval of the Associate Dean, Research & Graduate Studies before selecting a co-supervisor. A co-supervisor may only be selected with the clear understanding that he/she may be asked to assume responsibility for the supervision of the student should this be considered necessary. In the latter case, and in the event that the co-supervisor assuming responsibility for supervision of the student is from another department, a co-supervisor from Pharmaceutical Sciences must be selected.

Policy on Graduate Student Supervision by Adjunct Professors

An adjunct professor may supervise M.Sc. or Ph.D. graduate students, but is required to select a suitable co-supervisor who is a full-time faculty member in Pharmaceutical Sciences and who will be able to contribute intellectually to the student’s project. In addition, if the adjunct professor is supervising their first Ph.D. student, the co-supervisor must be a senior faculty member with doctoral student supervisory experience.
Graduate Student Supervision

Policy on Graduate Student Supervision by Non Tenure-Track Faculty

A non tenure-track faculty member may supervise M.Sc. graduate students, with the approval of the Associate Dean, Research & Graduate Studies. Prior to accepting a Ph.D. student, a non tenure-track faculty member must receive approval to be a co-supervisor from Graduate and Postdoctoral Studies. For both M.Sc. and Ph.D. students, a co-supervisor must be selected who is a full-time faculty member in Pharmaceutical Sciences and who will be able to contribute intellectually to the student’s project. A co-supervisor may only be selected with the clear understanding that he/she may be asked to assume full responsibility for the supervision of the student should this be considered necessary.
Research Supervisory Committee Chair

Roles & Responsibilities of the Research Supervisory Committee Chair

The UBC Faculty of Graduate and Postdoctoral Studies (Graduate and Postdoctoral Studies) provides guidelines on Supervisory Committees for masters and doctoral students in which, normally, a student’s supervisor also serves as the Chair of the supervisory committee. However, the Faculty of Pharmaceutical Sciences feels that the needs of the student are best served by nominating an independent, arms-length individual from outside the student/supervisor’s Division to be the Chair of the student’s research supervisory committee.

Selection of Chairs

• The Associate Dean, Research & Graduate Studies is responsible for assigning Chairs for graduate student supervisory committees.
• All full-time, tenure-track faculty members who are also members of the Faculty of Graduate and Postdoctoral Studies (Graduate and Postdoctoral Studies) may be assigned to Chair the research supervisory committee(s) of one or more graduate students from outside their Division.
• Normally, new faculty members who have not previously participated as a member of a student’s supervisory committee will not be assigned as a Chair until they have been involved in a supervisory committee for 6-12 months.

Length of Terms as Chair

Faculty members are asked to serve as the Chair for a graduate student’s entire M.Sc. or Ph.D. program. If the Chair is on sabbatical/study or any other type of leave for longer than 6 months, a temporary Chair will be assigned to a student’s research supervisory committee.
Research Supervisory Committee Chair

Roles and Responsibilities of the Chair
These include, but are not limited to the following:

1. **Chairing Meetings**
   Chair all meetings of the graduate student’s research supervisory committee. A student and supervisor must make every effort to accommodate the Chair’s schedule in setting a meeting date. However, if the Chair is unable to attend a particular meeting, the Associate Dean should be contacted and another Chair will be temporarily assigned for that meeting.

2. **Annual Supervisory Committee Meetings**
   The supervisory committee must meet at least once per year to monitor the student’s progress. Contact the graduate student and supervisor if meetings are not occurring in a timely fashion.

3. **Monitoring Student Progress**
   The Chair should ensure that the supervisory committee is satisfied that the student is making good progress and is on-track with their program. For example:
   
   - Is required coursework underway or completed?
   - Has the research proposal has been approved?
   - Has the comprehensive exam been completed?
   - Has the student given seminar(s)?

   Any action items recorded in the Progress Report from previous meetings should be reviewed to assure the committee that there are no outstanding issues to discuss. The Chair is at liberty to ask the student questions relating to any aspect of their progress or to clarify issues.

4. **Feedback**
   The Chair should ensure the student receives clear and constructive feedback both verbally and via the Progress Report following each meeting. The Chair is responsible for completing the appropriate M.Sc. or Ph.D. Progress Report form available as an electronic file within one week following the meeting. Contact the Graduate Office for copies of the file. The Chair is also responsible for sending electronic copies of the completed Progress Report file to:

   - Supervisor, co-supervisor
   - Student
   - All committee members
   - Associate Dean, Research & Graduate Studies
   - Graduate Office for filing
Research Supervisory Committee Chair

5. Mentoring
   On an as needed basis, if the Chair is a senior member of faculty, they are strongly encouraged to offer advice and mentorship to a junior faculty member supervising the student for whom they are Chair.

6. Comprehensive Exam
   Ensure the supervisory committee and the student are familiar with the Faculty's guidelines on comprehensive exams. Chair the comprehensive exam. Ensure the student receives feedback on their performance following the exam. Any additional requirements for the student as recommended by the committee must be clearly communicated to the student. In the event of a Fail, the Chair must notify the Associate Dean, Research and Graduate Studies.

7. Admittance to Candidacy
   Notify the Associate Dean, Research and Graduate Studies via email that the requirements for a doctoral student to be “Admitted to Candidacy” have been completed. These are the following:
   - All required coursework has been successfully completed
   - The supervisory committee has approved the research proposal
   - The comprehensive exam has been passed

8. Issues or Problems
   Bring any ongoing issues or problems needing resolution to the attention of the Associate Dean, Research and Graduate Studies.
Research Supervisory Committees

Establishing a Research Supervisory Committee

Research supervisory committees are established to assist the student with every stage of their program, including selection of appropriate coursework, development of ideas and methodologies for the research proposal, discussion of results, preparation of the thesis. It is the responsibility of the supervisory committee to provide constructive criticism and assessment of the student’s research project and written materials.

The supervisor/co-supervisor in consultation with the graduate student should suggest suitable individuals for the research supervisory committee. These individuals will normally possess expertise in areas or disciplines that are relevant to the student’s proposed field of research or project. If deemed appropriate, the supervisory committee membership may include senior instructors, professors emeriti, honorary faculty, adjunct faculty, off-campus professionals as well as faculty members from other universities. These members must be approved by the Associate Dean, Research & Graduate Studies and Graduate and Postdoctoral Studies. The supervisor/co-supervisor is normally responsible for contacting potential supervisory committee member individuals requesting them to serve on the research supervisory committee.

Committee Membership

MSc committees are composed of:

- Chair
- Supervisor, co-supervisor
- At least 3 other members, with a minimum of one member being from outside the student’s training program or disciplinary field

PhD committees are composed of:

- Chair
- Supervisor, co-supervisor
- At least 3 other members, with a minimum of one member being outside the Faculty of Pharmaceutical Sciences
Research Supervisory Committees

Meeting Schedule

Both the Faculty of Pharmaceutical Sciences and Graduate and Postdoctoral Studies require supervisory committees to meet at least once per year to monitor a student’s progress. It is the Chair’s responsibility to contact the graduate student, supervisor, and Associate Dean if meetings are not occurring in a timely fashion.

The first supervisory committee meeting should ideally be held within 12 months and must take place within 15 months of entering the program. The student (MSc or PhD) will normally present their research proposal for approval at this meeting.

In consultation with their supervisor/co-supervisor, the graduate student will normally contact committee members and arrange a suitable meeting date, time, and location for the committee meeting. It is strongly recommended that either the student or supervisor send a reminder about an upcoming meeting to committee members a few days in advance.

Format of Supervisory Committee Meetings

Where possible and appropriate, a student’s supervisory committee should be made aware of the purpose of a particular meeting. Examples of these may be:

- Presentation of the research proposal
- Comprehensive exam
- Request transfer of a student from MSc to PhD program
- Permission to write a thesis
- Permission to send a thesis to Graduate and Postdoctoral Studies

In general, it is expected that a student will provide a written summary of their progress to members of their supervisory committee at least 10 days prior to the meeting. This report might include, but not be limited to, coursework completed, research data, publications, presentations, and problems encountered. The report need not be extensive or include previously approved or discussed information. However, it should include a summary of the accomplishments and include a timeline for the completion of the program.

Normally, a student will be expected to give a brief presentation providing an overview of their progress report and respond to questions about progress from members of the supervisory committee.

Following the discussion at every meeting, the student will be excused from the room and their progress discussed in camera by the committee. The committee will then discuss the progress since the previous meeting. The student will be called back in the room and given detailed feedback from the committee about their progress and any action items resulting from the meeting.
Research Supervisory Committees

Monitoring Student Progress

The Chair is responsible for completing and circulating electronic copies of the Graduate Student Progress Report. The intent of these progress reports is to record a summary of the meeting and to highlight action items. Copies of the electronic Progress Report file should be sent to the student, supervisor/co-supervisor, all members of the supervisory committee, the Associate Dean, Research & Graduate Studies, and the Graduate Office for filing.

Research Proposal

All students (MSc and PhD) must write their research proposal in the general form used for CIHR Operating grant applications and must be distributed to the committee members at least 10 days prior to the meeting. The sections to be completed are:

- Summary of research proposal (1 page)
- Summary of progress (1 page)
- Research proposal (maximum of 11 pages, not including references and appended figures, tables, schematic diagrams, etc). The proposal should include a timeline for all phases of the project and program.

Consult the CIHR website (www.cihr-irsc.gc.ca) for detailed instructions on sections and formatting.

Research Proposal Meeting

The student will make an oral presentation (about 40-45 min) of their proposal and include any preliminary data and progress obtained to date. The supervisory committee members will ask questions and make comments related to the research proposal. The student is expected to be able to respond to questions related to aspects, such as:

- Background information and literature
- Proposed hypotheses or research questions
- Rationale, methodologies and approaches proposed
- Progress report
- Scope of the project and proposed timeline

Following the question and discussion period, there will be an in camera discussion. The supervisory will either accept the proposal or suggest an action plan for revising the proposal. The committee is expected to provide the student with constructive feedback on the proposal.

