

The University of British Columbia

A Guide for Postdoctoral Fellows



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA



A Welcome from the Associate Dean for PDFs, Dr. Tony Farrell

As the inaugural Associate Dean for Postdoctoral Fellows, I am absolutely thrilled to welcome you to UBC. I have enthusiastically agreed to lead the PDFO and be the champion for PDFs across the campus. I bring my own experiences as a PDF, experiences related to supervising many successful PDFs in my own research group, and a voice that reaches UBC's administration should the need arise.

Arriving at UBC brings with it some uncertainty and insecurity. After all, it is a new location with new rules and responsibilities and a new supervisor. With this in mind, the Postdoctoral Fellows Office (PDFO) has two main roles:

- To help you get started at UBC, and
- To help you succeed at UBC, allowing you to be better positioned for future job security.

Our help begins with Orientation Day for PDFs and continues with this Handbook. However, it does not stop there. Throughout the year you will hear of a number of professional development opportunities on offer through our offices; you are encouraged to take full advantage of these events. Further, I would encourage you to participate with your peers in the Postdoc Association and make the most of your time here at UBC.

Wishing you every success,

Tony Farrell, Associate Dean PDFs

A Welcome from the Dean pro tem of the Faculty of Graduate Studies, Dr. Susan Porter



I am most delighted to welcome you to UBC, one of the top universities in the world, and a leader in research and scholarship across a broad range of disciplines and interdisciplinary fields. We believe you will both benefit from and contribute critically to the rich intellectual and cultural community that is UBC.

The postdoctoral fellowship years are a time of intense and deepening scholarship, and of continuing preparation for the careers that lie ahead of you. UBC is committed to ensuring that your experience here is rewarding and productive, and one from which you emerge well-prepared for a successful career, enabling you to make continued positive contributions to our world. The Postdoctoral Fellows Office was established in 2010 to support postdocs to these ends throughout their time at UBC. This handbook is one of many initiatives by the PDFO, and helps ensure that you are well-informed and prepared to make the most of your time here. Please read it carefully, and take a look at the PDFO website to discover the range of information and services available. I personally recommend taking advantage of the numerous and highly-rated professional development opportunities offered through the PDFO, as they can be invaluable in expanding and enriching your understanding and competencies in areas critical for success, now and in the future.

Postdoctoral fellows are crucial contributors to the research enterprise of our university, and we are delighted you have chosen to join us. Once, again, please accept my warmest welcome and best wishes for a rich and rewarding experience.

Dean Susan Porter



The PDFO



The University of British Columbia (UBC) established the Postdoctoral Fellows Office (PDFO) within the Faculty of Graduate Studies early in 2010. In this way, UBC formally acknowledges the key role to be played by Postdoctoral Fellows (PDFs) in achieving the goal of increasing the quality and excellence of UBC's research and scholarship.

PDFs are valued members of the UBC community and make an indispensable contribution to the research environment of the University. As researchers, they make significant contributions to their chosen field and in doing so raise the profile of themselves and UBC. As a member of a research group or as an individual researcher, they work under the general supervision of a faculty member and may assist with the supervision of graduate students.

Joining Dr. Tony Farrell, Associate Dean (PDF) (right) in the PDFO are Manager Hourik Khanlian (centre) and Office Assistant Daniel Maldoff (left); three people who bring a wide range of skills and experience to complement their commitment to enriching and supporting Postdoctoral Fellows during their time at UBC. We are located at 170 – 6371 Crescent Road and can be reached by phone at 604.822.2848, or [by email](#). Please also be sure to visit the [PDFO website](#). Please feel free to contact the PDFO when and if you need to.

However, the PDFO does not work alone. To ensure an integrated approach to the support of PDFs, it works in close liaison with other groups across campus, including the UBC Postdoc Association (PDA), Postdoctoral Coordinators within your faculty, Faculty Relations, and the Work Life and Relocation Centre.

UBC is privileged to have received funding from the Killam Trust for the Killam Postdoctoral Fellowship Competition since 1967, in addition to funding for outstanding doctoral fellows, faculty researchers and teachers, including two mentorship awards for the support of Graduate Students.

Much of the information in this handbook is from the [Faculty Relations website](#) and in the [Postdoctoral Fellows section of the Faculty of Graduate studies website](#). Please check these websites for more detailed information and to check for current language and developments. UBC operates according to policies, practices and procedures that may change from time to time. Contained herein are policies and resources pertinent to PDFs. PDFs may also be subject to additional policies that are specific to their Departments or funding agencies. The official University of British Columbia Postdoctoral Policy, contained in Policy #61, can be found on the [University Counsel website](#).

This handbook provides basic information and advice for prospective and current PDFs. It should facilitate your transition to UBC, and help to ensure that you have a satisfying and rewarding experience here. The PDFO hopes that as a result, you will receive the best possible preparation for the next step in your career.

Acknowledgement:

We are pleased to acknowledge the generosity of Dr. Fred Hall, Dean of Faculty of Graduate Studies, University of Calgary for providing us with the equivalent Calgary publication as a framework for the development of this guide for UBC.



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Contact:

Postdoctoral Fellows Office (PDFO)

170 – 6371 Crescent Road

Vancouver, BC V6T 1Z2

Tel: 604.822.2848

Email: postdoctoral.fellows@ubc.ca

www.grad.ubc.ca/postdocs



Before you arrive at UBC

Questions to Ask when Choosing a Supervising Faculty Member

As a PDF at UBC, you will be associated with one or more faculty colleagues for the purpose of research collaboration. The supervising faculty member usually provides the resources needed to support the collaborative research activities.

A PDF who is hired as an employee typically signs a contract with the University, through the supervising faculty member. There are expectations on both sides. To prevent surprises, it is important that a frank discussion of the terms and conditions of an appointment takes place preceding any signatures. Below are some of the questions that should be asked of a supervising faculty member when considering a Postdoctoral position:

- What are the supervisor's expectations of the PDF?
- Will the supervisor or the PDF determine the research program?
- How many PDFs has this supervisor had? Where did they go afterward?
- Can I contact current and past lab members about their experience? – Ask for email addresses or phone numbers
- How will the relationship work? How much time will the supervisor have for mentoring? Will there be other mentors?
- How many others (grad students, staff, PDFs) now work for the supervisor?
- What is the expected publication rate and to which journals? What will your role be on publications?
- What is the supervisor's policy on travel to meetings?
- What is the supervisor's policy on authorship and ownership of ideas?
- Will I have opportunities to practice grant writing? Oral presentations? Review of manuscripts?
- Will I have the opportunity to perform any teaching or mentorship?
- What will happen if I do not complete a project before I take another appointment?
- How long is financial support guaranteed? On what does appointment renewal depend?
- Can I count on help in finding my next position?
- Will the supervisor have adequate research funds to support the proposed research?

Modified from [Enhancing the Postdoctoral Experience for Scientists and Engineering. A Guide for Postdoctoral Scholars, Advisers, Institutions, Funding Organizations, and Disciplinary Societies, National Academy Press, Washington, DC. For the complete text see The National Academies Press website \[http://www.nap.edu/catalog.php?record_id=9831\]\(http://www.nap.edu/catalog.php?record_id=9831\)](#)



The Appointment Process at UBC

How you are appointed has a bearing on what benefits you will receive and sometimes upon what resources are available to you. Therefore, as a PDF, it is crucial to understand the nature of your appointment. The following section reviews the different appointment types, how to apply for positions, what to look for when considering an appointment, and how appointments are processed.

