

UBC Department of Chemistry

New Graduate Student Handbook



UBC Department of Chemistry

2036 Main Mall

Vancouver, BC, Canada V6T 1Z1

Telephone: 604-822-3266

Fax: 604-822-2847

www.chem.ubc.ca

Welcome to the Department of Chemistry!

We are pleased that you have joined us and hope you will find your stay in the Chemistry Department enjoyable and productive.

Getting Started

Accommodation

If you have not already done so, it is important to find your accommodation as quickly as possible. The following are a number of approaches to this important task.

Faculty of Graduate Studies - New Student Guide

Website: www.grad.ubc.ca/current-students/newly-admitted/grad-guide

International House

Primarily to assist international students

See notice board 1783 West Mall

Telephone: 604-822-5021

Website: <http://students.ubc.ca/international/>

UBC Housing Department

This facility deals with on-campus housing

#1002 – 1874 East Mall

Telephone: 604-822-2811

Website: <http://vancouver.housing.ubc.ca/>

Craigslist

Craigslist provides local classifieds for housing, furniture, services and events

<http://vancouver.en.craigslist.ca>

Local Newspapers

The Vancouver Sun and The Province. The Vancouver Sun carries the largest number of classified advertisements. <http://classifieds.canada.com/vancouver>

Study Permits, Social Insurance Numbers and Citizenship

International Students: in order to be paid by UBC, a copy of your study permit is required as well as a Social Insurance Number (SIN). You may apply for your SIN at the nearest Service Canada Office (below); take all your official documents and you will be issued a SIN. You must bring this to Sheri as soon as possible.

Vancouver Service Canada Centre

1263 West Broadway, Vancouver, BC V6H 1H6

(#99 bus to Granville Street, cross at Broadway; head east to Birch Street – located in corner bldg)

Additional locations may be found at: <http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?ln=eng>

Note: If your study permit does not specifically say “may work” or “may accept employment”, you will be unable to use it to obtain a SIN and will therefore be unable to start work/be paid.

Please send an email to isa@students.ubc.ca requesting an urgent study permit amendment due to pending employment. The email should contain the following:

- **UBC student number (in the subject line of the email)**
- **Copy of your study permit**
- **Arrival date in Canada by air (it must be in August/September 2017)**

You will be contacted directly as soon as the amended permit is ready

It is your responsibility to maintain your status and obey regulations while studying in Canada. Check your immigration documents (Study Permit, Permanent Resident Card, etc.) to ensure that they are accurate and valid and make a special note of when they need to be renewed. **Please note: payroll appointments do not continue past the expiry date of an existing permit. You must bring your renewed permit to Sheri as soon as possible for appointment(s) to be extended so that payment remains ongoing.**

It is important that UBC be informed of your citizenship status (should it change) for payroll purposes and because some fellowships and scholarships are open only to Canadian citizens and Canadian Permanent Residents.

You can contact Citizenship and Immigration Canada (CIC) with your immigration questions:

Telephone: 1-888-242-2100 toll free

Website: www.cic.gc.ca

International Student Advisors at UBC International House may also help with your immigration questions:

Telephone: 604-822-5021

Email: isa@students.ubc.ca

Canadian Income Tax

Graduate students are required to pay income tax on that part of their stipend which is not considered to be a scholarship (e.g. Teaching Assistant position). All graduate students must file a Claim for Personal Exemption (TD1) with UBC Finance. Completing the TD1 form ensures the income tax rate for students (lower than non-students). The TD1 form may be obtained from UBC Finance or can be found at <http://finance.ubc.ca/sites/finance.ubc.ca/files/uploads/payroll/documents/td1.pdf>

UBC Payroll, TEF 3, 5th Floor, Agronomy Road

Annual T4 and T4A slips are available to download through your Campus-Wide Login (CWL) account: <http://finance.ubc.ca/payroll/taxation/tax-slips-online> . These are required when calculating your annual income tax.

T2202A Tuition and Education Certificates are not sent by mail. The T2202A certificates are available via the Student Service Centre (SSC) <https://ssc.adm.ubc.ca/sscpportal/servlets/SRVSSCFramework>

Medical Services Plan

If you plan to live in British Columbia for more than six months, you must enrol in the provincial government's Medical Services Plan (MSP). The plan covers the cost of basic medical care, including most physician and hospital services. It doesn't cover general dental care, eyeglasses, or prescription medications. If you are coming to UBC from another Canadian province, maintain your provincial health care coverage from your home province.

<http://students.ubc.ca/livewell/health-insurance/medical-services-plan-msp-international-students/how-apply-bc-medical>

If you are new to Canada, there is a waiting period of three months (the balance of the month you arrived in plus two months) before MSP coverage begins. If you are an international student, you will be assessed a fee for short-term coverage until you become eligible for MSP.

