



# Graduate Student Handbook – 2023/24

## Oceans and Fisheries (OCF) Graduate Program

Institute for the Oceans and Fisheries (IOF)  
University of British Columbia  
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<http://oceans.ubc.ca>

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## **Welcome to the Institute for the Oceans and Fisheries (IOF) and the Oceans and Fisheries graduate program (OCF)**

This Handbook provides information on the policies for the IOF that affect graduate students. All graduate students and all supervisors are urged to become familiar with these policies. Questions about these policies can be directed to the OCF Graduate Program Officer (GPO), a Graduate Advisor, or the Graduate Program Committee.

For other information about the Institute, please see IOF's web site at <https://oceans.ubc.ca>

[Type here]

## Getting Started

### Indigenous Relations and UBC

The Indigenous peoples of Canada (considered “Aboriginal” by legal definitions), includes First Nations (status and non-status “Indians”, also a legal term but is considered offensive to many Indigenous people), Métis (a unique culture that developed among descendants of the First Nations and early European fur traders), and Inuit (from northern Arctic communities). Out of the ~600 distinct First Nations groups in Canada, around 200 nations exist within BC and have lived in this area for 10,000 years before European contact and colonization. Government policies that formed and continue to shape Canada have amounted to the genocide of Indigenous peoples (2019 National Inquiry: <https://www.mmiwg-ffada.ca/>). Many of these policies, such as forced sterilizations and residential schools, have officially ended (in 1973 and 1996, respectively), although their intergenerational effects are ongoing. The 2019 report also highlighted policies remaining in place today, including lack of police protection and the over-apprehension of children, that contribute to the ongoing oppression of Indigenous peoples in Canada. Reconciliation is the collective effort to engage with this reality, understand the continuing impacts of colonialism, and work collaboratively for a better future.

The City of Vancouver is within the overlapping traditional territories of the xʷməθkʷəy̓əm (Musqueam), sk̓wxwú7mesh (Squamish) and sel̓ílwitulh (Tsleil-Waututh) Nations, while UBC is situated on the land of the xʷməθkʷəy̓əm. Land acknowledgments are the most common way members of the University can begin to participate in reconciliation with the xʷməθkʷəy̓əm people. At UBC, a land acknowledgment is usually given before public events, presentations, and ceremonies, and sounds like this:

*We would like to acknowledge that we are gathered today on the traditional, ancestral, and unceded territory of the Musqueam people.*

Land or territorial acknowledgments are important because they publicly give recognition that the University is on land that was taken from the xʷməθkʷəy̓əm people without a legal treaty (“unceded”), and this land still retains traditional and ancestral value to the xʷməθkʷəy̓əm. Recognizing and acknowledging the injustice inherent in UBC’s occupation of xʷməθkʷəy̓əm land is a necessary first step towards reconciliation. For students who may not be familiar with Indigenous peoples in BC and Canada, land acknowledgements can be a first introduction to this history. Still, they can be seen as an empty gesture if not followed by meaningful action. Therefore, it is vital to critically engage with actions and events on campus, and what can be done to actively support the xʷməθkʷəy̓əm and other Indigenous communities beyond land acknowledgments at UBC.

## For more information about reconciliation efforts at UBC, the x<sup>w</sup>məθk<sup>w</sup>əyəm people, and to learn how to support Indigenous communities and students at UBC and beyond

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- x<sup>w</sup>məθk<sup>w</sup>əyəm and UBC webpage: <http://aboriginal.ubc.ca/community-youth/musqueam-and-ubc/>
- Booklet of principles for collaboration with the x<sup>w</sup>məθk<sup>w</sup>əyəm community: <https://bit.ly/2SqRKKj>
- More information about land acknowledgments at UBC: <https://students.ubc.ca/ubclife/welcome-musqueam-territory>  
<https://blogs.ubc.ca/campusenvironments/land-acknowledgments/>
- UBC's Indigenous Portal offers a broad introduction to Indigenous relations on the Vancouver campus, current events and news: <http://indigenous.ubc.ca>
- Wherever you're from within Canada or the U.S., Indigenous peoples have lived there for thousands of years. Find out who those peoples are and take the time to learn more about the communities who call this land home: <https://native-land.ca/>
- The UBC-Aboriginal Timeline documents UBC's key historical moments with Indigenous peoples, while locating these moments in broader contexts at institutional, provincial, and national levels (i.e., UBC, BC, and Canada): <https://timeandplace.ubc.ca/timeline/>
- Learn why the terminology we use when referring to Indigenous peoples is important, and which terms are the most respectful, in the *UBC Indigenous Peoples: Language Guidelines*. This booklet also contains a guide for giving land acknowledgments: [http://assets.brand.ubc.ca/downloads/ubc\\_indigenous\\_peoples\\_language\\_guide.pdf](http://assets.brand.ubc.ca/downloads/ubc_indigenous_peoples_language_guide.pdf)
- The Indigenous Foundations website is a great information resource on key topics relating to the histories, politics, and cultures of the Indigenous peoples of Canada: <https://indigenousfoundations.arts.ubc.ca>
- First Peoples Writing is a blog that showcases written and creative works by students in UBC's First Nations Study Program: <http://blogs.ubc.ca/isuiblog/>
- Find and learn about Indigenous public art on campus: <http://aboriginal.ubc.ca/map-indigenous-public-art/>
- The Social Justice Institute's booklet, *resisting the university: an alternative orientation handbook*, addresses decolonization efforts at UBC and is available for download here: <http://thetalon.ca/wp-content/uploads/2018/09/resisting-the-university-an-alternative-orientation-booklet-2.pdf>
- Commission of Canada's Calls to Action: [https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/calls\\_to\\_action\\_english2.pdf](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/calls_to_action_english2.pdf)

## Resources specific to Indigenous students

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- IOF is proud to announce that the Centre for Indigenous Fisheries has been established. More information about this research unit can be found by contacting the Centre's Administrative Coordinator, Peggy Homan at [p.homan@oceans.ubc.ca](mailto:p.homan@oceans.ubc.ca)
- UBC's hub for Indigenous students lists scholarship and funding opportunities, programs and services specific to First Nations, Métis, and Inuit students, Indigenous-specific spaces on campus, information on preparing for life at UBC, and links to Indigenous student associations: <https://you.ubc.ca/aboriginal-students-ubc/>
- The Talking Stick weekly newsletter for Indigenous student updates, like free Tuesday lunches at the Longhouse and other events (e-mail [fnhl.community@ubc.ca](mailto:fnhl.community@ubc.ca) to sign up).
- The "Supporting Aboriginal Graduate Enhancement" (SAGE) mailing list for Indigenous graduate students in all departments. It shares opportunities and events such as writing groups, job postings, conferences, and relevant lectures (e-mail [grad.sage@ubc.ca](mailto:grad.sage@ubc.ca)).
- UBC.caISES (Canadian Indigenous Science and Engineering Society, a subchapter of the American Indian Science and Engineering Society - AISES) is an Indigenous science student club with networking and volunteer opportunities (email [ubc.caises@gmail.com](mailto:ubc.caises@gmail.com)).
- Orientation for Indigenous Students: <https://orientations.students.ubc.ca/indigenous>

## Who is who at IOF

### IOF Director:

Prof. William Cheung

Office: AERL 242 or 234

Tel: (604) 827-3756 or e-mail: [w.cheung@oceans.ubc.ca](mailto:w.cheung@oceans.ubc.ca)

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## Graduate Program Team

### Graduate Program Officer (GPO)

Eden Raines

Office: AERL 231

Tel: (604) 822 2731 or e-mail: [e.raines@oceans.ubc.ca](mailto:e.raines@oceans.ubc.ca) or [graduate.program@oceans.ubc.ca](mailto:graduate.program@oceans.ubc.ca).

Eden is the resource person for all inquiries about graduate school, the admission of graduate students and the day-to-day administration of the MSc and PhD graduate student programs. She can also provide interpretation of policies and procedures. As the GPO she is responsible for all graduate records and student appointments in the IOF. Eden is your first point of contact and information as well as the liaison between graduate students, department faculty and staff in the G+PS. She also handles onboarding tasks (such as issuing keys, setting up copier codes, creating @oceans email accounts, and more).

### IOF Manager, HR & Operations

Neil Maclean

Office: AERL 232

Tel: (604) 822 4329 or e-mail: [n.maclean@oceans.ubc.ca](mailto:n.maclean@oceans.ubc.ca)

Neil is responsible for Human Resources, Academic Support, IT, policies and procedures for the unit, and also oversees the implementation of the Institute's strategic plan, including IOF's Equity, Diversity and Wellness Initiative.

### IOF Manager, Finance & Facilities

Scott Finestone

Office: AERL 231

Tel: (604) 827 5999 or e-mail: [s.finestone@oceans.ubc.ca](mailto:s.finestone@oceans.ubc.ca)

Scott is responsible for the IOF budget and finances, as well as the Institute's facilities and IOF's Health and Safety initiative. Also included in his portfolio are office and desk space allocations.

### IOF Communications Manager

Katherine Came

Office: AERL 233

Tel: (604) 827 4325 or e-mail: [k.came@oceans.ubc.ca](mailto:k.came@oceans.ubc.ca) or [iofcommunications@oceans.ubc.ca](mailto:iofcommunications@oceans.ubc.ca)

Katherine is responsible for IOF website(s), social media, internal communications, and event coordination. She is the person to see if you need media relations support, including media training, and media release coordination. She is the liaison with UBC Science Communications, as well as UBC Media Relations, and also works with UBC's Brand and Marketing team.



### **Finance Specialist**

Rebecca Smith

Office: AERL 232

Tel: (604) 822 3843 or email: [finance@oceans.ubc.ca](mailto:finance@oceans.ubc.ca)

The Finance Specialist deals with purchasing of goods and services for IOF faculty, staff and students, as well as reimbursement for travel or other expenses approved by your supervisor.

### **Graduate Committee team**

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The Graduate Program Officer (GPO) is always your first point of contact, followed by the Graduate Advisors.

For problems of a more personal character, students are encouraged to contact their Supervisor, the IOF Student Liaison Officer, a Graduate Advisor, the IOF Director, or one of UBC's student support services (including Student Services (<https://students.ubc.ca/>), the Office of the Ombudsperson for Students (<https://ombudsoffice.ubc.ca/>), or the Graduate Student Society Advocacy (<https://www.grad.ubc.ca/campus-community/student-support-services>)).

See <https://www.grad.ubc.ca/campus-community/student-support-services> for more Comprehensive list of services available to graduate students.

### **IOF Graduate Program Committee members**

- Villy Christensen (Chair)
- Murdoch McAllister
- Brian Hunt
- Marie Auger-Méthé

The Graduate Program Committee administers several aspects of the Oceans and Fisheries Graduate Program including admissions and awards.

### **Graduate Advisors**

Marie Auger-Méthé

Tel: (604) 822 1658 or e-mail:

[m.auger-methe@oceans.ubc.ca](mailto:m.auger-methe@oceans.ubc.ca)

Murdoch McAllister

Tel: (604) 822 3693 or e-mail:

[m.mcallister@oceans.ubc.ca](mailto:m.mcallister@oceans.ubc.ca)

### **Graduate Student Liaison**

Colette Wabnitz

[c.wabnitz@oceans.ubc.ca](mailto:c.wabnitz@oceans.ubc.ca)

## Other important contacts

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### **IOF Student Society**

Current presidents of the IOF SS are Julia Fast and Melanie Warren. They can be reached at e-mail at: [j.fast@oceans.ubc.ca](mailto:j.fast@oceans.ubc.ca) or [m.warren@oceans.ubc.ca](mailto:m.warren@oceans.ubc.ca).

As the IOF is an interdisciplinary department, the Society facilitates regular events with a goal of creating a stronger sense of community amongst students across labs and departments. All students are welcome to participate in the Society's monthly meetings, which include updates from executive members and planning of upcoming events. The meetings are usually held from 12-1pm on the first Monday of every month, either online or in the Hakai Node (Rm. 216, AERL Building). Students are also invited to join the IOF Student Society Facebook group.

