The UBC Linguistics Grad Guide
A resource for graduate students

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1 Welcome!

Welcome to UBC Linguistics! This guide was written for grad students by grad students. It is intended to be a supplement to (and in some cases, a guide to) the official sources of information about the programs, the department, the university, and life in Vancouver, Canada. It also includes some helpful tips based on grad students’ experiences with these entities.

This grad guide is updated annually and has information that will be useful during your entire graduate career. It is recommended that you keep this guide and its annual updates, as it discusses department policies and changes and offers resources that may come in useful even after you’ve been in the program a while. Also check the Graduate Advisor’s blog for all the information and updates on deadlines, the program, and much more!

Your basic rule of thumb should be this: if you need information or help, ask! There are many people who can help you: your supervisor, the Graduate Advisor, the Graduate Student Support, and often your fellow graduate students. Your time as a Linguistics grad student will be busy and full of new things to learn and think about. It can be overwhelming sometimes, but if you ask for help when you need it, you’ll find things will get easier.

In the mean time, you can check out what is happening in the department on Facebook and Twitter.
Good luck, and have fun!

2 How to use the Grad Guide

This guide is best used as a pdf on the computer, because there are quite a few links, both to external sites and to other parts of this document. It contains quite a bit of information, but as you have seen, there is also an extensive table of contents that is linked to the relevant sections. There is also an index, and page numbers serve as links to the relevant sections.

The first chapter contains the most relevant information as you prepare for your transition to grad school and for navigating your first couple months. The later chapters have extensive information about topics that will be relevant throughout your studies, such as how funding works, program requirements, and information about ethics requirements. Finally, the back material contains a list of research groups and a calendar of key events in the department and the field.

This guide is revised and updated every year, which is why it continues to be a really valuable resource for both new and continuing students. If you ever have ideas on how to improve the guide, you should definitely send them to the people who will be doing the editing (which is listed in the jobs section) or to the people who edited last year.
Part I

Orientation information
3 Before and after your arrival

3.1 Things to do before you arrive

There are a number of things you’ll want to get done—or at least started—before you begin your program. If you’re coming from outside of Canada, you’ll have a larger number of things to do. If you have questions, get in touch with the Graduate Admissions Director, the Graduate Advisor, or the Graduate Student Support; if you haven’t got it already, you can find their contact information here.

3.1.1 Organize Your Travel Documents

Apply early for a Canadian study permit and any other travel documentation you might need. The International House website will also have useful advice and information on coming to Canada on a study permit. Depending on your country of residence, applying for a study permit may take months, so do this as soon as you have been accepted to the program. American citizens can apply at the border at the time of entry into Canada, provided you have all of the necessary documents. If you have questions about this process, contact the advisors at International House at international.house@ubc.ca.

Bringing your family

If you have family coming to Canada with you, they will also need to arrange for documentation. A spouse can apply for an open work permit that will last the length of your study permit. If your spouse is an American citizen, he or she can apply at the border with you. For children, the rules vary depending on the age of your kids. In some cases, children require a study permit as well, but infants and young toddlers don’t. Again, contact the advisors at International House for information specific to your situation.

Bringing your pet

Many graduate students bring their pets with them as well. The requirements vary depending on the type of animal you are importing and which country the animal is coming from, so check to find out exactly what kind of documentation you need before you get to the border. You can find a lot of useful information at Bringing your pet to Canada. Be sure to start planning early. Depending on where you are coming from, you may need to think about things such as timing your flight so that
you arrive during business hours to pick up your animal at the airport pet centre; arranging for transportation from the airport (sometimes taxis will refuse to drive an animal); having to quarantine your animal in between connecting flights; and arranging for documentation from your veterinarian. Don’t hesitate to contact other grad students, too. Those of us who have been there before can help you avoid major headaches.

Transiting the United States

As a final note, if you are transiting through the United States, you must also comply with United States regulations. This may mean that a U.S. transit visa could be required, even if you have no intention of leaving the airport and are simply connecting to your Vancouver flight. This also applies to traveling with pets, which are subject to regulation by several agencies; if you are transiting the U.S. with a pet, you should start by looking at Customs and Border Patrol, as the website includes helpful information and links to other agencies.

3.1.2 Start Looking For Housing

The critical point here is, do not wait until you arrive in September to look for housing!! It is highly recommended that you arrange for at least short term housing if you prefer to find more permanent housing once you arrive; the off campus resources below also include information on short term housing and sublets.