Appointment Types at UBC

Postdoctoral Fellows at UBC are individuals who are in training and work under the general supervision of a faculty member. Appointment as a PDF, according to [UBC Policy #61](#), is intended to be a temporary position that begins within three years of being awarded the Ph.D. degree or 10 years of being awarded the MD or DDS degree. Exceptions will be considered where the research career has been interrupted by circumstances such as parental responsibilities or illness.

The objective of a PDF appointment is to contribute to UBC's research and teaching mission, to strengthen the PDF's skill set, publication record and CV, and to build a reputation that will enhance the PDF's opportunity to secure a more permanent position both within, and outside of, teaching and research. The PDF designations used at UBC are as follows:

A **Postdoctoral Fellow** is a member of a research group or an individual researcher working under the general supervision of a faculty member, may assist with the supervision of graduate students and may be asked to teach. They may be appointed as an employee or as an award recipient.

Depending on your funding source, PDFs are given the designation of employee or award recipient as follows:

A **Postdoctoral Fellow is an employee** where the individual plays a key role on a research team under the direction of and funded by the supervising faculty member, and is paid a salary.

A **Postdoctoral Fellow is an award recipient** where the individual is awarded a competitive fellowship from an external granting agency, which may or may not be paid through UBC, or receives financial support from a sponsoring agency. Award recipients do not have an employment relationship with UBC. They work independently under the mentorship of a supervising faculty member at UBC.

A **Postdoctoral Teaching Fellow** is an additional appointment for Postdoctoral Research Fellows given formal teaching assignments. PDFs may be involved in both undergraduate and graduate lecturing, laboratory instruction, tutorials, and supervision of undergraduate projects. Teaching fellows are always appointed as employees.

Where to Apply for Positions

- Check faculties/departments of interest to see if there are any PDF positions available – each [department](#) has a list of faculty members and their research topics
- Visit the [Faculty Career Opportunities](#) website and apply as indicated
- Directly contact a faculty member with related research interests (even if there are no current postings in that area). Postdoctoral applications can be made directly to a specific faculty member(s)
- A list of PDF positions is updated on the [PDFO website](#), as and when received
- Visit the Faculty of Graduate Studies website for information on the [Killam Postdoctoral Fellowship](#). Please direct questions about the program to killam@interchange.ubc.ca.



Appointment Procedure

All PDFs hold a formal appointment at UBC. The appointment process is followed regardless of funding source. Initial PDF appointments are typically made one year at a time, and are renewable up to 3 years (appointments may be renewable up to 5 years in total with the Dean's written approval). The following documentation is required for all appointments:

- Current curriculum vitae with education and experience
- Copy of the offer letter signed by the PDF
- Faculty appointment form (Word) signed by Head/Director and Dean (or Dean only in non-Departmentalized Faculties)
- Proof of legal entitlement to perform work for UBC
 - For citizens or permanent residents of Canada, a Social Insurance Number (SIN) on the appointment form is sufficient
 - For foreign academics:
 - Copy of a valid work permit (if paid appointment), or visitor visa (if unpaid appointment)
 - Copy of Social Insurance Number card or copy of SIN application receipt (not required for unpaid appointments)
 - For unpaid appointments where the SIN is not provided, a copy of one of the following:
 - a Canadian passport;
 - birth certificate;
 - CRA tax receipt showing SIN; or
 - Citizenship card.

Where an additional appointment is being made for a Postdoctoral Teaching Fellow, a copy of the offer letter signed by the Postdoctoral Teaching Fellow is required.

Appointment to Position of PDF - Offer Letter

Every PDF receives an [appointment letter](#), which must be signed by the Department Head or Director and the PDF accepting the terms of the appointment. The appointment letter sets out, in writing, the terms of the appointment, and details the expectations and commitments of both the PDF and the supervising faculty member.

The Appointment File

The official documentation concerning the appointment with the University is retained by the office of Faculty Relations. PDFs have access to their own files by contacting [Faculty Relations](#). Please note that at least 24 hours notice is required to arrange an opportunity to view your file.

Moving On

After your first position at UBC, you may change supervisors or Departments within UBC, or move to a PDF position at another university. The following avenues may help your research into possible opportunities.

- Visit the [Faculty Career Opportunities](#) website and apply as indicated
- Check faculties/departments of interest to see if there are any PDF positions available – each [department](#) has a list of faculty members and their research topics
- Directly contact a faculty member with related research interests (even if there are no current postings in that area). Postdoctoral applications can be made directly to a specific faculty member(s)
- A list of PDF positions is updated on the [PDFO website](#), as and when received.



The PDF's Career at UBC

Each Postdoctoral appointment will be unique. The following sections provide a general idea of what to expect during your time at UBC. They outline basic of terms of employment, processes and responsibilities. More information can be found on the [Faculty Relations website](#).

Orientation

The PDFO conducts a semi-annual Orientation Day for PDFs. Orientation Day will cover a range of important information and advice geared to help you and your families obtain the most from your PDF experience at UBC. Also, this will be an opportunity to get connected and to meet other PDFs from many different Faculties. For the date of the next PDF Orientation Day, visit the [PDFO website](#).

The [Work-Life and Relocation Services Centre](#) at UBC can assist with the orientation to Vancouver and to campus life.

The supervising faculty member, Department Head and Dean are responsible for orienting PDFs to the Department and Faculty. Departmental or faculty administrators prepare written materials about services, procedures and standards in the department and faculty, and useful contacts at UBC. The supervising faculty member is responsible for orientation to the worksite, and for providing information about performance expectations, standards for hours of work, safety procedures and ethical/scholarly integrity issues. PDFs are generally regarded as individuals in training for advanced research and are treated accordingly in such matters as departmental communications, social interaction and consultation about matters affecting them.

The PDF & Supervising Faculty Member

The most important relationship to nurture and develop while at UBC is that between you and your supervisor. You succeed, they succeed. The University expects that the supervising faculty member/ PDF relationship will be one of mutual respect and consideration. The policies and practices of the University are geared to ensure equitable treatment of

all appointees with a measure of consistency. However, written materials cannot cover every situation. The supervising faculty member has some latitude and discretion in handling individual situations as they arise. The PDFO and the Associate Dean of PDFs can offer advice in unusual circumstances.

The University encourages individual growth. PDFs are primarily responsible for their professional development. The supervising faculty member also has responsibility for the continuing development of the PDF and they are well-positioned to help determine how such development occurs within the University environment. Discussions should take place on how many and what meetings a PDF can attend, and with what frequency and under what conditions. The PDFO will offer regular professional development workshops. Successful research will open opportunities for publications and presentations and further scholarship support.

Professional Development and Career Opportunities

As a PDF at UBC, there are resources available to you to enrich your experience and allow you to get the most from your appointment. The [PDFO](#) hosts workshops to assist you in gaining skills and perspective on issues relevant to a PDF's career. Graduate Studies' [Graduate Pathways to Success \(GPS\)](#) program, offers workshops that may be applicable and open to PDFs. Professional development courses and workshops are regularly offered through [Centre for Learning, Teaching and Technology \(CTLT\)](#), including programs on leadership, supervising graduate students, and peer coaching. Professional development in grant proposal writing is offered periodically through the Office of Research Services and the [Office of the Vice President Research & International](#). Career sites are: [University Affairs](#), [Academic Works](#), and [Academic Careers Online](#). You may also wish to visit [UBC's Life and Career Centre](#) at the UBC Robson Square campus.