The Society hosts regular events including:

- Whistler Ski trip: Students escape to the slopes for a weekend of outdoor fun
- Fish n' Chips: A bi-weekly/monthly informal seminar where IOF students are invited to give presentations on their current and past work
- Deep Sea Data Squad (DSDS): This group meets every Wednesday from 10-12pm for a co-working session in R with the idea of helping each other better understand R programming and create a supportive coding community
- Semi-regular events: BBQ, beach clean-ups, movie nights, fundraisers

The Society help support travel to conference through awards, including 4 yearly \$500 travel awards and variable Pacific Ecology and Evolution Conference (PEEC) funding.

More information about the IOF SS can be found at <https://oceans.ubc.ca/graduate-program/iof-students-society/>

### **Graduate Student Society (GSS)**

The GSS is an organization of graduate students at UBC, dedicated to serving the academic, social and cultural interests of it's over 10,000 members (<http://gss.ubc.ca>). GSS, together with G+PS, coordinate orientation sessions for new students during late August/early September:

<http://orientation.grad.ubc.ca>

### **Alma Mater Society (AMS)**

The AMS is the student society of UBC Vancouver and represents more than 66,000 undergraduate and graduate students at UBC's Vancouver campus and the affiliated colleges. The AMS also operates student services, student owned businesses, faculty constituencies, resource groups and student clubs. In addition to offering services to students, the AMS is an advocate of student issues and ensures the needs of students are presented to the University Administration and the Provincial and Federal governments.

<http://ams.ubc.ca>

### **UBC Faculty of Graduate and Postdoctoral Studies (G+PS)**

Coordinates and maintains the quality of all Master's and Doctoral programs at the University. Administers awards and scholarships, as well as policies, procedures, and guidelines for graduate students across the campus. G+PS also provides travel grants for graduate students presenting at conferences. The travel grant is valued at up to \$500 and can be awarded once per degree program (<https://www.grad.ubc.ca/awards/graduate-student-travel-fund>).

**For policy questions, check with the GPO before heading to G+PS.**

<http://grad.ubc.ca>

### **UBC Student Services**

- Enrolment Services (Registrar's Office): <http://students.ubc.ca>
- Student Health Services: <https://students.ubc.ca/health>
- Disability Resource Centre: <https://students.ubc.ca/campus-life/diversity-campus/disability>
- UBC Counselling Services: <http://students.ubc.ca/livewelllearnwell/counselling-services>

### **UBC Equity office**

- Equity Office: <http://equity.ubc.ca>

### **UBC Science**

- UBC Science Graduate studies: <https://science.ubc.ca/grad>

## Expectations and Resources for Creating a Respectful Climate

All students at UBC are expected to adhere by the UBC Student Code of Conduct (CoC) and can be held responsible for violating the terms of the CoC, even when not on campus and/or when interacting with people who are not associated with the University. Please familiarize yourself with the CoC here:

<https://students.ubc.ca/campus-life/student-code-conduct>

Faculty and staff both also have CoC's that they are expected to follow:

<https://bog.ubc.ca/accountability-at-ubc/expectations-for-faculty-staff/>

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## Equity, Diversity, and Inclusion at IOF

IOF has an Institute-wide Respect, Equity, Diversity and Inclusion (REDI) Committee. As well, the IOFSS has its own student-led committee – Justice Equity Diversity Inclusion (JEDI) Committee. Both of these committees are working to improve the climate of the department and to provide support to anyone who needs it. Contact information for members of these committees and faculty representatives who have agreed to provide support for students is on the next page.

These representatives will not take action on anyone's behalf. They cannot file complaints or host meetings, for example. Instead, the mandate of the REDI Committee is to provide guidance by sharing the options that are available on campus, attending meetings with you so that you are not alone (if you wish), accompanying you to appointments with university officials, or just lending a sympathetic ear if you need someone to talk to. Conversations with the REDI Committee or Faculty Liaisons are confidential unless you share that you have a desire to hurt yourself or someone else (in which case they are obligated to report it).

The REDI Committee has been working to create resources that provide information about REDI policies, initiatives, and support within IOF and across UBC. Here are two documents that the Committee created (with assistance from the Equity and Inclusion Office):

- The [Expectations and Resources for Creating a Respectful Climate](#): This describes university policies surrounding EDI, guidelines and resources for what students can do if they have a problem and/or need support, and what we, the IOF Student Society REDI committee, can do to help, along with our contact info. Importantly, the university has Codes of Conduct (for students, staff, and faculty) that we are all expected to adhere to, whether on or off campus and even when interacting with people who are not associated with the University. We encourage everyone to become familiar with these Codes of Conduct (links are in the document).
- The second document is an [Introduction to Indigenous Relations at UBC](#), and we hope it will be a valuable resource for everyone, but especially those who are new to BC and/or Canada, and those who are unfamiliar with the University's efforts for reconciliation (including territorial acknowledgments) and why they are so important and necessary. It includes a list of resources for Indigenous students at UBC, as well as resources for non-Indigenous students who would like to learn more and provide support.

**Further reading regarding CoC's and policies at UBC:**

- The UBC Student's Guide to Discrimination and Harassment  
[https://equity3.sites.olt.ubc.ca/files/2016/08/equity\\_student\\_guide\\_d\\_and\\_h.pdf](https://equity3.sites.olt.ubc.ca/files/2016/08/equity_student_guide_d_and_h.pdf)
- UBC's Discrimination and Harassment Policy  
[http://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Discrimination-Policy\\_SC7.pdf](http://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Discrimination-Policy_SC7.pdf) UBC's Statement on Respectful Environment  
<http://www.hr.ubc.ca/respectful-environment/>
- UBC's Policy for Responding to At-Risk Behaviour  
[https://universitycounsel2.sites.olt.ubc.ca/files/2019/08/At-Risk-Behaviour-Policy\\_SC13.pdf](https://universitycounsel2.sites.olt.ubc.ca/files/2019/08/At-Risk-Behaviour-Policy_SC13.pdf)
- Respectful Dialogue and Debate: Principles and Practices  
<https://equity3.sites.olt.ubc.ca/files/2010/06/Respectful-Dialogue-and-Debate-Principles-and-Practices-1.pdf>

**What should you do if you experience behaviour violating these CoC's?**

The most important thing to know is that if you have experienced behaviour that violates the CoC's, **you** are in the driver's seat; you decide how things proceed. You have a number of options, both formal and informal.

*Informal pathways*

Informal pathways are those that are done outside of making a formal complaint through the University. For example, you could request a meeting with the person who violated the CoC to talk about what you experienced. The EDI committee can help you find someone to mediate such a meeting and could attend to provide support if requested. If you would prefer to speak with someone outside of IOF, the Office of the Ombudsperson can provide informal assistance: <https://ombudsoffice.ubc.ca/how-we-can-help/>

*Formal pathways*

You always have the option to place a complaint by following the University's formal pathways, with or without contacting the REDI committee. Formal pathways depend somewhat on the type of behaviour and which policy it violates. You can make a complaint by reaching out to the following at UBC:

- Access and Diversity <https://students.ubc.ca/about-student-services/centre-for-accessibility>
- Equity and Inclusion Office <https://equity.ubc.ca/>
- Office of the University Counsel <https://universitycounsel.ubc.ca/coi/>

*Other resources*

There are a number of other organizations on campus who offer various forms of support, including:

- Counseling services <https://students.ubc.ca/health/counselling-services#make-an-appointment>
- GSS advocacy services <http://gss.ubc.ca/advocacy/>
- Law Students Legal Advice Clinic <https://www.lslap.bc.ca/>
- Positive Space Campaign <https://equity.ubc.ca/resources/positive-space/>
- Pride Collective <https://www.prideubc.com/>
- UBC Peer Support: <https://www.ams.ubc.ca/student-services/peer-support/>
- Wellness Centre <https://students.ubc.ca/health/wellness-centre>

## Contact information for faculty EDI liaisons

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### Contact information for graduate student EDI representatives

vacant, Co-Chair, JEDI	Haley Oleynik, Co-Chair, JEDI <a href="mailto:h.oleynik@oceans.ubc.ca">h.oleynik@oceans.ubc.ca</a>	Faculty Representative: Colette Wabnitz <a href="mailto:c.wabnitz@oceans.ubc.ca">c.wabnitz@oceans.ubc.ca</a>
Amanda Vincent, REDI <a href="mailto:a.vincent@oceans.ubc.ca">a.vincent@oceans.ubc.ca</a>	Anna McLaskey, REDI <a href="mailto:a.mclaskey@oceans.ubc.ca">a.mclaskey@oceans.ubc.ca</a>	

# Accommodation for Graduate Students

## Campus Housing

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There are four residences on campus designed to house grad students: Fairview Crescent, Thunderbird, Marine Drive Residence, and Acadia Park. Places are allocated on a first-come, first served basis so apply early (before Feb 1). <https://vancouver.housing.ubc.ca/>

There are three residences run independently of UBC Housing.

- St. John's College: <http://stjohns.ubc.ca/>
- St. Andrew's Hall: <https://www.standrews.edu/>
- Green College: <https://greencollege.ubc.ca/> (If you plan on applying for residency at Green College, please let GPO know and she can request to have your application "fast-tracked").

Additional housing options are available on the UBC Housing website:

<https://vancouver.housing.ubc.ca/other-housing/more-campus-housing/>

## Off Campus Housing

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Vancouver is a world-class city, and as such the demand for accommodations is very competitive and cost of living is high (rated highest in Canada). Before your arrival, please ensure that you have made the adequate financial and accommodation arrangements.

For details on costs and expenses, please visit G+PS' Cost of Living Estimate:

<https://www.grad.ubc.ca/prospective-students/tuition-fees-cost-living/cost-living>

Several resources are available to help find housing:

- The GPO or the student's Supervisor will be able to send out a notice to current IOF students asking if anyone has a room to rent
- The Alma Mater Society (AMS) has the UV Rentsline: <https://www.uvrentsline.com/>
- UBC Housing has a section on off campus housing, which provides information on neighbourhoods, costs, inspection checklists, etc.: <https://vancouver.housing.ubc.ca/other-housing/off-campus-housing/>
- Housing boards and notices around campus: There are notice boards across campus; check ones at the Grad Student Centre, AMS Nest, the UBC bus loop, departmental notice boards, etc.

Local papers: the Vancouver Sun (<https://classifieds.vancouversun.com/vancouver/real-estate-for-rent/search>), and Vancouver is Awesome (<http://classifieds.vancouverisawesome.com/vancouver/real-estate-rentals/search>) have classified ads.

**Note:** Be careful when applying for housing through anonymous online services, (e.g., Craigslist, Kijiji, etc.). There have been attempts to defraud new UBC students. Always get someone to verify the legitimacy of a rental before paying anything.

## Daycare and School for children of graduate students

### UBC Child Care Services

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UBC has a daycare system, after school care, and summer care for school-aged children. Due to the high quality, and the number of UBC Vancouver's community with children, there are long waitlists for this service. Waitlists can be up to 2 ½ years! Contact them as soon as you can.

UBC Child Care Services (<https://childcare.ubc.ca/>) operates licensed group care for children, from infancy through elementary school age, to families of the UBC Vancouver community. These services are an ancillary operation within the department of Student Housing and Hospitality Services.

UBC CCS employs skilled, educated and certified Early Childhood Educators. It currently exceeds provincial licensing regulations regarding staff training requirements, and values and supports on-going professional development and education for its staff. It is a unionized worksite; the early childhood educators are members of the BCGEU.

Most UBC CCS centres, including the out-of-school child care programs, are located near the family housing residences and a small forest that provides many opportunities. In addition, two full day centres, and three future programs, including a drop-in program are located in the midst of the campus core.

### Osprey Occasional Care

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UBC also has an occasional daycare, Osprey, located in the AMS Nest, which tends to have space available: <http://www.childcare.ubc.ca/osprey/>

### Off campus child care

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While, the City of Vancouver does not manage childcare facilities or maintain waiting lists for childcare spaces, they do provide a page that provides information about getting childcare in Vancouver. All facilities, including those owned by the City, are managed by independent operators or community associations. Enrolment policies and waiting lists are established and maintained by the operator of each facility. Please contact a childcare operator directly in order to secure a childcare space or to be placed on a waiting list.

