



THE UNIVERSITY OF BRITISH COLUMBIA

# Faculty of Medicine

## INFORMATION GUIDE FOR GRADUATE STUDENTS



*This guide is prepared by the Graduate and Postdoctoral Education Office as an information resource for the Faculty of Medicine Graduate Students.*

**September 2022**



*“OUR MISSION IS TO SUPPORT AND EMPOWER RESEARCH AND PROFESSIONAL GRADUATE STUDENTS, POSTDOCTORAL FELLOWS, FACULTY, AND PROGRAMS, SUCH THAT THEY MAY ACHIEVE THEIR MAXIMUM POTENTIAL.”*

*With gratitude, we acknowledge that the University of British Columbia Faculty of Medicine and its distributed programs, which include four university academic campuses, are located on traditional, ancestral and unceded territories of Indigenous peoples around the province.*

# Welcome Message by Associate Dean, Graduate and Postdoctoral Education

Dear Graduate Students,

On behalf of the Graduate and Postdoctoral Education (GPE) team, and the Faculty of Medicine, I would like to extend a warm welcome to you as you embark on this exciting journey. While you are now part of the one of more than 20 graduate programs in the Faculty of Medicine, you will be well supported by the GPE team, the Faculty of Medicine, UBC as a whole, and any of the Research Centres or Institutes that you may be affiliated with. Collectively, our mission is to ensure that you gain the best education in the best environment possible, something that we do not take lightly.



The Strategic Plan of the Faculty of Medicine is centered on values of diversity, education, and inclusion. We will ensure that these values are maintained in order to promote a healthy and diverse environment to help you succeed in whatever ventures you undertake at UBC. There are many resources and initiatives at your disposal to help you succeed in your goals, and I highly recommend that you take advantage of these as much as possible.

Many recent and former graduates note that they wished they had “done more” during their time at UBC. I cannot overstate how much I agree with this – far too often we get focused on the task at hand and feel that “we don’t have time”, or “that isn’t relevant to me”. It is my hope that you will try many different things during your time in the Faculty of Medicine and at UBC, both inside and outside your graduate program. It is through these rich and varied experiences that we identify our passions, learn new things, and meet new friends and colleagues. Please also take advantage of the many great professional development and networking opportunities through the Faculty of Graduate and Postdoctoral Studies.

Best of luck during your time here in the Faculty of Medicine at UBC, and please reach out to the fantastic members of the GPE team if we can help in any way. Thank you for choosing UBC and for partaking on this adventure together.

**Dr. Michael A. Hunt PT, PhD**

Professor, Department of Physical Therapy

Associate Dean (Graduate and Postdoctoral Education) – Faculty of Medicine

The University of British Columbia, Vancouver

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# About this guide

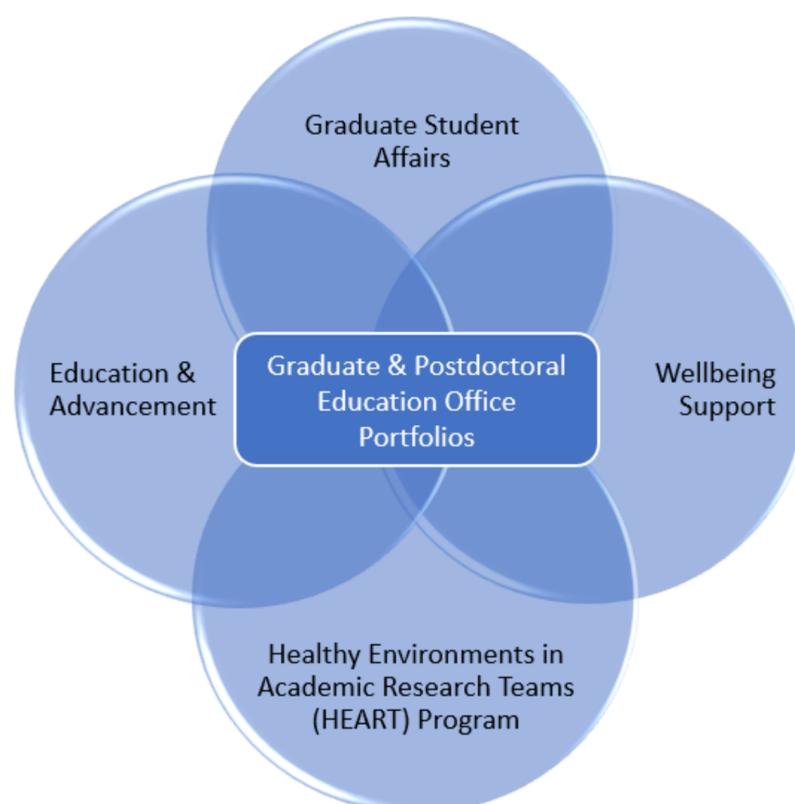
This guide is prepared for all incoming and current graduate students at the Faculty of Medicine at the University of British Columbia to provide in-depth information related to the initiatives and award opportunities facilitated by the Graduate and Postdoctoral Education Office for the graduate students. Please refer to your graduate program handbook and Faculty of Graduate & Postdoctoral Studies (G+PS) website for details regarding program related guidelines for completing a graduate degree.