PDF Travel Awards

As part of UBC's ongoing efforts to increase the benefits for PDFs, the PDFO is pleased to administer Travel Awards for PDFs. These awards are intended to assist PDFs with travel to conferences to present research performed at UBC. PDFs of all disciplines are eligible to receive this award once during their time as a PDF at UBC.

For more details and application information, please visit the [Travel Awards section of the PDFO website](#).

Renewal

Renewal requires an agreement between a PDF and the supervising faculty member. It is usually a matter of course if multi-year funding is in place and there are no issues regarding performance. Start discussions at least 6 months in advance to avoid surprises! PDF appointments at UBC can be renewed one year at a time, normally up to 3 years depending on the availability of funding. With the Dean's written approval, appointments may be extended for a further two, one-year terms (i.e. up to a maximum of 5 years in total).

Supervising faculty members should give reasonable notice (usually 3 months) to a PDF on their intention to renew, or not to renew an appointment.

Renewals must be confirmed in writing and if terms and conditions have changed, a new offer letter should be signed.

Conflict Resolution

The best way to handle a problem between a PDF and his/her supervising faculty member is to recognize it when it first arises, and collaborate immediately on finding a solution. Untreated wounds fester with time and so do conflicts. If unresolved, problems may be brought to the attention of the head of your academic unit or the [Equity Office](#). [The Associate Dean](#).

[Postdoctoral Fellows](#) in the Faculty of Graduate Studies or the PDF Coordinator within your faculty may act as an Ombudsperson in any dispute where a neutral third party is required. [Faculty Relations](#) and the Equity Office can also be contacted at any time for assistance.

Resignation

PDFs who wish to leave their position prior to the appointment end date should provide at least one month's notice in writing to their supervising faculty member. The notice period may be waived by the supervising faculty member.

Respectful Work Environment

The University recognizes the right of staff to work in an environment free from harassment and discrimination.

The [University's policy on discrimination and harassment](#) addresses problems arising from grounds prohibited from discrimination under the Human Rights Code of British Columbia. The prohibited grounds of discrimination include: age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation and criminal conviction unrelated to employment. If there are any concerns related to discrimination or harassment, please bring them to the attention of the supervising faculty member or the [Equity Office](#).

The University's statement on [Respectful Environment for Students, Faculty and Staff](#) addresses concerns an employee may have about personal harassment that does not involve prohibited grounds of discrimination covered under the Human Rights Code of British Columbia. Again, these concerns should be brought to the attention of the supervising faculty member or Head of Academic Unit for investigation and resolution in a timely manner.



UBC Policies and Procedures

Any research project carried out by a person connected with UBC and affiliated hospitals and research institutes must conform with the [University Policies](#) concerning research. These policies cover guidelines concerning the use of facilities, budget preparations, legal authority, use of ethical review committees, studies involving human subjects, animals and biological hazards, application signing, award administration, publication, patents and licensing, travel and entertainment, and conflict of interest.

All policies passed by the Board of Governors and currently in effect appear on the [University Counsel website](#). The following is a partial list of those policies that are particularly important to PDFs and their research at UBC:

<u>Policy Name</u>	<u>Policy #</u>
Employment Equity	2
Discrimination and Harassment	3
Environmental Protection Compliance	6
University Safety	7
Disaster Management	8
Hazardous Materials Management	9
Procedures for Working with Biohazardous Materials	10
Post-Doctoral Fellows	61
Travel and Related Expenses	83
Entertainment Expenses	84
Scholarly Integrity	85
Research	87
Patents and Licensing	88
Research and Other Studies Involving Human Subjects	89
Purchase of Animals for Research and Teaching	91
Conflict of Interest and Conflict of Commitment	97
Responsible Use of Information Technology Facilities and Services	104
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Research

The experience of each PDF varies throughout the University and is influenced by such factors as the academic discipline, the needs and obligations of the supervising faculty member, and the culture of the assigned lab or research unit. PDFs should take ownership of their experience, within the bounds of common sense and University policy, much as one would with life in general.

Universally accepted standards of academic achievement include publication of research in peer-reviewed academic journals, the advancement of intellectual property through patenting or licensing, and, in the Fine Arts, exhibitions, performances and media installations. PDFs should be appropriately recognized for their contributions to all of their respective products of research. Both the supervising faculty member and the PDF are ultimately

responsible for rights and obligations under the policies on Research, Patents and Conflict of Interest. The supervising faculty member should advise the PDF of these responsibilities on their part at the beginning of their appointment. Therefore, PDFs themselves must become familiar with their obligations under UBC's [Scholarly Activity Policies](#).

PDFs are frequently involved in the preparation of proposals for research grants and in other forms of acquiring research support. The degree of involvement in these processes by the PDF, and the level of supervision offered by the supervising faculty member, varies widely. Beyond the support offered by the supervising faculty member and academic unit, additional support and information about available research funding is available from the [Office of Research Services](#).

Research Infrastructure



The [Office of the Vice President Research & International](#) oversees a broad portfolio of research infrastructure and core services, described in the inner circle above. The outer circle includes units and services that are beyond the scope of this portfolio.



Granting Council Coordinators

Selected UBC faculty members are appointed by the Office of the Vice President Research & International to represent UBC before each major Federal funding agency. The coordinators work closely with researchers to ensure that information is disseminated and initiatives are developed to provide support for research and scholarship. Each coordinator maintains a relevant section on www.research.ubc.ca.

Canadian Institutes of Health Research (CIHR)

Coordinator: [Dr. Janice Eng](#) – (604) 714-4105

Social Sciences & Humanities Research Council of Canada (SSHRC)

Coordinator: [Dr. Ralph Matthews](#) – (604) 822-4386

Natural Sciences & Engineering Research Council of Canada (NSERC)

Coordinator: [Dr. Rabab Ward](#) – (604) 822-4924

Research Ethics

UBC policy requires that certain research conducted at the University or its affiliated hospitals, or conducted by UBC faculty, must be reviewed by a UBC Research Ethics Board or Committee. Research that must be reviewed and approved before the research starts, and before research funding can be released, includes: research involving animals; research involving bacteria, viruses, plasmids, recombinant DNA, animal tissues (including human blood, fluids, tissue) or other biohazards; and research involving human subjects, including human tissue or bodily fluids, and human stem cells. Research involving human participants at UBC must adhere to the provisions of the [Tri-Council Policy Statement, 2nd Edition](#) (TCPS 2) and all researchers conducting studies involving human participants are required to complete the [TCPS 2 online tutorial](#).

Postdoctoral research is conducted under the auspices of a Faculty Advisor, who is the named Principal Investigator (PI) for the research. The Principal Investigator accepts ultimate responsibility for ethical conduct of the research. You will be named as a co-investigator in the application.

All research ethics applications must be submitted online through the [Researcher Information Services](#) (RISe) system, a secure online system that enables researchers to submit Conflict of Interest or Conflict of Commitment (COI/COC) declarations, and applications for ethical review of studies with human or animal subjects. All of the ethics forms including applications for approval, amendments and renewals are accompanied by extensive guidance notes. These can be accessed through links in the application and other forms; we strongly recommend you refer to them in the event that you have questions concerning how to complete your application or post-approval form.

OFFICE OF RESEARCH SERVICES

[RISe Support Desk](#) – 604-878-7473 (RISe)

General information – 604-822-8595



Ethical Review Committees & Boards

It is important that your application be submitted to the correct ethics committee, to avoid delaying the review process. The ethical review committees and boards at or affiliated with UBC include:

ANIMAL CARE COMMITTEE

The [Animal Care Committee](#) reviews all research involving animals (excluding humans). Research, teaching or testing involving the use of animals at UBC must adhere to the UBC Animal Care Committee and Canadian Council on Animal Care guidelines. All researchers or personnel involved in animal research are required to complete [online animal care training](#).