<https://vancouver.ca/people-programs/getting-childcare.aspx>

### Vancouver School Board

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The Vancouver School Board web page provides enrollment details and deadlines: <http://vsb.bc.ca>



## Getting set up

### Brand new to UBC

Brand new to the University of British Columbia? Here are a few steps that you must take to make sure you have an identity within UBC systems.

#### Campus-Wide Login (CWL)

The Campus-Wide Login (CWL) system provides access to most of the University's online systems, such as the Student Service Centre, educational software, Virtual Private Networking, UBC Library, and much more.

<https://it.ubc.ca/services/accounts-passwords/campus-wide-login-cwl>

You will be prompted to create a CWL account when accepted as a student.

Most of these resources are only accessible off campus using the Enhanced CWL log-in. This requires an authentication device, which can be a mobile, tablet, landline, or E-CWL dongles. E-CWL OTP Token are available for \$10 at the UBC bookstore. <https://knowit.ok.ubc.ca/pdf-974.html>

#### UBC Card

Your multipurpose UBC card identifies you as a valid UBC student. Mandatory for student verification during exams, it also grants you access to:

- UBC Library services (book loans, study room bookings)
- UBC Bookstore e-Money purchases
- Food Services' dining convenience and discounts
- Meal plans for Housing residents
- Keyless entry to various UBC buildings
- Study rooms, classrooms
- Transcript ordering

You can order a UBC card online at:

<https://ubccard.ubc.ca/uncategorized/apply-for-your-ubccard-online>

*This document will cover many of the steps needed to get settled at UBC, however we also suggest that you participate in Orientation opportunities that the university offers:*

#### UBC G+PS Orientation

The General Graduate Student Orientation will be held in January and August/September before the start of each new semester. Dates will be announced on their website here:

<http://orientation.grad.ubc.ca>

There are a few sessions that day; please ensure that you attend as many of the relevant ones as possible:

- **International Student Welcome:** An interactive session with International Student Advisors to learn about key topics such as study permits, work authorization, and health insurance. **All new international students should plan to attend this important session.**
- **Lunch and Campus Resources Fair:** Meet other new grad students while browsing approximately 50 campus resource units and student activity and interest groups.
- **G+PS Welcome:** An afternoon of inspiration, important resources, and getting to know fellow graduate students, the UBC campus and the city of Vancouver. A panel of faculty and graduate students will also present tips and strategies for thriving in grad school, with time for Q&A.

<http://orientation.grad.ubc.ca/events/gradstart-orientation-welcome/>

#### IOF Welcome

IOF has its own Orientation session for students, which takes place the first week of September.

### **Compass Card and U-Pass**

Vancouver's transit system (Translink) has a special U-Pass Compass Card for UBC students which provides an unlimited all-zone transit (bus, Skytrain, Seabus) pass. Fees for this are assessed with student fees. More information is available at <https://www.translink.ca/transit-fares/u-pass-bc> or <https://planning.ubc.ca/transportation/transit/u-pass-compass-card>.

The initial Compass Card is issued at the UBC Card Office in the Bookstore. A valid UBC Card is required to be shown to pick up the Compass Card. The UBC Card Office will have vending machines ready to issue the cards. Once a student has the Compass Card, it must be linked to the U-Pass account so that the card can be used as a monthly transit pass. To take transit in the following month, a U-pass must be requested on or after the 16th of the month at <http://upassbc.translink.ca>. This MUST be done each month that you are registered at UBC.

### **Wireless Internet Access**

UBC hosts several wireless networks to support students, faculty and staff on campus and at partner institutions. <https://it.ubc.ca/services/email-voice-internet/wireless-internet-access>

### **Health Coverage**

Students who have just arrived in B.C. **must** apply for coverage for British Columbia's Medical Services Plan (MSP): <http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp>. There is a waiting period of 3 months from the date of entry to B.C., before applicants become eligible for MSP coverage. MSP is free for Aboriginal students, Canadian citizens and permanent residents (starting January 2020), and there are low monthly premiums for international students. British Columbia's Medical Services Plan covers visits to doctors, hospitals and many medical specialists, but it does not cover prescription drugs, dental visits, vision care, etc. The Extended MSP offers additional benefits over and above the basic MSP. Please read below to see the additional things that AMS/GSS covers over and above the basic MSP.

Students who qualify may be eligible for premium assistance for MSP (via the link above), and for BC Fair Pharmacare coverage:

[http://www.studentcare.ca/rte/en/UniversityofBritishColumbiaAMSGSS\\_Health\\_HealthCoverage\\_PrescriptionDrugs\\_BCFairPharmaCare](http://www.studentcare.ca/rte/en/UniversityofBritishColumbiaAMSGSS_Health_HealthCoverage_PrescriptionDrugs_BCFairPharmaCare)

New International students are automatically enrolled in a mandatory medical coverage (iMed) for the first 3 months in the program – the fee is assessed as part of the student fees. iMed only covers emergency medical costs during the 3-month waiting period.

### **AMS/GSS Extended Medical Plan**

Graduate students are automatically enrolled in the AMS/GSS Extended Medical Plan and fees are assessed with student fees. If a student has other coverage he or she can opt out, but this must be done by the deadline. Students who are low-income can also apply for waivers to have the cost of this plan covered by the AMS/GSS. Extended Health covers prescription drugs, dental visits, vision care, health practitioners, travel health coverage, and more. The cost for this service is assessed with

student fees. Several physicians and vendors provide discounted rates for UBC students through the STUDENTCARE Network:

([http://studentcare.ca/RTEContent/Document/EN/Network\\_Listings/BC\\_1\\_Studentcare.pdf](http://studentcare.ca/RTEContent/Document/EN/Network_Listings/BC_1_Studentcare.pdf)).

Graduate students have the option to add dependents to their Extended Health coverage at additional cost. This must be done during the open enrollment period (September 1 – 30 each year). For more information, visit: <http://gss.ubc.ca/main/services/health-dental>

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## Getting set up at IOF

### Access (keys and keycards)

Keys are either electronic (linked to your UBC student card) or standard keys. Keys and keycard access for the AERL building will be ready during the first week of classes. If additional access is required (e.g., labs), students are advised to check with their supervisor who will coordinate with the GPO. The GPO activates UBC cards to grant access to the AERL building and also orders the appropriate keys. Keys will need to be picked up in person at the UBC Key Desk.

Note that there is a \$20 deposit required for a standard key and a picture ID must be shown when collecting these. The deposit will be refunded when the key is returned to Parking and Access Control Services.

### Mail

Mailboxes are located at the east end of the common office space on the 2<sup>nd</sup> floor and at the west end of the 3<sup>rd</sup> floor. We strongly recommend that these are used for UBC and research purposes only: no personal mail.

### Computer accounts, email, and audio-visual equipment

Before your program begins, the GPO will set up an email account for you. The standard email address format will be: [firstinitial.surname@oceans.ubc.ca](mailto:firstinitial.surname@oceans.ubc.ca). All IOF students will be added to the student e-mailing list: [students@oceans.ubc.ca](mailto:students@oceans.ubc.ca).

For issues with internet connectivity, email or Workday, contact the UBC Integrated Service Centre at <https://isc.ubc.ca/>

Please check with your supervisor regarding computers, laptops and software. Each unit has different policies on providing computers for their grad students.

The main meeting rooms in AERL are all AV equipped and you can connect with VGA, HDMI or wirelessly with a laptop or mobile device. If you book a room somewhere that is not AV equipped, the IOF has a bookable laptop computer and projector. We also have a bookable OWL, which allows you to have a Zoom meeting with multiple participants. Equipment can be booked through the FASmail system. For details, please contact Neil Maclean at [N.Maclean@oceans.ubc.ca](mailto:N.Maclean@oceans.ubc.ca).

### **Room and Equipment bookings**

Book your room and any equipment required ahead for important events (Committee meetings, Comprehensives, etc.). The main meeting rooms in AERL can be booked through the FASmail system. For details, please contact Neil Maclean at [N.Maclean@oceans.ubc.ca](mailto:N.Maclean@oceans.ubc.ca). To book the Hakai Node, please contact Katherine Came at [k.came@oceans.ubc.ca](mailto:k.came@oceans.ubc.ca) or submit a request using the form in the left hand column on the IOF's Events page: <https://oceans.ubc.ca/news-and-events/events/>

### **Placing orders for lab supplies and equipment**

Students must consult with, and get approval from, their supervisor before ordering supplies and work with IOF Finance staff to place orders.

### **Seminars**

Notices are distributed by email, posted on bulletin boards around AERL, posted on the digital signage in the AERL lobby, and on the IOF website each week advertising upcoming seminars and lectures.

## **Registering for courses**

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### **Student Services Centre (SSC)**

This is where students can register for (add and drop) courses, check fees, pay fees online, accepting awards/scholarships, and keep their address and email information up to date. Please talk to your supervisors for recommendations on which courses to take, and how many to take per term. Course codes for our unit are FISH (Oceans and Fisheries).

<https://ssc.adm.ubc.ca/sscportal/>

- For MSc students please go to: <https://oceans.ubc.ca/graduate-program/current-students/program-requirements/masters-msc/> to see the list of required and suggested elective courses.
- For PhD students please go to: <https://oceans.ubc.ca/graduate-program/current-students/program-requirements/doctor-phd/> to see the list of required courses.

### **Maintaining your status as a full-time graduate student**

To maintain your status of a full-time graduate student you must remain continuously registered until you complete all of your program requirements. You must register every term for one of: FISH 549A (12-credit MSc), FISH 549B (18-credit MSc), or FISH 699 (PhD).

### **SSC Contact information**

The contact information listed in the SSC is the one that the Faculty of Graduate Postdoctoral Studies (G+PS) and Enrolment Services (Registrar's Office) will use. It is essential that students keep it up to date.

**Adding/dropping courses**

Students can add and/or drop courses via the SSC up until the end of the second week of each term.

After that, students must complete an add/drop form (with the required signatures) and submit it to the GPO.

## Information for international students

A good source of information is International Student Development at International House (1783 West Mall) (ISDIH). If there are any questions regarding visas, health care, etc., ISDIH can be contacted for inquiries. Check out ISDIH's International Student Guide located at <http://students.ubc.ca/international>.

UBC has a helpful pre-arrival checklist for International Students: [students.ubc.ca/campus/prepare-to-arrive](http://students.ubc.ca/campus/prepare-to-arrive)

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### Social Insurance Number

Immediately after new graduate students arrive in Vancouver, they should visit a Service Canada Centre to apply for a Social Insurance Number (SIN). UBC students cannot be paid until they have one and they cannot be paid retroactively.

For details see [www.servicecanada.gc.ca/eng/sc/sin/index.shtml](http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml).

<https://www.canada.ca/en/employment-social-development/services/sin/apply.html>

Students are required to forward a copy of their study permit and SIN confirmation receipt to the OCF Graduate Program Officer as soon as they are available – you cannot be appointed/hired without them.

Note that SIN's have expiry dates that correspond to the study permit expiry date. Both must be kept up to date.

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### Study Permit or Visa

A copy of a student's study permit must be provided to the Graduate Program Officer as soon as possible – students cannot receive any form of payment from UBC until a copy of the study permit, and SIN, have been submitted. Study permit extensions take some time to process, so students are urged to plan ahead. For further information please see the Citizen and Immigration Canada website: [www.cic.gc.ca/english/study/study.asp](http://www.cic.gc.ca/english/study/study.asp).

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### Health Insurance

Students must apply for coverage for the Medical Services Plan (MSP) as soon as they arrive in BC – there is a waiting period of up to 3 months from the date of entry to BC, before they become eligible for coverage. Check online for more information at [www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp](http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp).

All international students are enrolled in a mandatory medical coverage (iMed) for the first 3 months in the program – the fee is assessed as part of the student fees. iMed only covers emergency medical costs.

Note: MSP covers visits to doctors, hospitals and many medical specialists. Extended Health covers prescription drugs, dental visits, vision care, health practitioners, travel health coverage and more. <http://gss.ubc.ca/health-dental/>

## Tuition Fees and Student Fees

Graduate students are personally responsible for payment of tuition and student fees. The OCF minimum funding provides students with enough support for tuition fees, but students are personally responsible for paying both their tuition and their assessed student fees (please see Funding section for more details)

### Tuition Fees

Tuition fees are to be paid in three installments annually, and **must be paid by the student**. If your tuition is 'covered' by the OCF program, please keep in mind that this means **YOU** must pay it either by accepting an award in the system, or by paying the fees up front and being reimbursed over the term through TA-ships, GRA appointments or other means of support.

