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1. Introduction

Welcome to UBC and Biomedical Engineering (BME) Program! The BME Program at UBC was established in 2006, and there is a strong history of biomedical research here. UBC is a world-class university, and unique in how close it is to both mountains and the ocean, affording great recreational opportunities.

This handbook contains key information about BME program, policies and procedures, awards and much more and will be a useful resource for you during your studies here.

2. Structure of the Biomedical Engineering Program at UBC

There are several different streams of the Biomedical Engineering Program (BME) at UBC. Students in the BME have “Biomedical Engineering” on their degrees, and follow the curriculum listed on this page:

http://www.bme.ubc.ca/graduate-programs/

http://www.bme.ubc.ca/graduate-studies/courses/

The Mechanical, Electrical & Computer, Materials, and Chemical & Biological Engineering Departments constitute the “home departments”, which means that a research-based student will be supervised by a professor from that department. However, for any kind of administrative work, the first point of contact will be the BME office. Biomedical Engineering at UBC has research based (MASc and PhD) and course based (MEng) degrees. Research based degree programs are centered around a thesis, although approximately six courses are typically taken as well. MEng students focus on coursework, but also do projects and internships as part of their program.

Most if not all courses are held at the UBC Point Grey campus. Many research groups are focused at UBC as well, but some are in the Vancouver General Hospital / Oak Street hospital corridor.

3. Engineers in Scrubs Training Program

Engineers in Scrubs (EiS) is a new sub-stream within the standard BME program aimed at giving students a focused introduction to the clinical environment. It is open to students starting either MASc or PhD program in BME and requires students to take 3 courses worth a total of 5 credits; these courses count towards the BME core course or technical elective requirements. These courses are:

- **BMEG 500 - Orientation to the Clinical Environment (1 credit)** – a series of tours and shadowing experiences designed to rapidly introduce you to and immerse you in the clinical domain in which you will be doing your research

- **BMEG 501 - Interdisciplinary Team Project in Medical Innovation (3 credits)** – an 8-month long project designed to acquaint you with the process of identifying research or product development opportunities in the clinical setting and developing and testing your ideas

- **BMEG 590 - Professional Skills Workshop (1 credit)** – an opportunity to structure your participation in various professional development workshops offered around UBC in a wide variety of areas: teaching, grant writing, intellectual property issues, entrepreneurship, etc.

For more information, please visit the website at [http://www.bme.ubc.ca/graduate-studies/engineers-in-scrubs/](http://www.bme.ubc.ca/graduate-studies/engineers-in-scrubs/)
4. BMEGA

BMEGA is BME Graduate Students Association and was established in December 2010. Its first goal is to provide common representation and community for graduate students at UBC working in biomedical engineering. BMEGA provide services, events to bring these students together, and aid in their career development.

The executive is always welcoming new members in addition to elected positions. Please also let us know what you want to see BMEGA offer or would like to get involved at hooman.esfandiari@gmail.com.

For more information, visit us at http://bmega.sites.olt.ubc.ca/

5. Contacts

5.1 Program Contacts

<table>
<thead>
<tr>
<th>BME Program Director</th>
<th>Dr. Tony Hodgson <a href="mailto:ahodgson@mech.ubc.ca">ahodgson@mech.ubc.ca</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>BME Program Assistant (Inquiries about graduate school - registration, awards, pay, TA assignments, so on – and the EiS Program)</td>
<td>Tegan Stusiak <a href="mailto:admin@bme.ubc.ca">admin@bme.ubc.ca</a></td>
</tr>
<tr>
<td>BME MASc and PhD Grad Advisor (Questions about course selection, grad requirements, etc)</td>
<td>Dr. Karen Cheung <a href="mailto:kcheung+bmegrad@ece.ubc.ca">kcheung+bmegrad@ece.ubc.ca</a></td>
</tr>
<tr>
<td>BME MEng Grad Advisor</td>
<td>Dr. Tony Hodgson <a href="mailto:ahodgson@mech.ubc.ca">ahodgson@mech.ubc.ca</a></td>
</tr>
<tr>
<td>BME Course Coordinator (Questions about TAships, course scheduling, etc)</td>
<td>Dr. Mike Van der Loos <a href="mailto:hfm1954@gmail.com">hfm1954@gmail.com</a></td>
</tr>
</tbody>
</table>