On Campus

For information on the various options, or to apply for on-campus housing, go to the Student Housing. It is very important to apply early, as the waitlist can be rather long. There are several types of on-campus housing, including residence (dormitories), student family housing (for couples with and without children), and single student housing. Some residences will allow you to move in any time of the year, but others are based on eight-month contracts (starting in September and ending in April). If you have children, the student family housing can be a great option. There are parks and walking trails, daycare centers, and a community centre all close by. Moreover, since so many families live in the neighborhood, you will have many opportunities to socialize with other parents. Bear in mind that there is a wait list for student family housing, so apply early.

Another option is living in either Green College or St. John’s College. These are graduate colleges, and both colleges require residents to have a meal plan. The
colleges also have lively social atmospheres and a variety of clubs, groups, classes and other activities to become involved in. In the past, Linguistics students have enjoyed both colleges, and St. John’s in particular is regularly home to 3 or 4 Linguistics grad students. They both have their own application procedures in addition to the application through Student Housing.

Off Campus

If you plan to live off campus, try to start looking early. Apartments available for September 1 start being advertised in mid to late July. There are many online listings available through a range of websites. The UBC student union, the Alma Mater Society (AMS), runs rentsline, which lists shared and non-shared accommodations within a certain distance from the campus. A list of online resources to check out include the following:

- Rentsline run through the UBC AMS, offers a map with pins for types of apts.
- Padmapper offers information about things like walking score, and is an aggregate of other sites
- Craigslist well known online market, this link is for Vancouver
- Kijiji similar to Craigslist (and often a fair bit of overlap between the two)

You can also look in local newspapers (Vancouver Sun, Vancouver Province, Georgia Straight) for ads, or check out the posters put up in the SUB or at the Graduate Student Centre. If you’re particularly interested in a certain area but can’t find many postings, it is often helpful to go for a walk around neighbourhoods you’d be interested in living in to see ”vacancy” signs which have been put up.

Monthly rent for an unfurnished bachelor’s apartment (with no separate bedroom) near UBC (e.g. in Kitsilano) is unlikely to be less than $800. Shared accommodations will sometimes be less. Be aware that when you first move in, you’re often required to pay a one-time damage deposit (equalling not more than 50% of your monthly rent), which should be returned to you when you move out. As well, you might need to put down references on your apartment applications; check with your advisor or the grad student advisor if you can put them down as references. Both furnished and unfurnished apartments are available in the city, with and without leases.

It is possible to find apartments with short and long term leases, as well as month-to-month through the same resources listed above. It is important to read the lease
entirely and understand what you are signing. Most leases specify what happens at the end of the term, whether it renews automatically or goes to a month-to-month arrangement. In particular, you should always be aware of what is included in the lease, especially whether heating and/or hot water is included, as this will have a significant impact on your electricity (or ‘hydro’) bill.

Also be aware that utilities can add considerably to the cost of rent. Electricity in Vancouver is provided by BC Hydro, and when you see the term “hydro” in classifieds listings, this is what is meant. Monthly costs can be anywhere from $15-$110 or more, depending on your apartment, the season, whether heat and hot water are included in your rent, etc. Additionally, internet can cost between $40 and $80, depending on the speed; the two largest ISPs are Shaw and Telus. They also offer student internet rates from Sept. to April, though you have to call and ask for this rate every year. Water is often included in the rent, but if you are unsure, you should ask your landlord.

As for neighbourhoods to live in, students in our department are spread out across many areas in Vancouver. Rents are generally cheaper the farther you head east in Vancouver (UBC is at the west-most point). Most people pick their place with transit accessibility in mind. It’s therefore a good idea to become familiar with the bus routes to UBC; public transit is provided by Translink. Neighbourhoods close to UBC and on good transit routes include Kitsilano and Dunbar. If you want to look for cheaper accommodation in East Vancouver, keep in mind that an express bus runs along Broadway from East Vancouver all the way out to UBC (99 B-line) for those living around Commercial Drive and Main St.