## About Graduate and Educational (GPE) Office

The Faculty of Medicine [Graduate and Postdoctoral Education](#) (GPE) office is the main link between UBC's Faculty of Graduate & Postdoctoral Studies (G+PS), Faculty of Medicine (FoM) research graduate programs, postdoctoral fellows, and FoM research administration. GPE office supports and empowers research and professional graduate students, postdoctoral fellows, faculty, and programs to maintain and enhance graduate training.

Our main purpose is to:

- Provide **LEADERSHIP** in research graduate and postdoctoral education;
- Provide **OVERSIGHT** and **SUPPORT** to research graduate programs and PDFs, e.g. awards adjudication, career development activities, changes to courses and programs, organization and facilitation of interdisciplinary research trainee events; research trainee wellbeing initiatives, disciplinary issues, etc.;
- **EVALUATE** FoM Research Graduate programs to facilitate program excellence, renewal, development, and collaboration;
- Facilitate **COORDINATION** and **COMMUNICATION** among FoM research graduate programs, PDFs, G+PS, and the FoM; and
- **REPRESENT** and **ADVOCATE** for research trainee interests, needs, and accomplishments within the FoM, UBC, the province, Canada, and the world.



# Meet the GPE team

Under the supervision of Associate Dean, GPE office comprises of portfolios overseen by Graduate Student and Postdoctoral Affairs Coordinator, Wellbeing Support Coordinator, HEART Program Coordinator, and Education and Advancement coordinator.

<p><b>Graduate Student &amp; Postdoctoral Affairs Coordinator</b></p>	 <p>Richa Sharma</p>	<p>Responsible for graduate student awards, events, policies and procedures, and supervision approvals at FoM. Email: <a href="mailto:richag.sharma@ubc.ca">richag.sharma@ubc.ca</a></p>
<p><b>Wellbeing Support Coordinator</b></p>	 <p>Sandrine Espie</p>	<p>Responsible for promoting wellbeing initiatives for FoM research graduate students. Email: <a href="mailto:sandrine.espie@ubc.ca">sandrine.espie@ubc.ca</a></p>
<p><b>Embedded Counsellor (Clinical)</b></p>	 <p>Asmae El-Bouhali</p>	<p>Provide clinical counselling support related to mental health, wellness, and stressors that arise in graduate student's life.</p>
<p><b>Healthy Environments in Academic Research Teams (HEART) Program Coordinator</b></p>	 <p>Leigh Spanner</p>	<p>Responsible for developing HEART program to enhance competencies in wellbeing, EDI, and effective leadership to promote healthy, respectful, and productive work environments. Email: <a href="mailto:leigh.spanner@ubc.ca">leigh.spanner@ubc.ca</a></p>
<p><b>Education &amp; Advancement Coordinator</b></p>	 <p>Dr. Yan Gao</p>	<p>Responsible for learning opportunities, graduate program review, FoM curriculum change, and conducting Responsible Conduct of Research course. Email: <a href="mailto:yan.gao@ubc.ca">yan.gao@ubc.ca</a></p>

# Graduate Student Awards and Fellowships

We facilitate numerous competitions during the academic year for our graduate students to disburse more than \$100,000 through awards and fellowships annually. The launch announcement and details related to the awards are shared with the students through graduate program directors and assistants/coordinators. You can also visit our [website](#) to check out the full list of the awards available, amount associated, and application procedure.