Home Department Contacts

<table>
<thead>
<tr>
<th>MECH Grad Secretary (RA stipend, Thesis)</th>
<th>Louise Pilon <a href="mailto:admissions@mech.ubc.ca">admissions@mech.ubc.ca</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>EECE Graduate Student Coordinator (RA stipend, Thesis)</td>
<td>Brandie Hill <a href="mailto:help@ece.ubc.ca">help@ece.ubc.ca</a></td>
</tr>
<tr>
<td>CHBE Grad Secretary (RA stipend, Thesis)</td>
<td>Salman Zafar <a href="mailto:salman.zafar@ubc.ca">salman.zafar@ubc.ca</a></td>
</tr>
<tr>
<td>MTRL grad Secretary (RA stipend, Thesis)</td>
<td>Mitchell Tierney <a href="mailto:mtierney@apsc.ubc.ca">mtierney@apsc.ubc.ca</a></td>
</tr>
</tbody>
</table>
5.2 Other Important Contacts

- Faculty of Graduate Studies: [http://www.grad.ubc.ca/contact](http://www.grad.ubc.ca/contact)
- Financial services: [http://www.students.ubc.ca/finance/index.cfm](http://www.students.ubc.ca/finance/index.cfm)  
  [http://www.students.ubc.ca/finance/how-can-we-help-you/contact-us/](http://www.students.ubc.ca/finance/how-can-we-help-you/contact-us/)
- Awards/Scholarships: [http://www.grad.ubc.ca/current-students/scholarships-awards-funding](http://www.grad.ubc.ca/current-students/scholarships-awards-funding)
- UBC Ombudsman: [http://ombudsoffice.ubc.ca/](http://ombudsoffice.ubc.ca/)
- TA Union: CUPE Local 2278 [www.cupe2278.ca](http://www.cupe2278.ca)
- IT Help Desk: [www.it.ubc.ca/helpdesk](http://www.it.ubc.ca/helpdesk)  
  Phone: 604.822.2008
- General UBC Student Services:
  
  Ask Me @ UBC: [http://www.vancouver.askme.ubc.ca/](http://www.vancouver.askme.ubc.ca/)
  Student Service Centre: [www.students.ubc.ca/ssc](http://www.students.ubc.ca/ssc) or [www.students.ubc.ca](http://www.students.ubc.ca)
  Student Services (current students): [www.students.ubc.ca/current](http://www.students.ubc.ca/current)

6. Courses and Registration

For list of BME courses, their descriptions and schedule, please visit the following websites:

[http://www.bme.ubc.ca/graduate-programs/courses/](http://www.bme.ubc.ca/graduate-programs/courses/)  
[http://www.calendar.ubc.ca/vancouver/courses.cfm?code=BMEG](http://www.calendar.ubc.ca/vancouver/courses.cfm?code=BMEG)  
[https://courses.students.ubc.ca/cs/main?pname=subjarea&tname=subjareas&req=1&dept=BMEG](https://courses.students.ubc.ca/cs/main?pname=subjarea&tname=subjareas&req=1&dept=BMEG)

Students must remain continuously registered in courses until the degree is completed, except for periods of time for which the student is away on an approved leave of absence. Failure to register for two consecutive terms may result in the student being required to withdraw. MASc and PhD students should register for their thesis course in each term/year.

6.1 Adding or Dropping Courses

If a student wishes to add or drop a course outside the [regular deadline](http://www.vancouver.askme.ubc.ca/), he or she should complete a [Change of Registration form (Add/Drop form)](http://www.vancouver.askme.ubc.ca/) , have it signed by the relevant course instructor and graduate program advisor, and then submit it to BME Program Assistant.

6.2 Thesis Course (BMEG 599/699)

A graduate student is expected to register for the thesis over the period required to complete the thesis. A grade of "T" is recorded on the transcript for each session until the thesis is completed. The "T" grade may also be used for graduating essays (in non-thesis master’s programs), directed individual study or
project courses in which the course requirements extend beyond the normal deadline for the submission of a final grade.

**Thesis document creation**


LaTeX free download websites:

Mac: [www.tug.org/mactex/](http://www.tug.org/mactex/)
Windows: [www.miktex.org](http://www.miktex.org) and [http://www.texniccenter.org/](http://www.texniccenter.org/)

6.3 BMEG 597 - Directed Studies in Biomedical Engineering (MEng Internship)

To fulfill MEng requirements, students must complete BMEG 597, a 6 credit course in which students work on a research or design topic of interest related to biomedical engineering through a Co-Op or an internship at an industry, hospital, or research facility. At the end of their work, students should submit a technical report to their site supervisor and supervising faculty at UBC. There is no formal length or formatting requirements for the report. However, the report should describe one or more of the main engineering tasks they carried out during their placement.