In rare cases, but if felt to be necessary by the committee, a student may be asked to revise their proposal and present it again to the committee.
Comprehensive Exam

All doctoral students in Pharmaceutical Sciences will take the oral comprehensive exam following completion of coursework and approval of the research proposal. This will normally take place within 24-30 months of entering the program. Students must be admitted to candidacy (approval of research proposal and successful completion of the comprehensive exam) within 36 months from date of initial registration in the program.

The following provides information on the requirements and guidelines related to comprehensive exams in this Faculty:

Purpose of exam

The purpose of the exam is to assess whether the student has developed:

- strong analytical, problem solving and critical thinking skills
- general understanding of concepts fundamental to their disciplinary field. For example, students in a particular discipline would be expected to demonstrate a sufficient breadth of knowledge of their discipline.
- appropriate depth of academic background for successful engagement in their doctoral research
- an ability to verbally communicate a knowledge of their discipline

Scope of exam

In general, it is expected that the scope of the exam may include the following:

- knowledge acquired in coursework
- knowledge of concepts fundamental to the disciplinary field (see above)

It is the responsibility of the candidate’s committee to meet with and inform the student as to the nature and material to be covered in the exam. This could include, but is not limited to:

- providing the student with a text, review paper(s) or other suitable references covering the desired topics of study
- directing the student to material in specific coursework
- providing the student with a list of topics for study
Comprehensive Exam

Preparation for exam

It is the responsibility of the student and the supervisor to agree upon arrangements for preparation and study for the exam. The following are to be used as guidelines:

- All students are permitted a minimum of the equivalent of 4-6 weeks full-time study leave, where there is no expectation of research work or attendance in their office/lab.
- Students may tailor their study leave according to personal preferences and needs. For example, a student may choose to do part-time study and research work.
- One or more practice sessions with the supervisor, other members of the committee or members of the student’s research group are highly recommended.

Format of exam

The exam will consist of an oral examination of the topics and material assigned by examination committee members.

The examination committee consists of the supervisory committee and the Chair of the student’s supervisory committee. All members of the committee must be present. An alternate Chair may only be designated upon special request by the supervisor to the Associate Dean, Research & Graduate Studies. The Chair will not normally put questions to the student unless this has been previously agreed to by the supervisory committee. Interested faculty members may attend the exam but are not permitted to put questions to the student.

The length of the exam is typically between 2-3 hours and the order of examiners, length of time for each examiner and number of rounds of questioning will be established by the Chair (see below).

Role of Examination Committee Chair

The roles and responsibilities of the Chair of the examination committee are as follows:

- Establishes order in which examiners will ask questions, the approximate length of time for each examiner and anticipated number of rounds of questioning.
- Ensures the integrity of the examination process and that appropriate procedures are followed.
- Clarification of questions to candidate as appropriate
- Adjudges the examination and calls for the in-camera session.
- Calls for feedback and a rating of the performance of the student from each examiner.
- A consensus of the committee will determine a pass, fail or conditional pass.
- The Chair may guide the reaching of consensus but may not vote.
- Provides feedback to the student.
- Completes progress report.
Comprehensive Exam

**Performance assessment**

The examination committee meets in-camera to evaluate the student’s performance in all aspects of the exam and renders one of the following decisions:

1. Pass
2. Conditional pass
3. Fail

**Conditional Pass**

A conditional pass indicates that the student generally performed well but their performance was inadequate in one or more areas. Normally, the student will be re-examined at a later date by one or more members of the committee on those areas. Once the student has successfully passed the additional requirements, they are given an unconditional pass.

**Fail**

In the case of a fail, a date will be set for a second examination, allowing adequate time for preparation by the student. The conditions for repeating the examination must be clearly provided to the student and stated in the progress report.

In the case of a second fail (i.e. re-examination), the student is required to withdraw from the program.

**Timing**

The timing of the re-examination is at the discretion of the supervisor and chair, but will normally take place within 2 months. Under exceptional circumstances (e.g. student is required to take a course), a longer period may be granted but must be completed within 6 months.

**Oral Feedback**

The supervisor and Chair are responsible for documenting the assessment (strengths, weaknesses) and reasons for the decision in sufficient detail in the progress report. In the case of circumstances other than a pass, documentation of reasons is required in the Progress Report. Oral feedback to the student is the responsibility of the supervisor.
Comprehensive Exam

Responsibilities of the Student

Students are expected to:

- Take responsibility for their own learning
- Meet with each member of their supervisory committee to identify topics and material for study.
- Schedule a date, time and location for the examination, ensuring all members of the examination committee are available.
- Negotiate preparation time for examination and practice sessions with their supervisor.
- Contact their supervisor, Chair and Associate Dean, Research and Graduate Studies in a timely fashion if circumstances arise that may significantly affect their performance or if additional study time is required.
Admittance to Candidacy

The basic requirements for a doctoral student to be Admitted to Candidacy are:

- all required course work has been successfully completed.
- the comprehensive examination has been passed.
- the supervisory committee has certified that the thesis proposal has been approved.

The Chair of the student’s graduate research committee must notify the Associate Dean, Research and Graduate Studies that the comprehensive examination has been successfully completed. The Associate Dean will then notify the Faculty of Graduate and Postdoctoral Studies in writing that this requirement has been met and request that “Admitted to Candidacy” be recorded on the student’s academic transcript.

Students are expected to complete their comprehensive examination within 24 months from the date of initial registration. A student who is not admitted to candidacy within 36 months from date of initial registration must withdraw from the program. The Dean of the Faculty of Graduate and Postdoctoral Studies may permit an extension of this period under exceptional circumstances.
Transfer From MSc to PhD

To be eligible to transfer from an M.Sc. to a Ph.D. program, the student must have satisfied the following criteria:

1. Students who wish to transfer from a masters to a doctoral program must have completed one year of study in the masters program with a minimum 80% average in 12 credits, of which at least nine credits must be at the 500 level or above and at least nine credits must be at 80% or above. The student must show clear evidence of research ability.

NOTE:

• The average will be calculated on a weighted basis.
• All courses taken will be included in the average.
• The committee may assign a mark for PHAR 548 and include it in the average provided the student has presented a seminar in the Faculty Seminar Series.

2. The student must also demonstrate clear evidence of research ability.
3. The student must have the support of his/her supervisor.
4. The student must have the support of the remaining committee members with not more than one dissenting opinion.

Transfer directly into a doctoral program is normally accomplished after the first year of study and will not be permitted after the completion of the second year in a masters program. Transfers may not be retroactive. The transfer must be clearly justified by the student’s supervisor and Graduate Program Advisor in a memorandum to Graduate Studies recommending the transfer.

In preparation for the committee meeting, the student should present a research proposal to the committee at least 10 days prior to the meeting. At this time, the committee must be notified that the intent of the meeting is to seek permission to transfer to the Ph.D. program. The student should present and defend the proposal at the meeting. After the discussion, the committee will meet in the absence of the student and reach a decision on the request for transfer to the Ph.D. program.

If the decision of the committee is positive, the Chair of the committee will so notify the Associate Dean who will, in turn, submit an application to the Dean of Graduate Studies to transfer the student into the Ph.D. program. If the transfer is approved, but the research proposal presented is not considered adequate for a Ph.D. degree, the student must present their Ph.D. proposal within 4 months at another committee meeting.
Transfer From PhD to MSc

Students may apply to transfer from doctoral to master’s programs. Such transfers must not be used as consolations for failing performance at the doctoral level. Transfers may be approved if they meet the following conditions:

1. The request for transfer should be justified on the grounds of its appropriateness for the student’s personal or professional goals. It should be clear that these have been the subject of discussion between the student and his or her advisor, and that the request is approved by the graduate program.

2. The master’s program to which transfer is requested must be different from a program whose degree the student already holds.

3. The transfer will be permitted only if the student has been no longer than three years into his or her doctoral program.

For more information, visit www.grad.ubc.ca/current-students/managing-your-program/masters-phd-transfers.
Permission to Write the Thesis

A meeting should be scheduled and the supervisory committee notified that the student is requesting permission to write the thesis. It is expected that 10 days before the meeting, the student will provide members of their supervisory committee with a progress report that summarizes previous data shown to the committee and provides subsequent progress to date.

The student will make an oral presentation that summarizes data obtained to date and provides some discussion of the results. Following discussion and questions from the committee, a decision will be made regarding permission to write the thesis.

Frequently, the student will be given permission to write the thesis, but is given action items that must be completed prior to preparation of the thesis. It is the student’s and supervisor’s responsibility to ensure that these action items are dealt with in an appropriate manner. In the case of a PhD student, the Chair should ensure that the supervisor has completed the necessary Graduate and Postdoctoral Studies forms for selection of an External Examiner and should engage the committee in a discussion about suitable University Examiners (see next page). In the case of an MSc student, the Chair should engage the committee in a discussion about a suitable external examiner (see next page).
Masters And Doctoral Thesis Preparation: General Guidelines

The student is responsible for consulting the Graduate and Postdoctoral Studies website for all materials relating to preparing the thesis, formatting requirements, pagination and supporting documents.

In order to be eligible for convocation, all thesis-based masters students and all doctoral candidates must submit final, defended thesis as a single PDF file to UBC’s online information repository, cIRcle (https://circle.ubc.ca/)

Following these seven steps will take you from start to finish with your thesis:

1. What You Need To Know
2. Choose Thesis Type
3. Review Order of Thesis Components
4. Review Thesis Specifications
5. Review Formatting Requirements
6. Review Document Requirements
7. Submit Your Thesis

Thesis & Dissertation Preparation

Structure of UBC Theses and Dissertations

On March 18, 2010, the Faculty of Graduate and Postdoctoral Studies Graduate Council endorsed new guidelines for structure and format of UBC theses and dissertations that were more flexible than the previous structures of either a traditional or a manuscript-based thesis. These guidelines have now been amended to focus on the academic criteria describing a thesis, leaving the choice of how to structure the content to the student and supervisory committee.