BIOSAFETY COMMITTEE

The [Biosafety Committee](#) reviews all research that involves bacteria, viruses, plasmids, recombinant DNA, animal tissues, human blood or tissue or other biohazards.

HUMAN RESEARCH ETHICS BOARDS

Behavioural Research Ethics Boards

The two [Behavioural Research Ethics Boards](#) (BREB A and B) currently review all non-invasive research involving human participants, including research involving interviews, focus groups, aptitude testing, internet surveys, telephone polls, questionnaires, psychological testing and other methods. The UBC-Okanagan Research Ethics Board reviews all behavioural research involving humans that is being conducted by UBC-Okanagan faculty, students or staff.

CLINICAL RESEARCH ETHICS BOARD

The [Clinical Research Ethics Board](#) (CREB) reviews all medical research such as clinical trials, studies with blood or tissue samples, medical imaging, and exercise programs designed to treat a medical condition that involve blood, tissue, or medical imaging, genetic analysis, and human stem cell research, except studies under the purview of the B.C. Cancer Agency Research Ethics Board, the Providence Health Care Research Ethics Board or the Children & Women's Research Ethics Board.

BC CANCER AGENCY RESEARCH ETHICS BOARD

The [BC Cancer Agency Research Ethics Board](#) reviews all adult cancer-related clinical studies and some behavioural studies that are conducted by researchers at the BC Cancer Agency.

CHILDREN & WOMEN'S RESEARCH ETHICS BOARD

The [Children & Women's Research Ethics Board](#) reviews all research that takes place at Children & Women's Hospital and all research conducted by C&W, staff whether or not it is conducted at Children & Women's Hospital.

UBC-OKANAGAN RESEARCH ETHICS BOARD

Please visit [UBCO Research Ethics](#).

THE PROVIDENCE HEALTH CARE RESEARCH ETHICS BOARD

The [Providence Health Care Research Ethics Board](#) reviews all research that takes place at the Providence Health Care site and all research conducted by PHC staff, whether or not it is conducted at the Providence Health Care site

The University Industry Liaison Office

The [University-Industry Liaison Office](#) (UILO) facilitates collaboration between industry and researchers at The University of British Columbia and its Affiliated Teaching Hospitals. This interaction takes many forms, including research partnerships investigating areas of mutual interest, and the licensing of discoveries and inventions made by UBC researchers.

The UILO's [Sponsored Research Group](#) negotiates drafts and administers industry-sponsored research and government and non-profit contracts and agreements (the Office of Research Services handles government and non-profit grants) for The University of British Columbia, and undertakes many of these tasks for UBC's Affiliated Hospitals.



Its [Technology Transfer Group](#) assesses invention disclosures for technical feasibility and commercial potential, and develops a plan for how best to progress each disclosure. While the traditional notion of technology transfer focused almost exclusively on commercialization, patenting and revenue generation, the UILO is developing a broader approach that incorporates knowledge mobilization to further support the generation of academic, societal and economic good from the work of UBC researchers.

For suitable early-stage invention disclosures, the UILO may help to develop technologies through its own [Prototype Development Program](#) as well as those offered by NSERC and CIHR, or through collaboration with Centres of Excellence for Commercialization and Research. The UILO is also active in the creation of

spin-off companies based on UBC intellectual property, and is a partner in [entrepreneurship@UBC](#), a University-wide program designed to foster and support a culture of entrepreneurship among the campus community.

UILO staff is available to provide presentations on collaborative research, attracting sponsored research funding, intellectual property issues, technology transfer, entrepreneurship and spin-off company creation and support.

University-Industry Liaison Office

[General enquiries](#) – 604-822-8580

See [the UILO website](#) for faculty-specific and research agreement-specific contacts

Teaching

PDFs are a much valued intellectual resource of the University. Therefore, both undergraduate and graduate teaching programs benefit from PDF participation. PDFs may be involved in undergraduate and graduate lecturing, laboratory instruction, tutorials, and supervision of undergraduate projects, and assistance with the supervision of graduate students.

In some academic units, Postdoctoral Teaching Fellows may be hired outright. However, it is recognized that PDFs who are hired without a teaching assignment may wish to obtain teaching experience.

PDFs with a desire to participate in teaching should discuss these desires with their supervising faculty member and with the Department Head. In cases of formal assignment of teaching duties, the Department Head will give the PDF an additional appointment as a Postdoctoral Teaching Fellow. In advance of making this type of appointment, Heads should be aware of any granting agency restrictions on the amount of teaching that can be assigned to the PDF. Minimally, PDFs should offer to give guest lectures and seminars in their area of expertise. These contributions greatly expand awareness of what the PDF does and who they are.



Getting Paid and Hours of Work

PDF Salaries

Salaries for PDFs vary and are governed by the regulations of granting agencies. Where no specific salary is mandated, compensation is based on his/her relevant experience and responsibilities. The salary is established by the supervising faculty member following consultation with the PDF, and with due consideration of experience and of the governing regulations of any granting agencies. At the discretion of the supervising faculty member, total compensation may exceed the regulated maximum of a single granting agency, provided that other sources of funding are available and the granting agency allows additional compensation. Given the short-term nature of the appointment, salaries are not normally reviewed mid-term.

Payroll Information

Upon hire as a UBC employee, a Direct Deposit Form must be completed. Earnings will be deposited directly into the account specified by your [Payroll Direct Deposit form](#). If deposit arrangements have not been made prior to your first paycheque, you will need to pick up your paycheque from Payroll in person with photo identification.

UBC Vancouver Payroll is located on the 3rd floor of the [General Services Administration Building](#), 2075 Wesbrook Mall. If you have questions about your paycheque, contact Payroll (based on the first letter of your surname):

(A-G):604-822-8127

(H-O):604-822-3142

(P-Z): 604-822-8978

Paycheques will be directly deposited twice a month, on the 15th (or the nearest working day before the 15th) and the last working day of the month. To view or print pay stubs, utilize the [Self-Service payroll module](#) using the Campus Wide Login.

For direct deposit, you will require an account at a Canadian bank, credit union or trust company. Each offers several types of accounts and services; interest rates and service charges vary. To open an account

you will need two pieces of identification one of which must be picture ID. A passport is generally accepted along with a major credit card, driver's license, BC Medical Care card, or birth certificate.

Several financial institutions are located in the village near campus, and at West 10th Ave and Sasamat just off campus, including the [Royal Bank](#), [Bank of Montreal](#), [TD Canada Trust](#), [CIBC](#), [HSBC](#), [Scotia Bank](#), and [Vancity](#) Automated Teller Machines (ATMs) can be found in the [Student Union Building](#) and at various other campus locations.

Income Tax

Any earnings paid by Canadian Sources are subject to the regulations set out by the Canada Revenue Agency (CRA).

By law, deductions are taken from the salary for Canada Income Tax, Canada Pension Plan (CPP) and Employment Insurance (EI).

By law, you must file a yearly tax return before April 30th. An income tax slip (T4 or T4A) is issued to you prior to the end of February each year. You will need this to file your tax return. Please ensure that your forwarding address is up to date when you leave UBC. Contact a financial advisor or the [Canada Revenue Agency](#) if you want tax and financial information. Check the CRA website for a self-directed online course on [Learning About Taxes](#), this online course will explain the fundamentals of the Canadian tax system and how to file a tax return.