In addition, they should perform a brief poster presentation of their work (approximately about 5 min) to the course coordinator, their site supervisor, and supervising professor at UBC. “The primary purpose of preparing this poster is to share [their] work with [their] fellow biomedical engineering students, including the incoming students.”

Detailed guidelines are posted at [http://www.bme.ubc.ca/graduate/courses/meng-project-internship/](http://www.bme.ubc.ca/graduate/courses/meng-project-internship/)

6.4 BMEG 598

BMEG 598 incorporates both the monthly Grand Rounds public seminars and the annual Biomedical Engineering Workshop (conference). Students are required to attend all BME Grand Round Seminars and Workshops during the duration of their program. Pass or Fail standing is awarded based on the attendance and final standing or credits for the course will not be given until the program completion.

7. Policies and Procedures

7.1 Leave of Absence

Leave is granted when a student is best advised for personal, health or other reasons to have time completely away from his/her academic responsibilities. Leave, not including parental leave or leave to pursue concurrent programs, for masters or doctoral students is limited to one year. A leave will normally begin on the first day of a term, for a period of four, eight or twelve months. Students granted leave-of-absence or parental leave retain the full value of any University graduate fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Awards will be suspended at the onset of the leave, and reinstated at the termination of the leave period, provided the student returns to full-time study at that time. Other awards will be paid according to the conditions established by the donor or granting agency. Leaves of absence must be approved by the student's
home graduate program. Requests for leaves for medical reasons must be accompanied by a doctor’s note recommending the leave.

It is understood that students with on-leave status will not undertake any academic or research work, or use any of the University's facilities during the period of leave. Students must inform the University immediately upon return.

The time spent on-leave is not counted as part of the allowed time to completion for the degree. On-leave students continue to be registered and must pay a reduced fee for the leave period.

Types of Leave

**Personal**
Students may request leave for personal reasons for a maximum of three terms. The reasons need not be stated for leave to be granted.

**Parental**
A graduate student who is bearing a child or who has primary responsibility for the care of an infant or young child is eligible for parental leave. A request for parental leave should be made through the student’s graduate program for a minimum leave of four months to a maximum of 12 months.

**Medical**
For a leave of absence for medical reasons, the request must include a medical note. Exemptions from submission of a medical note will be approved on a case-by-case basis.

For more information, please visit [https://www.grad.ubc.ca/current-students/managing-your-program/leave-absence](https://www.grad.ubc.ca/current-students/managing-your-program/leave-absence)

Note that NSERC and CIHR have policies which allow grantees to obtain paid parental leave (for students who have a biological child or adopt), and are the primary care givers, to a maximum of 4 or 6 months (respectively). [http://www.nserc-crsng.gc.ca/_doc/Professors-Professeurs/MaternityParentalLeave-CongesMaterniteParentaux_eng.pdf](http://www.nserc-crsng.gc.ca/_doc/Professors-Professeurs/MaternityParentalLeave-CongesMaterniteParentaux_eng.pdf)

7.2 Extension

University regulations establish a five-year time limit for the completion of a master’s program and a six-year time limit for the completion of a doctoral program. The time that the student is on approved leave does not count in the determination of the time limit. Extenuating circumstances not of the student’s making may justify allowing the student additional time to complete his or her degree program. A request for a one year’s extension will be received favorably if it is fully justified and supported by the student’s Graduate Program Advisor. A second year’s extension requires a compelling rationale from the Graduate Program and an explanation of the special circumstances that would justify an exception. All extension requests from the Graduate Program must include a schedule showing how the thesis will be completed in the period requested. Extensions will not be granted beyond two years.
7.3 Comprehensive Exams

A comprehensive examination is normally held after completion of all required coursework. PhD candidates must complete comprehensive exams, usually about a year after starting their program. These are run from home departments (MECH, ECE, etc.), so check with your home department Graduate Secretary for more information. Technically, BME administers these exams, but historically all BME students have taken the exams offered by their home departments and BME has accepted the outcome of those exams.