All international students need to register for BC MSP coverage when they arrive, as iMED only offers coverage during the three month waiting period before becoming eligible for MSP.

Mandatory Health Insurance for new International Students (iMED)

iMED is the mandatory basic health insurance program the University provides for new international students. All new international students (except those from Tec de Monterrey) are automatically enrolled in the iMED plan, which provides coverage for the three-month waiting period for BC MSP or for the entire length of a one-term exchange. Medical benefits include emergency hospitalization and medical services for an unexpected sickness or injury. Once you register for your first class the fee of **\$180** will appear on your student account and your card will be sent to you via email; print it and keep it with you at all times. For more details about the iMED policy, coverage dates, opt-out eligibility, addition of dependants and other related information, please visit the iMED web site at:

<http://www.david-cummings.com/imed/faq/index.htm#doesiMEDcost>

UBC AMS/GSS Extended Health Plan All students are automatically members of the AMS/GSS Health & Dental Plan and have been assessed the annual premium as part of their fees. The Health & Dental Plan provides for many important services not covered by your basic health plan, such as prescription drugs, dental care, vision care, travel health insurance, counselling and more.

UBC AMS/GSS Extended Health Plan

Address: Student Union Building, 6133 University Boulevard

Website: <http://www.ams.ubc.ca/services/health-dental-plan/>

Student Health & Wellness Services

All health care services normally available in medical clinics are offered by or through your UBC student health service. Our services are completely confidential. In addition, access to many medical specialists is provided. Specialist clinics actually held in the health service include psychiatry, plastic surgery, dermatology, orthopedics, sports medicine, and ear-nose-throat.

For more detailed information and contacts, please visit:

<http://students.ubc.ca/livewell/services/student-health-service/student-health-online>

Scholarships and Awards

Students holding external fellowships/scholarships are required to inform the graduate advisor and Sheri. The stipend awarded to such students will be determined upon consideration of the terms and value of the fellowship/scholarship.

It is your responsibility to review the scholarships/awards that are available and complete the necessary applications before the departmental deadlines for submission to the Chemistry Department.

Academic merit-based external awards (fellowships, scholarships, and prizes) are administered through the Faculty of Graduate and Postdoctoral Studies at <http://www.grad.ubc.ca/prospective-students/scholarships-awards-funding>

Administration

Course Selection

While there is considerable flexibility in the overall Masters and Doctoral course programs, there are a number of compulsory courses required for each program. Course requirements and a list of graduate courses available are provided. Your supervisor, any faculty member in your area of interest, and the graduate advisor, may assist you in the selection of courses.

Teaching Assistant Positions

Teaching Assistants (TAs) are appointed September 1 - April 30 each academic year. This will involve, at a maximum, 10-12 hours per week of teaching, marking, or other duties. A few students are needed as Teaching Assistants for Summer Session and students may request a TA assignment for May–August. **Please note, should you be appointed a summer TA, your GRA stipend will be reduced accordingly.**

TA assignments will be posted on the Graduate Student noticeboard outside the Chemistry Admin Office as soon as the final enrolment figures in undergraduate laboratory courses are known (usually the last Friday in August). It is important that you report punctually for your assignments which are normally in the undergraduate laboratories. Your attendance to these duties and your performance will be assessed periodically. You should remember that your teaching assistantship is a privilege and not a right.

There are limits to the number of years a Teaching Assistantship may be held. In Chemistry the eligibility is normally 2 years for M.Sc. students and 5 years for Ph.D. students.

Payroll

You are paid in arrears on the 15th and last day of the month. If the 15th or the last day is a holiday or falls in the weekend, you will be paid the day before the holiday or weekend. Financial Services is required to withhold 3% of your salary as holiday pay. The funds withheld are included in the final payment at the end of April.

It is very important to hand in the completed Direct Deposit form to Sheri as soon as possible in order to avoid possible delays in receiving your first payment. It is also important to ensure your contact information is up to date on the SISC and the department.

You will be able to view your pay advice, tax information, etc. through your CWL account. You will be prompted to enter your Employee ID and sign up PIN – this information will be generated/provided to you once you are hired. **Your Employee ID will remain active as long as you are an employee at UBC. Please retain this information.**

UBC Payroll
TEF 3, 5th Floor
Agronomy Road

Keys & Building Access

Please check with your supervisor to confirm lab or room numbers that require keys. Please email Sabrina Fried and include your student number with the relevant lab/room numbers. Sabrina will submit a Key Request.