Questions about paying income tax in Canada? Refer to CRA's [information for non-residents](#) or contact the [International Tax Services Office](#):

Calls from Canada and the US: 1.800.267.5177

Calls from outside Canada and the US: 1.613.952.3741

Collect calls are accepted



PDFs Earnings Codes

Normally PDFs are either paid from a fellowship or from their supervisor's grant. If a PDF is in receipt of their own fellowship earnings, the correct earnings code is FEL (fellowship) if paid through UBC. If a PDF is paid from a supervisor's grant, the appropriate code is REG (regular). The distinction is important because there are implications for taxation, payroll deductions, and benefits deductions.

Problems arise if the earnings are incorrectly coded and this could potentially result in fines being incurred from the Canada Revenue Agency (CRA). If the earnings are coded as FEL, then no monies for Canada Pension Plan (CPP) or Employment Insurance (EI) will be deducted. If the CRA eventually determines that the earnings are actually REG, the Department would be responsible for paying both the Employee and Employer portion of the CPP and EI contributions. If the reverse occurs, and deductions are made which should not have been, then Payroll has to go through the timely and tedious task of reversing the deductions. Furthermore, the PDF will have had needless deductions processed against their earnings (of course they would be reimbursed, but they may have been adversely affected by the lower income).

The following table lists the differences between FEL & REG earnings for taxation and deductions:

	Regular (REG) Earnings	Fellowship (FEL) Earnings
Taxes	Yes	Yes
Tax Slip	T4	T4A
CPP	Yes	No
EI	Yes	No
WCB *	Yes	Yes

* Please note that WCB deductions are paid by UBC for both regular and Fellowship earnings.

Hours of Work

A PDF may not have a strictly defined work schedule and is dependent on the nature of research. Therefore, flexibility in hours and commitment may be required. It is essential that, at the outset of the appointment, the PDF and the supervising faculty member discuss and agree on the issues and expectations surrounding hours of work.

The University's expectation that full-time work is as follows:

Typical work week - The typical work week for all PDFs in all departments, except as noted below, is forty (40) hours per week.

Overtime - All overtime work performed for which overtime payments will be requested must be approved by the supervising faculty member in writing in advance of the overtime work and compensated accordingly. With mutual agreement between the PDF and the supervising faculty member, equivalent time off may be taken. The PDF must use accrued paid days off within the calendar year or project year in which they are accrued unless there is prior written approval of the supervising faculty member or the Department Head.

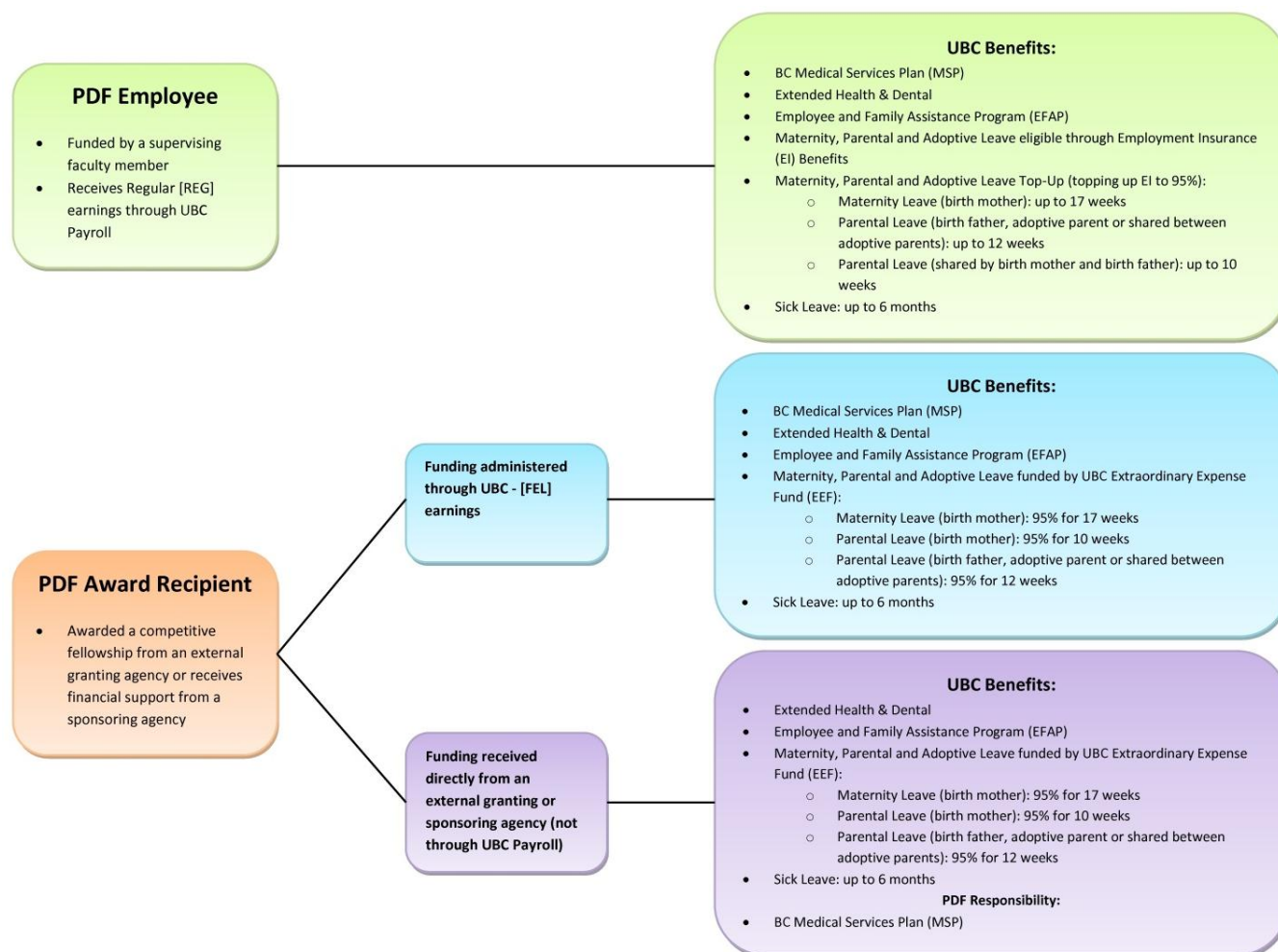
For more information refer to:

<http://www.hr.ubc.ca/faculty-relations/recruitment/titles-ranks-descriptions/postdoctoral-fellows/pdf-employees/#hours>



Benefits & Leaves

Benefits and Leaves for PDFs are summarized in the below flowchart. Further details can be found later in this section.



Eligible PDFs have access to benefits designed with the continuing health and well-being of you and your families in mind. These benefits include basic health coverage (BC Medical Service Plan), extended health and dental care, and access to the Employee and Family Assistance Program (EFAP).

Eligibility for Benefits

PDFs may be eligible for [health benefits](#), which include BC Medical Services Plan, Extended Health, Dental and the Employee and Family Assistance Program.

The eligibility requirements for benefits are:

- You must have a one year appointment of at least 50% time;
- You must receive total monthly earnings which meet the [minimum salary requirement](#);
- Your supervisor must not be providing additional earnings to cover the cost of benefits.

If you have any questions about your benefits eligibility or your enrollment, please contact your department administrator.