7.4 Advancement to Candidacy

It is required that all doctoral students be admitted to candidacy within 36 months from the date of initial registration. A student who is not admitted to candidacy within this time period will be required to withdraw from the program. Extensions may be granted under exceptional circumstances and with the permission of the Dean of the Faculty of Graduate Studies.

8. Financial Matters

8.1 Tuition Fees and Payment

Tuition fees amount for domestic and international students can be found at [http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,266,773,1450#18012](http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,266,773,1450#18012)

Annual tuition fees are divided into three installments, due in September, January and May. Amounts vary by program, and will include Student Activity Fees and Extended Health Insurance Fees. Check your fee amounts and due dates and pay fees online at the Student Services Centre web site. Your password for the website is initially set to your date of birth in YYMMDD order, six digits only. Please change this to maintain security of your records.

- If you don't pay on time your course registration will be cancelled
- Students who are eligible for a Tuition Award or an International Partial Tuition Scholarship and who have not been assigned this award by the week before the fee due date should contact Awards at the Faculty of Graduate Studies
- Tuition fees are subject to change without notice

8.2 Awards and Scholarships

An annual university-wide competition for several major awards (University Graduate Fellowship, NSERC, SSHRC, and CIHR) is held soon after the beginning of the fall term. Visit [http://www.grad.ubc.ca/current-students/resources-links/deadlines](http://www.grad.ubc.ca/current-students/resources-links/deadlines) for awards information and deadlines.
9. Health and Wellness

UBC Student Health Service

UBC has a student health clinic located in the UBC Hospital. Please find additional information such as hours and how to book an appointment on their website: http://www.students.ubc.ca/livewelllearnwell/services-resources/student-health-service/

Health Emergencies and Urgent Care

For urgent medical attention, there is an urgent care centre at the UBC Hospital as well as VGH. The VGH location has longer hours, please see Vancouver Coastal Health’s website for more information: http://www.vch.ca/locations_and_services/?section_type=template
There is also a provincial service to help you determine how urgent your problem might be - check the online site (http://www.healthlinkbc.ca/) or call 8-1-1 to speak with a nurse about your issue, 24/7.

Medical Insurance

UBC students have different options for medical insurance, documented here: http://www.students.ubc.ca/international/international-students/health-care-and-health-insurance/
Most are covered by the AMS/GSS Health and Dental Plan.

UBC Medical Surveillance

http://www.hr.ubc.ca/health/occupational-preventive-health/

UBC has a medical surveillance program for students and staff who work in areas with exposure to health risks. An occupational safety nurse will review the risks in your area, and can recommend preventative measures. For example, students working with human tissue can get free vaccinations for Hepatitis B. This is not a mandatory program (except in a few circumstances), but is advantageous for prevention of injury or illness.

UBC Counseling Service

http://students.ubc.ca/livewell/services/counselling-services

UBC offers a range of free counseling services to students, dealing with stress, anxiety, indecision, anger management, depression, concentration, and/or relationships.

10. Resources

10.1 Research Laboratories

Here is a list of some labs that have equipment open for sharing/access:

- Centre for Hip Health and Mobility: http://www.hiphealth.ca/
  Equipment available: http://www.hiphealth.ca/our_facilities/equipment/

- International Collaboration on Repair Discoveries (ICORD): http://icord.org/
• **Orthopaedic and Injury Biomechanics Group (OIBG):** [http://oibg.mech.ubc.ca/index.php](http://oibg.mech.ubc.ca/index.php)
  Equipment available: [http://oibg.mech.ubc.ca/facilities.php](http://oibg.mech.ubc.ca/facilities.php)

### 10.2 Computer and other access

A lot of computer lab access is controlled by the various departments. For example, the Mechanical Department has access to the PACE lab in ICICS, which has several design and simulation packages which can also be licensed to students. A shared lab for all APSC students is located in CEME 2210/2212. These computers have some useful software such as MATLAB, NX, and ANSYS, but do not have Internet access. The lab also has a printer, which needs a Faculty of Applied Science Print Card. Bring a USB stick to save your work, more info here: [http://www.engineering.ubc.ca/current_students/student_resources/microlab/index.php](http://www.engineering.ubc.ca/current_students/student_resources/microlab/index.php)

- Most libraries, especially IK Barber and Woodward, have computers for student research and course work. These computers have Internet and can print with by using a library print card, but don’t have engineering software installed. There are also photocopiers in these libraries.
- In addition to the printers in the computer labs and libraries, there is also Copier in the SUB and Staples in the village for printing and copying needs. Kinkos on Broadway near Arbutus is open 24/7 for last minute printing.