Please review the following sections carefully:


Including Published Material in a Thesis or Dissertation (www.grad.ubc.ca/current-students/dissertation-thesis-preparation/including-published-material-thesis-or-dissertation)

If you are planning to incorporate published manuscripts in your thesis, it is important to think about the impact of journal publishing on your thesis. Publishers vary in terms of their policies on copyright and author self-archiving, with many journal publishers requiring authors to sign over copyright entirely. Entering into this kind of restrictive agreement can prevent you from including your own content in a thesis. The best way to protect yourself is to think ahead:

1. Read the author copyright agreement/license carefully. The choice of signing the agreement is yours, and it’s possible to request amendments to the contract before you sign. The SPARC Canadian Author’s Addendum to Publication Agreement can be used for this purpose. For more information about the addendum and for a PDF copy, see http://carl-abrc.ca/uploads/pdfs/EngPubAgree.pdf. Even if the journal refuses the terms of this addendum it’s advisable to request wording from the publishers that clearly allows you to make use of your content in a thesis.
2. If you’re unsure of the terms of a journal copyright agreement, consult the Pharmacy Liaison Librarian, Franklin Sayre. He can be reached at 822-4443 or frankin.sayre@ubc.ca, and can advise you about how to approach the publisher or refer you to the library's copyright expert.
Preparation of an MSc Thesis for Defense

The student is expected to provide their supervisor/co-supervisor with a complete first draft of the thesis. The supervisor/co-supervisor will provide revisions for the student to prepare subsequent drafts as necessary.

When the supervisor/co-supervisor has given final approval to the thesis, the student is responsible for photocopying and providing copies to all members of the supervisory committee with a request for feedback/revisions within a timeframe of at least 10 days. One of two approaches may be taken:

- Another meeting of the Supervisory Committee may be called to review the revisions to the thesis. Following appropriate revisions to the thesis, as needed, the Chair must be notified that the thesis has been approved for final defense.
- If another meeting is not deemed necessary, the supervisor/co-supervisor and/or student must ensure that the Chair is notified that the thesis has been approved for final defense.

The student and supervisor/co-supervisor must ensure that the final approved copy of the thesis is given to the External Examiner. The student and supervisor/co-supervisor should then consult with all members of the Examination Committee to set a date, time and location for the final thesis defense.

Preparation of an PhD Thesis for Defense

The student and supervisor are expected to consult the Graduate and Postdoctoral Studies website for detailed guidelines on preparing a Ph.D. thesis, particularly familiarizing themselves with the various Doctoral Exam Planning Tools, including the Doctoral Exam Checklist (www.grad.ubc.ca/current-students/final-doctoral-exam/tools-planning-doctoral-exam).

The student is required to submit their doctoral thesis to Graduate and Postdoctoral Studies for review of formatting prior to submitting copies for External and other examiners. This can be done in person at the Graduate and Postdoctoral Studies office or electronically (allow up to 2 days). The student is then expected to provide their supervisor/co-supervisor with a complete first draft of the thesis. The supervisor/co-supervisor will provide revisions for the student to prepare subsequent drafts as necessary. When the supervisor/co-supervisor has given final approval to the thesis, the student is responsible for photocopying and providing copies to all members of the supervisory committee with a request for feedback/revisions within a timeframe of at least 10 days.
Preparation of Thesis for Defense

A student is not permitted to submit their thesis to Graduate and Postdoctoral Studies (to be sent to External Examiner) until ALL members of their supervisory committee have given their approval to do so. One of two approaches may be taken:

- Another meeting of the supervisory committee may be called to review the revisions to the thesis. Following appropriate revisions to the thesis, as needed, the Chair must notify the Associate Dean, Research & Graduate Studies, in writing, that all members of the supervisory committee have given their approval for the thesis to be given to Graduate and Postdoctoral Studies. If desired, the Chair may designate the supervisor/co-supervisor as being responsible for notifying the Associate Dean.

- If another meeting is not deemed necessary, the supervisor/co-supervisor and/or the student must ensure that all members of the supervisory committee have given their approval for the thesis to be given to Graduate and Postdoctoral Studies. It is then the responsibility of either the Chair or supervisor/co-supervisor to notify the Associate Dean, in writing, that the thesis has been approved by all members of the supervisory committee.

When the Associate Dean receives written notification of thesis approval as outlined above, the supervisor or student should complete the form entitled “Graduate Program Approval of Doctoral Dissertation for External Examination” (www.grad.ubc.ca/forms/graduate-program-approval-form) for the Associate Dean’s signature.

For information on initial submission of a doctoral dissertation for transmittal to the External Examiner, please see the Final Doctoral Examination Guide on the Graduate and Postdoctoral Studies website (www.grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide).

All Doctoral Oral Exam forms are available on the Graduate and Postdoctoral Studies website (www.grad.ubc.ca/current-students/final-doctoral-exam/doctoral-exams-forms).

The student must submit a copy of his/her final, defended thesis for approval of the Faculty of Graduate and Postdoctoral Studies and transmission to the UBC Library. The student’s program cannot be closed and he/she will not be eligible to graduate until the formatting of the thesis has been officially approved. It is the student’s responsibility to ensure that the Doctoral Dissertation Approval form (www.grad.ubc.ca/sites/default/files/forms/doctoral_dissertation_approval.pdf) is submitted to Graduate and Postdoctoral Studies.

Final Dissertation & Thesis Submission guidelines should be reviewed (www.grad.ubc.ca/current-students/final-dissertation-thesis-submission).
MSc Thesis Defence

The M.Sc. Examination Committee will consist of the members of the student’s supervisory committee plus one External Examiner. The External Examiner should not have been involved in advising the student on their research and may be from within or outside the Faculty.

The thesis should be given to the examination committee at least 10 days prior to the defense. The examination will be open to all observers and they will be permitted to ask questions at the end of the exam at the discretion of the Chair. The sequence of questioning by the examiners is at the discretion of the Chair, but usually begins with the External Examiner.

Following the exam, the student and observers will be excused from the room. The committee will discuss the student’s performance and arrive at a mark for PHAR 548 (seminar) and pass/fail grade for the thesis (PHAR 549B). The student will then be called back into the room and will be given detailed feedback on their performance and clear information about any revisions to the thesis.

The following may be taken into consideration in evaluating the quality of the presentation(s) for PHAR 548:

- the organization
- the use of audio-visual aids
- the delivery (pace, voice quality, enthusiasm)
- delivered at an appropriate level for the audience
- the proper use of the allotted time (too short? too long? proper balance to the presentation)
- the response to questions from the audience

A mark for PHAR 548 should be assigned according to the scale below:

93-100  Outstanding
86-92   Excellent
80-85   Average
75-79   Below Average
68-74   Significantly below average
<68    Fail

The Chair is responsible for completing the electronic Progress Report and sending copies to the student, supervisor/ co-supervisor, members of examination committee, Associate Dean, and Graduate Office.
**MSc Thesis Defence**

The student is responsible for ensuring that the Masters Thesis Approval form (www.grad.ubc.ca/sites/default/files/forms/masters_thesis_approval.pdf) is completed and submitted to Graduate and Postdoctoral Studies. In addition, the student is responsible for ensuring that the Graduate Office receives a bound copy of the thesis.

The Graduate Office is responsible for ensuring that a memo is sent to Graduate and Postdoctoral Studies advising that the student has completed all degree requirements and that all grades including the thesis grade have been entered.
PhD Examination Committee

The regulations of the Faculty of Graduate and Postdoctoral Studies will prevail. The examining committee will consist of the following:

1. Chair – named by the Faculty of Graduate and Postdoctoral Studies
2. Two University Examiners:
   - At least one from outside the Faculty
   - One normally from the Faculty of Pharmaceutical Sciences
3. Research Committee Members – A minimum of two to a maximum of three members of the Candidate’s Research Committee
4. External Examiner – a senior person outside the University who is at arm’s length from the candidate and the supervisor.

Selection of External Examiner Nominees

The graduate program is responsible for nominating well-qualified, objective, experienced individuals not associated or affiliated with UBC. The specific qualifications of an external examiner are:

- Has an established reputation in the area of the dissertation research and is able to judge whether a dissertation is acceptable at a university comparable to UBC.
- Has had previous experience with supervision and examination of doctoral students.
- Holds a PhD or a degree at the same level which the student is pursing.
- Should be of either Full or Associate Professor rank if at a university, or have comparable expertise and standing if not at a university. If they are not presently associated with a university, nominees should have some previous university affiliation—in these cases, please attach a brief CV or include a statement outlining the relevant qualifications of the nominee. In particular, please describe how the nominees meet the other criteria for appointment as noted above.
- Should not have acted as an external examiner in the candidate’s graduate program, or for a student with the same supervisor for a minimum period of three years.

On the form, please comment on the relevant qualifications of each nominee by noting field(s) of expertise and achievements, or by listing specific publications that relate to the candidate’s research. Explain why each would be a suitable examiner for the dissertation. Nominate a minimum of two people for the role of external examiner. The Faculty of Graduate and Postdoctoral Studies will invite the external examiner to serve.
**PhD Examination Committee**

**Avoiding Conflict of Interest**

The proposed external examiners must not be closely associated with the candidate (in the past, present, or future) as colleagues, research collaborators, co-authors, employers, teachers, supervisors, through family ties, or the like. Nor should they be former students, research supervisors, or current or recent research collaborators, or family members of the research supervisor. Prior to the Final Doctoral Oral Exam the research supervisor/graduate program/candidate must not contact the external examiner with regard to the dissertation, and should direct any contact initiated by the external examiner to the Dean of Graduate Studies.

**External Examiner’s Attendance at the Final Doctoral Oral Examination**

The attendance of the external examiner at the examination is encouraged but not required. As of July 2, 2010, to increase the participation of external examiners at the Final Doctoral Oral Examinations of UBC Ph.D. candidates, the Faculty of Graduate and Postdoctoral Studies has established a Doctoral External Examiners Transport Fund to help defray the costs associated with examiners traveling to Vancouver from outside the ‘lower mainland’.

The fund will provide matching support to offset transport costs to and from UBC by an external examiner. It is expected that the supervisor and/or academic unit of the doctoral candidate will cover the balance of the external examiner’s travel expenses. The Faculty of Graduate and Postdoctoral Studies will reimburse half of the eligible transportation costs (to a maximum of $500 for travel within North America and $1,000 for travel from outside North America) directly to the Supervisor or academic unit that pays the initial expense.