Benefits Coverage

Once meeting the eligibility criteria, the details of your coverage are dependent on whether you are an employee or award recipient, and for award recipients, whether your funding is administered through UBC or paid to you directly by the granting agency. Summaries of PDF Benefits Coverage can be found on the Benefits website:

- [Employees](#)
- [Award Recipients](#)

To see the cost breakdown of your benefits premiums, please visit premium rates for [Employees](#) or [Award Recipients](#) to see what you pay and what the University pays.

The following benefits are available to PDFs who meet the criteria outlined above:

MEDICAL SERVICES PLAN

The [Medical Services Plan \(MSP\)](#) is the Provincial Government's medical insurance plan. It pays for medically required services of physicians and surgeons, as well as dental and oral surgery when it is medically required to be performed in a hospital.

For PDF employees and award recipients with funding administered by UBC, UBC Group MSP enrolment is part of your initial [UBC Benefits Sign-on](#). PDF award recipients receiving funding directly from a source external to UBC (not through UBC payroll) must enrol by [applying to MSP directly](#).

New or returning residents to BC must complete a waiting period before they are eligible for MSP. The waiting period consists of the balance of the month of your arrival, plus two months. New or returning residents arriving from outside Canada should arrange for private coverage, which can be purchased through the [David Cummings Insurance Services \(DCIS\) Global Campus Plan for UBC Faculty and Staff](#).

EXTENDED HEALTH

The UBC Benefits Extended Health Care Plan provides coverage for some medical services and supplies that are not covered under your provincial medical plan, (MSP). In general, the Extended Health Care plan

covers you for physician-recommended medically necessary services and supplies, and will pay reasonable and customary charges for these services. Please visit the [Extended Health](#) section on the Benefits website for more details.

DENTAL CARE

The UBC Dental Care plan provides coverage for a wide range of dental services, from your regular check-ups to major procedures such as root canals and crowns. These procedures may be provided by a licensed Dentist, Denturist, Dental Hygienist and Anaesthetist. Please visit [Dental Care](#) section on the Benefits website for more information.

EMPLOYEE & FAMILY ASSISTANCE PROGRAM (EFAP)

UBC EFAP is a confidential counselling and crisis response service provided by [Homewood Human Solutions](#), an established organization with over 30 years of EFAP experience. EFAP is a self-referral service, meaning no one needs to know you are seeking help for a problem that affects your family life, work life or general health and well-being. Please visit the [EFAP website](#) for more details about this program.

VACATION

[Vacations and leaves](#) are governed by BC's Employment Standards Act. Vacation entitlement is at 2 weeks per year with salary and benefits. Additional vacation time may be granted at the discretion of the supervising faculty member. All vacation and leaves must be arranged with your supervising faculty member and must be taken prior to the end of your appointment.

LEAVES

PDF Employees are eligible for the following types of leaves:

- [Sick leave](#)
- [Maternity, parental, and adoption leave](#)
- [General leave \(without salary\)](#)
- [Compassionate care leave](#)

PDF award recipients meeting requirements are eligible for the following leaves:

- [Sick leave](#)
- [Maternity, parental and adoption leave](#)



Information Specific to International PDFs

UBC is proud of its diverse and international body of PDFs. For PDFs arriving from outside of Canada, your employment within Canada may be contingent upon certain requirements. It is your responsibility to ensure that these requirements are met prior to starting your postdoctoral appointment and are maintained throughout your time as a PDF at UBC.

Immigration Process

Foreign PDFs are required to apply to Citizenship & Immigration Canada (CIC) for entry into Canada. CIC will normally issue a work permit to PDFs who are employed by and performing work at UBC. The [Immigration Process for Foreign PDFs on the Faculty Relations website](#) outlines the steps involved in obtaining a temporary work permit and Social Insurance Number (SIN). It also provides information on what is expected after the foreign PDF arrives at UBC.

Please visit the [Faculty Relations website](#) for complete information on topics such as:

- Work Permit
- Temporary Resident Visa
- Where and how to apply for your visa/permit
- Permit for accompanying dependants
- Renewing your work permit
- Implied Status and how it affects MSP coverage

Employment for International PDF Spouses/Partners

If you are accompanied by your spouse (including common-law partners), and provided your work permit is valid for at least six months, s/he will be eligible to apply for a [spousal work permit](#), which allows the spouse to search for and take up employment in Canada. Application for a spousal work permit requires proof of your relationship (i.e. a marriage certificate or a statutory [declaration of common law relationship](#)) and a copy of your work permit (unless PDF and spousal applications are made concurrently). If your spouse has no job offer at the time of application, s/he can request an open work permit which will allow him/her to accept any job (provided a [medical exam](#) has been taken if required for the field of work).

More information and forms are available from Citizenship & Immigration Canada
<http://www.cic.gc.ca/english/visit/index.asp>

International PDFs with School-Aged Children

Please refer to the handbook section on [Study Permits](#) for information on this topic.



UBC Postdoc Association (UBC-PDA)

A Welcome from the President of the PDA, Dr. Nirupa Goel



A warm welcome to fellow Postdocs!

The UBC Postdoc Association (UBC-PDA) was established in 2006 as a coalition of volunteer Postdoctoral Fellows (PDFs) and Research Associates (RAs) with the goal of enhancing the postdoctoral experience at the University of British Columbia in all aspects—personal, professional, and social. The UBC-PDA is working to accomplish this goal by:

- Providing an open forum for PDFs and RAs to communicate and share their experiences with peers;
- Serving as a liaison between PDFs, RAs and the UBC administration by working closely with the PDFO;
- Fostering a sense of community among UBC PDFs and RAs through monthly social events; and
- Supplementing postdoctoral training at UBC with professional development seminars and providing access to career-oriented resources.

All PDFs and RAs at UBC are considered to be members of the PDA. We are run by a small executive council of PDFs from multiple Faculties. However, because PDFs frequently come and go from the university, we are always in need of new executive members. We would especially welcome anyone interested in helping with organizing PDA-sponsored seminars and social events, editing the quarterly newsletter, keeping our website up to date, or by serving as a representative of UBC to CAPS, the Canadian Association of Postdoctoral Scholars.

These are just a few ways you can help make UBC a great place for PDFs and enhance your own experience at the same time. Please visit our website at <http://blogs.ubc.ca/ubcpda/> to join our email list and find out how you can get involved!

Nirupa Goel, President, UBC Postdoc Association

PDA Mailing List and Contact Information

For all the latest news on any and all PDF-related events at UBC, join the Club's mailing list. To do so, simply follow these instructions:

Create an email to majordomo@interchange.ubc.ca

- Write: "subscribe postdoc-cafe" in the message body and press "Send".
- Confirm the email you're sent from the list administrator

All PDFs are encouraged to join the UBC-PDA. Information concerning PDA, its current executive, available positions, seminars, etc. is available through the PDA webpage: <http://blogs.ubc.ca/ubcpda>.

UBC-PDA can be reached by e-mail at: ubc.postdoc@gmail.com



Campus Resources

Wayfinding on UBC Campus

With over 50,000 students frequenting over 1,000 acres in the UBC Vancouver campus alone, UBC's grounds and facilities are, simply put, enormous. The following section provides information about each of UBC's campuses and provides links to maps and resources to help you find your way.

UBC VANCOUVER CAMPUS

To search locations and view maps for UBC's Vancouver Campus, please visit [Wayfinding at UBC Vancouver](#).

UBC's Vancouver campus is located at the western tip of the Point Grey peninsula, close by to the City of Vancouver, British Columbia, Canada.