### 10.3 Information Technology

**Student Service Centre and Email**

Campus-Wide Log-in (CWL) signs in to a number of campus services, including the Student Service Centre and UBC wireless, with a single username and password. Sign up at www.it.ubc.ca/cwl. If you need help creating a CWL account, contact the IT Service Centre at 604.822.2441.

Students are eligible for a free UBC email account. Visit [http://www.it.ubc.ca/studentemail](http://www.it.ubc.ca/studentemail) for details.

Wireless network at UBC: [www.it.ubc.ca/wireless](http://www.it.ubc.ca/wireless)

**Free software**

Sophos anti-virus (from UBC IT), reference management software (from UBC Library), many departments have access to programs like Matlab, Labview, Solidworks for students in those departments

**UBC VPN**

Connect securely to UBC’s network from home or anywhere in the world. Allows access to subscribed academic journals online.

**Reference management software**

**RefWorks** is an online reference management program provided by the UBC Library. It allows importing references from Pubmed and other indicies, but does not save pdfs. Cite directly in Word, and share citations using RefShare. The interface allows you to save citations from UBC Library index searches, but is somewhat behind-the-times in usability and function.
**Mendeley** is a free open-access reference manager which keeps your paper pdfs organized, and allows you to collaborate in groups on papers by sharing references. Import references automatically by adding pdfs, or using a Mendeley bookmark in web browsers, and cite directly in Word. Capabilities to search within both references and papers, sort into papers/refs into folders, and make notes on your papers. Import references from most other managers.

**Zotero** is similar to Mendeley (free open-access, with pdf saving and searching), but operates as a Firefox plug-in (i.e. can’t use it with other web browsers).

**Endnote** - not making Mac versions anymore.

**Bibdesk** – Free, open source, fully featured reference manager for mac. Can interface with many online databases, including PubMed and Google Scholar. Saves data in bibtex format, which is compatible with LaTeX.

### 10.4 Libraries

Most engineering books are held at the IK Barber Library. If the subject is more towards medical science, they may appear at the Woodward Library or, less often, the Biomedical Branch at VGH (Diamond Centre, 12th Ave and Oak). Library website [www.library.ubc.ca](http://www.library.ubc.ca) also has a lot of resources, databases, and branch hours. Resources not available at UBC can often be ordered via interlibrary loan (ILL), or through the Canada Institute for Scientific and Technical Information (CISTI).

Engineering has several library staff that can help you when you need references for your research. Their contacts are here [http://toby.library.ubc.ca/libstaff/division.cfm?div=29](http://toby.library.ubc.ca/libstaff/division.cfm?div=29)

And, if you are a research-based student, **Google Scholar** and **PubMed/MEDLINE** will be very useful.

Many students like to study in libraries. A review of some of them:

**IK Barber (also referred to as “Main Library”)**

This library was renovated a few years ago, and has the most study space but is also popular. There is a large group study area, as well as lots of quiet study space in the book stacks. It’s a great place to study in the summer, but gets busy during exam times when it’s open 24/7.

**Koerner Library**

Koerner library is also quite popular, particularly for quiet/silent study. There are two bunker-like basements with lots of study space and no cell reception, as well as several above ground floors with great views of campus. There are a few group break-out rooms in the basement.

**Lam Library**

This is the commerce library. It was just re-opened and renovated this past year, and has lots of group study space and break-out rooms. It can be a bit busy and noisy in the winter. There is also quite a bit of study space on the first floor of the commerce building.
Woodward Library

Woodward is an older library, but the basement was recently renovated and is less busy than some of the other newer libraries. Aside from the basement, there is quite a bit of study space but there are not many windows and some find the chairs uncomfortable.

Law Library

Historically one of the quietest libraries on campus, recently noisy during the day due to construction of a new Law building. Not many windows, but usually not very busy either.

Biomedical Branch Library

The Biomedical Branch Library is located on the second floor of the Diamond Center at VGH. After-hours access is possible with a hospital ID. Usually not busy and some good books on medicine but beware making noise during Medicine's exam weeks!

Asian Library and Xwi7xwa Library

These are small libraries, but also generally not too busy.

Other study spaces

There are a number of good study spaces in many buildings that aren't libraries. ICICS, Kaiser, Forestry, CEME and Scarfe are all close to Engineering.