For more information, visit the Graduate and Postdoctoral Studies website (www.grad.ubc.ca/about-us/news/new-doctoral-exams-doctoral-external-examiner-transport-fund).

**Distribution of the Dissertation**

The candidate must submit two cerlox bound copies of the dissertation to the Faculty of Graduate and Postdoctoral Studies. One copy will be forwarded to the external examiner and the other to the examination Chair. The research supervisor is responsible for distributing copies of the dissertation (identical to the copies submitted for the external examiner/Chair) to all other members of the examination committee.

The Final Doctoral Oral Exam can be scheduled only after the dissertation has been forwarded to the external examiner and the due date for the report has been established. Normally exams take place a minimum of six weeks after the dissertation has been sent to the external examiner.

NOTE: The candidate must not know the identity of the external examiner until after the dissertation has been submitted to the Faculty of Graduate and Postdoctoral Studies and forwarded for examination.
Leaving the Faculty Upon Completion of Your Program

Please ensure that you do the following after you have submitted your final thesis document to Graduate and Postdoctoral Studies:

1. **Apply for graduation on SSC** (if it has been done yet)
2. Forward a bound copy of your final thesis to the Graduate Office for Faculty’s library collection.
3. Leave original data with your supervisor
4. Clean up your desk
5. Return keys to building operation office (Room 3334)
6. **IMPORTANT: Get your graduation picture taken at Artona** http://www.artonagroup.com/
7. Provide Graduate Office with your new contact information
8. Run, don’t walk! Enjoy!!
Scholarly Integrity

The Faculty of Pharmaceutical Sciences requires all graduate students to complete a course entitled “Scholarly integrity and research ethics” (PHAR 591). This section of the Graduate Student Handbook is intended only to provide some basic information and guidelines for students. It should be noted that it is not intended to be a complete account of all the issues around scholarly integrity and the responsible conduct of your academic and research work. Meanwhile, if you have any questions or require clarification about any part of this section, you should discuss these with your supervisor or with the Associate Dean.

What is Scholarly Integrity?

Scholarly integrity encompasses many different issues and includes the following areas:

- **Research work:** This includes the responsible and ethical conduct of experiments, collection of data, reporting and sharing data, ownership of data, intellectual property etc.
- **Authorship, publication practices, peer review:** Institutions, journal publishers, granting agencies, professional societies etc. frequently publish guidelines on appropriate conduct and responsibilities.
- **Mentoring:** For example, the student-supervisor relationship is guided by UBC and Faculty policies and guidelines on responsibilities and behaviour.
- **Ensuring the integrity of your submitted work:** This includes expressing your own ideas, acknowledging sources of information and the contributions of others and avoiding plagiarism and cheating.
Scholarly Integrity

Research Misconduct

Research misconduct includes any practices that “seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgements of data” (Macrina, 2005).

Examples of research misconduct are given below:

- **Fabrication**: means making up data or results and recording or reporting them.
- **Falsification**: means changing in order to deceive. It includes manipulating studies or changing or omitting data such that the research is not accurately represented.
- **Plagiarism**: occurs when an individual submits or presents the work of another person as his or her own (see further information below)
- **Cheating incidents in tests and examinations**: Examples include, bringing unauthorized materials into an exam and attempting to refer to them and colluding/copying from another student during an exam.
- **Failure to comply with UBC’s policies and procedures on research**: Examples include, failure to obtain approvals for research involving animals, human subjects, biohazards, radioisotopes etc and failure to conduct research in accordance with the protocols described.

Allegations of scientific misconduct in general require the following elements:

1. Significant deviation from normally accepted scientific practices (this is clearly an area that may be controversial and subject to different interpretations. Some of these issues will be addressed in the new course.)
2. The misconduct is committed intentionally or knowingly
3. There is sufficient evidence establishing the misconduct

Consequences of Research Misconduct

Depending on the nature of the misconduct, any or all of the following are possible consequences:

1. Marks deduction for an assignment
2. A failing grade and/or mark of zero in the assignment, exam, course
3. Letter of reprimand in a student’s file
4. Suspension from the University for a period of time and cancellation of scholarships

All cases of research misconduct will be brought to the attention of the research supervisor(s) and the Associate Dean, Research & Graduate Studies and a course of action will be recommended.
Expectations & Additional Resources

UBC and the Faculty of Pharmaceutical Sciences expect all scholars, whether they are students or members of faculty and staff, to maintain the highest ethical standards in the conduct of scholarly activities (teaching, research or any other form of scholarship). As students, you are expected to assume personal responsibility for the intellectual and ethical quality of your work.

Your supervisor(s), supervisory committee and the Associate Dean, Research & Graduate Studies are available to answer any questions or concerns you may have regarding your responsibilities. The required course on Scholarly Integrity and Research Ethics that you will take during your graduate program will also provide you with knowledge and guidance on these issues.

1. Scholarly Integrity Policy 85
   www.universitycounsel.ubc.ca/policies/policy85.pdf

   This policy describes scholarly integrity, activities that constitute examples of scholarly misconduct and procedures to be followed for allegations of scholarly misconduct.

2. Research Policy 87
   www.universitycounsel.ubc.ca/policies/policy87.pdf

   This policy describes responsibilities and procedures for applying for grants and contracts, use of funds, use of animals for teaching and research, research involving human subjects and other matters.

3. UBC Calendar: Academic regulations
   www.students.ubc.ca/calendar/index.cfm?tree=3,54,111,959

   This section of the calendar describes student conduct and discipline and gives examples of academic misconduct.

4. Plagiarism

   Plagiarism is intellectual theft. It occurs when an individual submits or presents the oral or written work of another person as his or her own. This definition, taken from the UBC Calendar, applies to draft work and oral presentations as well as to final submissions. Failing to properly cite the work of another also constitutes plagiarism, even if it is accidental. Plagiarism constitutes serious academic misconduct. The Faculty of Graduate and Postdoctoral Studies is responsible for holding all graduate students in its graduate programs to the highest possible standards of academic conduct. Every case of suspected plagiarism must be reported to the Faculty of Graduate and Postdoctoral Studies.
Plagiarism is one example of research or academic misconduct that is viewed very seriously by the Faculty and UBC. A “zero tolerance” policy has been adopted by the Faculty for cases of documented plagiarism.

Plagiarism comes in different forms and it is very important that you understand what constitutes plagiarism. Some excellent websites and resources are provided for you in the Faculty’s Handbook of Graduate Studies. You are directed to read the Booklet that has been reproduced with permission by the Faculty of Arts, entitled “Plagiarism avoided: Taking responsibility for your work”.

As noted in the Faculty of Arts booklet, there is complete plagiarism and reckless plagiarism. Both are forms of academic misconduct and will result in penalties. Examples of plagiarism are summarized below:

- Copying large or small pieces of material from any source and presenting it as your own.
- Submitting the same piece of work (e.g., term paper, for two different courses, exams or assessments).
- Cutting and pasting together pieces of work such as sentences or paragraphs from other sources and submitting the paper as your own.
- Rewording the work of others or taking their ideas without acknowledgement.
- Submitting work with inaccurate or incomplete referencing.

Guidelines for Dealing with Plagiarism by Graduate Students

Faculty of Graduate and Postdoctoral Studies website (https://www.grad.ubc.ca/sites/default/files/materials/thesis_plagiarism-howto-2011-09-14.pdf)

Resources for Understanding & Avoiding Plagiarism

You are responsible for reading and understanding the nature and consequences of plagiarism.

1. Faculty of Arts booklet “Plagiarism avoided: Taking responsibility for your work” (copy included in Orientation binder)
2. UBC Library website (http://help.library.ubc.ca/planning-your-research/academic-integrity-plagiarism/)
3. York University Academic Integrity Online Tutorial (www.yorku.ca/tutorial/academic_integrity/)

Reference

Graduate Teaching Assistantship (GTA)

Graduate Teaching Assistantship (Gta) Assignments & Duties

Graduate Teaching Assistantships (GTA) are funded by the Faculty and assigned by the Associate Dean, Research & Graduate Studies. GTA positions are available to graduate students every academic year. The conditions of appointment as a Graduate Teaching Assistant are governed by the collective agreement between the University and CUPE Local 2278 (www.cupe2278.ca).

Assignment of GTAs

The Associate Dean, Research & Graduate Studies will assign GTAs to their Marking Teams and Courses each year by the first week of August.

GTA positions will be assigned with the following priority:

1. M.Sc. students and Ph.D. candidates who DO NOT hold an external award or scholarship and whose supervisor DOES NOT have sufficient funds to ensure the minimum stipend is covered.
2. M.Sc. students and Ph.D. candidates who DO NOT hold an external award or scholarship and their supervisor DOES have sufficient funds to ensure the minimum stipend is covered.
3. All other Faculty GTA applicants (M.Sc., Ph.D., and PharmD).
4. Applicants from other Faculties.

GTA Roles and Responsibilities

All Faculty GTAs will have two primary duties:

1. Course or Service Unit Assistant
2. Invigilation Team Member
Graduate Teaching Assistantship (GTA)

**GTA Course and Service Unit Assistants** are responsible for all duties assigned by the Course Coordinator or Service Unit Director. These may include, but are not limited to, attending classes and doing course readings or assignments to gain an understanding of the course content, providing online learning management system support, assisting guest lecturers, photocopying, collating, providing in-class technical support to instructors, marking exams and assignments, managing grade spreadsheets, and invigilating exams.

GTA Course Assistants will assist with at least one undergraduate course per term (assigned by the Associate Dean, Research & Graduate Studies) and will be the primary marker for the course(s) and a point of contact for the marking team for the course. GTA Service Unit Assistants will provide support to the Office and Educational Support and Development (OESD) and/or the Office of Research & Graduate Studies.

1. It is the responsibility of the GTA to contact the Faculty Course Coordinator or Service Unit Director before the term begins to arrange an initial meeting to discuss duties.
2. The GTA will consult with the Faculty Course Coordinator or Service Unit Director on a regular basis to ensure that all duties are being completed. The regularity (e.g., weekly, monthly) of the consultation will be determined at the first meeting between the GTA and the Faculty Course Coordinator or Service Unit Director.

