



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 2023



“WE WORK COLLABORATIVELY TO OFFER INFORMED AND HOLISTIC SUPPORT AND TO ENHANCE NURTURING RESEARCH AND LEARNING ENVIRONMENTS, EMPOWERING GRADUATE AND POSTDOCTORAL TRAINEES IN THE FACULTY OF MEDICINE TO THRIVE.”

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 in the Dean's Office, Faculty of Medicine, I welcome you as you start your academic journey at UBC. You are now a part of one of the more than 20 graduate programs in the Faculty of Medicine and will be supported by your home department or research centre, the graduate program, the UBC Faculty of Graduate and Postdoctoral Studies, and by our team.



The Faculty of Medicine Strategic Plan aims to foster a diverse, equitable, inclusive and collaborative learning and research environment. The mission of the GPE team is to empower you to thrive and achieve academic excellence. We offer informed and holistic support that directly enhances the nurturing research and learning environments in the Faculty of Medicine and your own personal well-being. There are many resources, professional development, and networking opportunities available to you through the Faculty of Graduate and Postdoctoral Studies at UBC. I encourage you to take advantage of these as much as possible. Most importantly, I invite you to enjoy the rich academic and social atmosphere that UBC offers, and to work collaboratively with your peers and in your research teams.

We look forward to serving and working with you, the research faculty and supervisors in our graduate programs, current and future graduate students and postdoctoral fellows. Together we can ensure that the UBC Faculty of Medicine continues to be recognized nationally and internationally and produces outstanding graduate students and postdocs who enter both academic and non-academic fields, taking their scientific training into many areas of society.

With best wishes,

A handwritten signature in blue ink that reads "Miriam Spering".

Dr. Miriam Spering, PhD

Associate Professor, Department of Ophthalmology & Visual Sciences

Associate Dean, Graduate and Postdoctoral Education

Faculty of Medicine

The University of British Columbia

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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, events 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 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. The GPE office supports and empowers research and professional graduate students, postdoctoral fellows, faculty, and programs to maintain and enhance graduate training.

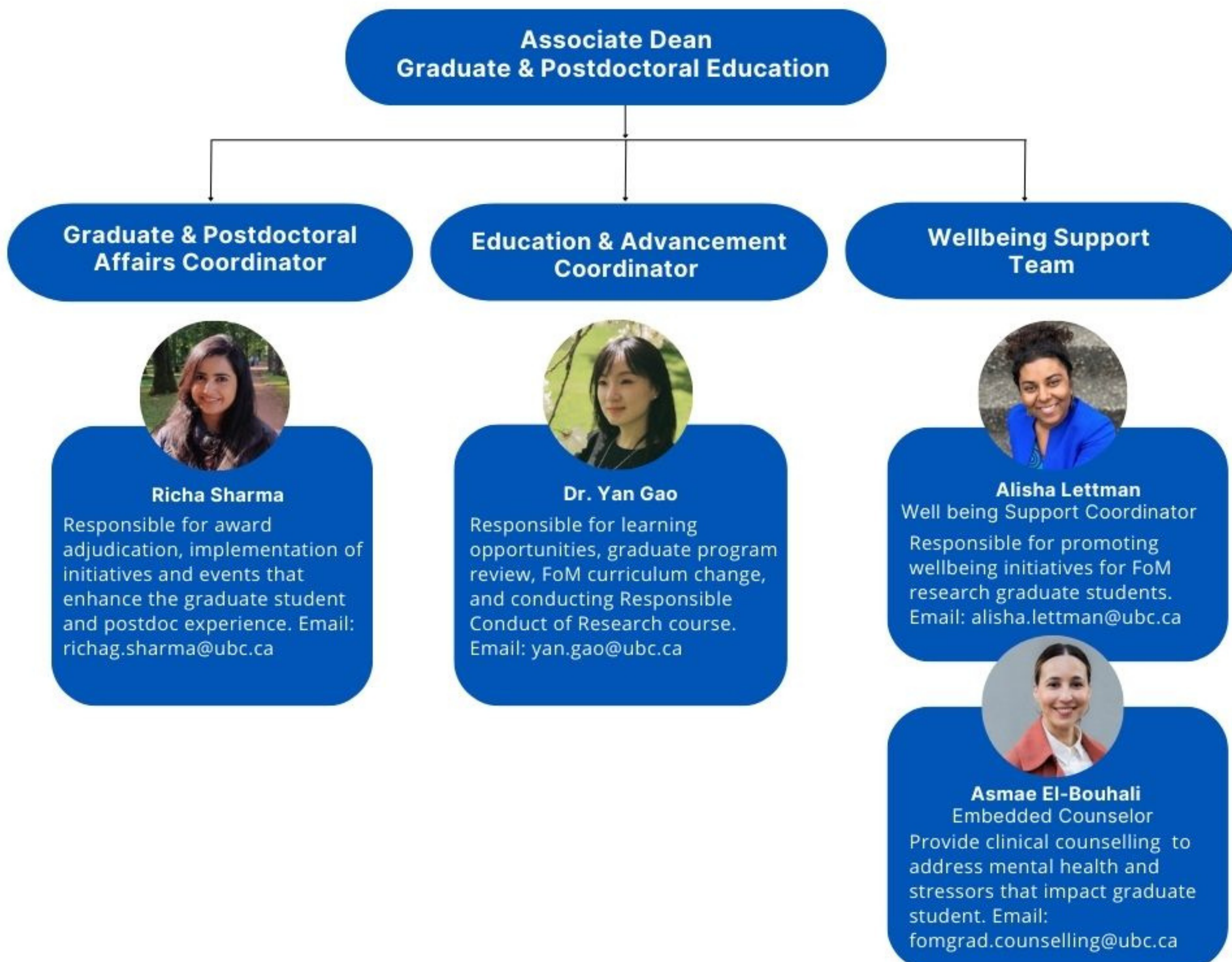
MISSION: We work collaboratively to offer informed and holistic support and to enhance nurturing research and learning environments, empowering graduate and postdoctoral trainees in the Faculty of Medicine to thrive.