10.5 Safety Courses

Depending on the lab(s) and building(s) you will be working in, you may need to complete several safety courses. Some are run through UBC Health and Safety (http://riskmanagement.ubc.ca/health-safety) such as the Laboratory Biological Safety Course or Hazardous Material Transport, some by home departments, such as building emergency procedures or MECH’s machine shop safety training, and some by individual labs or research centres, such as radiation safety training. If you are unsure what safety courses you should be taking, check with your supervisor, lab manager, and graduate secretary.

10.6 Other Facilities

UBC Centre for Teaching, Learning and Technology: http://ctlt.ubc.ca/

Focuses on professional development in teaching and learning. They have many free workshops and seminars available for graduate students, including a Reading Break series of seminars, TA Training Programs, an annual Learning Conference, lunchtime workshops, and the ever popular Instructional Skills Workshop (which goes on your transcript and is an internationally recognized teaching training).

Graduate Pathways to Success (GPS Program): http://www.grad.ubc.ca/current-students/gps-graduate-pathways-success

A FOGS initiative to provide workshops, seminars and other activities designed to complement your graduate program’s academic curriculum and mentorship experience. These include topics such as time management, career development, academic writing, and more.
11. Getting around

Transit

Graduate students are eligible for the Translink U-Pass, which allows access to buses, trains, and the SeaBus in Vancouver and surrounding areas (3 zones). Schedules can be found at www.translink.ca.

Hospital Shuttle Service

When on “university business“ (research or courses), students are allowed to use the Hospital shuttle which runs between UBC Hospital and VGH (in front of Centennial Pavilion), leaving on the: 05 and: 35 past the hour. Service starts at 7:05am and the last bus is 4:35 (westbound) and 5:05 (eastbound). Please sign in on the clipboard as “Faculty of Medicine”, unless your travel has been told to be covered by another group. There are other shuttles that run to the other hospitals as well. The 99 B-Line bus also gives good service between UBC and VGH at the Heather St stop.

Personal Car

Driving to campus is also an option. Nearly all parking at UBC is pay parking, except on some places on SW Marine Dr and 16th Ave. These free areas fill up quickly and result in a long walk to places you’d like to go. The most convenient pay lot for most engineering labs and classes is the Health Sciences Parkade. More info can be found at www.parking.ubc.ca.

Car Sharing

There are car sharing services as well, such as Modo (http://www.modo.coop/) and ZipCar (http://www.zipcar.com/). ZipCar has reduced rates for UBC students; Modo is a non-profit cooperative, with the most diverse fleet of vehicles of any carshare in the world. There are cars from both organizations on campus, and at locations (totalling over 200) all over the Lower Mainland. You can get many types of vehicle too - from trucks to smart cars - equipped with useful things like bike racks and snow tires.

Bicycle

UBC is a large campus, and cycling is popular for commuting and getting around campus. There is a bike shop in the basement of the SUB (The Bike Kitchen, http://thebikekitchen.com/) which sells bikes and parts as well as pretty affordable service. You can use their tools to fix your own bike for a low hourly rate, or pay a little more for help. There is also a bike co-op, where you can sign up to use their fleet of purple and yellow bikes (http://bikecoop.ca/). Other places to get new or used commuter bikes, or giving your bike some TLC are Our Community Bikes (not-for-profit! http://pedalpower.org/our-community-bikes/), The Bike Doctor (http://www.thebikedom.com/), Bikes on the Drive (http://bikesonthedrive.com/), Dunbar Cycles (http://www.dunbarcycles.com/), and Sports Junkies (http://sportsjunkies.com/), among others.

Information about biking in Vancouver and a map of the many cycling routes can be found here: http://vancouver.ca/engsvcs/transport/cycling/. Free, pocket-sized bike maps of Vancouver are also
available at City Hall, Vancouver libraries, community centres and some bicycle stores. An online cycling route planner for Vancouver and the surrounding area is also available (http://www.cyclevancouver.ubc.ca/cv.aspx).