**Invigilation Teams**

Each GTA will be part of the invigilation team for the midterm and final exams in several courses. The schedule of invigilation duties will be determined by the Office of the Associate Dean, Research & Graduate Studies. The final exam periods for 2013/14 are:

- December 4 to 18, 2013
- April 12 to 30, 2014

**Guidelines for Using Invigilation Teams:**

1. It is the responsibility of the Faculty Course Coordinator to determine if there is a need for an Invigilation Team.
2. If an Invigilation Team is needed, the Faculty Course Coordinator or, if requested, the GTA Course or Service Unit Assistant, will contact the Office of the Associate Dean, Research & Graduate Studies at least 2 weeks in advance of the exam to request an Invigilation Team.
3. It is the responsibility of the Associate Dean, Research & Graduate Studies to recruit the Invigilation Team and to provide names and contact information for the team members to the Faculty Course Coordinator.
Graduate Teaching Assistantship (GTA)

GTA Training Program

The Faculty organizes a GTA Training Program in early September, to prepare graduate students for their roles as Teaching Assistants. The interactive training workshops provide GTAs with an orientation to the Entry-to-Practice Program and the guidelines regarding roles and responsibilities, with particular emphasis on policies and practices related to exam invigilation, marking students' work and providing feedback. GTAs also receive training on the online learning management system, Connect, and on classroom technology.
Graduate Teaching Assistant Awards

UBC GTA Teaching Award

In recognition of the valuable role that GTAs play in undergraduate programs, UBC annually awards teaching prizes to UBC GTAs. The prize includes both a certificate and $1,000. Pharmaceutical Sciences GTAs are eligible to receive one self-funded award. Note, however, that this award is primarily for excellence in teaching, and GTAs in the Faculty of Pharmaceutical Sciences rarely have direct teaching responsibilities.

Eligibility
Any GTA who has been a GTA during the current and/or preceding academic year.

Application Process

1. The office of the Associate Dean, Research & Graduate Studies will solicit nominations from all Faculty Course Coordinators.
2. Completed applications must be submitted to the Associate Dean, Research & Graduate Studies by the deadline date.
3. The Associate Dean will strike an Internal Review Committee to adjudicate the applications and recommend the award recipient to the Associate Dean/Dean.
4. The Associate Dean and Dean will forward one application with supporting letters to the Office of the Vice President Academic.

Faculty of Pharmaceutical Sciences GTA Appreciation Award

In recognition of the outstanding performance of GTA’s in the Faculty’s undergraduate program, GTA Appreciation Awards are made to GTA’s nominated for this award. The award includes a $75 gift certificate for the UBC Bookstore and names are engraved on a plaque.

Eligibility
Any GTA who has been a GTA in the current academic year.

Nomination Process

1. The office of the Associate Dean, Research & Graduate Studies will solicit nominations from all Faculty Course Coordinators.
2. Faculty Course Coordinators must submit an email or letter (one page maximum) summarizing the qualities and teaching contributions of the nominated GTA to the Associate Dean.
3. The Graduate Studies Office will organize an event to announce and celebrate the GTA Appreciation Awards.
Length Of Time In Program And Extension

University regulations establish a five-year time limit for the completion of a masters program and a six-year time limit for the completion of a doctoral program. The time that the student is on approved leave does not count in the determination of the time limit.

Extenuating circumstances not of the candidate’s making may justify allowing the student additional time to complete his/her degree program. A request to the Faculty of Graduate and Postdoctoral Studies for a one-year’s extension will be received favorably if it is fully justified and supported by Associate Dean, Research & Graduate Studies. A second year’s extension requires a compelling rationale and an explanation of the special circumstances that would justify an exception. Extensions will not be granted beyond two years.

The student’s Research Supervisor should contact the Associate Dean, Research & Graduate Studies. A Request for Extension to Time Allowed for Degree Completion Form (https://www.grad.ubc.ca/forms/request-extension-time-allowed-degree-completion) and appropriate letters must be submitted to the Associate Dean before the student’s program end date. All extension requests must include a schedule showing how the thesis will be completed in the period requested. To help track a graduate student’s progress through extensions, the Faculty of Graduate and Postdoctoral Studies has made an extension timeline tool available (https://www.grad.ubc.ca/faculty-staff/admin-resources-templates/sample-extension-time-line).

If a student transfers from a masters program to a doctoral program without completing the masters degree, the commencement of the doctoral program will be from the date of first registration in the masters program.

If a student transfers from one area of specialization to another in a masters program or in a doctoral program the normal time limit for completing the degree is not affected.

Leave of Absence

Leave is granted when a student is best advised for personal, health, parental or other reasons to have time completely away from her/his academic responsibilities. The leave period is not included in the time period for completion of the degree. Leave, not including parental leave or leave to pursue concurrent programs, for masters or doctoral students, is limited to one year. A leave will begin normally on the first day of term, for a period of four, eight or 12 months.

University regulations establish a five-year time limit for the completion of a masters program and a six-year time limit for the completion of a doctoral program. The time that the student is on approved leave does not count in the determination of the time limit.

For more information on leaves and extensions, visit the Faculty of Graduate and Postdoctoral Studies website (https://www.grad.ubc.ca/current-students/managing-your-program/leave-absence).
Academic Concession & Deferred Standing

Academic Concession

As stated in the UBC Calendar in the section on academic regulations (www.students.ubc.ca/calendar/print.cfm?tree=3,48,0,0) you may request what is termed an “academic concession” if there are circumstances that may adversely affect your attendance or performance in a course or program. Generally, such circumstances fall into one of two categories, conflicting responsibilities and unforeseen events.

Conflicting responsibilities include, but may not be limited to: representing the University, the province or the country in a competition or performance; serving in the Canadian military; observing a religious rite; working to support oneself or one’s family; and having responsibility for the care of a family member.

Unforeseen events include, but may not be limited to: ill health or other personal challenges that arise during a term; and changes in the requirements of an on-going job.

Deferred Standing

In the case of completing course requirements, if you intend to, or must, request an academic concession, you should notify the course coordinator and also the Associate Dean, Research & Graduate Studies. A deferred standing is considered appropriate if the medical or personal problems make it impossible for you to complete the course requirements on time. In this case, the Associate Dean, will send a memo to the Dean of Graduate Studies recommending deferred standing and the reasons for the deferral.

There are timelines for completion of course requirements provided on the Faculty of Graduate and Postdoctoral Studies website at https://www.grad.ubc.ca/faculty-staff/policies-procedures/deferred-standing

You should also be aware that religious observance may preclude you from attending classes or examinations at certain times. In accordance with UBC Policy on Religious Holidays (www.universitycounsel.ubc.ca/policies/policy65.pdf), if you wish to be accommodated for religious reasons, you must contact the instructor/course coordinator and make your request known at least two weeks in advance, and preferably earlier.
Graduate Student & Supervisor Agreement

The UBC policy on Scholarly Integrity requires that research conditions for members of a research team should be outlined in a letter from the Principal Investigator before team members become engaged (Policy No. 85: www.universitycounsel.ubc.ca/policies/policy85.pdf). The Faculty of Pharmaceutical Sciences Graduate Student & Supervisor Agreement is available from the Faculty's Graduate Office and will be sent to supervisors with incoming graduate students.

It is recommended that the Principal Investigator make any additions to the form in the spaces provided and discuss their expectations and the Graduate Student & Supervisor Agreement with each new graduate student. Any additions must be initialed by all parties.

The graduate student and supervisor(s) should fill in, sign, and date the form. Copies should be made for all signing parties and the original signed copy forwarded to the Graduate Office. The original signed form will be filed with the graduate student's records in the Graduate Office.

Dispute Resolution

In general, it is expected that student concerns will be dealt with as close to the source of concern as possible. The best way to handle a problem between a graduate student and supervisor is to identify it while it is small and manageable, and collaborate on finding a solution.

This list shows who should be consulted during resolution of specific types of problems, and the order in which they should be consulted:

- Courses and course grades:
  - course instructor
  - research supervisor
  - Associate Dean, Research & Graduate Studies

- Status in the program, comprehensive examinations, thesis supervision:
  - research supervisor
  - Associate Dean, Research & Graduate Studies
  - Faculty of Graduate and Postdoctoral Studies

Depending on the issues, the following resources should also be considered the Graduate Student Society, Equity and Inclusion Office, and Ombudsperson’s Office.
Financial Matters

Funding Graduate Studies

The Faculty of Pharmaceutical Sciences guarantees a minimum stipend for all M.Sc. and Ph.D. students provided that they maintain their eligibility in the graduate program. Students must be registered full-time and making satisfactory progress in their M.Sc. or Ph.D. program, as determined by their research supervisory committee. Any issues related to eligibility should be addressed by the Associate Dean, Research & Graduate Studies. Please note that there is a maximum length of time for eligibility for most major Scholarships and Awards.

The Faculty’s minimum annual stipend is $19,000. The guaranteed minimum stipend may include a combination of sources, such as internal/external scholarships, Graduate Research Assistantships (GRA), and Graduate Teaching Assistantships (GTA). Students with scholarships below the annual minimum will receive a supplement, bringing their total stipend to the minimum level.

Eligible students will also receive Graduate Support Initiative (GSI) award on top of the minimum stipend. The amount of GSI varies each year, but is approximately $1,500 per year. No application is required. See GSI Award Program section for details.

International graduate students are eligible for an annual International Tuition Award of $3,200 provided that they are not recipients of external funding which pays their tuition. The International Tuition Award is awarded by the University, not the Faculty. No application is required.

Scholarships and Awards

Students are strongly encouraged to apply for scholarships and awards for which they are eligible. Students should consult with their supervisors to determine which scholarships and awards are most appropriate. All students may apply for Affiliated Fellowships offered by the Faculty of Graduate and Postdoctoral Studies. Canadian citizens and permanent residents are eligible for Federal scholarships, such as NSERC (www.nserc-crsng.gc.ca/) or CIHR (www.cihr-irsc.gc.ca/). Applications for scholarships for the beginning of each academic year must be submitted in the Fall of the previous year.

