

# Graduate Student Handbook 2018



THE UNIVERSITY OF BRITISH COLUMBIA  
Faculty of Pharmaceutical Sciences

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# 1 Introduction

## 1.1 Welcome

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 graduate studies programs in North America. Our graduate program is expanding rapidly and we are a top faculty of pharmaceutical sciences in Canada in external funding for research. Our graduate enrolment currently stands at around 55.

This Graduate Student Handbook 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 current 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. 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 Office of the Associate Dean, Graduate and Postdoctoral Studies and I wish you every success this coming academic year. Our door is always open to you. Best wishes and welcome aboard!

Sincerely,



Thomas K. H. Chang, PhD

Professor and Associate Dean, Graduate and Postdoctoral Studies

## 1.2 Faculty and Staff

### 1.2.1 Associate Dean, Graduate and Postdoctoral Studies

Dr. Thomas Chang

Associate Dean, Graduate and Postdoctoral Studies

Room 6320

604-822-7795

thomas.chang@ubc.ca

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

### 1.2.2 Office of the Associate Dean, Graduate and Postdoctoral Studies

Dr. Barb Conway

Administrator

Room 6615

604-822-2390

barb.conway@ubc.ca

Shirley Wong

Manager, Graduate and Postdoctoral Programs

Room 6321

604-827-0188

shirlewo@mail.ubc.ca

The staff in the Office of the Associate Dean, Graduate and Postdoctoral Studies are your resource for all inquiries about graduate school including admissions, registration, academic progress, awards, pay and GTA assignments.

### 1.2.3 Financial Office

The Finance Manager coordinates all operational, financial, and internal Faculty accounting systems. The Financial and Administrative Assistant takes care of travel advances and reimbursements.

Michael Guimond

Finance Manager

Room 3307

604-822-5434

michael.guimond@ubc.ca

Mrs. Marylou Avila

Financial and Administrative Assistant

Room 3302A

604-827-1844

marylou.avila@ubc.ca

## 1.3 Faculty of Graduate and Postdoctoral Studies

The Faculty of Graduate and Postdoctoral Studies coordinates and maintains the quality of all masters and doctoral programs at UBC. This includes administering admissions, records, awards and scholarships, as well as policies, procedures, and guidelines and professional development for graduate students across the campus. Visit [grad.ubc.ca](http://grad.ubc.ca) for more information.

## 2 General Information

### 2.1 Building Access and Address

The Pharmaceutical Sciences Building (PHRM) is located at 2405 Wesbrook Mall, Vancouver V6T 1Z3.

#### 2.1.1 Card and Key Access

When you arrive, visit the Office of Operations and Facilities Management in PHRM 3334 to familiarize yourself with safety and security issues in the Pharmaceutical Sciences Building.

To obtain keys, you or your supervisor should email Nyasha Mudzengi at [nyasha.mudzengi@ubc.ca](mailto:nyasha.mudzengi@ubc.ca), providing your name, student number, lab affiliation, email address and room number to which you will need card access or a key. Please return all of the building keys to the Office of Operations and Facilities Management before leaving the Faculty after program completion. When you get your UBC Card, it will be used for card access to the building.

#### 2.1.2 Office and Desk Space

Office and desk space is assigned to graduate students by the Office of Operations and Facilities Management in consultation with the Office of the Associate Dean, Graduate and Postdoctoral Studies.

### 2.2 Parking and Bus Service

#### 2.2.1 Parking

If you frequently drive to campus, UBC Parking Services may save you money with a UBC permit. From daily to occasional drivers, a parking permit can be tailored to your needs. Visit [parking.ubc.ca](http://parking.ubc.ca) to purchase.

#### 2.2.2 Bus Services

There are two types of bus service on campus:

- Regular TransLink buses, with service across the Lower Mainland [planning.ubc.ca/vancouver/transportation-planning/transportation-options/transit/transit-tips](http://planning.ubc.ca/vancouver/transportation-planning/transportation-options/transit/transit-tips).
- UBC Community Shuttles, with service that covers Point Grey campus locations [planning.ubc.ca/vancouver/transportation-planning/transportation-options/transit/ubc-community-shuttle-routes](http://planning.ubc.ca/vancouver/transportation-planning/transportation-options/transit/ubc-community-shuttle-routes).

### 2.3 Emergencies – Fire or Other

The Faculty of Pharmaceutical Sciences safety information is at [pharmsci.ubc.ca/facilities/safety-information](http://pharmsci.ubc.ca/facilities/safety-information). Bookmark this page and the UBC emergency page, below, for easy access. You will go on a safety tour of the Pharmaceutical Sciences Building as part of your graduate orientation.

UBC posts emergency information at [ubc.ca/emergency](http://ubc.ca/emergency). You can also read about personal emergency preparedness at [rms.ubc.ca/emergency/personal-emergency-preparedness](http://rms.ubc.ca/emergency/personal-emergency-preparedness).



To receive emergency alerts on your cellphone, sign up for UBC Alert at [rms.ubc.ca/emergency/personal-emergency-preparedness/#How do I register for UBC Alert?](https://rms.ubc.ca/emergency/personal-emergency-preparedness/#How%20do%20I%20register%20for%20UBC%20Alert?).

## 2.4 Security and Personal Safety

Visit the UBC Campus Security home page for comprehensive information about security on campus [security.ubc.ca](https://security.ubc.ca). There are various personal security options available to the UBC community, including, but not limited to, AMS Safewalk, shuttle buses and campus blue phones [security.ubc.ca/personal-security](https://security.ubc.ca/personal-security).

Unattended laptop computers, tablets, and smartphones are popular targets for thieves. Visit [security.ubc.ca/crime-prevention](https://security.ubc.ca/crime-prevention) for tips on theft prevention and educate yourself about privacy and information security risks at UBC's Privacy Matters website [privacymatters.ubc.ca](https://privacymatters.ubc.ca).

## 2.5 UBC Recreation

UBC Recreation offers a wide range of options to get moving and stay healthy. Visit [recreation.ubc.ca](https://recreation.ubc.ca).

## 2.6 Life as a Graduate Student

Becoming a graduate student will require you to adjust your life style. It will be important to develop a healthy study-life balance, as being a graduate student is not only about academics. Find out more about what to expect as a graduate student at [grad.ubc.ca/campus-community/life-grad-student-ubc](https://grad.ubc.ca/campus-community/life-grad-student-ubc).

## 3 Student Information

### 3.1 When You Arrive

Welcome to the Faculty of Pharmaceutical Sciences at 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 [Office of the Associate Dean, Graduate and Postdoctoral Studies](#) so we can help you get started.

### 3.2 UBC Card and Library Card

Your UBC card functions as your student ID card, library card and voting identification for student elections. Students who are registered on the Student Service Centre (SSC) and require a UBC card with a 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 visit: [ubccard.ubc.ca](http://ubccard.ubc.ca).

Your UBC Card is also your key to accessing UBC's library system at [library.ubc.ca](http://library.ubc.ca). The barcode number on the back of your UBC Card will allow you 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.

### 3.3 Getting Online

UBC IT Services works with students, faculty, staff, and alumni to provide information technology services, support and leadership. A convenient link for access to most IT services is [it.ubc.ca/services](http://it.ubc.ca/services). Graduate students will want to access the following services:

#### 3.3.1 Campus Wide Login (CWL)

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

#### 3.3.2 Student Service Centre (SSC)

For applications, awards, exam schedules, fees, grades, registration, transcripts, and more. [ssc.adm.ubc.ca/sscportal](http://ssc.adm.ubc.ca/sscportal)

#### 3.3.3 Wireless Internet Access

UBC hosts several wireless networks to support students, faculty and staff on campus and at partner institutions. Visit [it.ubc.ca/services/email-voice-internet/wireless-internet-access](http://it.ubc.ca/services/email-voice-internet/wireless-internet-access) to find out which wireless network will best serve your needs.