Name of the Award	Timeline	Description
Faculty of Medicine Graduate Student Awards	September/October	Available to full-time graduate students registered in programs overseen by the UBC FoM or supervised by a faculty member with a primary appointment in the UBC Faculty of Medicine. These awards are conducted in two stages. For more details visit this <a href="#">link</a> .
Governor General's Gold Medal	March	Awarded to the masters and doctoral students who have achieved the most outstanding academic record in their graduating class. For more details visit this <a href="#">link</a> .
Killam Graduate Teaching Assistant Awards	March	Awarded to Teaching Assistants who have demonstrated skills, abilities and contributions that result in a high level of respect from undergraduate students and academic or course supervisors. For more details visit this <a href="#">link</a> .
Elizabeth C. Watters Research Fellowship	August	Supports graduate students or medical residents in the Faculty of Medicine engaged in research into the causes, treatment, and cure of lymphatic cancer. For more details visit this <a href="#">link</a> .
Laurel L. Watters Research Fellowship	August	Supports graduate students or medical resident in the Faculty of Medicine engaged in research into the causes, treatment, and cure of breast cancer. For more details visit this <a href="#">link</a> .

# Graduate Student Wellbeing Resources

Our [wellbeing team](#) is dedicated to promoting UBC wellbeing resources while also offering direct support to our graduate students. We believe in fostering a culture that values diversity, inclusion, and respect by promoting student-led wellbeing initiatives, offering customized workshops tailored to the diverse needs of our students, and implementing collaborative events with the faculty members.

Our team provide a proactive and reactive response to graduates' increasing needs for mental health and wellness support through:



We encourage students to engage with us and their peers by offering opportunities to:

- **Explore** UBC mental health and wellbeing resources
- **Learn** wellness practices and strategies
- **Engage** by connecting with peers to find a supportive community
- **Advocate** for Equity, Diversity, and Inclusion

## **Interested in promoting 'Well being' within your program?**

We work closely with the trainees across Faculty who are interested in co-designing wellbeing initiatives within their programs. If you would like us to promote wellbeing activities, we can help you with brainstorming, coordination, and implementation of the well being initiatives. For more information, contact our wellbeing coordinator at [sandrine.espie@ubc.ca](mailto:sandrine.espie@ubc.ca).

## **Counselling Services**

If you're feeling persistently stressed, anxious, or sad, it can help to speak with a counsellor. Asmae El-Bouhali, our embedded counsellor offers confidential [counselling services](#).

Contact UBC Counselling Services at 604-822-3811, mention that you are a graduate student in the Faculty of Medicine, and request an appointment with Asmae who is available to meet with you in person in four different locations:

- UBC Point Grey Campus: Every Monday and Fifth Wednesday of the month
- BC Cancer Research Institute (VGH Campus): First and Third Wednesday of the month
- St. Paul's Hospital: Second Wednesday of the month
- BC Children's Hospital: Fourth Wednesday of the month

## **Peer Mentorship Program for Graduate Students**

We facilitate a 12-month long peer mentorship program that includes a series of capacity building workshops to support mentors and mentees in their collaborative journey towards personal and professional development in academia. In 2021, 127 graduate students benefitted from our peer mentorship program. Join the next cohort! For more information click [HERE](#).

*"Joining a mentorship program is an opportunity to share your own vulnerabilities and experiences, to be transparent, honest and feel understood. It is an inspiring and uplifting experience for both mentors and mentees."*

*- Participant from 2021-22 cohort*

# Healthy Environments in Academic Research Teams (HEART) Program

A healthy and inclusive research environment is fundamental for our faculty, staff, graduates, and trainees to thrive in their learning, work, and research. As part of our mission to promote positive research environments for all, we are leading the development of an exciting new program for lab teams called Healthy Environments in Academic Research Teams (HEART).