12. Getting essential stuff

UBC CWL/Email

UBC IT provides a campus-wide login (CWL) that you use to access everything from your email, to course registration, to library resources, to online course material. You need your student number to get your CWL. Sign up info is here: http://www.it.ubc.ca/cwl/homelink.shtml

UBC Card

Your UBC card is your student ID card, library card, can be used at UBC food services, recreation facilities and is also required for exams. More info: http://www.ubccard.ubc.ca/

U-Pass

The bus pass that most UBC students pay $30/month for as part of their student fees. Pick yours up monthly outside UBC Central (formerly the Bookstore). You need your UBC card to get your U-Pass. More info: http://www.upass.ubc.ca/

UBC Secure Wi-Fi Set-up

Almost all of UBC is one big wireless network! Some spots at VGH as well. Connect at http://www.it.ubc.ca/service_catalogue/internet_telephone/wireless/wpa.html

Keys

To get access to a room or building, you typically need approval of the department that controls the building (i.e. MECH, EECE, MTRL, etc). Get a form from that department’s secretary, then complete and submit. Key FOBs are often handled directly by the department (EECE/ICICS); keys are picked up from Parking and Access Service. More info: http://www.parking.ubc.ca/access.html

Vancouver Coastal Health (VCH) ID

Badges are required for biomedical engineering students working at the Vancouver General Hospital (VGH) campus, both for identification purposes and for keycard access to research areas. Your lab administrator will provide you with a signed form outlining your access to buildings and rooms around VGH, and your access expiration date. Take this form to VCH Photo ID and Access Control (located on the first floor of the Willow Chest Centre, Room 176) during operating hours (0800-1200 and 1300-1500, Monday to Friday) to obtain your badge. Please bring government issued photo ID (such as a driver's license) with you when you go.

Lockers

Lockers in the Macleod Building on the first floor are on sale on a first-come, first-served basis. To purchase one, please go to MCLD 434 (they are $10, per term).
13. UBC Student Life

With your UBC Card, you get free access to many attractions on campus including:

- Museum of Anthropology
- Beaty Biodiversity Museum
- Nitobi Garden
- Botanical Gardens
- UBC Pool and gym in the Aquatic Centre

The Chan Center offers reduced rate tickets for students to concerts and other events.

Other UBC events can be found at: http://ceremonies.ubc.ca/ and www.events.ubc.ca

Whistler offers student passes for about $450. That pays off in about five days of skiing, and is on sale until mid-November.

The Alma Mater Society of UBC has over 370 Clubs for almost anything you might be interested in. Learn about them here: http://www.ams.ubc.ca/campus-life/clubs/

The Graduate Student Society (GSS) offers fun courses, activities, and trips for UBC grad students throughout the year. http://gss.ubc.ca/main/

Commuter Student Hostel

http://vancouver.housing.ubc.ca/other-housing/commuter-student-hostel/

Studying late at the library or have an early exam the next day? Just wish you could stay on campus? Now, you can. Same-day bookings before 5:00pm, Sunday through Thursday

Online reservation via CWL (credit card payment required)

14. International Student Information

14.1 International Student Handbook

A PDF international student handbook is available to download from the international student website:

http://students.ubc.ca/international

14.2 Contacts

International Student Development
1783 West Mall
Tel: 604.822.5021
E-mail: international.house@ubc.ca
www.students.ubc.ca/international
15. Useful Websites

Graduate Student Guide
www.grad.ubc.ca/current-students/newly-admitted/grad-guide

Handbook of Graduate Supervision
http://www.grad.ubc.ca/handbook-graduate-supervision/handbook-graduate-supervision

UBC Calendar (Important dates, deadlines, and much more)
www.students.ubc.ca/calendar

Scholarships and Awards
http://www.grad.ubc.ca/current-students/scholarships-awards-funding

Thesis Preparation
International Students Main Page, Including International-Specific Events
http://www.students.ubc.ca/international/

Wellness and Safety for International Students
http://www.students.ubc.ca/international/international-students/wellness-safety/

Health Care and Insurance
http://www.students.ubc.ca/international/international-students/health-care-and-health-insurance/

Study Permits and Visas
http://www.students.ubc.ca/international/international-students/study-permits-visas/

Banking
http://www.students.ubc.ca/international/international-students/money/

UBC Scholarships for International Students
https://you.ubc.ca/ubc/vancouver/intlscholarships.ezc?pageID=1097

Taxes
http://www.students.ubc.ca/international/international-students/money/taxes/

Shopping
http://www.students.ubc.ca/international/international-students/money/shopping/

Academic
http://www.students.ubc.ca/international/international-students/academics/

Housing
http://www.students.ubc.ca/international/international-students/housing/

Working
http://www.students.ubc.ca/international/international-students/working/