#### 3.3.4 Email Address

Get a UBC student and alumni email address. Sign up at: [it.ubc.ca/services/email-voice-internet/student-alumni-email-service](http://it.ubc.ca/services/email-voice-internet/student-alumni-email-service).

### 3.4 Orientation Sessions

The Graduate Student Orientation for the Faculty of Pharmaceutical Sciences takes place in the first week of September. The orientation provides new students with valuable information to help them excel in their graduate program. We also provide an opportunity to tour the building and become more familiar with our facilities.

The Faculty of Graduate and Postdoctoral Studies also holds an orientation day for new graduate students at UBC. Please visit [orientation.grad.ubc.ca](http://orientation.grad.ubc.ca) for more information.

### 3.5 Graduate Pathways to Success

This program offered by the Faculty of Graduate and Postdoctoral Studies is a palette of non-credit workshops, seminars and other activities designed to complement your graduate program's academic curriculum and mentorship experience. Find out more at [grad.ubc.ca/current-students/graduate-pathways-success](http://grad.ubc.ca/current-students/graduate-pathways-success).

### 3.6 Medical Insurance

UBC requires that all students, both domestic and international, have basic and extended health insurance for the duration of their studies. See the information on the Faculty of Graduate and Postdoctoral Studies website about medical and other types of insurance at [grad.ubc.ca/campus-community/life-vancouver-canada/insurance](http://grad.ubc.ca/campus-community/life-vancouver-canada/insurance).

### 3.7 Student Advocacy and Accessibility Services

UBC has several support services to help students on campus. Visit [grad.ubc.ca/campus-community/student-support-services](http://grad.ubc.ca/campus-community/student-support-services) for an overview of these services.

### 3.8 Respectful Environment and Student Code of Conduct

UBC is committed to building an environment of respect, diversity, opportunity and inclusion. Visit [hr.ubc.ca/respectful-environment](http://hr.ubc.ca/respectful-environment) for more information on how we strive to create a respectful environment for everyone to learn and work in.

As a community of students, faculty and staff, we are expected to conduct ourselves in a way that fosters respect, civility, diversity, opportunity and inclusiveness. The **Student Code of Conduct** in the UBC Academic Calendar at [calendar.ubc.ca/vancouver/index.cfm?tree=3,54,0,0](http://calendar.ubc.ca/vancouver/index.cfm?tree=3,54,0,0) is a resource for students that explains what is considered academic and non-academic misconduct, and the possible disciplinary measures for misconduct. Information on **Discipline for Non-Academic Misconduct** can be found in the UBC Academic Calendar at [calendar.ubc.ca/vancouver/index.cfm?tree=3,54,750,0](http://calendar.ubc.ca/vancouver/index.cfm?tree=3,54,750,0). More information on **Academic Misconduct** is in this handbook in [Section 4.7 Scholarly Integrity](#).

### 3.9 Update Your Personal Information

A Personal Information Form will be sent to all graduate students on an annual basis. Please complete this form in a timely manner and return it to the Office of the Associate Dean, Graduate and Postdoctoral Studies. Note that this information is forwarded to the Financial Office to set up your appointment 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:

[ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework](http://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework). Your password for this site is initially set to your date of birth in YYMMDD order. Please create a new password to maintain the security of your records.

Please ensure that the Office of the Associate Dean, Graduate and Postdoctoral Studies has your current contact information. If you are an international student, we also need a copy of your current study permit and SIN card.

## 3.10 Graduate Student Organizations

### 3.10.1 Pharmaceutical Sciences Graduate Student Society

The Pharmaceutical Sciences Graduate Student Society (PharGS) represents the graduate student body and is recognized in this role by the Faculty of Pharmaceutical Sciences at UBC. See [phargsubc.wix.com/phargsubc](http://phargsubc.wix.com/phargsubc)

PharGS promotes graduate student interests and interaction between graduate students, faculty and staff by organizing social and professional gatherings, coordinating graduate student representation on Faculty and University committees, and by maintaining the Graduate Student Lounge. The Grad Lounge on the 5th floor of the Pharmaceutical Sciences building is a social hub for graduate students and the Faculty's research community.

PharGS organizes social and professional development events throughout the year. We invite speakers to meet with students to provide insight from their experiences in industry, government, or academia. We organize professional development workshops to help students develop essential career skills, and social and sporting events to build an active and rewarding student community.

PharGS provides graduate student input on Faculty committees ranging from teaching, curriculum, and safety, to the construction of future lab and office spaces. PharGS also coordinates representation to the UBC Graduate Student Society (GSS) and the TA union (CUPE 2278). These representatives keep students informed about decisions, policies, and issues that impact them and ensure that their interests are represented and advocated.

#### 3.10.1.1 How is the Society Organized?

All Faculty of Pharmaceutical Sciences graduate students become members of PharGS on registration in the graduate program and additional non-graduate student members may be approved by the executive. The executive is elected in December of each year by its members and consists of: President, Vice President External, Vice President Internal, Vice President Finance, Professional Development Director, Social Director, Sports Director, GSS Representative, and Member-at-Large. The executive meets monthly and graduate students are encouraged to attend and participate.

#### 3.10.1.2 The Graduate Student Activities Fee

To operate, PharGS collects 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 Trivia Night) and to maintain the lounge (including satellite feed and the Coffee Club). Each student pays a fee of \$15 per registered school term (\$45 per year), included as part of the tuition and student fees on the student's SSC financial account.

### 3.10.2 Graduate Student Society

The Graduate Student Society (GSS) is the independent voice of graduate students on the UBC Vancouver campus. The purpose of the Society is to promote post-secondary graduate education, to encourage the principles and practices of graduate student representation at all levels of decision making at UBC, and to foster a graduate student community at UBC Vancouver. The GSS publishes the Graduate Student Handbook which is an essential guide to all aspects of being a graduate student at UBC. Together with Graduate and Postdoctoral Studies, the GSS coordinates orientation sessions for new students during the last week of August. Visit [gss.ubc.ca](http://gss.ubc.ca) for more information on GSS activities.

### 3.10.3 American Association of Pharmaceutical Scientists UBC Student Chapter

For information on the UBC Student Chapter of the American Association of Pharmaceutical Scientists (AAPS) visit [aaps.org/Sections\\_and\\_Groups/Student\\_Chapters/University\\_of\\_British\\_Columbia/](http://aaps.org/Sections_and_Groups/Student_Chapters/University_of_British_Columbia/).

### 3.10.4 International Society for Pharmacoeconomics and Outcomes Research UBC Student Chapter

Mission statement: To provide a forum of learning and discussion of Health Economics for students in the Greater Vancouver area. To find out more about ISPOR contact [isporubc.sc@gmail.com](mailto:isporubc.sc@gmail.com).

## 4 Academic Information

### 4.1 Choosing and Registering for Courses

#### 4.1.1 Student Services Centre

Register for courses, check and pay fees online, and keep your address and email information up to date using the Student Services Centre (SSC) [ssc.adm.ubc.ca](http://ssc.adm.ubc.ca). The mailing 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 up to date. Your password is initially set as your year, month, and date of birth (yyymmdd). Change it as soon as possible to keep your information secure.

#### 4.1.2 Faculty Course Requirements

All students (MSc and PhD) must be registered in their thesis course (PHAR 549B or PHAR 649) in both the winter (September to April) and summer (May to August) academic sessions at UBC. All students must register in the seminar course for the winter session (MSc PHAR 548; PhD PHAR 648).