Detailed scholarship information is available through the Graduate and Postdoctoral Studies website (www.grad.ubc.ca/awards).
Financial Matters

Supervisor Commitment

Each year, supervisors and graduate students should discuss the stipend for the student and determine whether the student should apply for a GTA position. Likewise, supervisors need to make a decision about new students ahead of time and, if needed, ensure that students submit a GTA application. GTA applications are due April 30 for current students and July 1 for new students.

Supervisors with sufficient funding will be expected to fund their graduate students, if they do not have a scholarship or award. If a supervisor does not want their student to hold a GTA position, they are expected to cover the student’s minimum annual stipend. If a graduate student has a scholarship or GTA assignment that does not provide sufficient funding, their supervisor is expected to make up the shortfall to ensure the student receives the minimum stipend.

Supervisors who are unable to fund their graduate students in any given year should notify the Associate Dean, Research & Graduate Studies as soon as possible. These graduate students will be expected to apply for a GTA position to help provide base funding. All requests for graduate student funding made to the Associate Dean will be considered on a case-by-case basis.
Tuition and Student Fees

Tuition Fee

All MSc and PhD students in the Faculty of Pharmaceutical Sciences are considered full-time students and are assessed fees according to Schedule A.

The tuition fee for domestic students is $4,524.84 in 2014-2015 (in three instalments, September, January and May). The tuition fee for international students is $7,949.37 in 2014-2015 (in three instalments, September, January and May). International graduate students are eligible for an annual International Tuition Award of $3,200 provided that they are not recipients of external funding which pays their tuition. The International Tuition Award is awarded by the University.

The fees section of the current UBC Calendar provides details on tuition fee payment instalments. http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,266,773,0
Note: The University reserves the right to change fees without notice.

If you have any questions about tuition fees, please contact Maria Mannella at:

Maria Mannella | Tuition Payment Coordinator
UBC Enrollment Services | Records & Registration – Tuition Fees
2016 - 1874 East Mall (Brock Hall)
Telephone: (604) 822-0632
Fax: (604) 822-5945
e-mail: maria.mannella@ubc.ca

Cost of Living Expenses

In addition to tuition and student fee costs, Canada Immigration has determined a base-line figure of $10,000 CAD as representing the basic cost of living expenses a single student should expect to incur annually while living in Canada. Please note that this is a base-line estimate; you should expect that personal expenditures on accommodation, food, transportation, books and supplies, and other miscellaneous items will be higher for students living in Vancouver.
Graduate Support Initiative (GSI) Award Program

The Graduate Support Initiative (GSI) allows for a flexible and recurring source of funding that each Faculty can use to support their graduate students. All domestic and international students who are registered full-time in a Masters or Ph.D. program could be eligible for the GSI funding within their Faculty.

There are four possible types of GSI Awards that the Faculty could establish:

1. Entrance awards
2. Multi-year funding awards
3. Tuition awards
4. Scholarship top-up awards

Eligibility Requirements

1. All eligible graduate students will receive support through the GSI.

Funding Model

1. For the purposes of this GSI Policy, “eligible” students are defined as:
   • All students, excluding those receiving a tuition award through the Four Year Fellowship program or other scholarship program, or receiving scholarship of $30,000 and above.
   • All students in the first 2 years of their M.Sc. program and the first 4 years of their Ph.D. program.
2. Each year’s allocation of funds will be fully distributed.
3. The annual allocation will be divided evenly among all eligible students.
4. The list of students and their allocation will be presented to the Researcher Committee for approval at the first Researcher Committee meeting in the fall.
5. Only Type #3 Tuition awards will be distributed.
Tuition and Student Fees

Tuition Fees Payroll Deduction

The Tuition Fee Payroll Deduction/Fee Deferral application form must be submitted by the following dates:

- Summer Term 1 (May-June): April 1, 2014
- Winter Term 1 (Sep-Dec): August 15, 2014
- Winter Term 2 (Jan-Apr): December 1, 2014

NOTE: The Tuition Fee Office will generally accept applications within a week after the deadline. Applications should be dropped off at the Tuition Fee Payroll Deduction/Fee Deferrals Office at Enrolment Services on the main floor (across from Student Financial Assistance and Awards).

Forms

- Tuition Payroll Deductions / Fee Deferral Application (www.students.ubc.ca/finance/download/fees_tuitiondeferral.pdf)
- Tuition Fee Payment Form (www.students.ubc.ca/finance/download/fees_payment.pdf)
- Payroll Direct Deposit (www2.finance.ubc.ca/payroll/forms/dirdeposit.pdf)
- Payroll Direct Deposit Cancellation/change (www2.finance.ubc.ca/payroll/forms/dirdepositcancel.pdf)

Tuition Fee Refund Schedule Policy

Graduate students who withdraw during first two weeks of University will receive 100% of the installment for that term or session.

The refund of fees for graduate students who withdraw from either Term 1 or term 2 of university or from summer session after registration will be calculated as shown below:

- 60% of installment: During third or fourth week
- 40% of installment: During fifth or sixth week
- 20% of installment: During seventh or eighth week
- After eighth week: no refund of any part of tuition fee installment
Tuition and Student Fees

Student Fees

Graduate students are required to pay student fees regardless of program (M.Sc. or Ph.D.), credit load or their place of residence.

Student fees include fees authorized by student referendum, the UBC Board of Governors, the AMS, and other student societies and organizations. They are collected by the University at the request of the organization. Student fees are due annually, and charged to all students. Fees are calculated according to full-time or part-time status, session, and study level.

For current student fees, please visit the Student Services website (www.calendar.ubc.ca/vancouver/index.cfm?tree=14,267,784,0).

Some of these fees are paid in instalments, some are assessed in Winter Session Term 1 or, for new students, in their first registered term, along with tuition fees.
Medical Insurance

There are two basic insurance plans (iMED and MSP) and one extended plan for out-of-province and international students at UBC.

Health Insurance for International Students (iMED)

The University provides a mandatory basic medical insurance program (iMED) (www.students.ubc.ca/international/international-students/health-care-and-health-insurance/imed-health-insurance-for-new-international-students/) for all new international students as a condition of registering as a student (excludes Canadian citizens and permanent residents of Canada). iMED covers emergency hospitalization and medical services (including doctor’s visits) for unexpected sickness or injury. All new students who pay international tuition fees, as well as international exchange students, are automatically assessed insurance fees. The fee for iMED is $150, which will be assessed at the time of registration.

New out-of-province graduate students are not eligible to receive British Columbia Medical Services Plan (MSP) until they have resided in BC for 3 months. iMED is also available for out-of-province new graduate students, however, these students must contact info@david-cummings.com directly.

Coverage period: iMED covers the three-month waiting period before you are eligible for MSP, from the time you leave home (up to ten days prior to arrival) until your MSP eligibility date. Your coverage will begin when you arrive in Canada, with the earliest arrival date being August 1 (Term 1), December 1 (Term 2), April 1 (Summer Term 1), or June 1 (Summer Term 2).

If you arrive in BC in the month(s) before your iMED coverage is due to start, please contact David Cummings Insurance Services (DCIS) (www.david-cummings.com/imed/contact.htm) to purchase advance coverage. You may then be eligible to opt out of UBC’s iMED plan.

Adding family members: You may add your dependents to your iMED plan. For more information and application forms, please visit the iMED website (www.david-cummings.com/imed/enrolment/familymembers.htm).

Opting out: If you are already covered by MSP, by another Canadian provincial health plan, or by mandatory health insurance provided by a third-party sponsor with whom UBC has an agreement, you must opt out of iMED before the end of your third week of classes at UBC. Please note that having private insurance does not make you eligible to opt out of iMED. For opt-out instructions and forms, visit the iMED website.
PLEASE NOTE: New international graduate students should not register unless they are sure they will be attending UBC, as they will be automatically assessed student fees including the iMED. Some fees like the iMED and UPASS are frozen on the student’s account the first week of classes and must be manually removed if the student does not attend. Students should be advised to access their fee account on the SSC (Student Service Centre) for payments and due dates. If they have questions they should call 604-822-2844, Enrollment Services, Brock Hall.

Basic Medical - BC Medical Services Plan (MSP)

Anyone residing in BC for longer than six months is required by law to enrol in the BC Medical Services Plan (MSP) and pay premiums directly to the plan. However, there is a waiting period of three months before any newcomer to BC is eligible for BC MSP. For more information about MSP and to download an application, visit the MSP website (www.healthservices.gov.bc.ca/msp/).

You must apply for MSP coverage as soon as you arrive in BC. There will be a statutory waiting period consisting of the remainder of the month of arrival plus two months. You must provide a copy of your Student Authorization when you apply for MSP (coverage ends when the Student Authorization expires).

Canadian citizens from other provinces should make arrangements with your former medical plan to ensure continued coverage. Permanent Residents (landed immigrants) and students on Study Permits must purchase private medical insurance. International students should read the International Student Handbook published by International House for more information (www.international.ubc.ca/handbook.cfm?page=insurance).

Extended Medical Insurance

All graduate students are automatically members of the AMS/GSS Health and Dental Plan (www.studentcare.net/ works) and have been assessed the annual premium as part of their fees. The plan provides many services not covered by your basic health plan, such as prescription drugs, dental care, travel health insurance, counseling and more. You must have basic medical coverage (MSP or equivalent) in order to make a claim to the Health and Dental Plan. 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 enroll your spouse or dependent children for an additional fee.
Travel

It is anticipated that all graduate students will attend at least one conference during the course of their program (Ph.D. candidates will probably attend one per year). It is important that you are familiar with UBC policies and procedures on travel and related expenses.

UBC Policy #83: Travel and Related Expenses
www.universitycounsel.ubc.ca/policies/policy83.pdf

Claims for reimbursement of travel expenses must be submitted on a Financial Services Travel Requisition Form (available from Josie Lim, Finance Manager). Claims must have:

- a clear statement of the purpose and the duration of the trip;
- clearly detailed expenses supported by the dated receipts required by this policy;
- the original signature of the traveler certifying that all information is correct;
- written approval from one administrative level higher than the traveler.

Travel Claims should be submitted within thirty (30) working days of the traveler’s return.