The HEART program recognizes that each of us has an important role in creating healthy research environments, from lab leadership to new trainees. Lab teams that join the program will be equipped to:

- **Create** strategies to be successful in research while maintaining their wellbeing
- **Build** positive and supportive relationships
- **Contribute** actively to a healthy and inclusive research culture
- **Achieve** recognition for their commitment to creating positive change



We will be developing the program this year in consultation with Faculty, staff, and students. We want to hear your thoughts on how we can transform research culture for the better. Look out for upcoming opportunities to get involved, visit our [website](#) for more information or contact [Leigh Spanner](#).

# Education and Advancement

Under our Education & Advancement portfolio, we work towards developing and facilitating educational projects and initiatives for the FoM graduate programs. This includes conducting Responsible Conduct of Research course, FoM curriculum change through graduate program review, and the Advancing Education Renewal Project.

## **The Responsible Conduct of Research Course**

The [Responsible Conduct of Research \(RCR\)](#) Course is mandatory for all biomedical research graduate students. The course is offered virtually and comprised of two Zoom sessions and an online component. It is offered three times per academic year during:

- Fall: September/October
- Winter: January/February
- Summer: May/June

Every student is required to take this course once during their graduate studies. If you completed this in your Master's degree at the FoM UBC and you are now in another program finishing your Ph.D., you do not need to take this course again.

During September we send out the registration link via email. You can choose your preferred dates during registration. After you complete the two Zoom sessions and the online portion, you will receive the RCR Completion Certificate. Make sure you keep the certificate for your record! For more information visit our [website](#).

## **Faculty of Medicine Curriculum Renewal**

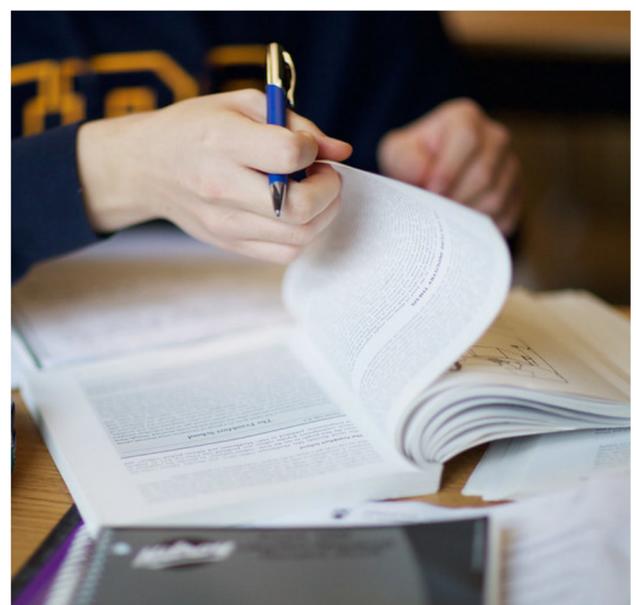
Other than the RCR course, we also spearhead the FoM curriculum renewal through Advancing Education Renewal Project (AER), and the FoM Graduate Program Review process.

AER project aims to renew and improve the graduate student and postdoctoral learning experience at the FoM through enhancing interdisciplinary learning, giving more curriculum flexibility to students, and creating a more fluid curriculum in response to changing societal and career needs.

Through FoM Graduate Program Review, we ensure that our graduate programs are adequately reviewed independent of the Academic Unit's External/Internal Review process. If your program gets reviewed, you will receive a survey to ask about your learning experience and feedback. We welcome you sharing your opinions and ideas with us as we work to support you and your training at the Faculty of Medicine!

### *Topics covered under RCR course:*

- Ethical decision-making framework
- Research misconduct
- Data acquisition and management
- Publication practices and responsible authorship
- Writing with integrity
- Peer review: role and process in the life sciences
- Responsible mentoring
- Collaborative research
- Conflicts of interest
- Human participants research ethics
- Animal care and use, and
- Responsible data collection and reporting



# Graduate Student Advisory Group

We are also connected to graduate students through [Graduate Student Advisory Group](#). This group acts as a bridge between us and the graduate students through their representatives to bring forth student voices.

This advisory group is made up of members from the GPE office and appointed student members from each graduate program. The purpose of this group is to:

- Advise on the matters relating to the quality of student services and improvements to the quality of academic life for students in FoM graduate programs.
- Provide insight and understanding of the solutions to the issues perceived by students as arising in Faculty of Medicine graduate programs to enhance the student experience.
- Suggest areas of improvement from a student experience perspective.
- Foster communication and collaboration amongst graduate programs at the student level.