A minimum of 30 credits are required for the MSc degree:

- 12-credit MSc 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

MSc students will complete most of the graduate courses offered in the particular training program or disciplinary field that they have chosen. If a course offered by another Faculty is more relevant to your field of research than one offered by the Faculty of Pharmaceutical Sciences, consult with your supervisor about registering in that course.

There is no minimum credit requirement for PhD students. However, PhD students must register in PHAR 590, 591, 648 and 649. Students enrolled in the Pharmacoepidemiology, Health Economics, and Outcomes training program may be given an exemption from PHAR 590. In this case, consult with your supervisor to identify and register in other equivalent courses. Candidates for a PhD who have not taken the PHAR courses offered in their discipline must achieve an equivalent academic level during their first two years of study as determined by their research supervisory committee.

Course offerings and outlines can be found online: [students.ubc.ca](http://students.ubc.ca). You can register online through the SSC. If you encounter any problems registering for courses contact the Office of the Associate Dean, Graduate and Postdoctoral Studies.

#### 4.1.3 Things to Consider When Registering for Courses

1. Discuss your courses and timetable with your supervisor as soon as possible when you arrive.
2. You MUST register in the thesis course (PHAR 549B/004 for MSc and PHAR 649/001 for PhD students) for the full winter session (Terms 1 and 2) when you arrive in September.
3. 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 Office of the Associate Dean, Graduate and Postdoctoral Studies to arrange registration in the extra courses.
4. For students wishing to transfer from the MSc to the PhD program, you must achieve a minimum average of 80% in 12 credits, of which at least 9 credits are at the 500-level or above and at least 9 credits are at 80% or above. Please see section [5.6 Transfer from MSc to PhD](#) for detailed requirements for transfer.
5. All graduate students are required to complete the Faculty's Graduate Student Presentation Skills Workshop. Information about when this workshop will be held will be provided after you arrive. You are strongly encouraged to complete this workshop early in your program.

#### 4.1.4 Adding and 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. [grad.ubc.ca/forms/registration-change-registration-form](http://grad.ubc.ca/forms/registration-change-registration-form)

#### 4.1.5 PHAR 548/648: Pharmaceutical Sciences Graduate Seminar Program

The Faculty of Pharmaceutical Sciences Graduate Seminar Program is intended to provide all graduate students with a strong foundation across the major research disciplines in the pharmaceutical sciences and the opportunity to learn how to present their research findings to their peers and the scientific community. All MSc and PhD students 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 normally held Wednesdays at 12:00 p.m. – 1:00 p.m. in Room 3340 in the Pharmaceutical Sciences Building.

Formal Faculty wide seminars: General interest seminars will be offered throughout the year. This will include invited external speakers, faculty members and graduate students (e.g., final PhD seminar).

External seminars: Graduate students are encouraged to attend seminars held in other Faculties that are related to their research fields or interests. Supervisors may assist graduate students to identify appropriate seminars.

## 4.2 Additional Training Courses

### 4.2.1 Safety and Animal User Training

The Department of Risk Management Services offers regularly scheduled training programs for University faculty, staff, and students: [rms.ubc.ca](https://rms.ubc.ca).

- Chemical Safety training is mandatory for all faculty, staff, visiting scientists and students prior to applying for or on having access to areas where chemical hazards are being handled or stored. See [rms.ubc.ca/health-safety/research-safety/chemical-safety/chemical-safety-training](https://rms.ubc.ca/health-safety/research-safety/chemical-safety/chemical-safety-training).
- Biosafety training is mandatory for all faculty, staff, visiting scientists and students prior to applying for or on having access to areas where work is being done under a UBC Biosafety Permit. See [rms.ubc.ca/health-safety/research-safety/biosafety/biosafety-training](https://rms.ubc.ca/health-safety/research-safety/biosafety/biosafety-training).
- The Canadian Council for Animal Care requires all personnel who work with animals in teaching and research at UBC and affiliated institutions to complete the Experimental Animal User Training Program. See [animalcare.ubc.ca/training/ccac-ethics-online](https://animalcare.ubc.ca/training/ccac-ethics-online).

### 4.2.2 Centre for Teaching, Learning and Technology

The Centre for Teaching, Learning and Technology (CTLT) 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. See [ctl.ubc.ca/programs/graduate-student-ta-programs](https://ctl.ubc.ca/programs/graduate-student-ta-programs).

### 4.2.3 Graduate Pathways to Success

The Graduate Pathways to Success program is a palette of non-credit workshops, seminars and other activities designed to complement your graduate program's academic curriculum and mentorship experience. See [grad.ubc.ca/current-students/graduate-pathways-success](https://grad.ubc.ca/current-students/graduate-pathways-success).

## 4.3 Duration of Program

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.

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 or doctoral program, the normal time limit for completing the degree is not affected.

### 4.3.1 Request for Extension

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 the Associate Dean, Graduate and Postdoctoral 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, Graduate and Postdoctoral Studies. A Request for Extension to Time Allowed for Degree Completion Form: [grad.ubc.ca/forms/request-extension-time-allowed-degree-completion](https://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: [grad.ubc.ca/faculty-staff/admin-resources-templates/sample-extension-time-line](http://grad.ubc.ca/faculty-staff/admin-resources-templates/sample-extension-time-line).

## 4.4 Leaves

A graduate student who finds it necessary for parental, health, personal, professional, or academic reasons to interrupt his or her studies may apply for a leave of absence. Responsibility for approving a leave of absence rests with the Dean of the Faculty of Graduate and Postdoctoral Studies; or, in the case of programs not administered by the Faculty of Graduate and Postdoctoral Studies, with their respective Deans.

A leave of absence will normally begin on the first day of September, January, or May for a period of four, eight or twelve months.

Links to resources:

Procedure: [grad.ubc.ca/current-students/managing-your-program/leave-absence](http://grad.ubc.ca/current-students/managing-your-program/leave-absence)

Description: [calendar.ubc.ca/vancouver/index.cfm?tree=12,204,341,191](http://calendar.ubc.ca/vancouver/index.cfm?tree=12,204,341,191)

Policies: [senate.ubc.ca/vancouver/policy-abstracts](http://senate.ubc.ca/vancouver/policy-abstracts)

## 4.5 Academic Concession and Deferred Standing

### 4.5.1 Academic Concession

As stated in the UBC Calendar in the section on academic regulations [calendar.ubc.ca/Vancouver/index.cfm?tree=3,0,0,0](http://calendar.ubc.ca/Vancouver/index.cfm?tree=3,0,0,0), you may request 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.

### 4.5.2 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, Graduate and Postdoctoral 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 and Postdoctoral 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: [grad.ubc.ca/faculty-staff/policies-procedures/deferred-standing](http://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: [universitycounsel.ubc.ca/policies/policy65.pdf](http://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.

## 4.6 Graduate Student and 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: [universitycounsel.ubc.ca/files/2015/08/policy85.pdf](http://universitycounsel.ubc.ca/files/2015/08/policy85.pdf)). The Faculty of Pharmaceutical Sciences Graduate Student & Supervisor Agreement is available from the Office of the Associate Dean, Graduate and Postdoctoral Studies and will be sent to supervisors with incoming graduate students.

The principal investigator should 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 Office of the Associate Dean, Graduate and Postdoctoral Studies where it will be filed with the graduate student's record.

### 4.6.1 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. The lists below show 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, Graduate and Postdoctoral Studies

Status in the program, comprehensive examinations, thesis supervision:

- research supervisor
- Associate Dean, Graduate and Postdoctoral 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.

## 4.7 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.

### 4.7.1 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.

### 4.7.2 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.

#### 4.7.3 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, Graduate and Postdoctoral Studies and a course of action will be recommended.