If a student does not pay the fees on time, the student's records will be placed on "financial hold", all registration activities will be blocked, and the student will be charged a penalty fee.

### Student fees

Student fees cover AMS and GSS fees, Medical and Dental Extended Health Plans, Sports and Athletics, U-Pass/Compass Card, etc. You can "opt out" of some of these fees. Information can be found at [www.grad.ubc.ca/prospective-students/tuition-fees-cost-living/graduate-student-fees](http://www.grad.ubc.ca/prospective-students/tuition-fees-cost-living/graduate-student-fees)

All fees for the year are subject to adjustment, and UBC reserves the right at any time to change fees without notice. This includes tuition and student fees.

### IOF Minimum Funding Policy

The Institute for the Oceans and Fisheries (IOF) has a minimum funding policy that guarantees a minimum level of support to all Ocean and Fisheries (OCF) students. The minimum level of support is intended to assist with various aspects of student life including the cost of living and tuition, and may change yearly to account for changes in these costs, see below for the exact amount.

One of the IOF's requirements for admission of a graduate student is proof of this minimum level of support, either through an award held by the prospective student or grant funds held by the faculty member that wishes to recruit the student. Support can be in the form of a combination of teaching assistantships (TA), awards/scholarships, or research assistantships (GRA) paid from the supervisor's research grants.

Current funding details are as follows:

## MSc Students

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**For domestic MSc students, the Oceans and Fisheries (OCF) minimum funding package is currently \$29,008 per year<sup>†</sup> for the each of the first 2 years of their MSc.**

**For international MSc students, the Oceans and Fisheries (OCF) minimum funding package is currently \$33,101 per year<sup>†</sup> for the each of the first 2 years of their MSc.**

The funding package may consist of any combination of internal or external awards, teaching-related work, and graduate research assistantships.

The guarantee of funding for the second year will require that the student has achieved satisfactory progress in their first year of study.

The student's progress will be assessed every year by the Supervisory Committee during the annual Committee meeting. One of the main goals of these meetings is to assess whether the student can complete their degree within two years. It is the responsibility of the student, supervisor, and Committee to develop a project that can be completed within two years.

If a student has not made satisfactory progress, the Committee will check the appropriate box on the annual Committee meeting form and will provide the student with a set of milestones to be achieved during the next six months. Students on probation will continue to receive financial support but they must schedule their next Supervisory Committee meeting within six months. If the student has not achieved the milestones during the probation period, then financial support can be withdrawn and the student may have to withdraw from the graduate program.

All students are expected to apply for the scholarships and awards for which they are eligible. If received, these will automatically count as part of the student's minimum funding package.

To achieve the minimum funding package, a student may be required to TA up to on the average of 1 term per year.

While the IOF has negotiated TAship placements to teach biology and intro-level statistics classes, we cannot guarantee a student a placement in the associated departments, as these depend on qualifications, training session attendance, satisfactory TA evaluation scores, and professional behaviour in previous TAships. Therefore, the supervisor is required to have sufficient funding to cover the student stipend in case no TAship is found for the student. Supervisors are expected to inquire with their student and GPO or other suitable academic units for potential placement options.

Students are responsible for paying both their tuition and their student fees as assessed in the SSC.

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<sup>†</sup> OCF minimum funding package is adjusted annually. See below for details.



## Details

The Oceans and Fisheries (OCF) minimum funding package is comprised of (1) a base amount and (2) tuition support.

The base amount for the 2023-24 academic year is \$23,600. This increases by 2% per year to adjust for cost of living. In 2022 the increase was 6% and in 2023 the increase was 7% to compensate for the drastic inflation increase in those years.

The tuition support for the 2023-24 academic year is \$5,408 for domestic students and \$9,500 for international students. It may come in the form of external support (e.g., from a sponsoring government) or an internal award and, if eligible, an International Tuition Award. For OCF MSc students, this may come through TA or GRA payments on a semi-monthly basis. This tuition support will increase each year to match tuition increases.

Each year, the Graduate Program Officer will review your funding with your supervisor to ensure minimum levels are met. For example, if you get an award, your GRA stipend may go down. If a planned TA doesn't happen, your GRA stipend will go up.

A note about tuition support: **You are responsible for paying your tuition** – even if it's an award or scholarship. You must go into the SSC and accept the award in order for it to pay your tuition. Also note that tuition support covers tuition only, not student fees.

## PhD Students

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UBC's minimum funding package for PhD students is \$22,000 per year for the each of the first 4 years of their PhD.

**For domestic PhD students, the Oceans and Fisheries (OCF) minimum funding package is currently \$32,548 per year† for the each of the first 4 years of their PhD.**

**For international PhD students, the Oceans and Fisheries (OCF) minimum funding package is currently \$36,641 per year† for the each of the first 4 years of their PhD.**

The funding package may consist of any combination of internal or external awards, teaching-related work, and graduate research assistantships.

† OCF minimum funding package is adjusted annually. See below for details.

The guarantee of funding for years 2, 3 & 4 will require that the student has achieved satisfactory progress in the previous year of study.

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† OCF minimum funding package is adjusted annually. See below for details.

The student's progress will be assessed every year by the Supervisory Committee during the annual Committee meeting. One of the main goals of these meetings is to assess whether the student can complete their degree within four years. It is the responsibility of the student, supervisor, and Committee to develop a project that can be completed within four years.

If a student has not made satisfactory progress, the Committee will check the appropriate box on the annual Committee meeting form and will provide the student with a set of milestones to be achieved during the next six months. Students on probation will continue to receive financial support but they must schedule their next Supervisory Committee meeting within six months. If the student has not achieved the milestones during the probation period, then financial support can be withdrawn and the student may have to withdraw from the graduate program.

All students are expected to apply for the scholarships and awards for which they are eligible. If received, these will automatically count towards reaching the minimum funding level for their stipend.

To achieve the minimum level of support, a student may be required to TA up to on the average of 1 term per year.

While the IOF has negotiated TAship placements to teach biology and intro-level statistics classes, we cannot guarantee a student a placement in the associated departments, as these depend on qualifications, training session attendance, satisfactory TA evaluation scores, and 25 UBC Institute for the Oceans and Fisheries professional behaviour in previous TAships. Therefore, the supervisor is required to have sufficient funding to cover the student stipend in case no TAship is found for the student. Supervisors are expected to inquire with their student and GPO or other suitable academic units for potential placement options.

Students are responsible for paying both their tuition and their student fees as assessed in the SSC. During the first four years of PhD student's program, they will receive a GSI Award in the SSC which they need to accept in order for it to be applied against their tuition. Note: students must be enrolled in a course (e.g., FISH 699) to get the award.

### **Details**

The Oceans and Fisheries (OCF) minimum funding package is comprised of (1) a base amount and (2) tuition support.

The base amount for the 2023-24 academic year is \$27,140. This increases by 2% per year to adjust for cost of living. In 2022 the increase was 6% and in 2023 the increase was 7% to compensate for the drastic inflation increase in those years.

The tuition support for the 2022-23 academic year is \$5,408 for domestic students and \$9,500 for international students. It may come in the form of external support (e.g. from a sponsoring government) or an internal award (e.g. a 4YF scholarship). For most OCF PhD students this will come in the form of an

award from the Faculty of Science and, if eligible, an International Tuition Award. This will increase each year to match tuition increases.

Each year, the Graduate Program Officer will review your funding with your supervisor to ensure minimum levels are met. For example, if you get an award, your GRA stipend may go down. If a planned TA doesn't happen, your GRA stipend will go up.

A note about tuition support: **You are responsible for paying your tuition** – even if it's an award or scholarship. You must go into the SSC and accept the award in order for it to pay your tuition. Also note that tuition support covers tuition only, not student fees.

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## Teaching Assistantships

The IOF does not have an undergraduate program so it is unable to offer TAships.

Please check the weekly Grad Student newsletter for TAship information. OCF Graduate students who'd like to TA would need to seek a teaching assistantship with other departments with an undergraduate program and courses compatible with the graduate student's background and training. Students should also consider contacting:

- **Zoology:** Email Mimi Yu at [grad.program@zoology.ubc.ca](mailto:grad.program@zoology.ubc.ca)
- **Statistics:** Email Mairéd Roche at [gradinfo@stat.ubc.ca](mailto:gradinfo@stat.ubc.ca)
- **Earth and Ocean Sciences:**  
<https://www.eoas.ubc.ca/grads/teachingassistantapplicationsystem>  
or email Kimberly Tietjen at [ktietjen@eoas.ubc.ca](mailto:ktietjen@eoas.ubc.ca)
- **Botany:** Email [alice.liou@botany.ubc.ca](mailto:alice.liou@botany.ubc.ca)
- **Land and Food Systems:** <https://blogs.ubc.ca/lfsta/online-ta-application/>
- **Data Science:** Email Betty Zhao at [betty.zhao@ubc.ca](mailto:betty.zhao@ubc.ca)
- **Computer Science:** Email [grad\\_info@cs.ubc.ca](mailto:grad_info@cs.ubc.ca)
- **Biology:** Email Tammy Tromba at [tammy.tromba@ubc.ca](mailto:tammy.tromba@ubc.ca)
- **Earth & Ocean Sciences:** <https://www.eoas.ubc.ca/grads/teachingassistantapplicationsystem>
- **Geography:** <https://geog.ubc.ca/job-opportunities/teaching-assistant-ta-positions/>

Students interested in a TAship should contact the department in which they would like to apply for a TAship in either early July or early November. Once allocated a TAship, students should contact the instructor directly regarding duties and scheduling issues, and contact the GPO as soon as possible about any scheduling conflicts between assigned positions and courses.

TAships often require the supervisor's approval, and students are expected to discuss potential TA positions with their supervisor prior to applying for a TAship position. There is a preference system for hiring TA's, based on length in program and experience ([Pay Rates and Classification – CUPE 2278](#)).

The maximum time allowed for TA work is determined through the CUPE collective agreement. The

current rules are that the total time commitment for an academic term cannot exceed 192 hours. The average number of hours per week is 12 and the maximum hours per week is 24. One day duties cannot exceed eight hours without the TAs consent.

## **Graduate Research Assistantships (GRA)**

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Many students are paid Graduate Research Assistantships directly from their supervisor's research grant. This represents a major way in which a student's pay is brought from the amount given by teaching assistantships and awards to the total support required by the department.

GRAs are given in support of the student's own research towards their degree, but work unrelated to the student's research program should not be required. Satisfactory progress towards the student's research is expected for payment of a GRA. It is the student's responsibility to inform their supervisor and the GPO of their current sources of funding and TAships. It is the responsibility of the student's supervisor to confirm to the student the level of funding they will allocate them that year and to inform the GPO of the sources of support funding to the student and amounts from each. It is the responsibility of the GPO to verify that the proposed total amount meets the IOF funding requirements.

Graduate students may be hired as a Graduate Academic Assistant (GAA) for additional pay for work unrelated to their degree, and these wages may be counted towards their minimum level of support depending on circumstances. The Graduate Advisors will need to be consulted for approval in such instances. Just as for TAship, to ensure that this work does not hinder thesis or dissertation progression, the total time commitment for an academic term cannot exceed 192 hours, the average number of hours per week is 12, the maximum hours per week is 24, and one-day duties cannot exceed eight hours without the student's consent.

All students and other members of each lab, whether paid by GRA, GAA or not, are expected to contribute to the shared chores of a lab and to fulfill weekly requirements of the supervisor. The latter category can include lab meetings, one-on-one meetings, seminar attendance, etc. The total time for tasks required by the supervisor can be up to an average of five hours per week across the four academic terms in the year. Thus, because the two winter terms are 15 weeks each and the two summer terms are seven weeks each, supervisors can request a total of 210 hours (42 weeks x 5 hours) for shared lab chores, meetings, seminars, etc. over a 12-month period. Any additional work not directly related to a trainee's own research must be paid either through an hourly wage at the GTA1 marking rate or through an additional GRA.