VALUES: We promote the values of respect, integrity, compassion, collaboration, and equity that we share in the Faculty of Medicine. Our team's values reflect who we are and provide the foundation for how we work together. We achieve our mission through courage, collaboration, well-being, and accountability.

- **Courage:** Our team is a safe space to think ambitiously, push boundaries, and explore new ideas. We encourage self-reflection, allow vulnerability, and cultivate personal and team resilience.
- **Collaboration:** We work in partnership across the Faculty of Medicine and the university to bring together diverse ideas, offer mutual benefit, and co-create solutions.
- **Accountability:** We foster transparent decision-making within an ethical framework that is built on shared values and trust. We acknowledge responsibility to ourselves, each other, and those we serve.
- **Wellbeing:** Wellbeing encompasses attention to individual needs within societal and environmental contexts. It lays the foundation for sustained excellence, productivity, and success.

Meet the GPE team

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



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 program coordinators. You can also visit our [website](#) to check out the full list of the awards and the application procedure.

Name of the Award	Timeline	Description
Faculty of Medicine Graduate Student Awards	Sep- Dec	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 link .
Governor General's Gold Medal	Jan- 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 link .
Killam Graduate Teaching Assistant Awards	Jan- 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 link .
Elizabeth C. Watters Research Fellowship	June- Aug	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 link .
Laurel L. Watters Research Fellowship	June- Aug	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 link .
Roman M. Babicki Fellowship in Medical Research	June- Aug	Supports a Ph.D. student who is a Canadian citizen or permanent resident, has achieved candidacy, and is undertaking cancer research. For more details, visit this link .

Graduate Student Wellbeing Resources

Graduate studies can be highly demanding. Left unattended, stress can build up and affect your performance as a trainee. Our [wellbeing team](#) is dedicated to promoting UBC health & wellness resources and offering direct support to FoM graduate students. We believe in fostering a culture that values diversity, inclusion, and respect by offering counselling services, peer support, and collaborative wellbeing initiatives.

MENTAL HEALTH CONTINUUM & PERFORMANCE



[Click here to learn more about recognizing mental health indicators in yourself and others](#)

Counselling Services

If you're feeling stressed, anxious, or sad, it can help to speak with a counsellor. Asmae El-Bouhali, FoM embedded counsellor, offers free, one-on-one confidential [counselling services](#) to the graduate students.

To book an appointment, contact [UBC Counselling Services](#) at 604-822-3811 or email fomgrad.counselling@ubc.ca and request an appointment with Asmae who is available to meet with you via phone, online, or in person at four different locations:

- UBC Point Grey Campus: Every Tuesday 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

We facilitate a 10-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 2022, 72 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

Collaboration

We believe that trainee wellbeing can be positively influenced by many stakeholders, including trainee associations, wellbeing ambassadors, programs, and faculty. This is why we collaborate with these stakeholders across the FoM to deliver workshops on key themes that help prevent wellbeing-related issues and equip graduate students with the skills to manage and maintain their own wellbeing. If you would like us to promote wellbeing activities, we can help you with consultation, coordination, and implementation of wellbeing initiatives. For more information, contact wellbeing support coordinator Alisha Lettman at alisha.lettman@ubc.ca

Healthy Environments in Academic Research Teams (HEART) Program

A healthy research culture and environment is fundamental for our faculty, staff, graduates and trainees to thrive in their learning, work and research. As part of our mission to enhance nurturing research and learning environments, the GPE office is leading the development of a new voluntary certification program for research 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. Together, research teams that join the program will:

- Apply a shared knowledge and language around healthy research environments
- Contribute to brave and inclusive conversations
- Create a collaborative action plan for positive change
- Gain recognition for commitment to wellbeing and inclusion



Last year, we co-created the program with over 100 faculty, staff and trainees across the Faculty of Medicine. In 2023/24 we are piloting the program with a number of research teams.