#### 4.7.4 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, Graduate and Postdoctoral 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 [universitycounsel.ubc.ca/files/2015/08/policy85.pdf](http://universitycounsel.ubc.ca/files/2015/08/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 [universitycounsel.ubc.ca/files/2016/04/policy87.pdf](http://universitycounsel.ubc.ca/files/2016/04/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 [calendar.ubc.ca/Vancouver/index.cfm?tree=3,54,111,959](http://calendar.ubc.ca/Vancouver/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 Graduate Student Handbook. 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.

#### 4.7.5 Guidelines for Dealing with Plagiarism by Graduate Students

Faculty of Graduate and Postdoctoral Studies website: [grad.ubc.ca/faculty-staff/policies-procedures/dealing-plagiarism-graduate-students](http://grad.ubc.ca/faculty-staff/policies-procedures/dealing-plagiarism-graduate-students)

#### 4.7.6 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 and Learning Commons website: [help.library.ubc.ca/planning-your-research/academic-integrity-plagiarism](http://help.library.ubc.ca/planning-your-research/academic-integrity-plagiarism).

#### Reference

Macrina, FL "Scientific Integrity: Text and Cases in Responsible Conduct of Research", 3rd edition, ASM Press, Washington DC, 2005

## 4.8 Policies, Procedures and Guidelines

### 4.8.1 Policy on Academic Progress

The progress of all students working towards the MSc and PhD 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 the graduate program or the Faculty.

The policy guiding academic progress is detailed in the Academic Calendar:

[calendar.ubc.ca/vancouver/index.cfm?tree=12,204,342,615](http://calendar.ubc.ca/vancouver/index.cfm?tree=12,204,342,615).

#### 4.8.2 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, Graduate and Postdoctoral Studies.
2. The Associate Dean will review the progress of all graduate students at least once per year, based on the following: academic transcripts, progress report forms generated following supervisory committee meetings, student CVs and one-on-one meetings.
3. All graduate students will be expected to submit an updated CV each academic year to the Office of the Associate Dean, Graduate and Postdoctoral Studies (see section [4.8.5 Academic Curriculum Vitae](#)).
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.

#### 4.8.3 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 Graduate Student Handbook.

The Office of the Associate Dean, Graduate and Postdoctoral Studies 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.

#### 4.8.4 Use of Degree Status Designations

It is a matter of academic integrity that students, both current and former, correctly represent their degree program status and credentials. The Faculty of Graduate and Postdoctoral Studies provides guidelines to help inform students of the appropriate ways to represent themselves. Students should not use designations that are not officially sanctioned by the University nor should they use acronyms that might be misunderstood by members of the general public who are not well-versed in academic requirements.

Visit [grad.ubc.ca/current-students/student-responsibilities/use-degree-status-designations](http://grad.ubc.ca/current-students/student-responsibilities/use-degree-status-designations) to view the guidelines.

## Program Completion Checklist

MSC Students	PhD Students
Meet with minimum of supervisor and chair <i>Within first month of starting program</i>	Meet with minimum of supervisor and chair <i>Within first month of starting program</i>
Student/Supervisor agreement signed <i>Within 3 months of starting program</i>	Student/Supervisor agreement signed <i>Within 3 months of starting program</i>
Supervisory committee struck <i>6 – 12 months</i>	Supervisory committee struck <i>6 – 12 months</i>
Coursework underway or complete <i>Variable</i>	Coursework underway or complete <i>Variable</i>
Research proposal approved <i>9 – 15 months</i>	Research proposal approved <i>9 – 18 months</i>
Graduate Student Presentation Skills Workshop complete <i>Within first year of program</i>	Comprehensive examination complete <i>18 – 24 months</i>
Transfer to PhD program (optional) <i>12 – 24 months</i>	Admittance to candidacy (ADGPS) <i>Comprehensive exam passed; 36 months</i>
Permission to write thesis obtained <i>24 – 30 months (on average)</i>	Graduate Student Presentation Skills Workshop complete <i>Within first year of program</i>
Approval of thesis for defense <i>2 – 4 weeks before defense</i>	Permission to write thesis obtained <i>Variable</i>
External examiner selected <i>Minimum 2 – 4 weeks before defense</i>	One manuscript published or submitted <i>Before program completion</i>
Final Faculty seminar complete <i>Before thesis defense</i>	Review Final Doctoral Examination guide <a href="http://grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide">grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide</a> <i>6 – 12 months prior to thesis submission</i>
	Review Checklist for Doctoral Candidates <a href="http://grad.ubc.ca/forms/doctoral-examinations-planning-tool-checklist-candidates-supervisors">grad.ubc.ca/forms/doctoral-examinations-planning-tool-checklist-candidates-supervisors</a> <i>6 – 12 months prior to thesis submission</i>
	External Examiner nominated <a href="http://grad.ubc.ca/forms/nominations-external-examiner-doctoral-dissertation-form">grad.ubc.ca/forms/nominations-external-examiner-doctoral-dissertation-form</a> <i>2 – 3 months prior to thesis submission</i>
	Final Faculty seminar complete <i>Before thesis defense</i>
	Bound thesis submitted to ADGPS Office <i>After final thesis submitted to FGPS and cIRcle</i>

#### 4.8.5 Academic Curriculum Vitae

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

Please submit a CV using the Canadian Common CV: [www.ccv-cvc.ca](http://www.ccv-cvc.ca).

1. 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



## 5 Student Supervision and Progression

### 5.1 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 of the supervisor include:

- Assisting the student to select and plan a suitable and manageable research topic
- Being accessible to the student for consultation and discussion of academic progress and research
- Helping establish the student's supervisory committee
- Giving the student timely and thorough feedback on written work
- Assisting the student to gain access to facilities or research materials
- Ensuring a safe, healthy and harassment-free research environment
- Helping the student to be aware of current program requirements, deadlines, sources of funding

#### 5.1.1 Policies and Guidelines on Graduate Student Supervision

The primary responsibility for defining criteria for membership in the Faculty of Graduate and Postdoctoral Studies rests with each academic unit and, in the Faculty of Pharmaceutical Sciences, is based on the current approved Senate Policy. Full members of the Faculty of Graduate and Postdoctoral Studies must be faculty members holding the title of professor, associate professor, assistant professor, or professor emeritus. Full members of the Faculty of Graduate and Postdoctoral Studies are permitted to supervise graduate students (MSc or PhD) and to vote in the Faculty of Graduate and Postdoctoral Studies. See [senate.ubc.ca/vancouver/policy-abstracts](http://senate.ubc.ca/vancouver/policy-abstracts) for a list of Senate policies.

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

A tenure-track assistant/associate/full professor may be either a co-supervisor or the sole supervisor of a graduate student (PhD or MSc). If he/she is supervising their first PhD 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 student's PhD program.

#### 5.1.3 Faculty Policy on Graduate Student Supervision by Professors Emeriti

A professor emeritus may supervise MSc or PhD graduate students, but is required to select a suitable co-supervisor who can 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, Graduate and Postdoctoral 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.

#### 5.1.4 Policy on Graduate Student Supervision by Adjunct Professors

An adjunct professor may supervise MSc or PhD graduate students, but is required to select a suitable co-supervisor who is a full-time faculty member in Pharmaceutical Sciences and who can contribute intellectually to

the student's project. In addition, if the adjunct professor is supervising their first PhD student, the co-supervisor must be a senior faculty member with doctoral student supervisory experience.

#### **5.1.5 Policy on Graduate Student Supervision by Non-Tenure Track Faculty**

A non-tenure track faculty member may supervise MSc graduate students, with the approval of the Associate Dean, Graduate and Postdoctoral Studies. Prior to accepting a PhD student, a non-tenure track faculty member must receive approval to be a co-supervisor from the Faculty of Graduate and Postdoctoral Studies. For both MSc and PhD students, a co-supervisor must be selected who is a full-time faculty member in Pharmaceutical Sciences and who can 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.