The University Endowment Lands community (also known as University Hill) is situated adjacent to the campus to the east, while 763 hectares of forested parkland known as Pacific Spirit Regional Park serves as a green-belt between Vancouver and the campus. The main campus is bounded by Chancellor Boulevard to the northwest, Marine Drive to the southwest, Wesbrook Mall to the northeast, and West 16th Avenue to the southeast. This represents the administrative and educational core of UBC.

The South Campus is bounded by Southwest Marine Drive to the south, West 16th Avenue to the northwest, and Pacific Spirit Park to the northeast. The South Campus houses many research facilities.

The East Campus is bounded by West 16th Avenue on the south, Wesbrook Mall on the west, Acadia Road on the east, and on the north its border zigzags from Toronto Road to Agronomy Road to Fairview Avenue. A large part of the East Campus is made up of student, faculty and staff housing, along with child care buildings and the local police and fire department. UBC's first market housing development, known as Hampton Place, is also located here. Although many buildings on campus are quite new, the University's history actually dates back to 1877. (For more on the history of UBC, you may want to visit the

[UBC Library's University History and Historical Facts site](#).)

UBC OKANAGAN CAMPUS

The [UBC Okanagan campus map](#) contains location details and wayfinding information for the UBC Okanagan campus.

UBC Okanagan campus opened in September 2005 as a distinctive, small university campus. It is an intimate learning community -- where students interact with one another and their professors on a daily basis, while becoming global citizens through interaction with their community and the world.

UBC Okanagan campus is earning a reputation as an important, respected centre of learning and research, enhancing knowledge creation and innovation in the Okanagan Valley. UBC Okanagan campus also offers a campus life rich with opportunities to build cultural and social connections, to learn, grow and express yourself. The students who choose UBC Okanagan campus make the difference.

With a goal of serving the post-secondary education needs of 7,500 students, UBC Okanagan campus is growing to serve the needs of the region, increasing access to the internationally recognized UBC degree. As student numbers increase and the campus master plan becomes reality, the UBC Okanagan campus will continue to feature small class sizes, experiential learning, community involvement, and direct access to research activity.

UBC ROBSON SQUARE CAMPUS

Location and access information for UBC Robson Square campus is found on the [UBC Robson Square website](#). UBC's downtown Vancouver presence, the UBC Robson Square campus, offers a wide variety of executive, technology, and professional development programs, in addition to arts and humanities courses, live performances, international events, public forums and more.



UBC'S GREAT NORTHERN WAY CAMPUS

To find address and contact details for the Great Northern Way Campus (GNWC), please view the [GNWC website](#). The Great Northern Way Campus (GNWC), located just southeast of the downtown Vancouver core, and is a collaboration between UBC, Simon Fraser University, Emily Carr University of Art and Design, and the B.C. Institute of Technology. The venture fosters innovative education and research initiatives by providing an integrated environment with training and education programs offered by each partner.

UBC Directory and Emergency Phone Numbers

The [UBC Directory](#) provides searchable listings of contact information for all UBC faculty and staff. UBC offers a comprehensive set of campus services in case of emergency. Please visit the [emergency services phone number listings](#) in case of emergency.

Health Care

Health care services are available on the Vancouver campus through the Campus Family Practice Unit. For information and appointments, call 604.822.5431. Emergency services at UBC Hospital (2211 Wesbrook Mall) are available between 8 am and 10 pm daily. If you would like a doctor off campus, you can [locate physicians in your area who are accepting patients](#). Drop-in [medical clinics](#) are also available [in the village](#) near campus and throughout Vancouver.

If you would like a dentist, you can [locate dentists in your area who are accepting patients](#).

UBC Information Technology

[UBC Information Technology \(UBC IT\)](#) provides a variety of services to support research. For information specific to the UBC Okanagan campus, visit www.ubc.ca/okanagan/it.

FACULTY OF MEDICINE EDUCATION ACROSS BRITISH COLUMBIA

Links to partnership facilities websites are found on the [Faculty of Medicine Partnerships page](#). PDFs working at any of the hospitals or British Columbia Cancer Research Centre are entitled to full support from the Vancouver campus, but considerable support services are provided at their home sites. There are 75 health care facilities including 22 large tertiary and medium regional hospitals that provide clinical education opportunities for both undergraduate and post graduate medical students.

There is a free shuttle bus service between all Vancouver sites, every 30 minutes, 5 days a week (the service starts early and leaves the UBC Vancouver campus from the front of UBC Hospital, beside Emergency, on the hour and the half-hour).

Department of Health Safety and Environment (HSE)

The mission of the [Department of Health Safety and Environment \(HSE\)](#) is to integrate a safe, healthy and environmentally responsible culture into the working and learning experience at UBC.

Campus Sustainability Office

UBC is Canada's leader in campus sustainability. The [Sustainability Office](#) runs a variety of initiatives designed to create a community that values ecology, society, and economy. PDFs are invited to become [Sustainability Coordinators](#) to promote sustainability in your departments. The [Social, Ecological, Economic Development Studies \(SEEDS\)](#) program brings together students, faculty, and staff in projects that address sustainability issues. Staff members can request research pertinent to their fields, UBC students earn academic credit for their work, and instructors become more fully involved in the community. So far, more than 200 UBC community members have taken part in unique projects.



Supply Management

[UBC Supply Management](#) provides [purchasing tools](#) and support including [Purchase Card \(PCard\)](#) technology and supply contracts that can dramatically reduce procurement costs. Here are some frequently asked questions relating to procurement:

- [What can Supply Management do for me?](#)
- [How do I import/export to/from UBC?](#)
- [How do I dispose of Surplus Equipment?](#)
- [How can UBC help me when I travel?](#)
- [I'm relocating, what do I do?](#)
- [How do I make a sole source purchase?](#)
- [How do I contact Supply Management?](#)

Recreation, Sport and Fitness (On Campus)

[UBC Recreation](#) offers a number of opportunities for participation in athletic and recreational activities. Our state-of-the-art recreational facilities include two weight rooms, a hockey arena, indoor tennis courts, and a competition-size aquatic centre. The largest on-campus fitness facility, the [UBC Bird Coop](#), is known nationally for its fun fitness alternatives, and its impressive mix of top of the line equipment, programs and services.

As well, there are a wide range of recreational opportunities off campus, including many community centres, and golf, fitness, tennis, sailing, hiking and other clubs. For more information, please refer to the [UBC Attractions website](#).

Faculty Women's Club

The UBC Faculty Women's Club is an organization open to all women faculty and faculty spouses and partners, and has been part of the University community since 1917. The Club's goals are friendship and service to the UBC community. For more information on the FWC, please refer to their [website](#).

Faith and Spirituality

[UBC's chaplains](#) represent many faiths, including Bahá'í, Christian denominations, Jewish, Muslim, and Shin Buddhism. Chaplains offer worship and one-on-one pastoral and spiritual care to the UBC community.



Transportation

Driving

Driver's licenses in BC can only be obtained from the [Insurance Corporation of British Columbia \(ICBC\)](#).

Information about [bringing your vehicle to BC](#) is also available on the ICBC website.

A BC driver's license is required within 90 days from arrival to legally drive in the Province of BC. The process of obtaining a BC driver's license depends on where you are arriving from. For some countries, a road test will be required. To find out the requirements specific to you, please visit [ICBC's page on moving to BC](#).

UBC TREK Program – Public Transportation, Cycling and Sustainable Alternatives

The TREK Program Centre, UBC's Transportation Demand Management Department, is dedicated to promoting a more sustainable environment for ourselves, our community, and our children. UBC TREK committed to improving your transportation choices by providing a variety of sustainable transportation options for your commuting needs. For further information regarding sustainable transportation to UBC including public transportation, cycling, carpooling and other options, please visit the [UBC Trek Program website](#).