For more information on Vancouver neighborhoods, see Areas of Vancouver; the map at the bottom of the page is particularly useful, as it includes links to descriptions of all areas of the city. The following are popular with UBC students: Kitsilano, Dunbar, Arbutus/MacKenzie Heights, Kerrisdale, Commercial/Grandview, and Mount Pleasant. Outlying areas, such as Burnaby, Richmond and the North Shore, are also home to many UBC students, but these areas entail what could be a lengthy commute to UBC.

### 3.1.3 Send in your Final Transcripts

If you applied to the program before finishing a bachelors or a masters degree, you will need to send official copies of your final transcripts to both the department and the faculty of Graduate and Postdoctoral Studies once your degree has been conferred.

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1 The most common source of energy in British Columbia is hydroelectric power from dams throughout the province. Thus the name of the utility.
The department needs one copy (which you can have sent to Shane Meghji at the department address). G+PS requires two official copies in envelopes that have been sealed and endorsed by the issuing institution.

3.1.4 Start Preparing Scholarship Applications

PhD students are expected to apply for funding, and MA students are also strongly encouraged to. The PhD student applications for Affiliated and Tri-Council awards are quite often in September, so it is essential to start this process early, as you will likely be expected to apply within your first weeks of arrival. You can also reach out to faculty members in the department for guidance and support, even before your arrival. For more information about these and other awards, see Ch. 8.2 in this grad guide. Bear in mind that all students are required to apply, regardless of their financial package.

Of course the first step in this process is DON’T PANIC! You are not bound to anything in your proposal, including methodology, hypothesis, language of inquiry, even subfield. So don’t worry that you’re tied into something that you may not want to do later on. The best way to approach your first fellowship application is as an exercise in research planning and in putting together a grant application, which is an essential career skill. It is a real application, and there is a chance to get funding from it, so you should spend some time and put forward the best application you can. But don’t let it cause you stress or anxiety.

What exactly do you need to do then, and when do you need to do it?

- before you arrive: put together a rough draft of a research proposal.
  - look at examples of successful applications, which you can find online [here](#)
  - read the requirements for the application you are applying for
  - if you are a first year student, approach one of your previous professors to serve as a reference (the other will be a UBC professor)

- as soon as you arrive, talk to your supervisor and other professors about your proposal and your project.

- in early September, find out when the department internal deadlines are, and note that they are firm

- in mid-September attend the workshop that the department holds about preparing grant applications
• also in mid-September, send around a draft of your proposal to your recom-
menders for feedback

• prepare the rest of the application package

• submit it on time!!

• look for the next round of grant deadlines

All prospective applicants who are Canadian citizens or residents are very strongly
advised to apply for Tri-Council funding from the NSERC, SSHRC, or CIHR gradu-
ate fellowships. Students who submit an application for NSERC or SSHRC doctoral
funding to their graduate program are automatically considered for Affiliated, includ-
ing the Killam Doctoral Scholarships. Consult the SSHRC website and the NSERC
website as well as UBC Graduate Funding for details.

The first step for all of these awards is essentially to start thinking about your
research proposal. A central component of your application is the two page proposal
that describes your specific research project, related past scholarship, your hypoth-
esis, methodology, the contribution this project makes to the field, etc. A good
general rule is to also demonstrate that your project is feasible, in that you have
the relevant skill set as a researcher and access to the necessary speakers, labs, tech-
nology, etc. to complete the work. You should also be aware of the timeline of the
award and demonstrate a timeline for your research that is commensurate with that
of the funding source. For more general tips on how to write a grant application, see
Graduate Pathways for Success tips

3.1.5 Set Up Your Campus Wide Login CWL Account

A CWL is required to access all secure areas of UBC online. You can set up a CWL
at this site without student credentials, but once you have your student ID number
you will need to email IT Accounts to convert a non-student account to a student
account.

Once you’ve set up your CWL, you can access the Student Service Centre (SSC),
which is the student administrative portal. Through the SSC, you can register for
classes, accept financial awards, pay your tuition and student fees, and view your
grades summary and exam schedule, and conduct most other business with the uni-
versity. (The one notable exception is payroll, if you are employed as a TA or RA;
for more information on accessing payroll, please see Section 3.2.9 in this document.)
Your CWL is also used to authenticate your credentials for UBC wireless service, which is available in most areas of the campus, including the Linguistics department, classrooms, and libraries. You can authenticate using ubcsecure, and you will only need to authenticate once on each device you use.