## **5.2 Research Supervisory Committee Chair**

### **5.2.1 Roles & Responsibilities of the Research Supervisory Committee Chair**

The UBC Faculty of 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 to be the Chair of the student's research supervisory committee.

### **5.2.2 Selection of Chairs**

- The Associate Dean, Graduate and Postdoctoral Studies is responsible for assigning the Chair of a graduate student research supervisory committee.
- All full-time, tenure-track faculty members who are also members of the Faculty of Graduate and Postdoctoral Studies may be assigned to Chair the research supervisory committee(s) of one or more graduate students.
- 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 after they have completed serving as a member of a supervisory committee for one student.

### **5.2.3 Length of Terms as Chair**

Faculty members are asked to serve as the Chair for a graduate student's entire MSc or PhD 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.

### **5.2.4 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 and committee member's schedule in setting a meeting date.

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 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, including all action items, both verbally and via the Progress Report following each meeting. The Chair is responsible for completing the appropriate MSc or PhD Progress Report form available as an electronic file within one week following the meeting. The Chair is also responsible for sending electronic copies of the completed Progress Report file to:
  - Student
  - Supervisor, co-supervisor
  - All committee members
  - Associate Dean, Graduate and Postdoctoral Studies
  - Office of the Associate Dean, Graduate and Postdoctoral Studies (for the student’s file)
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, Graduate and Postdoctoral Studies.
7. Admittance to Candidacy – Notify the Associate Dean, Graduate and Postdoctoral Studies that the requirements for a doctoral student to be “Admitted to Candidacy” have been completed. The requirements 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, Graduate and Postdoctoral Studies.

## 5.3 Research Supervisory Committee

### 5.3.1 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, and 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, professor 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, Graduate and Postdoctoral Studies and Dean of Graduate and Postdoctoral Studies. The supervisor/co-supervisor is normally responsible for contacting potential supervisory committee members requesting them to serve on the research supervisory committee.

### 5.3.2 Committee Membership

MSc committees are composed of:

- Chair
- Supervisor, co-supervisor
- At least 3 other members. One member must be from the Faculty of Pharmaceutical Sciences and a minimum of one member must be from outside the student's training program or research area

PhD committees are composed of:

- Chair
- Supervisor, co-supervisor
- At least 3 other members. One member must be from the Faculty of Pharmaceutical Sciences and a minimum of one member must be from outside the Faculty of Pharmaceutical Sciences

### 5.3.3 First Supervisory Committee Meeting

The first meeting should be held within the first month of the start of the student's program. Its purpose is to begin to introduce the student to their committee and to help choose at least the core courses that the student will take as part of their program. Since the full membership of the student's supervisory committee may not yet be determined, this meeting will include, at a minimum, the student, the supervisor and the committee chair, however, it is recommended that as many committee members as possible attend.

### 5.3.4 Meeting Schedule

Both the Faculty of Pharmaceutical Sciences and the Faculty of 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 full 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.

### 5.3.5 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 the Faculty of 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.

### 5.3.6 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, Graduate and Postdoctoral Studies and the Office of the Associate Dean, Graduate and Postdoctoral Studies for filing.

### 5.3.7 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 10 pages, not including appended figures, tables, schematic diagrams and references). The proposal should include a timeline for all phases of the project and program.

Consult the CIHR website: [cihr-irsc.gc.ca](http://cihr-irsc.gc.ca) for detailed instructions on sections and formatting.

### 5.3.8 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 committee 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 deemed necessary by the committee, a student may be asked to revise their proposal and present it again to the committee.

## 5.4 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 months of entering the program. Students who are not 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 will be asked to withdraw from the program.

Requirements and guidelines for comprehensive exams in the Faculty of Pharmaceutical Sciences:

### 5.4.1 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 their knowledge of their discipline.

### 5.4.2 Scope of Exam

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

- Knowledge acquired from 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

#### 5.4.3 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 part-time 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.

#### 5.4.4 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 on special request by the supervisor to the Associate Dean, Graduate and Postdoctoral 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).

#### 5.4.5 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.
- Ensures clarification of questions to candidate as appropriate.
- Adjourns 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.

#### 5.4.6 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

#### 5.4.7 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.

#### 5.4.8 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.

#### 5.4.9 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.

#### 5.4.10 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.

#### 5.4.11 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, Graduate and Postdoctoral Studies in a timely fashion if circumstances arise that may significantly affect their performance or if additional study time is required.



## 5.5 Admittance to Candidacy

The basic requirements for a doctoral student to be admitted to candidacy are:

- The student has successfully completed all required course work.
- The student has passed the comprehensive examination.
- The student's thesis proposal has been approved by the supervisory committee.

The Chair of the student's graduate research committee must notify the Associate Dean, Graduate and Postdoctoral 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.

## 5.6 Transfer from MSc to PhD

To be eligible to transfer from an MSc to a PhD 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 master's program with a minimum 80% average in 12 credits of coursework, 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 following:
  - 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 master's 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 the Faculty of Graduate and Postdoctoral 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 PhD program. The student should present and defend the proposal at the meeting. After the discussion, the committee will meet in camera to reach a decision on the request for transfer to the PhD 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 and Postdoctoral Studies to transfer the student into the PhD program. If the transfer is approved, but the research proposal presented is not considered adequate for a PhD degree, the student must present their PhD proposal within 4 months at another committee meeting.

## 5.7 Transfer from PhD to MSc

A student may apply to transfer from a doctoral to a master's program. The transfer should be initiated early in the student's doctoral program and should be supported by the graduate program. See [grad.ubc.ca/faculty-staff/policies-procedures/transfer-doctoral-masters-programs](http://grad.ubc.ca/faculty-staff/policies-procedures/transfer-doctoral-masters-programs) for details on the conditions that must be met for transfer.

## 5.8 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 give 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 Faculty of Graduate and Postdoctoral Studies forms for selection of an external examiner and should engage the supervisory committee in a discussion about suitable university examiners (see section [5.12.2 Selection of External Examiner Nominees](#)). In the case of an MSc student, the Chair should engage the committee in a discussion about a suitable external examiner (see section [5.11 MSc Thesis Defense](#)).

## 5.9 Thesis Preparation

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

The Faculty of Graduate and Postdoctoral Studies website provides comprehensive instruction on dissertation and thesis preparation at [grad.ubc.ca/current-students/dissertation-thesis-preparation](http://grad.ubc.ca/current-students/dissertation-thesis-preparation). Review this information early in your program. It is important that you start planning your thesis from the very beginning of your degree program.

Additional online resources:

[grad.ubc.ca/handbook-graduate-supervision](http://grad.ubc.ca/handbook-graduate-supervision)

[grad.ubc.ca/current-students/graduate-pathways-success](http://grad.ubc.ca/current-students/graduate-pathways-success)

[grad.ubc.ca/current-students/dissertation-thesis-preparation/resources-thesis-preparation-checking](http://grad.ubc.ca/current-students/dissertation-thesis-preparation/resources-thesis-preparation-checking)

The Faculty of Graduate and Postdoctoral Studies is happy to review your thesis early in its preparation to ensure that you're on the right track. It's a good idea to get a pre-review when your thesis is nearly ready for examination, so that you have time to make any formatting changes in advance of corrections required by your committee or examiners. Theses are reviewed electronically and they are reviewed in the order in which they're received. See [grad.ubc.ca/current-students/dissertation-thesis-preparation/pre-reviews](http://grad.ubc.ca/current-students/dissertation-thesis-preparation/pre-reviews) to learn how to get a pre-review.