Sabrina Fried, Human Resources/Facilities Clerk

Room D234

604-822-2189

hrfacilities@chem.ubc.ca

Once a Key Request has been approved, you will receive a confirmation email from UBC Parking & Access Control Services for pick up. You must pay a deposit. The deposit will be refunded when you leave the department unless your keys have been lost.

UBC Parking & Access Control Services (inside the Bookstore)

6200 University Boulevard

V6T 1Z4

<https://parking.ubc.ca/building-access>

See the Secretary in the AMPEL Building if you start working in one of those labs.

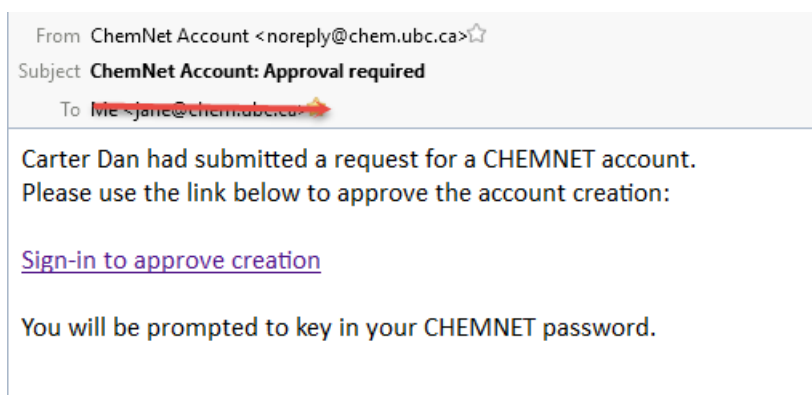
Online ChemNet Account/E-mail Address

The link is available on our Department Resources page <https://xenon.chem.ubc.ca/chemnetacct>

Complete the online ChemNet Account form as instructed.

Select your Group Name on the drop down list. (Note: If you do not have a Supervisor, please select NO GROUP. The "NO GROUP" request is sent to Sheri)

Your Supervisor (or Sheri) will receive an email (see below) with a link, to approve the account



Photocopying

There are photocopiers that students can use in the Chemistry Building: across from the Admin Office in Room D230 and in A Wing (Room A339) You may request the account number from your supervisor for all the photocopiers.

Graduate Student Activities

Graduate students are invited and encouraged to participate in the activities of the Department. Graduate students serve on a number of committees, such as service, safety and recruiting. The Graduate Student Society (GSS) and Chemistry Graduate Student Society (CGSS) organize numerous activities and you are encouraged to participate. Please see their websites for additional information.

Graduate Student Society (GSS):

<http://gss.ubc.ca/main/>

Chemistry Graduate Student Society (CGSS):

<http://cgss.chem.ubc.ca/>

Safety in the Chemistry Department

The overall safety program at UBC is overseen by Occupational Health and Research Safety

<http://riskmanagement.ubc.ca/health-safety>

Health & Safety Work Philosophy

Our Department is committed to ensure that every employee, student and visitor is exposed to the safest environment possible.

Responsibility for Health & Safety

Employees will participate in the Safety Program and recommend actions to improve its effectiveness. They will follow the established policies, directives and procedures. They will work in a diligent, safe manner and report real or potential hazards to the Safety Committee members.

Emergency Procedures

Posters are located in every lab, workshop and common area of the Department. It is your responsibility to familiarize yourself with the information on the poster, where you can find: Emergency phone numbers, Evacuation routes, First Aid information, Spill control information, Fire safety procedures.

Fire Safety

Know where the fire exits are. Know the location of the fire extinguisher. In the case of fire/evacuation, know where your meeting place is.

First Aid

For immediate response contact the first aid attendant for your area, See the department safety web page at <http://www.chem.ubc.ca/safety>, or obtain first aid by calling 2-4444 or 911.

Safety Manual

The Manual is a comprehensive guide to the safety practices at the department. It is available at:

www.chem.ubc.ca/sites/default/files/wysiwyg_uploads/facilities/safety/resources/chemical_lab_safety_manualdec2013.pdf

Safety Courses

All chemistry faculty, staff, post docs and graduate students are required to take the Laboratory Chemical Safety course within their first year. For more information check the Safety Notice Board or the website <http://riskmanagement.ubc.ca/>.

Procedures for Reporting Incident or Unsafe Conditions

Report all incidents or unsafe conditions as soon as possible to your supervisor and to the Safety Officer, Helen Wright (7-5216).

Work Hazards

Be aware of the hazards of your workplace. Familiarize yourself with the Chemistry Safety Manual. Always read MSDS before handling chemicals. Use appropriate personal protective equipment (gloves, goggles, lab coat, etc) for the job. Know the location of the eyewash station. Know the location of the closest spill cart (A352, A237, B170, C126E, D413, E215 and E415).