### 3.1.6 Register for classes

Once you arrive on campus, you will have a number of things to accomplish to establish your relationship with the University, but many of these things (such as getting a student ID and transit pass) require that you be registered. Through the CWL, you can register for classes. As the new requirements for the Ph.D. and M.A. programs are on the way, be sure to check out these requirements (for Ph.D. and M.A.) before you register for classes. You can already register for classes before you arrive.

This does not mean that you will necessarily be taking the classes you registered for in your first year! That decision will be made when you meet with your committee in the first week. But it is a simple matter to change registration within the first two weeks of the term, and registering for even one class will enable you to accomplish other important business.

### 3.2 Things To Do Once You’re Here

#### 3.2.1 Meet with your committee

During your first week, you will meet with your first year committee. This committee is established for you prior to your arrival and generally includes the Graduate Advisor, the Graduate Admissions Director and one other faculty member chosen for interests that seem to align with yours. In this meeting you will discuss your academic background, areas where you may need additional preparation, and your first year courses. There is no need for you to prepare anything, as this is not a formal occasion. It lasts less than half an hour, and it is a discussion about how you can start out on the right foot in the program. It’s also a good chance for you to ask questions about the program, the grant application process or other concerns you may have. In other words, don’t stress about this meeting!

While you will have already registered for classes (see section 3.1.6) before you meet with your committee, you do confirm your class registration during the meeting. This may mean adding an undergraduate course or two to fulfill prerequisites. If this applies to you, keep in mind that the process for this has recently changed. As
of last year, there are 500-level course numbers (this is the graduate level course designation) specifically for this situation. However, because this is the new way of doing things, not everyone in the department is up to speed. So, if you need to take an undergraduate class first term, take advice only from the Grad Advisor Graduate Advisor with respect to registration. Trust us, you’ll save yourself a serious headache.

3.2.2 Get your Social Insurance Number SIN

International students must apply for a SIN number as soon as possible after arrival. This is an official identification number issued by the Canadian government and processed by Service Canada, and it is necessary for filing Canadian taxes, receiving TA and RA salaries from UBC, and receiving scholarships. You must apply in person at a Service Canada location; there is one located at 1263 West Broadway in Vancouver and one in the Sinclair Centre in downtown Vancouver.

To apply for your SIN number, you must bring the following documents with you:

- Your passport
- Your study permit that states you “may accept employment” or “may work” in Canada %item your signature
- if your name on your letter and passport differ, evidence to support the legal name change (such as a marriage license)

It is free to apply for a SIN, but you should set aside a few hours in case of wait. It can be more crowded in late August, so try to do it as soon as possible. For more information, see Student Service and Service Canada.

3.2.3 Apply for health insurance

MSP is the Medical Service Plan of BC. Anyone living in BC for six months or longer (including international students) is required by law to enrol in MSP and pay the plan’s premiums. You should apply AS SOON AS POSSIBLE after you arrive in Canada (like the next day), as it takes three months to begin coverage. The application is available as a PDF here. As the process and the form can be quite confusing, UBC offers support for international students here.

In the interim waiting period, international students are automatically enrolled in the iMED program once you register for classes. This program is a temporary
health program which covers you for the first three months. The cost is $150 for three months and is included in your student fees. You can opt out of this program only under certain situations. For more information on iMED, including how to opt out, see the iMED information page.

For Canadian students, the situation is slightly different, in that, as students, you are sometimes allowed to maintain enrollment in the insurance of your home province, and therefore may not be required to enroll in MSP. You should check with MSP and the equivalent in your home province to be certain of the requirements. This could be as simple as a permanent address in your home province. Additionally, Canadians are not automatically enrolled in iMED because even if you are required to apply for MSP, you will be covered under your home province insurance until the change of coverage takes effect.

MSP does not cover vision, dental, or prescription drugs. UBC requires students, Canadian and international, to enrol in iHaveAPlan, offered through AMS/GSS, which does cover these extensions. This is included automatically in your student fees, though you can opt out of this as well under certain circumstances. For more information, see the iHaveAPlan website.

### 3.2.4 Open a bank account

You will need to open a bank account to have your payroll directly deposited. You can open an account in Canada without an initial deposit. A number of banks are on or around campus:

- RBC Royal Bank of Canada
- Scotiabank
- BMO, Bank of Montreal
- TD Canada Trust
- VanCity Credit Union
- HSBC
- CIBC

These banks will generally offer student accounts which are often free but are restricted on the number of debit card transactions. Alternatively, full accounts are available with unlimited transactions, but these are generally charged a monthly
maintenance fee unless a certain balance is maintained. It is important to look at all the terms and conditions associated with the account you choose and make sure the fees and services best meet your needs.