Helpful Hints

1. It may be possible to get the Faculty to register you for your conference so you do not have to pay for the registration fee up front (check with Financial Manager).
2. It may be cheaper to book flights online versus going through a travel agent. It is possible and possibly cheaper to book flights directly through the airline instead of through a website such as expedia.
3. When booking flights and hotels online make sure the quote is in Canadian dollars.
4. Hotels may have airport shuttles that usually are cheaper for a single person as compared to taking a taxi.
5. Every graduate student is eligible for a travel award through the Faculty of Graduate and Postdoctoral Studies.
6. Conferences may offer travel/registration awards for graduate students.
7. Check www.medigroup.ubc.ca for help designing posters. Posters printed at Media Group take at least 48 hours to be printed.
8. Bring photocopies of your poster to hand out during your presentation
9. Bring an electronic copy of your poster in case you lose it you may be able to print it out again if time permits.
10. Pay for everything by credit card so you can get full reimbursement (eliminates losses such as currency conversion and tips on meals).
Travel

11. Keep all ORIGINAL RECEIPTS and your BOARDING PASS.
12. You may not be required to stay at the conference hotel. You may find a better deal at a hotel close by.
13. Bring your business cards. Conferences are a great place to network and spread the word about our program.
14. Check to see if your hotel has a business centre. If so, there is no need to bring a laptop.

UBC Student Safety Abroad Policy

Before travelling abroad, it is important that you ensure that you are fully prepared, that you are aware of any risks and that you have mitigated them. International travel is a great opportunity, and you should know how to optimize the experience for yourself. While the University provides resources aimed at facilitating a safe travel experience, it cannot ensure that student travel will be problem-free or account for all the potential health and safety risks that students might experience while out of country.

Visit the Student Safety Abroad website for more information on registering your travel, information on how to prepare for international travel and for current travel advisories (www.students.ubc.ca/global/safety-abroad/).

Familiarize yourself with the UBC Policy #69 on Student Safety Abroad (www.universitycounsel.ubc.ca/policies/policy69.pdf).
Travel Awards

The Faculty has two types of travel awards available for graduate students. One type is Faculty endowment travel awards, the other is Associate Dean, Research and Graduate Studies internal travel award (ADRGS internal travel award).

The Graduate Office will solicit applications for the endowment travel awards in January and ADRGS internal travel award in July. Eligible students must present an oral or poster presentation at the conference in the current year.

Graduate Student Travel Fund

Graduate students are eligible for the Graduate Student Travel Fund once per degree program from the Faculty of Graduate and Postdoctoral Studies. The Travel Fund provides one-time travel support to a maximum of $400 per graduate student who presents a paper or poster at an official conference or symposium (student workshops are ineligible) while they are enrolled full-time in a graduate degree program.

Killam Fellowship Travel and Research Awards

The UBC Izaak Walton Killam Memorial Fund for Advanced Studies provides current Killam Doctoral Scholars and Postdoctoral Research Fellows with an allowance to promote travel for research and to attend and/or present at academic meetings. The value of doctoral travel award is $2,000.
Scholarships & Awards

UBC offers a wide range of programs to recognize high academic achievement and to provide financial assistance to those who cannot meet basic education costs. An annual university-wide competition for several major awards (NSERC, SSHRC, and CIHR) is held soon after the beginning of the fall term. Competition is very strong, and preparing a successful application takes time. You are therefore encouraged to begin working on your applications early.

Major Scholarship Competitions In Fall 2014

Note: You may only apply to ONE agency from the tri-councils (CIHR, NSERC or SSHRC).

Four Year Doctoral Fellowship | www.grad.ubc.ca/awards
Eligibility: All Doctoral Students
Faculty Deadline: May 26, 2014

Vanier Scholarship | www.vanier.gc.ca/prog-desc-eng.shtml
Eligibility: All Doctoral Students
Graduate & Postdoc Studies Nomination Deadline: September 24, 2014
Agency Deadline: September 9, 2014

Affiliated Fellowships Doctoral-level | www.grad.ubc.ca/awards
Eligibility: All Doctoral Students
Faculty Deadline: TBA, September 2014
Graduate & Postdoc Studies Nomination Deadline: TBA, October 2014

NSERC Doctoral Awards | www.nserc-crsng.gc.ca
Eligibility: Canadian citizens or permanent residents. Doctoral programs in the natural sciences or engineering.
Faculty Deadline: TBA, September 2014
Graduate & Postdoc Studies Nomination Deadline: TBA, October 2014
Agency Deadline: October 15, 2014

CIHR Doctoral Awards | www.cihr-irsc.gc.ca
Eligibility: Canadian citizens or permanent residents. Doctoral program in health sciences.
Agency Deadline: October 1, 2014
Scholarships & Awards

CGS master’s scholarship (CIHR, NSERC)
Eligibility: Canadian citizens or permanent residents. Master’s programs in the natural sciences or engineering, or health sciences.
Faculty Deadline: December 1, 2014
Graduate & Postdoc Studies Nomination Deadline: January 2015
Agency Deadline: December 1, 2014

Affiliated Fellowship Master’s Master’s-level | www.grad.ubc.ca/awards
Eligibility: All master’s students.
Faculty Deadline: TBA, December 1, 2014
Graduate & Postdoc Studies Nomination Deadline: January 2015

Be sure to attend the Graduate Scholarship Days in September, sponsored by the Faculty of Graduate and Postdoctoral Studies & the Graduate Student Society. Presenters from NSERC, SSHRC, CIHR, MSFHR, and UBC will be providing information regarding graduate and postdoctoral fellowship funding offered by their respective organizations. For a schedule of presenters, visit www.grad.ubc.ca/current-students/scholarships-awards-funding. There is no registration. Speakers will field questions at the end of their presentations.

Other External Scholarship Information

Mitacs-Accelerate PhD Fellowship | http://www.mitacs.ca/
Eligibility: Doctoral students with an industry partner supervisor
Agency Deadline: June 18, 2014

Heart & Stroke Foundation Research Fellowship/ Doctoral Research Award | http://www.hsf.ca/research
Eligibility: Applicants with master’s or doctoral degrees training in the cardiovascular fields.
Agency Deadline: November 1, 2014

Merck Canada Ltd. Postgraduate Pharmacy Fellowship | www.afpc.info
Eligibility: Canadian citizens or permanent residents, but exceptional international students will be considered.
Faculty Deadline: December 15, 2014
Agency Deadline: January 15, 2014
Scholarships & Awards

Rx&D HRF (Health Research Foundation) Pharmaceutical Sciences Research Scholarships | http://www.hrf-frs.com
Eligibility: Canadian citizens or permanent residents.
Faculty Deadline: Mid-January 2015
Agency Deadline: Mid-February 2015

Canadian Diabetes Associate Doctoral Research Awards | www.diabetes.ca
Eligibility: Doctoral students training in diabetes research
Agency Deadline: February 1, 2015

CAN (Canadian Arthritis Network) Training Program | http://www.arthritisnetwork.ca/training
Eligibility: Doctoral students training in Arthritis research
Agency Deadline: Unavailable Yet

The Faculty also has various endowment awards (value between $500 - $5,000) which are available for applications each Fall. The awards are made available by generous donations of Faculty, alumni and industry sponsors. The Graduate Office will send out call for applications in September 2013.
Scholarships & Awards

Two-Minute Guide to Major Graduate Scholarship Competition Fall 2013
(as of August 20, 2013)

Timeline

Now . . . . . . . . . . . . . CIHR and NSERC Doctoral Awards applications available, UBC Affiliated Fellowships (Doctoral) applications available

First half of September . . . CGS - Master’s Award (CIHR, NSERC) applications available

12 September 2013 . . . . . Deadline for applicants to submit Vanier Scholarship applications

1 October 2013 . . . . . . Deadline for applicants to submit CIHR Doctoral Research Awards

1 October 2013 . . . . . . Deadline for applicants to submit NSERC Doctoral Research Awards and UBC Affiliated Fellowships (doctoral-level) applications (internal deadline)

15 October 2013 . . . . . . Deadline for graduate programs to forward NSERC Doctoral Awards and UBC Affiliated Fellowship (doctoral-level) nominations to Graduate & Postdoc Studies

15 November 2013 . . . . . . Application deadline for CIHR Fellowships

1 December 2013 . . . . . . Deadline for applicants to submit CGS-Master’s Award (CIHR, NSERC) and UBC Affiliated Fellowship (master’s-level) applications

January 2014 . . . . . . . Deadline for graduate programs to forward CGS-Master’s Award (CIHR, NSERC) nominations to Graduate & Postdoctoral Studies (specific date to be confirmed)

31 March 2014 . . . . . . . Vanier Scholarship results released to applicants

1 April 2014 . . . . . . . . CGS - Master’s Award results released to applicants

April 2014 . . . . . . . . . CIHR and NSERC Doctoral Award results released to applicants.
Scholarships & Awards

Vanier Scholarships *

- Graduate programs may use transcripts submitted for admission (if complete); applicant may need to provide original, official UBC transcript.
- Deadline for applicants: 12 September 2013
- Grad + Postdoc Studies will provide application files to graduate programs as PDF files 16-18 September 2013
- Deadline for submission of nomination sheet and transcripts from grad program to Grad + Postdoc Studies: 2 October 2013
- http://www.grad.ubc.ca/awards/vanier-scholarship

Affiliated Fellowships – Doctoral-level

- Application materials submitted as hard-copy documents to applicant’s graduate program.
- Deadline for applicants: set by graduate program
- Deadline for nominations from grad program to Grad + Postdoc Studies: 15 October 2013
- http://www.grad.ubc.ca/awards/affiliated-fellowships (to be updated shortly)
- Significant changes from previous year:
- Separate deadlines for Doctoral and Master’s applicants (to match change in Tri-Agency deadlines)
- Students registered in a fast-track program (accelerated from a Master’s program into a doctoral program without obtaining the Master’s degree) or a direct-entry doctoral program (no Master’s-level studies) who have completed between zero and 12 months of graduate-level studies by 31 December 2013 may choose to submit their application for the Master’s-level competition deadline (1 December 2013). This will result in their application being ranked against applications from other students at a similar point in their graduate career. Should they submit their application for the Master’s-level competition deadline, any funding offer will be restricted to a maximum of 12 months and they will not be considered for doctoral-level funding such as a Killam Doctoral Scholarship. They can subsequently apply to future doctoral-level competitions for further funding.
- Students who will have completed more than 12 months of graduate-level studies by 31 December 2013 must submit their application for the doctoral-level competition deadline (set by graduate program, usually mid- to late September 2013).
Scholarships & Awards