## **Awards**

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All students are expected to apply for all financial awards for which they are eligible, especially if they currently do not hold enough funding to reach the minimum requirements of the IOF or to support activities such as travel to a conference. These may include NSERC and SHHRC Postgraduate Scholarships (for Canadians and permanent residents), Killam Doctoral Scholarships, and Affiliated Fellowships, all of which are administered through the same application process with a deadline in mid-

September. For a detailed list of graduate award opportunities see: <https://oceans.ubc.ca/graduate-program/funding/awards/>. The GPO will send out regular email notices of upcoming award deadlines.

### **IOF Awards**

Students are also encouraged to apply for departmental IOF awards, as they become available. See here for more information: <https://oceans.ubc.ca/graduate-program/funding/awards/iof-awards/>. The GPO will send out email notices when deadlines are approaching.

### **Graduate Student Travel Fund**

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

## Duties of graduate students and supervisor

Success in the IOF graduate program depends on the working relationship between the student and the supervisor(s). With this in mind, all students and supervisors should read the Handbook of Graduate Supervision (<https://www.grad.ubc.ca/handbook-graduate-supervision>) provided by the G+PS.

Students should also consult the Intellectual Property Guide (<https://www.grad.ubc.ca/intellectual-property-guide>) for issues related to intellectual property, plagiarism, and publication.

In addition, at the beginning of the term of study, the supervisor and students should discuss such things as:

- Expected work hours, vacation times, etc.
- Frequency and scheduling of regular meetings between supervisor and student
- Lab policies and etiquette, sharing of resources, sharing of lab duties
- Expectations about lab meetings, departmental seminars, journal clubs, etc.
- Policies about opportunities to attend scientific meetings
- Policies about authorship on papers and intellectual property
- Policies about leave (illness, parental, etc.)

The IOF has a letter of agreement (see link in the Forms section) that the supervisor and student will review together and sign within the first week of the student's initiation of graduate studies. This letter describes their respective responsibilities and general University and IOF policies. A copy of the signed document shall be provided to the GPO who will keep it in the file for the student. The supervisor is expected to advise on the research that will form the student's thesis or dissertation. In the event of conflict over such policies, other members of the Supervisory Committee or one of the Graduate Advisors can be called on as mediators.

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## Student Responsibilities

### Student Declaration

Upon registering, a student has initiated a contract with the University and is bound by the following declaration:

"I hereby accept and submit myself to the statutes, rules and regulations, and ordinances (including bylaws, codes, and policies) of The University of British Columbia, and of the faculty or faculties in which I am registered, and to any amendments thereto which may be made while I am a student of the University, and I promise to observe the same."

The student declaration is important. It imposes obligations on students and affects rights and privileges including property rights. You must not enrol as a student at the University if you do not agree to become bound by the declaration above. By agreeing to become a student, you make the declaration above and agree to be bound by it.

## Graduate Student Responsibilities

As a graduate student, you must accept the [rules, procedures and standards](#) in place in the program and at the university and should check the University Calendar for regulations regarding academic and non-academic matters. You are expected to:

- Show dedicated efforts to gain the background knowledge and skills needed to pursue your research project successfully.
- With your supervisor, develop a plan and timetable for completion of all stages of your thesis or dissertation project, adhere to the schedule and meet appropriate deadlines.
- Meet with your supervisor regularly and report fully on progress and results.
- Maintain [continuous registration throughout the program](#) and (for international students) ensure that study permits and (where applicable) employment authorization documents are kept up to date.
- Keep your supervisor, GPO and Enrolment Services informed about your contact information.
- Give serious consideration to the advice and criticisms received from your supervisor and other members of your Supervisory Committee.
- Keep your work space tidy, safe and healthy; show tolerance and respect for the rights of others.
- Be thoughtful and reasonably frugal in using resources provided by your supervisor and the University, and assist in obtaining additional resources for your research or for other group members where applicable.
- Conform to University, Faculty and graduate program requirements, including those related to deadlines, dissertation or thesis style, conflict of interest.
- When your degree program requirements have been met, terminate your work and clean up your work space.
- Return borrowed materials to your supervisor, graduate program, library or reading room, etc. when your project has been finished or when return is requested.

The following suggestions can make your life a lot easier:

- Review the literature regularly and keep your literature survey up-to-date
- Maintain exemplary records of your experimental/theoretical work (so that others can replicate your results)
- While your supervisor is required to be reasonably available for consultation, it is your responsibility to keep in touch with your supervisor
- Make yourself available to your supervisor for regular meetings at mutually acceptable times
- Follow the university's policy regarding ownership of [intellectual property](#)

## Academic Honesty and Standards

All work submitted by students (including, without limitation, essays, dissertations, theses, tests, examinations, reports, presentations, problem sets, and tutorial assignments) may be subjected to review by the University for authenticity and originality.



The University may use software tools and third-party services including Internet-based services, such as [Turnitin](#). By submitting work, you consent to your work undergoing such review and being retained in a database for comparison with other work submitted by students. Please see the [Policies and Procedures](#) section of the G+PS website for details.

G+PS' [Handbook of Graduate Supervision](#) has more information on the [student responsibilities](#).

## Role of Supervisor

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Your supervisor is the key person in your graduate degree program. Supervisors are there to help their graduate students at every stage, from formulation of their research projects, through establishing methodologies and discussing results, to presentation and possible publication of dissertations. Graduate supervisors also ensure that their students' work meets the standards of the University.

### Some specific responsibilities of a graduate supervisor

#### Research

- assists the student with the selection and planning of a suitable, and manageable, research topic.
- is sufficiently familiar with the field of research to provide guidance and/or has a willingness to gain that familiarity before agreeing to act as a supervisor.
- acknowledges appropriately the contributions of the student in presentations and in published material, in many cases via joint authorship.

#### Consultation

- is accessible to the student for consultation and discussion of the student's academic progress and research. The frequency of meetings varies depending on the discipline, stage of work, nature of the project, independence of the student, full- or part-time status, etc. For many, weekly meetings are essential; for others, monthly meetings are satisfactory. In no case should interaction be less frequent than once per term.
- establishes (with input from the student and colleagues where appropriate) a Supervisory Committee, and convenes a meeting, at least annually, to evaluate the student's progress.
- responds in a timely and thorough manner to written work submitted by the student, with constructive suggestions for improvement and continuation. The turnaround time for comments on written work should not normally exceed three weeks.
- makes arrangements to ensure continuity of supervision when the supervisor will be absent for extended periods, e.g., a month or longer, when necessary, assists the student in gaining access to facilities or research materials.

#### Administration

- assists the student in being aware of current graduate program requirements, deadlines, sources of funding, etc.
- encourages the student to make presentations of research results within the University and to outside scholarly or professional bodies as appropriate.
- encourages the student to finish up when it would not be in the student's best interests to extend the program of studies

- ensures that recommendations for external examiners of doctoral dissertations are made to the GPO and forwarded to G+PS in a timely manner.
- assists the student to comply with any changes that need to be made to the thesis or dissertation after the thesis or dissertation defense.

#### Well-being

- ensures, with the cooperation of other faculty and staff in the IOF, that the research environment is safe, healthy and free from harassment, discrimination and conflict.
- when there is a conflict in advice or when there are different expectations on the part of co-supervisors or members of the Supervisory Committee, the supervisor is expected to strive to achieve consensus and resolve the differences.

#### Who can be a supervisor?

Any faculty member who is a member of G+PS is eligible to serve as a graduate student supervisor.

- For complete information, see [Policies and Procedures / Supervision](#).
- The UBC Calendar has the full Senate policy on [membership in G+PS](#).

#### Co-Supervision

Supervision of a student can be shared by two co-supervisors. At least one co-supervisor must meet the criteria above. Other appropriately qualified individuals may be approved to serve as co-supervisors.

**In all cases where G+PS must approve a Supervisory role for a non-member, the request must be made when the Committee is formed.**

The [Handbook of Graduate Supervision](#) has more information on the [roles and responsibilities of supervisors](#).

## Supervisory Committee

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All graduate students are required to have a Supervisory Committee. Supervisory committees must conform to the policies listed in this section and should be formed **within the first academic term**. Students should consult with their supervisor regarding faculty members suitable to act as members of their committee. Choice of members of the supervisory committee is a joint decision between the student and supervisor.

#### Committee structure

- A minimum of 50% of the Supervisory Committee Members must be members of the Faculty of Graduate studies at UBC, except in the case of MSc committees with only two committee members where both must be members of the **Faculty of Graduate studies (G+PS)** at UBC.
- OCF Master's students in both the **12-credit stream** and the **18-credit stream** must have a **minimum of two** members on their Supervisory Committee (including the supervisor) and a **maximum of four**.
- OCF **Doctoral** students must have a **minimum of three** faculty (G+PS) members on their

committee (including the supervisor), two of whom must be UBC-Vancouver faculty members. While Non-G+PS members (see below) can be added, the Supervisory Committee is usually primarily composed of IOF / UBC faculty members holding the rank of Assistant Professor, Associate Professor, or Professor. It is recommended that at least one committee member be from a graduate program other than the students.

Special permissions allow for Supervisory Committees to include people such as senior instructors, honorary faculty, adjunct faculty, Indigenous elders, as well as off-campus professionals and/or faculty members from other universities. Adding any committee member who does not have a research, tenure stream professorial board appointment at UBC (i.e., people that are **not members of the Faculty of Graduate Studies at UBC**, subsequently referred as non-G+PS) requires:

- for **MSc students**: the approval of an OCF Graduate Advisor
- for **PhD students**: the approval of an OCF Graduate Advisor and the additional approval of G+PS, and must fill in the form: *Recommendation for Non-G+PS member to join supervisory committee* found on the G+PS website: <https://www.grad.ubc.ca/forms/recommendation-non-gps-member-join-supervisory-committee>
- for both **MSc students** and **PhD students**, nominating a Non-G+PS member to join their supervisory committee, the student must provide to the Graduate Program Officer 1) a memo by their supervisor that justifies that the nominated committee member has the qualifications to supervise graduate research at the standard of excellence at UBC, 2) a copy of the nominee's curriculum vitae, and 3) a statement from the nominee assenting to serve on the Supervisor Committee and accepting responsibilities outlined by UBC (<https://www.grad.ubc.ca/faculty-staff/information-supervisors/supervisory-committee>).

In addition, students can consider adding **Honorary Members** to their Supervisory Committee. These Honorary Members play a different, more flexible, support role for the students, and are not counted towards the minimum number of members required to form the Supervisory Committee. For more information, please see the “Information on OCF Supervisory Committee Memberships for non-GPS members” document in the Forms tab of the Current Students section of the IOF website.

If there are changes to the composition or distribution of roles on a student's Supervisory Committee after it is officially approved in the Student Information Service Centre (SISC), G+PS must be notified so that the Committee can be re-confirmed. Changes to the Supervisory Committee must be submitted via G+PS' Change to Supervisory Committee form (<https://www.grad.ubc.ca/forms/change-Supervisory-Committee>). Requested changes to supervision should follow the policies laid out by G+PS (<https://www.grad.ubc.ca/faculty-staff/policies-procedures/supervision>).

There is a distinction between a student's Supervisory Committee, which is the committee that supports the student during their degree, and a student's Examining Committees, which are the committees associated with each of the important exams (e.g., thesis defense).

## Examining Committees

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### MSc Students

#### ***MSc Thesis defense Examining Committee (12-Credit and 18-credit thesis stream)***

The MSc defense Examining Committee will be comprised at the minimum of the Research Supervisor, one Supervisory Committee member, a university examiner, and the Chairperson. An additional member of the Supervisory Committee can be added to the examining committee (e.g., a co-supervisor). The chair must be an IOF faculty member who has not been involved in the MSc candidate's thesis research. The role of the chair is to act as the moderator of the exam; they do not participate in the questioning of the candidate. If a chair cannot be found, or needs to withdraw on short notice, a request can be submitted to the GPO for the supervisor to act as chair during the defence. Previously approved members of the Supervisory Committee that are non-G+PS members can serve on the Examining Committee, but at least two members of the Examination Committee must be IOF faculty members (one of these can be the chair). More details on the thesis defense can be found in the section *MSc Thesis Defense* below.