Look out for upcoming opportunities to get involved, or email the wellbeing coordinator directly at alisha.lettman@ubc.ca and visit our website for more information.



Education and Advancement

Within the Education & Advancement portfolio, we are dedicated to shaping and facilitating impactful educational projects and initiatives for the FoM graduate programs. This encompasses various undertakings, including the administration of the Responsible Conduct of Research course, driving curriculum enhancements through the Advancing Educational Renewal project, conducting graduate program reviews.

The Responsible Conduct of Research Course

The [Responsible Conduct of Research \(RCR\)](#) is an essential component of your journey as a biomedical research graduate student. This mandatory course, accessible virtually, comprises two Zoom sessions and an online module. It is scheduled three times throughout the academic year, aligning with the Fall (September/October), Winter (January/February), and Summer (May/June) terms.

Each graduate student is obligated to partake in this course once during their tenure. If you previously completed the Responsible Conduct of Research course during your Master's program within the FoM at UBC, and you are now pursuing a Ph.D. in another program, there is no need for repetition. Registration information is distributed via email in September, and our webpage is updated accordingly. During registration, you have the flexibility to select your preferred session dates.

Upon fulfilling the requirements of the two Zoom sessions and the online segment, you will earn the **RCR Completion Certificate**. Safeguard this certificate for your personal records. Your commitment to responsible research practices is highly valued, and we look forward to supporting your growth throughout your graduate studies.

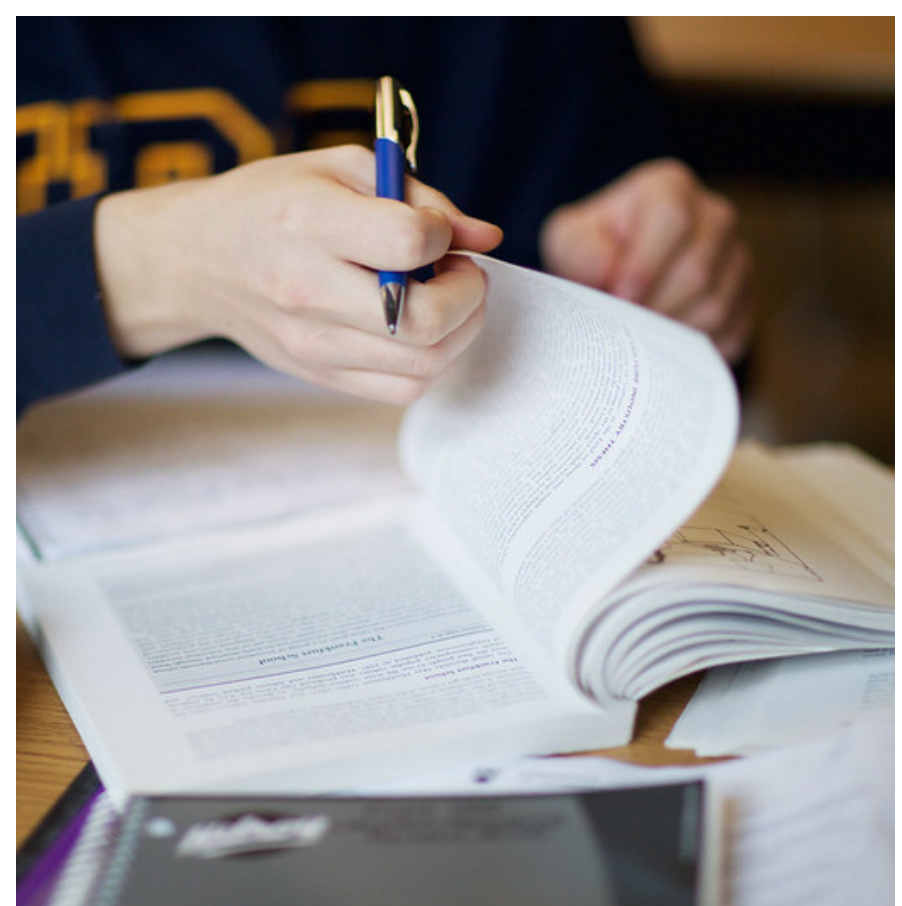
FoM Graduate Program Review

Within the context of the FoM Graduate Program Review, we institute a comprehensive evaluation of our graduate programs. Should your program undergo this review, you will be invited to participate in a survey designed to gather insights about your learning journey.

We wholeheartedly encourage you to engage in this process by sharing your opinions and ideas. Your input is of utmost importance to us as we strive to enhance our efforts in supporting your growth and development within 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
- 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 development and networking.

- [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.
- [Building the Future- Research Trainee Day](#): 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.gradpostdoc@ubc.ca for any questions, concerns and ideas that you would like to share!

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.



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Medicine

*"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

