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1 Introduction

1.1 Use of This Handbook

This handbook is an important guide to information on getting started at The University of British Columbia and the Faculty of Pharmaceutical Sciences, and will help to inform you about university services and procedures. Please ensure you are using the current version, which is available for download on our website at pharmsci.ubc.ca/current-students/graduate-students.

Our outstanding staff in the Office of the Associate Dean, Graduate and Postdoctoral Studies is available to answer your questions and provide additional guidance where the information in this handbook ends. Our door is always open to you.

Sincerely,

Thomas K. H. Chang, PhD
Professor and Associate Dean, Graduate and Postdoctoral Studies
1.2 Faculty of Pharmaceutical Sciences Graduate Office

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.

1.3 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 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 Rehana Aziz at rehana.aziz@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 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.
- UBC Community Shuttles, with service that covers Point Grey campus locations 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. 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. You can also read about personal emergency preparedness at 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?

2.4 Security and Personal Safety

Visit the UBC Campus Security home page for comprehensive information about security on campus at 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.

Unattended laptop computers, tablets, and smartphones are popular targets for thieves. Visit security.ubc.ca/know-what-do for tips on theft prevention and educate yourself about privacy and information security risks at UBC’s Privacy Matters website 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.

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.
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.

Your UBC Card is also your key to accessing UBC’s library system at 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. 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.

3.3.2 Student Service Centre (SSC)

For applications, awards, exam schedules, fees, grades, registration, transcripts, and more. 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 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.
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 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.

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.

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 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 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 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. More information on Academic Misconduct is in the PHAR MSc Academic Handbook and the PhD Academic Handbook in the sections on 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. 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

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 for more information on GSS activities.

3.10.3 American Association of Pharmaceutical Scientists UBC Student Chapter
Connect to the UBC Student Chapter of the American Association of Pharmaceutical Scientists (AAPS) on LinkedIn at linkedin.com/in/aaps-ubc-pharmsci-b96062174 or twitter.com/aaps_ubc.

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.

3.11 Additional Student Resources on Campus
This is a set of links to other resources on the UBC Vancouver campus that may be helpful to graduate students. It is not an exhaustive list so please contact the Office of the Associate Dean, Graduate & Postdoctoral Studies if you are not finding the resources you need or if you have questions.

Campus Lightbox: campuslightbox.com is a one-stop shop for information about health and wellness resources on campus. It has links to many resources, such as:

- AMS Sexual Assault Support Centre
- UBC Counselling Service
- University Multifaith Chaplains Association
- UBC Student Health Services
- Clubs and other organizations or services related to health and wellness

AMS Food Bank: ams.ubc.ca/student-services/food-bank (contact: Cali Schnarr, Food Bank Coordinator, Email: foodbank@ams.ubc.ca). All students who pay AMS fees can access the service.