### PhD Students

#### ***PhD Proposal Defence***

The Supervisory Committee must be officially accepted, and entered by the GPO in the Student Information Service Centre (SISC), prior to the proposal defense. Students must therefore submit the Supervisory Committee Form no later than two months before scheduling their proposal defense with their Supervisory Committee (see PhD Timeline Checklist). If the student requests to have a committee member who is not a member of the Faculty of Graduate Studies at UBC (i.e., is non-G+PS), they must start the approval process for these members no later than four months before scheduling their proposal defense.

#### ***PhD Comprehensive Examining Committees***

The Examination Committee will consist of a minimum of three examiners (including supervisor) and a maximum of four (including supervisor), with no fewer than two of them being G+PS members. If a Supervisory Committee has more than five members, then the membership of the Examination Committee must be limited to four. A case can be made for a fifth examiner if they provide a perspective not provided by any of the other examiners and their inclusion will benefit the student. Although the Examining Committee can include previously approved Supervisory Committee members who do not hold a professorial board appointment in the research stream (see above), pass or fail decisions will be made by UBC research faculty (i.e., G+PS) members only. The Chair must be an IOF faculty member. The Chair acts as a moderator, and does not participate in the questioning. However, they do get a vote if the Committee is split on their exam decision, so should have a sufficient level of knowledge of the student's research topic.

### **PhD Dissertation Defense Examining Committees**

The composition of the PhD Dissertation Examination Committee is dictated by G+PS. It is the supervisor's responsibility to find the appropriate External and University examiners. See <https://www.grad.ubc.ca/current-students/final-doctoral-exam/examination-committee> for details.

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## **Annual Committee meetings**

The G+PS requires that graduate students meet with their full Committee at least once per year.

**Students who have not had a Supervisory Committee meeting within the previous 12 months are not eligible for awards, and their supervisors who have not attempted to schedule a Supervisory Committee meeting once every 12 months are not eligible to accept new graduate students.** All new students are encouraged to meet with their Supervisory Committee within the first six months of starting the program. Generally, it is the student's responsibility to organize the Committee meetings.

During the Supervisory Committee meeting, the student will give a presentation that is tailored to the stage of their project. At the first meeting of the Supervisory Committee occurs, the student can provide a brief introduction and training history, and a general plan for their proposed research. At subsequent meetings, the presentation is expected to provide a progress report, including research, course work, other research activities, factors that may have caused delays, and an updated timeline to completion. Prior to a Supervisory Committee meeting, students can also provide the members of the Committee with a brief progress report of 1-2 pages. For PhD Supervisory Committee meetings that also serve as the proposal defense, the student will provide the full dissertation proposal in advance instead of the brief progress report.

For all other Supervisory Committee meetings, the short progress report should include the following content:

- 1) date the student started in the program,
- 2) list of course taken as part of the program and grades,
- 3) summary of research conducted so far,
- 4) research plan for completion of program,
- 5) outreach and conference activities,
- 6) papers published or in preparation, and
- 7) sources of funding.

Supervisory Committee meetings should normally last one hour. Students should prepare a brief presentation on research progress and future planning. At least half of the meeting time should be for open discussion. Committee meetings can be organized via teleconferencing.

After each Supervisory Committee meeting, a report should be submitted by the supervisor on the IOF GradMe platform <https://gradme.oceans.ubc.ca/> after logging in with their CWL.

The [Handbook of Graduate Supervision](#) has more information about working effectively with your [Supervisory Committee](#).

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## Ending the Student-Supervisor Relationship

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There are several reasons why a change of supervisors may be the best option for both the graduate student and supervisor; from the supervisor leaving the university to incompatibility to funding. In such situations, either the student or the supervisor can initiate a meeting with one of the Graduate Advisors, who will attempt to help resolve the situation. The Graduate Advisors will keep the Director informed of the situation and if needed, the IOF Director will step in to help with the situation.

If a change is necessary, and the student has not already found a new supervisor, the original supervisor should provide assistance in this process. The new supervisor will take over the guidance of the graduate student's academic program, and in situations where issues of financial support arise, they should be resolved among the parties in reasonable ways to best support the student.

If no resolution can be achieved, the problem may ultimately be taken to the Dean of G+PS. The Dean of G+PS will check to ensure that each previous level of problem resolution has been explored to the fullest extent before proceeding further.

G+Ps has guidelines on ending a student/supervisor relationship: <https://www.grad.ubc.ca/handbook-graduate-supervision/ending-relationship>

### **Disagreement within Supervisory Committee**

When there is a conflict in advice or when there are different expectations on the part of co-supervisors or members of the Supervisory Committee, the primary supervisor is expected to help resolve the differences.

If there continues to be difficulty within the Committee, the student should bring the issues to the GPO.

# Oceans and Fisheries Graduate Program Requirements

## MSc requirements

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A Master's degree is expected to take approximately two years, although faster progress is encouraged.

The MSc degree requires a combination of course work and research for a minimum total of 30 credits. MSc students are required to conduct research towards their degrees. Although research conceived independently of the student's supervisor is encouraged, the minimum requirement for the MSc degree is to successfully complete directed research.

The student is expected to develop their own thesis research project with the guidance of the supervisor, however, it is the responsibility of the supervisor to ensure that the MSc student takes on a thesis research project that can be completed within two years. The project should be of publishable quality, but need not extend beyond the equivalent of either one or two papers, depending on whether the 12 or 18 credit thesis option is taken, and may constitute part of a larger body of work.

The student is expected to submit the MSc Course Planning Form (see <https://oceans.ubc.ca/graduate-program/current-students/grad-program-forms/>) to the GPO BEFORE registering in electives. Electives and thesis work must total 30 credits and be within 3 of the 6 categories listed here: <https://oceans.ubc.ca/graduate-program/current-students/program-requirements/masters-msc/>

Thesis research is expected to address gaps in knowledge in the fields of research associated with oceans and fisheries and offer an original contribution. The focal area of the thesis could address some theoretical or applied ocean, fisheries, aquatic resource management or conservation problems or academic questions.

The MSc in Oceans and Fisheries ([OCF](#)) offers two streams:

- a 12-credit thesis stream, and 18 credit coursework, or
- an 18-credit thesis stream, with 12 credits of coursework.

Both the 12 and 18 credit versions allow for the same fields of research to be addressed as outlined above. The same types of research approaches and methodologies could be applied in either the 12 or 18 credit versions of FISH 549. However, the minimum requirements differ between the two options.

### 12 credit thesis stream

For a 12 credit Master's thesis (FISH 549A), it is expected that a minimum of one chapter of novel research is completed that offers an original contribution<sup>1</sup>. This chapter of novel research must:

- 1) address at least one overarching thesis research question,

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<sup>1</sup> <https://www.grad.ubc.ca/handbook-graduate-supervision/graduate-thesis>

- 2) document well-designed experiments, surveys or a rigorous data compilation from previous experiments or surveys, and
- 3) document analyses of the data obtained within the thesis research that rigorously address the focal thesis research question.

Of the remaining 18 credits of coursework, students are **required** to complete:

- FISH 500 (3) and
- FISH 520 (6), as well as
- nine (9) credits of electives within 3 of the following categories. Suggested courses include but are not limited to:
  - **Ocean and Fisheries Assessment and Scientific Methods**, e.g., EOSC 410, EOSC 478, FISH 504, FISH 505, FISH 506H, FISH 509, FISH 510, EOSC 573, EOSC 578, EOSC 510, FISH 506R,
  - **Ecological, Biological, Economic & Social Studies**, e.g., FISH 501, FISH 502, FISH 506G, FISH 508, EOSC 575, RES 510
  - **Governance & Policy**, e.g., FISH 503, FISH 506I, FISH 507, RES 586, FISH 520 (if the student is in the 18-credit thesis stream (see above)).
  - **Aboriginal Ocean and Fisheries Management**, e.g., FISH 506F, FISH 506I
  - **Conservation Science**, e.g., BIOL 416, FISH506I, RES 506, RES 509/ZOOL 509.
  - **Science Communication**, e.g., ANTH 478, FRST 544, FRST 545.

### **18 credit thesis stream**

An 18 credit Master's thesis (FISH 549B) requires at least two chapters of novel research, each focusing on separate but closely related thesis research questions, which also yield original contributions<sup>2</sup>.

These chapters of must

- 1) address at least one overarching thesis research question,
- 2) document well-designed experiments, surveys or a rigorous data compilation from previous experiments or surveys, and
- 3) document analyses of the data obtained within the thesis research that rigorously address the focal thesis research question.

Of the remaining 12 credits of coursework, students are **required** to complete:

- FISH 500 (3) and
- nine (9) credits of electives from three of the six following categories. Suggested courses include **but are not limited to**:
  - Ocean and Fisheries Assessment and Scientific Methods, e.g., EOSC 410, EOSC 478, FISH 504, FISH 505, FISH 506H, FISH 509, FISH 510, EOSC 573, EOSC 578, EOSC 510.
  - Ecological, Biological, Economic & Social Studies, e.g., FISH 501, FISH 502, FISH 506G, FISH 508, EOSC 575, RES 510, FISH 520
  - Governance & Policy, e.g., FISH 503, FISH 507, RES 586, FISH 520, FISH 510
  - Aboriginal Ocean and Fisheries Management, e.g., FISH 506F.

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<sup>2</sup> <https://www.grad.ubc.ca/handbook-graduate-supervision/graduate-thesis>



- Conservation Science, e.g., BIOL 416, RES 506, RES 509/ZOOL 509, FISH 520.
- Science Communication, e.g., ANTH 478, FRST 544, FRST 545.

### **FISH500 Waiver**

The graduate program committee is willing to consider allowing student waivers for FISH500 following evaluation of their having previously met the learning outcomes of FISH 500 through other avenues. Please contact the GO for instructions on the waiver process.

### **Requirements for both 12 and 18 credit thesis streams**

Master's students must register in required courses and electives prior to their first winter term. For the first summer term, and subsequent winter terms and summer terms students are expected to register in FISH 549. Master's students may register in elective courses also in their second year with approval from their Supervisory Committee. No more than 3 credits in both masters' streams can be in senior undergraduate courses. The academic program must be approved by the Supervisory Committee and one of the Graduate Advisors.

A minimum of 68% must be obtained in any course taken by a student. However, up to 6 credits of coursework with grades of 60-67% may be counted towards a master's program without penalty. For more information, visit: [www.grad.ubc.ca/current-students/managing-your-program/satisfactory-progress-masters-students](http://www.grad.ubc.ca/current-students/managing-your-program/satisfactory-progress-masters-students)

### **MSc Thesis Defense**

An MSc thesis serves as an essential review of the candidate and their research, and is a fundamental component of the program.

It is important that discussions related to how to do the research and what will be expected from the dissertation take place early in the graduate student's program. The specifics of the various sections will vary by the nature of the research topic, the graduate student and the supervisor/Supervisory Committee, so it is suggested that these discussions be regularly revisited at formal meetings of the graduate student's Supervisory Committee.

MSc thesis defenses are scheduled with the assistance the GPO. After approval by the Supervisor, copies of the thesis must be distributed to the members of the student's Supervisory Committee for approval, with at least two weeks allowed for reading and comments. **Approval of MSc Thesis for Oral Defence form** must be signed by all committee members who are G+PS members (see committee structure above). It is encouraged that all committee members sign the thesis approval form.

After the thesis has been approved by the Committee it may be passed on to the external examiner and the examination may be scheduled. A PDF copy of the thesis must be given to the GPO, together with the signed "Approval of MSc Thesis for Oral Defense" for (see [Forms](#) section). The GPO, supervisor, or student may forward the thesis to the external examiner. A minimum of two weeks must be allowed between submission of the thesis to the GPO and the external examiner and the Oral

thesis defence date.

The MSc examining committee will be chaired by an IOF faculty member who has not been involved in the MSc candidate's thesis research and acts as the moderator of the exam. The role of the chair is to act as the moderator of the exam; they do not participate in the questioning of the candidate. If a chair cannot be found, or needs to withdraw on short notice, a request can be submitted to the GPO for the supervisor to act as chair during the defence. The examining committee will be comprised at the minimum of the Research Supervisor, one Committee member, a university examiner, and the Chairperson.