## 5.10 Preparation for Thesis Defense

### 5.10.1 MSc Thesis 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, 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.

### 5.10.2 PhD Thesis Defense

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

The student is required to submit their doctoral thesis to the Faculty of Graduate and Postdoctoral Studies for a review of formatting prior to submitting copies for external and other examiners. See [grad.ubc.ca/current-students/dissertation-thesis-preparation/pre-reviews](http://grad.ubc.ca/current-students/dissertation-thesis-preparation/pre-reviews) to learn how to get a pre-review. Theses are reviewed electronically in the order in which they are received (allow up to 3 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.

A student is **not** permitted to submit his/her thesis to the Faculty of Graduate and Postdoctoral Studies (to be sent to an 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, the Chair must notify the Associate Dean, Graduate and Postdoctoral Studies in writing that all members of the supervisory committee have given their approval for the thesis to be given to the Faculty of Graduate and Postdoctoral Studies. If desired, the Chair may designate the supervisor/co-supervisor to notify 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 the Faculty of Graduate and Postdoctoral Studies. It is then the responsibility of either the Chair or supervisor/co-supervisor to notify the Associate Dean, Graduate and Postdoctoral Studies, in writing, that the thesis has been approved by all members of the supervisory committee.

When the Associate Dean, Graduate and Postdoctoral Studies 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": [grad.ubc.ca/forms/graduate-program-approval-doctoral-dissertation-external-examination-form](http://grad.ubc.ca/forms/graduate-program-approval-doctoral-dissertation-external-examination-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 Faculty of Graduate and Postdoctoral Studies website: [grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide](http://grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide). All doctoral oral exam forms are available on the Faculty of Graduate and Postdoctoral Studies website: [grad.ubc.ca/current-students/final-doctoral-exam/doctoral-exams-forms](http://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: [grad.ubc.ca/forms/doctoral-dissertation-approval](http://grad.ubc.ca/forms/doctoral-dissertation-approval) is submitted to the Faculty of Graduate and Postdoctoral Studies. Final Dissertation & Thesis Submission guidelines should be reviewed: [grad.ubc.ca/current-students/final-dissertation-thesis-submission](http://grad.ubc.ca/current-students/final-dissertation-thesis-submission).

## 5.11 MSc Thesis Defense

The MSc 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 Office of the Associate Dean, Graduate and Postdoctoral Studies.

The student is responsible for ensuring that the Master's Thesis Approval form: [grad.ubc.ca/forms/masters-thesis-approval](http://grad.ubc.ca/forms/masters-thesis-approval) is completed and submitted to the Faculty of Graduate and Postdoctoral Studies. In addition, the student is responsible for ensuring that the Office of Graduate and Postdoctoral Studies receives a bound copy of the thesis.

The Office of the Associate Dean, Graduate and Postdoctoral Studies is responsible for ensuring that a memo is sent to the Faculty of Graduate and Postdoctoral Studies advising that the student has completed all degree requirements and that all grades including the thesis grade have been entered.

## 5.12 PhD Thesis Defense

### 5.12.1 Examining 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 Supervisory Committee.
4. External Examiner – a senior person outside the University who is at arm's length from the candidate and the supervisor.

### 5.12.2 Selection of External Examiner Nominees

The graduate program is responsible for nominating a minimum of two well-qualified, objective, experienced individuals not associated or affiliated with UBC. The specific qualifications of an external examiner are listed on the nomination form at [grad.ubc.ca/forms/nominations-external-examiner-doctoral-dissertation-form](http://grad.ubc.ca/forms/nominations-external-examiner-doctoral-dissertation-form). 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. The Faculty of Graduate and Postdoctoral Studies will invite the external examiner to serve.

The nomination form also lays out clear guidelines about arm's length requirements and independence of assessment. Please be familiar with these guidelines.

Doctoral External Examiners Transport Fund: The Faculty of Graduate and Postdoctoral Studies encourages, but does not require, the External Examiner to attend the oral defence. Partial reimbursement for transportation expenses is available, as detailed at [grad.ubc.ca/sites/default/files/doc/page/docexams\\_xx\\_transport\\_fund\\_0.pdf](http://grad.ubc.ca/sites/default/files/doc/page/docexams_xx_transport_fund_0.pdf). 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. Guidelines and procedures are detailed on the form.

### 5.12.3 Preparing for the Exam

The Faculty of Graduate and Postdoctoral Studies provides a comprehensive Doctoral Exam Guide [grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide](http://grad.ubc.ca/current-students/final-doctoral-exam/final-doctoral-examination-guide). In addition to the information noted above, it provides detailed instructions and information about the exam timeline, the external examiner, the university examiners, submitting your thesis for exam, scheduling and holding the final oral defense, and final thesis submission after defense. Read this exam guide at least 12 months before you expect to defend to help you prepare a timeline and action plan.

## 5.13 Thesis Submission

Important: This section applies only to final, post-defence submission of theses and dissertations.

To be eligible for convocation, all thesis-based masters students and all doctoral candidates must submit a final, defended thesis as a single PDF file to UBC's online information repository, cIRcle. See [circle.ubc.ca](http://circle.ubc.ca).

The Faculty of Graduate and Postdoctoral Studies website provides complete instructions on the final submission of your thesis at [grad.ubc.ca/current-students/final-dissertation-thesis-submission](http://grad.ubc.ca/current-students/final-dissertation-thesis-submission). Read this information early to avoid problems at deadlines. Also be sure you are familiar with the required forms and arrange to obtain signatures well ahead of submission deadlines. See [grad.ubc.ca/current-students/final-dissertation-thesis-submission/document-requirements](http://grad.ubc.ca/current-students/final-dissertation-thesis-submission/document-requirements).

## 5.14 Leaving the Faculty on Completion of Your Program

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

1. Apply for graduation on SSC (if it has not been done yet).
2. The Office of the Associate Dean, Graduate and Postdoctoral Studies will pay for the binding of one copy of your thesis. You will be sent an email with more details as you approach graduation.
3. Leave original data with your supervisor.
4. Clean up your desk.
5. Return keys to the Office of Operations and Facilities Management (Room 3334).
6. IMPORTANT: Get your graduation picture taken at Artona: [artona.com](http://artona.com).
7. Provide the Office of the Associate Dean, Graduate and Postdoctoral Studies with your new contact information. Enjoy!

## 6 Financial Information

### 6.1 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 must plan ahead to ensure that new students submit a GTA application by the deadline, if needed. GTA applications are due April 30 for current students and June 1 for new students.

Supervisors with sufficient funding will be expected to fund graduate students who do not hold 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 (see section [6.2 Funding Graduate Studies](#)).

Supervisors who are unable to fund their graduate students in any given year should notify the Associate Dean, Graduate and Postdoctoral 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.

### 6.2 Funding Graduate Studies

The Faculty of Pharmaceutical Sciences guarantees a minimum stipend for all MSc and PhD students provided that they maintain their eligibility in the graduate program. Students must be registered full-time and making satisfactory progress in their MSc or PhD program, as determined by their research supervisory committee. Any issues related to eligibility should be addressed by the Associate Dean, Graduate and Postdoctoral 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 for a graduate student for 2018-2019 is \$23,500. The guaranteed minimum stipend may include a combination of sources, such as internal/external scholarships, Graduate Research Assistantships (GRA), Graduate Teaching Assistantships (GTA) and Graduate Support Initiative (GSI) award (see below). Students with scholarships and tuition awards/waivers below the annual minimum will receive a supplement, bringing their total stipend to the minimum level.

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

For general enquiries regarding financial support for graduate students visit: [grad.ubc.ca/scholarships-awards-funding](http://grad.ubc.ca/scholarships-awards-funding).