For more information regarding this group, please visit [HERE](#).

# Graduate Student Collaboration Fund

The Graduate Student Collaboration Fund supports cross-disciplinary and inter-departmental graduate student initiatives in the Faculty of Medicine. We invite collaborative initiatives that work to enhance the student experience, learning and networking, and promote better sense of community, and promote wellness support among the graduate student bodies. For more information, visit this [link](#).

# Annual Events for Graduate Students

We also organize multiple events for the FoM students and trainees to welcome them, showcase their research work, and also to provide opportunities for professional networking and development.

- **[Welcome Day](#)**: An annual event organized at the beginning of September to officially welcome new graduate students. During this event, you will receive information about the resources available at the faculty level and get to interact with the panel comprised of current FoM graduate students.
- **[Research Showcase](#)**: This Spring event brings FoM members together to share and learn about the diverse and innovative research work of the graduate students and fellows.
- **[Career Day](#)**: This annual event in summer provides an opportunity for research graduate students and postdoctoral fellows to connect and network with professionals working in a variety of different careers.



# Newsletters

We recommend subscribing to the newsletters to keep yourself updated with the announcements related to the research funding opportunities, events, and innovative research happening within the Faculty of Medicine.

- **Research Roundup:** The *Research Roundup* is a bi-weekly publication, created by the Research Office for researchers in the UBC Faculty of Medicine. To subscribe, click [HERE](#).
- **UBC Research Digest:** The *UBC Research Digest* is a monthly summary of research opportunities, funding, and deadlines compiled by the university's institutional research-support service units at the Vancouver and Okanagan campuses. To subscribe, click [HERE](#).
- **Pathways Magazine:** *Pathways*, is the UBC Faculty of Medicine's digital magazine, sharing stories about learning, discovery and innovation that are making a difference in B.C. communities and around the world. To subscribe, click [HERE](#).

## Connect with us!



Follow us [@UBCMGPS](#) on twitter for announcements and updates!



Join [LinkedIn group](#) for UBC Faculty of Medicine Graduate Students for current graduate students and alumni for updates, network, and share opportunities!



Email us at [med.research@ubc.ca](mailto:med.research@ubc.ca) for any questions, concerns and ideas that you would like to share!



Subscribe to our [wellbeing newsletter](#) to receive updates about wellness related events, tips and toolkits and more!

# Student Mistreatment Resources

The Faculty of Medicine is committed to creating a learning and work environment conducive to optimal education, research, and clinical care. The faculty is aware that despite efforts to foster a respectful and professional learning environment mistreatment of learners continues to be a significant concern and barrier to meeting the Faculty's education goals.

We must all recognize that learning cannot take place in an atmosphere that is characterized by disrespect, disruption, intimidation, or abuse. We must each commit to taking action against learner mistreatment whenever it manifests in our learning environment. We cannot expect or rely on, learners to address these issues without support.

If you are subject to mistreatment, or witness mistreatment, in the learning environment:

1. Stay calm and if possible tell the person to stop the behavior. If you are a witness to mistreatment support the learner who is being mistreated and if appropriate confront the behavior.
2. Leave the situation if you or others are concerned about safety. If necessary call security or 911.
3. Talk to someone you trust. This will help you decide what you wish to do next.
4. Document what happened from your perspective in as much detail as possible.
5. Report your experience to the Office of Respectful Environments, Equity, Diversity & Inclusion (REDI) directly or through the [online reporting tool](#). If you prefer, you may contact one of the Faculty of Medicine contacts listed on this site or any faculty member within the Faculty of Medicine.

Please visit [Learner Mistreatment Help](#) webpage to learn more about the resources available, reporting process, and contact information.



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*"WE'RE THE SCIENTISTS, EDUCATORS,  
LEARNERS AND STAFF, WHO HAVE A  
STRATEGY TO TRANSFORM HEALTH FOR  
EVERYONE, AND THIS IS IT. WE'RE THE  
ONES BUILDING THE FUTURE"*

*FACULTY OF MEDICINE STRATEGIC PLAN 2021-2026*