Public Transportation

Vancouver's comprehensive public transportation network makes access to UBC simple and efficient from most parts of the Vancouver area. For general information regarding public transit within the Vancouver area, please visit [Translink's website](#). Vancouver's public transportation network is divided into [3 zones](#), with a fare structure based on the number of zones traveled. Single fare provides you with 90 minutes to make your trip within the zone designation, or daily and monthly passes can be purchased as well. This fare is interchangeable within Translink's bus, Skytrain, Canada Line and Seabus networks.

To plan a trip using public transportation, use the [Trip Planner](#) to view routes, times and fare cost by entering your origin and destination.

For PDFs interested in purchasing transit passes, those eligible can save approximately 15% annually on the cost of public transit by participating in UBC's [Employer Pass Program \(EPP\)](#).

- Monthly payments are handled by UBC through bi-monthly UBC payroll deductions
- Along with discounted monthly rates, payroll deductions for transit costs will appear on your T4 or T4A slip for further tax rebates when filing your Annual Income Tax, please visit [federal tax credit: save on your monthly public transit pass](#).

To be eligible, PDFs must meet the following criteria:

- The Employer Pass is renewed annually and a full year commitment is required to participate
- Payments are handled through payroll deductions, therefore PDFs must be paid via UBC Payroll to be eligible

For more details, please be sure to visit the [UBC TREK Program Website](#) for questions about the Employer Pass Program or if you are unsure if you are eligible. You may also contact the TREK office at (604) 827-5252 or treksec2@exchange.ubc.ca.

Cycling

Vancouver's network of cycling routes makes riding a bicycle an excellent option for accessing UBC and for travel throughout the city. The [UBC TREK Program](#) provides links and resources to promote and facilitate cycling to UBC. Please visit the [map of cycling routes](#) as well as the [Cycling Route Planner](#) to determine your best route.



Moving

UBC Work-Life & Relocation Services Centre

The [Work-Life & Relocation Services Centre](#) helps with the smooth transition of new faculty, PhDs, staff and their families who are relocating from outside Metro Vancouver to the UBC community and Vancouver neighbourhoods. The Centre is an excellent first point of contact for those moving or who have recently moved to Vancouver, providing resources, support and events to help situate you in your new surroundings. The [Welcome Guide](#) features a wealth of information useful to newcomers.

The Work-Life & Relocation Services Centre is a friendly gathering place to access a central repository of information and support. The 'concierge-style' service can help newcomers settle quickly into their new home so they can get on with living. The Centre can offer assistance and support with a wide range of services to help you balance work and life.

Living in Vancouver

Vancouver is truly one of the world's most beautiful and most perfect places to visit or live. It is a sophisticated, fun loving, outdoor living city with a vibrant, prosperous downtown core. One tenth of Vancouver's nearly 600,000 inhabitants live downtown, most in innovative high-rise apartment buildings that feature glass and more glass, showcasing the city's light and views.

Vancouver has one of the most diverse populations in North America and with that diversity comes all the benefits: great new ideas, an embracing, cooperative spirit, ethnic food, shops, customs and celebrations. In Vancouver, you can swim in English Bay or Second Beach, kayak in False Creek or ride horses in Southlands. Twenty minutes away, in the North Shore mountains, you can ski and snowboard in winter and hike or mountain bike in summer. The surrounding waters also offer phenomenal opportunities for sailing, windsurfing, scuba diving, kayaking and other water sports. From Vancouver, you are only 120 km from Whistler, one of the world's most spectacular winter ski resorts and summer playground and the site, along with Vancouver, of the 2010 Winter Olympics.

Located only 63 km away on Vancouver Island, Victoria, British Columbia's capital is another of the world's most beautiful cities. Downtown Vancouver to downtown Victoria is 35 minutes away by float plane or three and a half hours by bus and ferry.

The staff of the [Work-Life & Relocation Services Centre](#) at UBC are happy to assist with your move to Vancouver. General information about Vancouver and the surrounding area can be found at the [BC Passport website](#) and the [UBC website](#). Other useful information for newcomers to Vancouver and Canada is available at the [CIC website](#).

The following are some additional websites and resources to assist you with living in Vancouver and familiarizing yourself with the city:



ABOUT VANCOUVER

- [UBC Welcome Guide](#)
- [Experience British Columbia](#)
- [About Vancouver](#)
- [The City of Vancouver](#)
- [Vancouver Transit - City Buses & Trains](#)
- [The Vancouver Sun \(local newspaper\)](#)
- [Vancouver Movie Showtimes](#)
- [Gastown](#)
- [Chinatown](#)
- [Granville Island](#)
- [Vancouver Gardens & City Parks](#)

SURROUNDING AREA

- [Victoria](#)
- [Vancouver Island & Gulf Islands](#)
- [Whistler](#)
- [Kootenay Rockies](#)
- [Thompson Okanagan](#)

Housing

Information about renting and purchasing housing on and off campus is available online the [Faculty Housing information page](#).

Here are some additional resources to help you find housing:

- [Vancouver Home Trader Rental Guide](#)
- [Craigslist](#) (please be sure to review information about [scams](#) and [safety](#) before using)
- [AMS Rents Line](#)

St. John's College and Green College provide on-campus housing for PDFs. For more information, please visit the following websites:

- [St. John's College](#)
- [Green College](#)

Utilities

For details on home utility service and pricing in Vancouver, please contact the appropriate company:

- Telephone, Cable, Internet: [Telus](#), [Shaw](#), [Bell](#)
- Electricity: [BC Hydro](#)
- Natural Gas: [FortisBC](#)



Information for PDFs with Children

CHILD CARE

[UBC Child Care Services](#) provides childcare through 12 centres designed for the children of students, faculty and staff at UBC. In total, the centres provide some 250 places, but waiting lists are long. We suggest you inquire early about available space and register as soon as you feel comfortable with the arrangements. More information on child care services available off-campus in Vancouver can be found at the [City of Vancouver Community Services website](#).

PUBLIC SCHOOLS

International PDFs with a valid work permit may enrol their child in a public (Elementary or High School) free of charge as all Public schools in BC are free. You must first find out the [school district](#) of your residence. Each district website has registration and contact information. A faculty member who holds a temporary work permit may not need to obtain a study permit for his/her child. The accompanying children may have either a visitor record or a Study Permit when entering Canada. The children are authorized to study without a Study Permit if they have only the visitor record or a Canadian entry stamp on their passport. We suggest that you contact the Board of Education <http://www.gov.bc.ca/bced/> prior to your arrival at UBC to ensure that your children will be eligible to attend elementary or secondary school.

You will need to bring the following documents upon registration:

- Immigration or citizenship documents for parents and each child.
- Birth certificate, family register or equivalent document, showing date of birth for each child and names of parents.
- Proof of residence for the school year such as a rental agreement, purchase agreement or recent property tax statement.
- Immunization records.
- Report cards.

STUDY PERMITS FOR CHILDREN OF INTERNATIONAL PDFS

Children accompanying a PDF with a work permit will be issued either a Canadian entry stamp on their passport or visitor record upon entry to Canada. With a Canadian entry stamp or visitor record, children under the age of 19 are authorized to [study in Canada without a Study Permit](#). However, a [Study Permit](#) is required for children 19 and older and for those attending a post-secondary institution. We suggest that you contact the [school board in your area of residence](#) prior to your arrival at UBC to review specific requirements and to ensure that your children will be eligible to attend elementary or secondary school.