#### 6.2.1 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. In the Faculty of Pharmaceutical Sciences, the GSI is part of the minimum stipend package for eligible graduate students. All eligible graduate students will receive support through the GSI automatically and do not need to apply.

1. For the purposes of this GSI Policy, "eligible" students are defined as:



- a. All students, excluding those receiving a tuition award through the Four Year Fellowship program or other scholarship program, or receiving scholarships (and tuition award/waiver) of value equal to or greater than the Faculty's minimum annual stipend for a graduate student.
  - b. All students in the first 2 years of their MSc program or the first 4 years of their PhD program.
2. Each year's allocation of funds will be fully distributed.
  3. The annual allocation will be divided evenly among all eligible students.

## 6.3 Graduate Teaching Assistantships

### 6.3.1 Graduate Teaching Assistantship (GTA) Assignments & Duties

Graduate Teaching Assistantships are funded by the Faculty and assigned by the Office of the Associate Dean, Graduate and Postdoctoral Studies. These 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: [cupe2278.ca](http://cupe2278.ca).

### 6.3.2 Assignment of GTAs

The Office of the Associate Dean, Graduate and Postdoctoral 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. MSc students and PhD 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. MSc students and PhD 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.
4. Applicants from other Faculties.

### 6.3.3 GTA Roles and Responsibilities

All Faculty GTAs will have two primary duties:

1. Course or Service Unit Assistant
2. Invigilation Team Member

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 and will be the primary marker for the course(s) and a point of contact for the marking team for the course.

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.

#### **6.3.4 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, Graduate and Postdoctoral Studies.

Guidelines for Using Invigilation Teams:

1. It is the responsibility of the Faculty course coordinator to determine if an invigilation team is needed.
2. If an invigilation team is needed, the Faculty course coordinator or, if requested, the GTA Course Assistant, will contact the Office of the Associate Dean, Graduate and Postdoctoral Studies at least 2 weeks in advance of the exam to request an invigilation team.
3. It is the responsibility of the Office of the Associate Dean, Graduate and Postdoctoral Studies to recruit the invigilation team and to provide names and contact information for the team members to the Faculty course coordinator.

#### **6.3.5 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.

#### **6.3.6 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, Graduate and Postdoctoral Studies will solicit nominations from all Faculty course coordinators.
2. Completed applications must be submitted to the Office of the Associate Dean, Graduate and Postdoctoral 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.

### 6.3.7 Faculty of Pharmaceutical Sciences GTA Appreciation Award

In recognition of the outstanding performance of GTAs in the Faculty's undergraduate program, GTA Appreciation Awards are made to GTAs nominated for this award. The award includes a 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, Graduate and Postdoctoral 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 Office of the Associate Dean, Graduate and Postdoctoral Studies will organize an event to announce and celebrate the GTA Appreciation Awards.

## 6.4 Scholarships and Awards

Students are strongly encouraged to apply for scholarships and awards for which they are eligible. Consult with your supervisor 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 offered by the Tri-Council, e.g., NSERC: [nserc-crsng.gc.ca/Students-Etudiants/PG-CS/index\\_eng.asp](https://nserc-crsng.gc.ca/Students-Etudiants/PG-CS/index_eng.asp) or CIHR [cihr-irsc.gc.ca/e/49440.html](https://cihr-irsc.gc.ca/e/49440.html). Applications for scholarships for the beginning of each academic year must be submitted in the fall of the previous year.

These scholarships are highly competitive and preparing a successful application takes time. Begin working on your application early. The Office of the Associate Dean, Graduate and Postdoctoral Studies is available to help you identify and apply for scholarships.

Additional scholarship information is available through the Faculty of Graduate and Postdoctoral Studies website [grad.ubc.ca/scholarships-awards-funding](https://grad.ubc.ca/scholarships-awards-funding). They also offer several resources for award applicants at [grad.ubc.ca/scholarships-awards-funding/resources-award-applicants](https://grad.ubc.ca/scholarships-awards-funding/resources-award-applicants), including:

- Searchable funding database to find award and scholarship competitions.
- Workshop and presentation materials – register for presentations and webinars as soon as possible.
- Tips, best practices and sample application materials

The Faculty of Pharmaceutical Sciences has several endowed awards (\$500 - \$5,000 value) for which you can apply. The awards are made available through generous donations of Faculty, alumni and industry sponsors. The Office of the Associate Dean, Graduate and Postdoctoral Studies will send out a call for applications in September.

### 6.4.1 Scholarships Timeline

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Early September	Applications available for: <ul style="list-style-type: none"><li>• CIHR Doctoral Research Award <a href="http://grad.ubc.ca/awards/cihr-graduate-scholarships">grad.ubc.ca/awards/cihr-graduate-scholarships</a></li><li>• NSERC Postgraduate Doctoral Scholarships <a href="http://grad.ubc.ca/awards/nserc-postgraduate-scholarships">grad.ubc.ca/awards/nserc-postgraduate-scholarships</a></li><li>• UBC Affiliated Fellowships (Doctoral) <a href="http://grad.ubc.ca/awards/affiliated-fellowships-doctoral-program">grad.ubc.ca/awards/affiliated-fellowships-doctoral-program</a></li><li>• Canada Graduate Scholarship – Master’s Award (CIHR, NSERC) <a href="http://grad.ubc.ca/awards/canada-graduate-scholarships-masters-cgs-m-program">grad.ubc.ca/awards/canada-graduate-scholarships-masters-cgs-m-program</a></li></ul>
September	Deadline for Vanier Scholarship <a href="http://grad.ubc.ca/awards/vanier-scholarship">grad.ubc.ca/awards/vanier-scholarship</a>
October	Deadlines for: <ul style="list-style-type: none"><li>• CIHR Doctoral Research Award <a href="http://grad.ubc.ca/awards/cihr-graduate-scholarships">grad.ubc.ca/awards/cihr-graduate-scholarships</a></li><li>• NSERC Postgraduate Doctoral Scholarships <a href="http://grad.ubc.ca/awards/nserc-postgraduate-scholarships">grad.ubc.ca/awards/nserc-postgraduate-scholarships</a></li><li>• UBC Affiliated Fellowships (Doctoral) <a href="http://grad.ubc.ca/awards/affiliated-fellowships-doctoral-program">grad.ubc.ca/awards/affiliated-fellowships-doctoral-program</a></li></ul>
December	Deadlines for: <ul style="list-style-type: none"><li>• Canada Graduate Scholarship – Master’s Award (CIHR, NSERC) <a href="http://grad.ubc.ca/awards/canada-graduate-scholarships-masters-cgs-m-program">grad.ubc.ca/awards/canada-graduate-scholarships-masters-cgs-m-program</a></li><li>• UBC Affiliated Fellowships (Master’s) <a href="http://grad.ubc.ca/awards/affiliated-fellowships-masters-program">grad.ubc.ca/awards/affiliated-fellowships-masters-program</a></li></ul>
March and April	Award announcements for: <ul style="list-style-type: none"><li>• Vanier Scholarship</li><li>• Canada Graduate Scholarship – Master’s Award</li><li>• CIHR Doctoral Research Award</li><li>• NSERC Postgraduate Doctoral Scholarships</li></ul>

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### 6.4.2 Signatures Required for Scholarship Applications

If you are applying for an external award that includes a research allowance (e.g., CIHR Doctoral Award), in addition to salary, as part of the award you will need the Faculty of Pharmaceutical Sciences signature (provided by the Associate Dean, Graduate and Postdoctoral Studies) and the university signature (provided by the Office of Research Services (ORS)).