An additional member of the Supervisory Committee can be added to the examining committee (e.g., a co-supervisor). Previously approved members of the Supervisory Committee that are non-G+PS members can serve on the Examining Committee, but at least two members of the Examination Committee must be IOF faculty members (one of these can be the chair).

Please note: For Master's oral examination recording of the presentation may be allowed if all examination committee members, including the chair, agree to this. Candidates who wish to have their presentations recorded, must make a request to the examination committee, along with an explanation of why they want to record, and how the recording will be used. This request must be made two weeks in advance of the oral exam, and the student must provide written consent from all committee members to the GPO and chair at least one business day prior to the defense. Only the presentation portion of the examination can be recorded; the question and answer and in camera sessions are never recorded.

The MSc examination serves as a departmental review of the candidate and their research. An audience is welcome and encouraged. The examination will proceed as follows:

1. The student will present a brief summary of the thesis (not to exceed 25 minutes in length).
2. This will be followed by an oral examination in the general area of the thesis. Each examiner should ask questions for approximately 15-20 minutes.
3. Members of the audience should be asked if they have any questions for the candidate.
4. Members of the examining Committee will be given the option of a brief second round for follow-up questions.
5. Following the examination, the candidate and audience members will be asked to leave the room and the Committee will hold an in-camera session. The Supervisor will give an opinion of the student and the student's performance during the examination.
6. It will be at the discretion of the other Committee Members to ask the supervisor to submit either a pass or fail grade and leave the room. If the supervisor is asked to leave, the written grade will not be revealed to the other Committee Members before they each offer theirs, but will be included in the final determination.
7. Each of the remaining members of the Committee will then assign either a pass or fail for the thesis. The examining Committee may recommend that the thesis is acceptable in the form presented, or it may request changes be made to the thesis. Responsibility for ensuring that such changes are made will lie with the Supervisor.

8. If the thesis is deemed “outstanding” a note should be made in the Chair’s report that the Committee feels the thesis should be put forward for a thesis award and the rationale for doing so.
9. A “fail” will be assigned if at least two of the three examiners assign a failing grade and must be accompanied by a written summary outlining the reasons for this decision. There is no recourse for a student who fails the exam.
10. The Exam chairperson will then recall the student (and Supervisor) and announce the decision. The Committee members may then sign the Thesis Approval Form be signed, or ask that the student first make required revisions.
11. The Exam chairperson will submit a brief report summarizing the exam with their signature to the GPO within five working days of the examination day. For a template, please contact the GPO.
12. After all members of the Examining Committee have signed the Thesis Approval Form and submitted to the GPO along with a sign copy of the Thesis Cover Sheet, the candidate will submit their thesis electronically as a single pdf file to the Library's electronic repository, electronic repository, [cIRcle](#), where it will be available 'open access.' A PDF file copy must be submitted to the GPO who will commit the file to the OCF thesis file repository. The GPO must confirm the signatures and committee members in SISC and submit both the Thesis Cover Sheet and the Thesis Approval Form to G&PS.
13. The thesis grade will not be entered until the final copy of the thesis is received.

More information about thesis preparation can be found at:

- Dissertation & Thesis Preparation: [www.grad.ubc.ca/current-students/dissertation-thesis-preparation](http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation)
- Final Dissertation & Thesis Submission: [www.grad.ubc.ca/current-students/final-dissertation-thesis-submission](http://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission)

## MSc Timeline Checklist

At the end of their two-year program, MSc students are expected to complete an oral defense of their Master's thesis.

If any checklist items are not met within the specified timelines, the GPO will follow-up with the supervisor and student and notify the Graduate Advisors to seek solutions to re-establish progress.

### First month

- Meet with supervisor to discuss expectations of both the student, and supervisor, degree requirements, policies and timelines. Sign the IOF letter of agreement.
- Discuss coursework, composition of the Committee, and research plan with supervisor.
- Register for required coursework: FISH 500 for both 12 and 18 credit thesis streams, FISH 520 for 12 credit thesis stream students.
- Must submit your MSc course planning form and have it approved by a Graduate Advisor.
- Register for elective credit coursework.

### Within the first three months

- Introductory meeting with Supervisory Committee (minimum attendance: supervisor and one Committee member), to discuss coursework, composition of Committee, research plan.

### First year

- Full Committee established.
- Begin coursework. Note 12 credits must be completed within the first 18 months if transferring to PhD (G+PS and OCF requirement).
- Apply for scholarship funding, if necessary.
- Identify research project. If this has not occurred within first 8 months, IOF requires that the supervisor must provide a project that can be completed in a reasonable (<18 months) time.
- Convene Committee meeting to discuss proposed research (< 8 months after start). The meeting should occur before the end of the winter term and no later than April. G+PS requires at least one Committee meeting every 12 months.
- Begin research.

### Second year

- Convene Committee meeting to discuss research results from first year, possible further research, timeline to thesis completion (G+PS requirement: at least one Committee meeting every 12 months).
- Complete research.
- The student will complete writing the thesis by the end of the second year.
- If the student and supervisor would like the student to transfer to a PhD, ensure that the student has completed the necessary requirements within first 18 months.

### During or After 2<sup>nd</sup> year

- The student will complete writing the thesis by the end of the second year.

- Receive thesis approval from supervisor. This may be an iterative process.
- Submit to Supervisory Committee members, at least two weeks before approval by the Committee is required.
- Obtain approval by Supervisory Committee.
- Identify members of the examining Committee with help from the GPO (supervisor, at least one other member from Supervisory Committee, and departmental examiner). Schedule thesis defense date and time.
- The GPO receives and submits approved version to members of the MSc examining Committee at least two weeks before defense date.
- Thesis examination
- Submission of signed thesis approval form and final thesis (electronically as a single pdf file to G+PS through the UBC online information system, cIRcle, and one pdf copy to the OCF GPO.

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## Transferring to a PhD

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If a student, with their supervisor's approval, wishes to upgrade to the PhD program without completing the MSc, they must meet the following requirements ([following G+PS guidelines](#)):

- Hold a bachelor's degree, and have completed a **minimum of one year of study in a master's program with 9 credits at the 500-level or above and of first class standing** (80% or better).
- Students entering the doctoral program after partial completion of the master's degree **must, during the first two years of study at the graduate level, complete a total of 12 credits** with a first-class average (of which at least 9 credits must be at the 500-level or above and at least 9 credits must be of first-class standing) to maintain registration as a doctoral student.
- Demonstrate clear **evidence of research ability or potential**;
- Students must be in good academic and financial standing.

Transfer directly into a doctoral program is normally accomplished after completion of the first year of study at the master's level and will not be permitted after completion of the second year. Transfers may not be retroactive.

The **start of the doctoral program will be the date of first registration in the master's program**. The student is expected to **complete all requirements for candidacy by the end of three years** from the date of first registration in the master's program ([See PhD Requirements below](#)).

### Process

- After completion of the required course-work, and within 24 months of starting date, the MSc Supervisory Committee must prepare in writing a recommendation to the GPO that the student be transferred to the PhD program. The recommendation must be approved by an IOF Graduate Advisor and then submitted to G+PS along with the completed [Transfer from master's to doctoral graduate program form](#) for approval. All transfers have to be approved by the G+PS.
- The Committee should discuss who to add to the Committee (four total members required).
- All requirements for candidacy must be completed within 36 months of the PhD start date (date of first registration in the master's program).

Students are advised to discuss the consequences of a transfer with their supervisor and the GPO before applying for a transfer.

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## PhD requirements

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A Doctor of Philosophy (PhD) in the Oceans and Fisheries (OCF) degree program is expected to take four years, although faster progress is encouraged. Original research, supervised by a faculty member, constitutes the major component of work toward the PhD degree.

All Ph. D. students must have their supervisory committee established and approved within the first eight months of their program, for example, by no later than May if they started the previous year in September (see PhD Timeline Checklist on p. 46). The Supervisory Committee must be officially approved, and entered by the GPO in the Student Information Service Centre (SISC), at the very latest

two months before the proposal defense is to be scheduled. The proposal defense is to be completed no later than 15 months after the start of the student's PhD studies (see PhD Timeline Checklist on p. 46). Students must therefore submit the Supervisory Committee Form to the GPO preferably no later than eight months after starting and no later than two months prior to scheduling their proposal defense with their supervisory committee. If the student requests to have a committee member who does not have a research, tenure stream professorial board appointment at UBC, they must start the approval process for these members no later than four months prior to scheduling their proposal defense.

Candidates admitted to the PhD program are required to take FISH 500 within the first two years of their program. Additional coursework is to be selected in consultation with the student's Supervisory Committee and is to be approved by the IOF GPO.

It is OCF policy that all PhD students are required to present a research proposal and pass a Comprehensive Examination on their research area within 18 months of registering for the program. Extensions beyond 18 months require the written approval of one of the Graduate Advisors. Students are expected to have successfully passed 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.

All PhD students must register in their dissertation course (FISH 699) two times per year — once at the beginning of September for the winter term and again in April for the Spring/Summer term.

For the Winter Term:

- PhD students should register in FISH 699, Section 100.
- If it is their first year of PhD studies, PhD students should also register in FISH 500(3).
- PhD students are encouraged to consider registering in elective courses of interest in their first and second years. The Supervisory Committee may recommend that a student take courses relevant to the student's area of research. PhD students can follow courses for credit or audit.

For the Summer Term:

- PhD students should register in FISH 699, Section 900

If students have any problems with registering for courses check with the GPO.

By G+PS policy, students failing a course require a departmental recommendation to continue. Students failing more than one course normally will be required to withdraw. A student who obtains more than one grade below 68% will normally be required to withdraw.

For more information, visit: <https://www.grad.ubc.ca/current-students/managing-your-program/satisfactory-progress-doctoral-students>

## Research Proposal

Each PhD student is required to develop a research proposal that must be evaluated and approved by their supervisor and Supervisory Committee prior to scheduling the Comprehensive Exam.

### Contents and Format

The candidate is expected to review the literature and develop the questions and methodologies to be used in the research carried out for the dissertation requirement of the PhD degree. The proposal should not exceed 25 double-spaced pages in length, using a 12-point font size. The proposal might spend 5-10 pages on background and 3-4 pages on each of 3-4 projects/chapters, discussing research questions and methods.

### Procedure

1. The student should discuss the contents of the proposal with their supervisor.
2. The supervisor should then approve a draft of the proposal before it is sent to the Supervisory Committee. This reading should be done in a timely fashion by the supervisor (within two weeks of receiving the draft). Committee members should be advised ahead of time that the proposal will be given to them on a particular date, so that time conflicts can be addressed.
3. The Supervisory Committee should be given digital copies of the proposal (or a hard copy if requested) and allowed a minimum of two weeks for reading and comments.
4. The student and Supervisory Committee should meet to discuss the contents of the proposal and the proposed research. At this meeting the student should give a presentation of their thesis proposal not exceeding 25 minutes. The presentation will be followed by a discussion of the proposal during which the Supervisory Committee must consider whether the proposed dissertation research is sufficient for a PhD and feasible for the student to do.
5. At the end of this meeting, the Committee should make a decision (*in camera* if requested by any member) on whether to approve the proposal. Until the proposal is accepted, the student may not proceed with the Comprehensive Exam. The Committee may deem the proposal approved with minor revisions that should be completed and the revised proposal submitted to the Committee prior to the Comprehensive Exam.
6. The Comprehensive Exam cannot be *officially* scheduled until the proposal is approved, although a projected time may be set to be left free in everyone's calendars.

To allow time for preparation for the Comprehensive Exam, the Committee meeting to discuss the research proposal meeting should be held no less than 3 months in advance of the Comprehensive Exam. Thus, the Supervisory Committee should be given a draft proposal no less than 3.5 months prior to the expected date of the Comprehensive Exam. Many proposals require some re-writing before approval, so allowing even more time before the expected Comprehensive Exam date is recommended.

## Comprehensive Exam

All PhD students are required to take an oral Comprehensive Exam given by members of their Supervisory Committee. To schedule a Comprehensive Exam, students must follow the procedures outlined in the IOF Comprehensive Examination description and timeline information document.



