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1 Introduction

1.1 Use of This Handbook

This Graduate Student Financial Handbook is an important guide to information on financial policies and procedures, scholarships and other financial concerns. 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 Financial Handbook’s information 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 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 for more information.
2 Financial Information

2.1 Supervisor Commitment

Each year, supervisors and graduate students should discuss the stipend for the student and determine whether the student should apply for a graduate teaching assistant (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 2.2 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.

2.2 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 2019-2020 is $25,000. 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.

2.2.1 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:
2.3 Graduate Teaching Assistantships

2.3.1 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.

2.3.2 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, if necessary.

2.3.3 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.
2.3.4 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.

2.3.5 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.

2.3.6 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.

2.3.7 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.

2.4 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 or CIHR 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. They also offer several resources for award applicants at 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 - $10,000 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.
### 2.4.1 Scholarships Timeline

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<tr>
<th>Early September</th>
<th>Applications available for:</th>
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<tr>
<td></td>
<td>• CIHR Doctoral Research Award <a href="grad.ubc.ca/awards/cihr-graduate-scholarships">grad.ubc.ca/awards/cihr-graduate-scholarships</a></td>
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<tr>
<td></td>
<td>• NSERC Postgraduate Doctoral Scholarships <a href="grad.ubc.ca/awards/nserc-postgraduate-scholarships">grad.ubc.ca/awards/nserc-postgraduate-scholarships</a></td>
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<tr>
<td></td>
<td>• UBC Affiliated Fellowships (Doctoral) <a href="grad.ubc.ca/awards/affiliated-fellowships-doctoral-program">grad.ubc.ca/awards/affiliated-fellowships-doctoral-program</a></td>
</tr>
<tr>
<td></td>
<td>• Canada Graduate Scholarship – Master’s Award (CIHR, NSERC) <a href="grad.ubc.ca/awards/canada-graduate-scholarships-masters-cgs-m-program">grad.ubc.ca/awards/canada-graduate-scholarships-masters-cgs-m-program</a></td>
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<tr>
<td>September</td>
<td>Deadline for Vanier Scholarship <a href="grad.ubc.ca/awards/vanier-scholarship">grad.ubc.ca/awards/vanier-scholarship</a></td>
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<tr>
<td>October</td>
<td>Deadlines for:</td>
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<td></td>
<td>• CIHR Doctoral Research Award <a href="grad.ubc.ca/awards/cihr-graduate-scholarships">grad.ubc.ca/awards/cihr-graduate-scholarships</a></td>
</tr>
<tr>
<td></td>
<td>• NSERC Postgraduate Doctoral Scholarships <a href="grad.ubc.ca/awards/nserc-postgraduate-scholarships">grad.ubc.ca/awards/nserc-postgraduate-scholarships</a></td>
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<tr>
<td></td>
<td>• UBC Affiliated Fellowships (Doctoral) <a href="grad.ubc.ca/awards/affiliated-fellowships-doctoral-program">grad.ubc.ca/awards/affiliated-fellowships-doctoral-program</a></td>
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<tr>
<td>December</td>
<td>Deadlines for:</td>
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<td>• Canada Graduate Scholarship – Master’s Award (CIHR, NSERC) <a href="grad.ubc.ca/awards/canada-graduate-scholarships-masters-cgs-m-program">grad.ubc.ca/awards/canada-graduate-scholarships-masters-cgs-m-program</a></td>
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<tr>
<td></td>
<td>• UBC Affiliated Fellowships (Master’s) <a href="grad.ubc.ca/awards/affiliated-fellowships-masters-program">grad.ubc.ca/awards/affiliated-fellowships-masters-program</a></td>
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<td>March and April</td>
<td>Award announcements for:</td>
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<td></td>
<td>• Vanier Scholarship</td>
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<td>• Canada Graduate Scholarship – Master’s Award</td>
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<td>• CIHR Doctoral Research Award</td>
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<td></td>
<td>• NSERC Postgraduate Doctoral Scholarships</td>
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### 2.4.2 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](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.
2.5 Tuition and Student Fees

2.5.1 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.

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. 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.

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.

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.

2.5.2 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 (under “Other payment options”): students.ubc.ca/enrolment/finances/paying-tuition
- Tuition Fee Payment Form: students.ubc.ca/files/TuitionFeePaymentForm_2013.pdf
- Payroll Direct Deposit and related forms: finance.ubc.ca/forms

2.5.3 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.

2.6 Travel

2.6.1 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/2018/09/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.

2.6.2 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/2018/09/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 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.
2.6.3 Travel Awards

UBC 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.

UBC Faculty of Pharmaceutical Sciences 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 and have received or will receive a travel award from the UBC Faculty of Graduate and Postdoctoral Studies Graduate Student Travel Fund (see above).

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.

2.7 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 and the Award Holder’s Guide at 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.