- Download and complete a Research Project Information Form (RPIF) [research.ubc.ca/support-resources/forms-tools-resources/research-project-information-form](http://research.ubc.ca/support-resources/forms-tools-resources/research-project-information-form). Your supervisor can help you with this process.
- Ask your supervisor to provide the Principal Investigator signature on the RPIF.
- Bring the signed RPIF to the Office of the Associate Dean, Graduate and Postdoctoral Studies to get the Faculty signature. Faculty signature deadline: one working day prior to ORS deadline.
- Send a copy of the signed RPIF and your application to ORS for the university signature. ORS signature deadline: five working days prior to the agency’s application deadline.

## 6.5 Tuition and Student Fees

### 6.5.1 Tuition Fees

All full-time MSc and PhD students in the Faculty of Pharmaceutical Sciences are assessed fees according to Schedule A. Please visit the Faculty of Graduate and Postdoctoral Studies website for more information regarding tuition fees for masters program and doctoral programs [grad.ubc.ca/prospective-students/tuition-fees-cost-living/graduate-tuition-fees](http://grad.ubc.ca/prospective-students/tuition-fees-cost-living/graduate-tuition-fees).

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

Refunds: Tuition fees are refunded to graduate students who withdraw from the program according to the refund of instalment-based tuition fees schedule at [calendar.ubc.ca/Vancouver/index.cfm?tree=14,266,774,0](http://calendar.ubc.ca/Vancouver/index.cfm?tree=14,266,774,0).

For questions about tuition fees, government student loans, bursaries or financial planning for your education, please contact an Enrolment Services Professional at [students.ubc.ca/about-student-services/enrolment-services-advisors](http://students.ubc.ca/about-student-services/enrolment-services-advisors).

### Cost of Living Expenses

The Faculty of Graduate and Postdoctoral Studies has an online cost of living calculator that may help with estimating the costs of living and studying in Vancouver [grad.ubc.ca/prospective-students/tuition-fees-cost-living/cost-living](http://grad.ubc.ca/prospective-students/tuition-fees-cost-living/cost-living).

### 6.5.2 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
- Winter Term 1 (Sep-Dec)      August 15
- Winter Term 2 (Jan-Apr)      December 1

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: [ires.ubc.ca/2018/03/09/tuition-fee-payroll-deduction-fee-deferral-applications-for-graduate-students](http://ires.ubc.ca/2018/03/09/tuition-fee-payroll-deduction-fee-deferral-applications-for-graduate-students)
- Tuition Fee Payment Form: [students.ubc.ca/files/TuitionFeePaymentForm\\_2013.pdf](http://students.ubc.ca/files/TuitionFeePaymentForm_2013.pdf)
- Payroll Direct Deposit and related forms: [finance.ubc.ca/forms](http://finance.ubc.ca/forms)

### 6.5.3 Student Fees

Graduate students are required to pay student fees regardless of program (MSc or PhD), credit load or their place of residence. These include annual fees authorized by student referendum, the UBC Board of Governors, the AMS, and other student societies and organizations. Fees are calculated according to full-time or part-time status, session, and study level. Some fees are paid in installments, some are assessed in Winter Session Term 1 or, for new students, in their first registered term, along with tuition fees.

For more information on student fees and a link to current student fees, visit [grad.ubc.ca/prospective-students/tuition-fees-cost-living/graduate-student-fees](http://grad.ubc.ca/prospective-students/tuition-fees-cost-living/graduate-student-fees).

## 6.6 Travel

### 6.6.1 UBC Student Safety Abroad Policy

International travel for the purpose of study, research, work, volunteer and service learning may be part of the UBC experience. Such activities can expose students to certain health and safety risks. Before traveling, familiarize yourself with UBC Policy 69, Student Safety Abroad [universitycounsel.ubc.ca/files/2010/08/policy69.pdf](http://universitycounsel.ubc.ca/files/2010/08/policy69.pdf).

Visit the Student Safety Abroad website for more information on registering your travel, how to prepare for international travel and current travel advisories [safetyabroad.ubc.ca](http://safetyabroad.ubc.ca).

### 6.6.2 Reimbursement for Travel

It is anticipated that all graduate students will attend at least one conference during the course of their program (PhD candidates will probably attend one per year). Before you leave, familiarize yourself with UBC Policy #83: Travel and Related Expenses: [universitycounsel.ubc.ca/files/2013/04/policy83.pdf](http://universitycounsel.ubc.ca/files/2013/04/policy83.pdf). Procedures for claiming travel expenses are outlined in this policy and you will want to know how this is done before you travel. Use a Financial Services Travel Requisition Form to submit claims for reimbursement of travel expenses (available from Mr. Michael Guimond, Finance Manager).

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

#### Helpful Hints

1. Approval from your supervisor for both purpose and funding amount is always required in advance of booking.
2. 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). If assistance is required to facilitate travel bookings or provide reimbursements, the Faculty Finance team is happy to help. They can also advise on allowable expenses.
3. 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.
4. When booking flights and hotels online make sure the quote is in Canadian dollars.
5. Hotels may have airport shuttles that usually are cheaper for a single person as compared to taking a taxi.
6. Every graduate student is eligible for a travel award through the Faculty of Graduate and Postdoctoral Studies.
7. Conferences may offer travel/registration awards for graduate students.
8. Check [www.mediagroup.ubc.ca](http://www.mediagroup.ubc.ca) for help designing posters. Posters printed at Media Group take at least 48 hours to be printed.
9. Bring photocopies of your poster to hand out during your presentation.
10. Bring an electronic copy of your poster in case you lose it you may be able to print it out again if time permits.
11. Pay for everything by credit card so you can get full reimbursement (eliminates losses such as currency conversion and tips on meals).
12. Keep all ORIGINAL RECEIPTS and your BOARDING PASS.
13. You may not be required to stay at the conference hotel. You may find a better deal at a hotel close by.

### 6.6.3 Travel Awards

#### Faculty Travel Awards

The Faculty offers internal travel awards for graduate students. The Office of the Associate Dean, Graduate and Postdoctoral Studies will email graduate students to solicit applications for these awards. To be eligible, students must give an oral or poster presentation at a conference in the current year.

#### Faculty of Graduate and Postdoctoral Studies Graduate Student Travel Fund

Graduate students are eligible for the Graduate Student Travel Fund once per degree program. The award provides one-time travel support to a maximum of \$500 per student who presents a paper or poster at an official conference or symposium. Eligibility and application details: [grad.ubc.ca/awards/graduate-student-travel-fund](http://grad.ubc.ca/awards/graduate-student-travel-fund).

#### Killam Fellowship Travel and Research Awards

The UBC Izaak Walton Killam Memorial Fund for Advanced Studies provides Killam Doctoral Scholars and Postdoctoral Research Fellows with a travel allowance to attend and/or present at academic meetings. Eligibility and application details: [grad.ubc.ca/awards/killam-fellowship-travel-research-allowance](http://grad.ubc.ca/awards/killam-fellowship-travel-research-allowance).

## 6.7 Post-Award Administration

If you receive an award or scholarship (internal or external), please provide a copy of the award notification to the Office of the Associate Dean, Graduate and Postdoctoral Studies as soon as possible. For all external awards, there are several procedures you must follow to activate your award payment. Read the sections on Accepting/Activating an Award [grad.ubc.ca/scholarships-awards-funding/information-award-recipients/accepting-activating-award](http://grad.ubc.ca/scholarships-awards-funding/information-award-recipients/accepting-activating-award) and the Award Holder's Guide at [grad.ubc.ca/scholarships-awards-funding/information-award-recipients/award-holders-guide](http://grad.ubc.ca/scholarships-awards-funding/information-award-recipients/award-holders-guide).

Note: Award payments will only be issued if students are registered in courses or thesis credits during the terms of the academic year that they are receiving an award.