### **Purpose of the examination**

The Comprehensive Exam serves two functions:

- 1) to create an opportunity for general learning in student's field of study and
- 2) to evaluate the preparation of the student for doctoral level study.

### **Scope of the examination**

The Comprehensive Examination is intended to test the student's understanding of the chosen field of study as a whole and the student's preparation for the thesis research to follow. This examination is not a dissertation proposal defense as the proposal has already been approved by the Supervisory Committee prior to the examination.

The examination will cover the general area of the student's research based off reading materials provided by their Supervisory Committee. Students should contact all members of their Supervisory Committees at least three months in advance of the expected exam date for suggestions on readings and other preparation for the exam. Students are encouraged to develop a reading list and submit this to their Supervisory Committee for comments and suggestions as part of their preparation for the Comprehensive Exam.

### **Timing of the examination**

Before scheduling the Comprehensive Exam, a student's written research proposal must be approved by their Supervisory Committee (details above). It is OCF policy that the comprehensive examination must be completed within 18 months of initial registration. Thus, a MSc student who transfers to the PhD degree program after one year will have only six months after the date of transfer to complete the examination. Students are advised to complete the examination before becoming deeply involved in their research work.

Extensions beyond 18 months require the written approval of one of the Graduate Advisors. Students are expected to have successfully passed 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.

### **Scheduling the Exam**

The first step for a PhD student is to contact the GPO with a tentative timing for the exam. The GPO will consult with the Graduate Program Committee to identify a Chair that is an IOF faculty member and not associated with the research. Once a Chair has been identified (this may take up to one week), the student will be informed. The student must include the Chair in the initial scheduling emails and polls. If a PhD student waits to contact the Chair until after the exam is scheduled, it may be necessary to reschedule if the Chair is not available.

### **Examination Committee**

The Examination Committee for an OCF comprehensive exam will consist of a minimum of three examiners (including supervisor) and a maximum of four (including supervisor), with no fewer than

two of them being G+PS members. If a Supervisory Committee has more than five members, then the membership of the Examination Committee must be limited to four. A case can be made for a fifth examiner if they provide a perspective not provided by any of the other examiners and their inclusion will benefit the student. Although the Examining Committee can include previously approved Supervisory Committee members who do not hold a professorial board appointment in the research stream (i.e., non-G+PS, see above), pass or fail decisions will be made by UBC research faculty (i.e., G+PS) members only. The Chair must be an IOF faculty member. The Chair acts as a moderator, and does not participate in the questioning. However, they do get a vote if the Committee is split on their exam decision, so should have a sufficient level of knowledge of the student's research topic.

### **Examination protocol**

The exam will begin with a brief introduction by the Chair. The Chair will remind the examining committee that defence is not an examination of the thesis proposal, which has already been approved by the committee.

The student will then give a 20-25 minute presentation. The comprehensive exam presentation serves to:

- Demonstrate that the student has gained valuable knowledge from the provided readings in terms of the scope, context, and/or methods underlying their thesis;
- Remind committee members of boundaries of thesis research topic and to adapt their questions accordingly;
- Offer the student a chance to settle down and prepare for the initiation of exam questions instead of starting cold with the exam questions.

The Comprehensive exam presentation will be similar but still in some respects quite different from the one given for the proposal defence. The proposal defense presentation should include both the theoretical and contextual grounds for the thesis research, broken down into chapters with specific research objectives and methods. The Comprehensive exam presentation should focus mainly on providing an overview of the state of the knowledge of the dissertation topic and reviewing the dissertation aims in this context.

Each member of the examination Committee will then be given a maximum of 15 minutes for questions assessing the student's general knowledge of the subject area. The supervisor is the last one to ask questions, and the Chair does not pose questions.

Then each Committee member will be given the opportunity for a second round of questions, not to exceed 5 minutes each. This second round is intended for clarification of issues previously raised and not for new lines of questioning except in unusual circumstances.

### **Results of the examination**

Following the examination, the candidate will be asked to retire from the room, and the Committee will hold an in-camera session. The Supervisor will be asked to introduce the candidate in general, but will

not register an opinion on pass or fail until after all other Committee members have discussed the exam and registered an opinion. The Supervisor may then be asked to retire from the meeting. The remaining Committee members will discuss the candidate and then vote, which may be by written secret ballot if requested by the Chair or a voting member of the Exam Committee. The pass/fail decision made by the Supervisor will not be revealed to the Committee members until after completion of their discussion and vote.

The pass/fail decision will be by simple majority of the votes cast by members of the Examination Committee. In the event of a tie, the deciding vote will be cast by the Chair.

In the event of a marginal pass, the Committee may apply conditions (e.g., course work, directed readings). The Committee must then determine the arrangements for ensuring that the conditions are met. These should be included in the Chair's report.

The Chair will then recall the candidate and Supervisor to the meeting and announce the result of the vote. Written notification of the decision made by the Examination Committee will be sent to the GPO. The candidate will either pass or fail the examination. A candidate who fails the first attempt must pass a second examination that will be scheduled to take place within six months of the first examination. Failure to pass a second examination will result in the student being required to withdraw from the graduate program.

The Supervisor will then notify the GPO of the result of the Comprehensive Exam by email.

### **Dissertation and dissertation defense**

The Doctoral Dissertation exam is administered through the G+PS. G+PS provides extensive documentation regarding most aspects of the defense and dissertation. Information about the deadlines and protocols for these examinations can be found at the G+PS website at [www.grad.ubc.ca/current-students/final-doctoral-examination](http://www.grad.ubc.ca/current-students/final-doctoral-examination).

Please note that that the deadlines for scheduling these exams are sometimes quite early in the term.

More information is available on the G+PS site:

- Dissertation & Thesis Preparation: [www.grad.ubc.ca/current-students/dissertation-thesis-preparation](http://www.grad.ubc.ca/current-students/dissertation-thesis-preparation)
- Final Dissertation & Thesis Submission: [www.grad.ubc.ca/current-students/final-dissertation-thesis-submission](http://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission)

## PhD Timeline Checklist

Doctor of Philosophy (PhD) students in the Oceans and Fisheries degree program are expected to complete their Comprehensive Examination and dissertation defense within four years.

### First month

- Meet with supervisor to discuss expectations of both student and supervisor, degree requirements, policies and timelines. Sign the IOF letter of agreement.
- Discuss coursework, composition of the Supervisory Committee, and research plan with supervisor.
- Register in required coursework (FISH 500).

### Within the first four months

- Introductory meeting with Committee (minimum attendance: supervisor and one Committee member), to discuss coursework, composition of Committee, research plan.

### After eight months (First two terms)

- Full Committee established. Supervisory Form submitted to the GPO. Note: having a committee member who does not have a research, tenure-stream faculty appointment at UBC requires formal approval by one of the Graduate Advisors and G+PS. This process can take weeks to months.
- Register in any other coursework the Committee has recommended.
- Apply for scholarship funding, if necessary. Note: NSERC, Affiliated Fellowships, and Killam scholarships have similar application processes, with a deadline of mid-September.
- Identify research project.
- Convene Committee meeting to discuss proposed research. Note: G+PS requires that there be at least one Committee meeting every 12 months.
- Begin research.

### By end of first 15 months

- IOF requires that the research proposal be prepared and approval obtained from Supervisor. Notify the Committee that the proposal is coming their way at least a week in advance. Distribute to Committee members at least two weeks in advance of Committee meeting.
- IOF requires that the Committee meeting be convened to discuss proposed research and the suitability of the research proposal. The Committee must approve the research proposal at before officially scheduling the Comprehensive Exam.
- Obtain reading list for Comprehensive Exam from each Committee member, or prepare a reading list and submit it to Committee members for approval (recommended). Readings should be obtained at least three months before the exam. Begin preparations.

**By end of first 18 months**

- Comprehensive Exam must be held within 18 months of starting PhD (*G+PS & IOF requirement*). To schedule a Comprehensive Exam, students must check with the GPO.

**Following 2-4 years**

- Convene regular Committee meetings to discuss research results, further research plans, coursework and timeline to thesis completion (G+PS requires at least one Committee meeting every 12 months).
- Complete research.
- Ideally, the student will complete writing the dissertation by the end of the fourth year.

**(Preferably) End of 4<sup>th</sup> year**

- At least three months before completing the dissertation, the supervisor and GPO need to submit the external examiner form to G+PS. The supervisor must be confident that the dissertation is nearly ready to be submitted to G+PS.
- Approval of dissertation by supervisor. This may be an iterative process.
- Submit dissertation to Supervisory Committee members, at least four weeks before their approval is required.
- Obtain approval by Supervisory Committee.
- Identify members of the examining Committee (primary supervisor, a minimum of one and a maximum of two other members of Supervisory Committee, two university examiners, the external examiner) The exam Chair will be identified and appointed by G+PS.
- Schedule dissertation defense date: should take place less than 8 weeks after submission of the request the external examiner form to G+PS, and 6-7 weeks before the proposed defense.
- Defend dissertation.
- Submission of dissertation approval form and final dissertation and dissertation cover sheet (electronically as a single pdf file to G+PS through the UBC online information system, cIRcle, and copy to the OCF Graduate Program).

For more information, see G+PS' doctoral examination planning tool and checklist:

[www.grad.ubc.ca/forms/doctoral-examinations-planning-tool-checklist-candidates-supervisors](http://www.grad.ubc.ca/forms/doctoral-examinations-planning-tool-checklist-candidates-supervisors)

# Leave, Parental Leave, and Extensions

## Leave of Absence

Leave can be granted by G+PS for personal, health, or other reasons to have time completely away from academic responsibilities. The leave period is not included in the time period for completion of the degree. Leave, not including parental leave or leave to pursue concurrent programs, is limited to one year. A leave will begin normally on the first day of term, for a period of four, eight or 12 months. A request for leave must be submitted to the IOF GPO in writing and should have the written approval of the supervisor.

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

## Parental Leave

A graduate student who is bearing a child or who has primary responsibility for the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. A request for parental leave should be made through the GPO for a minimum leave of four months to a maximum leave of twelve months. The leave period is not included in the time period for completion of the degree.

## Extension

Expected time frame to complete the MSc is 2 years. Expected time frame to complete the PhD is 4 years.

However, there is a five-year time limit for the completion of a Master's program and a six-year time limit for the completion of a Doctoral program. If an extension beyond that is needed, the research supervisor must make a request to one of the department Graduate Advisors.

The request must explain the reasons for the extension and include a detailed timeline for completion. Extension requests will not be approved without a committee meeting in the prior 12 months, and the timeline for completion must be approved by the supervisory committee. Extensions will not be granted beyond two years.

More information: [www.grad.ubc.ca/current-students/managing-your-program/program-extensions](http://www.grad.ubc.ca/current-students/managing-your-program/program-extensions)

## Forms

All forms can be found:

- <https://oceans.ubc.ca/graduate-program/current-students/grad-program-forms/>

## Getting Started Checklist

- Read the Handbook!
- Get assigned a Campus-Wide Login (CWL) – this should happen once admitted to UBC (page 17)
- Give your CWL ID to the GPO (Eden)
- Get a UBC card – send a photo of the back of your card to Eden (she will grant you access to the AERL building) (page 17)
- Go to a UBC Orientation and IOF Orientation (page 17)
- Get a Compass Card or U-Pass (if needed) (page 18)
- Sign on the UBC wireless (page 18)
- International Students: apply for SIN and give info to GPO (page 23)
- Sign up for BC Healthcare (MSP) (page 18)
- Get keys to AERL and the loft area (Eden) (page 19)
- Complete the “New to IOF” form in order to get paid your stipend (Eden)
- Get an Oceans Email address (Eden) (page 19)
- Make sure Eden gives you photocopier/alarm code
- Register for classes in the SSC (page 20)
- Find out where your desk is (Scott)
- Read the weekly email newsletters from GPO
- Apply for TAs (read the newsletters from GPO and look at department websites) (page 27)
- Apply for awards and scholarships (read the newsletters!) (page 28)
- Meet with your supervisor to discuss committee members and timeline for your thesis

We welcome you to UBC and will do our utmost to ensure that your studies are conducted in a safe and supporting environment.