CIHR Doctoral Awards

- Applications submitted online directly to CIHR through ResearchNet (http://www.researchnet-recherchenet.ca)
- Deadline for applicants: 1 October 2013 (change from last year)
- No university-level adjudication

CIHR Fellowships

- Applications submitted online directly to CIHR through ResearchNet (http://www.researchnet-recherchenet.ca)
- Deadline for applicants: 15 November 2013 (change from last year)
- No university-level adjudication
- https://www.researchnet-recherchenet.ca/rnr16/vwOpportntyDtls.do?prog=1907&view=currentOpps&type=EXACT&resultCount=25&sort=program&all=1&masterList=true

NSERC Doctoral Awards *

- Application materials (except transcripts) submitted by applicant and referees online
- Grad programs upload transcripts at applicant’s e-mail request; grad programs may use transcripts submitted for admission (if complete) and UBC SISC Academic Record (including 2013W1 term)
- Grad + Postdoc Studies will provide application files to graduate programs as PDF files as they are submitted online
- Deadline for applicants: set by graduate program
- Deadline for nominations from grad program to Grad + Postdoc Studies: 15 October 2013
Scholarships & Awards

Affiliated Fellowships – Master’s-level

• Application materials submitted as hard-copy documents to applicant’s graduate program
• Deadline for applicants: 1 December 2013
• Deadline for nominations from grad program to Grad + Postdoc Studies: January 2014 (specific date to be confirmed)
• http://www.grad.ubc.ca/awards/affiliated-fellowships (to be updated shortly)
• Significant changes from previous year:
  • Application will likely incorporate Canadian Common CV (to be confirmed shortly)
  • Separate deadlines for Doctoral and Master’s applicants (to match change in Tri-Agency deadlines)
  • Students registered in a fast-track program (accelerated from a Master’s program into a doctoral program without obtaining the Master’s degree) or a direct-entry doctoral program (no Master’s-level studies) who have completed between zero and 12 months of graduate-level studies by 31 December 2013 may choose to submit their application for the Master’s-level competition deadline (1 December 2013). This will result in their application being ranked against applications from other students at a similar point in their graduate career. Should they submit their application for the Master’s-level competition deadline, any funding offer will be restricted to a maximum of 12 months and they will not be considered for doctoral-level funding such as a Killam Doctoral Scholarship. They can subsequently apply to future doctoral-level competitions for further funding.
• Students who will have completed more than 12 months of graduate-level studies by 31 December 2013 must submit their application for the doctoral-level competition deadline (set by graduate program, usually mid- to late September 2013).
Scholarships & Awards

CGS-Master’s Awards (CIHR, NSERC, and SSHRC)

- Application materials (including transcripts) submitted by applicant and referees online
- Deadline for applicants: 1 December 2013 (for all applicants across Canada)
- Grad + Postdoc Studies will provide application files to graduate programs as PDF files after 1 December 2013 Deadline for nominations from grad program to Grad + Postdoc Studies: January 2014 (specific date to be confirmed)
- Website (single portal for all CGS-Master’s programs) to be released shortly
- Significant changes from previous year:
  - Pretty much everything
  - Single website, application form, and deadline for all three agencies
  - Single set of eligibility and selection criteria for all three agencies
- Incoming applicant model: applicants submit a single online application, and select up to five universities to consider application for funding
- This will result in an increase in total number of applications
- This will require that graduate programs review applications from students who are currently studying at other universities
- Application materials incorporate the Canadian Common CV (like Vanier application)
- There is no national-level adjudication: universities receive an allocation of CGS-Master’s awards (separate allocation for CIHR, NSERC and SSHRC) and make offers directly to students
- Offers made by all universities in Canada on 1 April 2014 through CGS-Master’s application portal

* for these competitions, where the applicant submits his or her application (through current university, former university, or directly to funding agency) is determined by the applicant’s current registration status. Applicants are responsible for reviewing the funding agency’s website to ensure they are submitting their application to the correct place.
Pre- & Post-Award Administration

The Graduate Office is available to help you identify and apply for scholarships.

If you receive an Award or Scholarship (internal or external), please provide a copy of the Award Notification to the Graduate Office as soon as possible. For ALL external awards, you will need to follow the following procedures in order to activate your award payment (www.grad.ubc.ca/prospective-students/scholarships-awards-funding/accepting-activating-award).

Activating New Payroll Awards

Please note: Students must be registered for courses or thesis credits during the award funding period. Payroll awards will not be activated until students are registered. Students may register for courses or thesis credits via the Student Service Centre.

In order to activate your award, please submit all required forms to the Faculty of Graduate and Postdoctoral Studies at least six weeks before requested award start date. Activation forms will be accepted after this deadline, but in such cases the first award payment(s) will likely be delayed (though students will receive payment retroactive to requested award start date).

Award Activation Forms

1. External Graduate Award Activation Form (www.grad.ubc.ca/forms/?=SAW)

2. Copy of Notice of Award provided by funding agency - the Notice of Award must list the start and end date of the award, the stipend amount, and any terms and conditions to the funding. For CIHR awards, a copy of the Authorization for Funding is required in order to activate payment.

3. Form 1 Payment Activation Form PART II - for NSERC PGS and CGS
   - Part I: Students need not fill out Part I of this form, since they are completing the External Graduate Award Activation Form.
   - Part II: Contains information required by the research council to initiate payment to the university. Students must complete Part II and send it directly to NSERC at least eight weeks before the start of the award, otherwise payment will be delayed. Students must also provide a copy of this Part II to the Faculty of Graduate and Postdoctoral Studies.
Pre- & Post-Award Administration

4. Personal Data Form (www2.finance.ubc.ca/payroll/forms/PersonalData.pdf) – all students who have not previously received awards payments or employment income through UBC Financial Services - Payroll System are required to complete and submit this form. After initially submitting this form through the Faculty of Graduate and Postdoctoral Studies, students should keep their banking and contact information up-to-date through UBC Financial Services at the General Services Administration building.

5. Direct Deposit form (www2.finance.ubc.ca/payroll/forms/dirdeposit.pdf) – so that semi-monthly award payments can be deposited directly into student’s bank account. Direct bank deposits are required by UBC Financial Services. A VOID cheque is required, except if students wish to have their award payments deposited to a savings account. In either case, students must sign the Direct Deposit form before submitting.

6. Tuition Payroll Deduction form (www.students.ubc.ca/finance/download/fees_tuitiondeferral.pdf) – for Master’s students who wish to have tuition paid from semi-monthly award payments. Choose option #2 under Payroll Deduction. Tuition Payroll Deduction form must be submitted six weeks before fees are due.

Renewing Payroll Awards

- Student submits notice of award renewal provided by funding agency to Faculty of Graduate and Postdoctoral Studies by the deadline dates above.
- Registers for courses or thesis credits via the Student Service Centre.

Award Payment Via Payroll

Award payments are issued twice per month, on the 15th and end of the month as follows:

- If student completed and submitted a Direct Deposit form, and if Student Appointment Form is forwarded to Payroll by payroll deadline, first and succeeding award payments will be deposited directly to student's bank account.
- If student completed and submitted a Direct Deposit form, but Student Appointment Form is forwarded to Payroll after payroll deadline, student will be required to pick up first award payment from the Payroll office at the third floor of the General Services Administration bldg. at the corner of University Blvd. and Wesbrook Mall. All succeeding award payments will be deposited directly into student’s bank account.
- If student does not complete and submit a Direct Deposit form, student will be required to pick up all award payments from the Payroll office on the 15th and end of each month.
Who Does What?

Your success in a graduate program involves the support of a number of people at the Faculty and university level.

Associate Dean, Research & Graduate Studies

Dr. Thomas Chang is the Associate Dean pro tem, Research & Graduate Studies, who is also the graduate advisor. Dr. Wasan is located in Room 5501 in the Pharmaceutical Sciences building and can be reached at thomas.chang@ubc.ca.

Typical Duties

• Recruits exceptionally qualified students
• Chairs the committee for Faculty Graduate Admissions and/or Policy
• Serves as a representative on Graduate Council
• Acts as primary liaison with Faculty of Graduate and Postdoctoral Studies
• Ensures that students are matched with supervisors and supervisory committees
• Serves as contact person if there are problems or appeals
• Reviews the academic progress of graduate students
• Administers candidacy and comprehensive examinations
• Coordinates the development and selection of graduate courses
• Checks graduation lists to ensure that all eligible students are listed

Graduate Office

The Graduate Office works on behalf of graduate students and is the key liaison for the faculty’s incoming and outgoing documents concerning graduate students. For applications, admissions, appointment forms, scholarships, teaching assistantships, registration, student records and student activities, please contact the Graduate Programs Manager (TBA) located in Room 5502 in the Pharmaceutical Sciences building.

Typical Duties

• Manages graduate program recruitment and admissions
• Keeps records on graduate students
• Compiles information concerning deadlines and procedures and communicates these regularly to graduate students and faculty members
• Acts as a source of information to graduate students on academic matters, housing, finances
• Assists the graduate advisor in setting up comprehensive examinations and doctoral oral exams
• Prepares student financial appointments and GTA assignments
• Handles requests for registration, mark changes, leaves, extensions, transfers
• Coordinates nominations for scholarship and awards
• Coordinates program related activities, such as seminar, orientation, awards reception, research day.
Who Does What?

Research Supervisor

The principal role of a research supervisor is to help you achieve your scholarly potential. The supervisor's personal style and your own needs often define how this role is fulfilled.

Typical Duties

- Assists the student select and plan a suitable and manageable research topic
- Is accessible to the student for consultation and discussion of academic progress and research
- Helps establish a supervisory committee
- Will give students timely and thorough feedback to 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

Research Supervisory Committee

For detailed information on the role of the supervisory committee, please see the section entitled “Research Supervisory Committees”.