After you’ve opened an account, you can request that the bank give you a cancelled cheque, which you can then take to Payroll and set up direct deposit. This is useful even if you do not have a TAship or RAship, as you will only need to set up the direct deposit through payroll once, which will also cover direct deposits for reimbursements and other payments. You can also set up direct deposit for your scholarships and fellowships, but you must do this separately at Enrolment Services.

3.2.5 Set up your UBC email address

UBC offers email addresses to all students that look like this: username@alumni.ubc.ca. To set up your UBC email, go to the Student and Alumni Email page. You will need a CWL to set up a UBC email address.

3.2.6 Get our UBCard and CompassCard

Your UBC Card is your student ID card. It serves as your library card, and it can also be loaded with money to be used as a debit card at food establishments on campus. The carding office is in the bookstore, or you can apply online with your CWL. The card is free, although if it is lost or stolen, replacement cards is $25.

Your UBCard is also used to get your Compass Card, the public transit pass for university students in Vancouver. The transit authority Translink had recently implemented a system wide electronic debit system called Compass, and Compass Cards are now available to UBC students. The cards can be retrieved using your student ID card from machines located in the bookstore or the SUB. To use your bus pass, you must register the Compass card online then reload it once a month. For more information, see the Compass Card/AMS website.

3.2.7 Get access to Linguistics buildings

A key request for TFS will be made for you after your arrival, and you can pick up this key at the Bookstore – the Key Desk has recently been relocated here. You will need your UBC ID card and a one-time key deposit of $20.

As TFS is alarmed, you will also need an alarm code. You can choose the code yourself; contact the Department Administrator to set up the code.
In addition to TFS, Linguistics also has laboratory space in Stores Road Annex and an office space for TA’s in Brock Hall Annex. If you need access to these spaces, please contact the Department Administrator.

UBC takes building security quite seriously, and we will be notified of any violation (windows left open, doors propped open, etc.). Please be sure to keep your keys with you and to be vigilant about closing windows and locking doors behind you. Should you accidentally set off an alarm, call Campus Security immediately at (604) 822-2222.

3.2.8 Get access to photocopies

There is a photocopier in the department that is available for students to use, but you will need a code for this. The code is generally the year of your entry into the program and a three digit number. Contact the Graduate Student Support to get a code for the photocopier.

There are paid photocopiers at other locations on and around campus. In the basement of the SUB and in the libraries, there are photocopiers that use cards, which are purchased and loaded from vending machines. A number of businesses around the campus offer photocopy services for approximately $.10 per page.

If you need to print a poster for a presentation, Copiesmart and Staples are close to campus in University Village. An off-campus option is Copies Plus, located at 1950 West Broadway, which is recommended by other students.

3.2.9 Authenticate your Payroll Credentials

If you are receiving payroll from UBC (primarily if you are funded on an RAship or TAship), you can access your payroll information through the CWL Authentication Employee system. You will need your CWL, and you will need to be on campus to set up your access, as it will only work through the campus network. To set up off-campus access, you will need to download myVPN and authenticate your credentials. Subsequently, you will need to launch CiscoAnyConnect on your computer before attempting to access payroll services off campus.

For more information on payroll, including timing and deductions, please see 8.3 in this guide.
3.2.10  Get a telephone

While this is not, strictly speaking, necessary, most people find that it is useful to have a cell phone. Costs vary widely based on your usage; plans can be as little as $44 per month, to as much as $200 for less restricted packages. In some cases, the prices of the packages can drop significantly if you have your own phone. Some providers are Rogers, Telus, Bell, Fido, Koodo, Virgin, Chatr, or Freedom.

4  Department buildings and the campus

4.1  Linguistics locations

4.1.1  Totem Field Studios

The main Linguistics building is Totem Field Studios (TFS), which is on West Mall at the south end of campus. This is where most faculty offices are, as well as the offices of the Graduate Advisor, Graduate Student Support, Department Administrator and Department Head. All required first year graduate courses are held here.

The address of this building is:
2613 West Mall
Vancouver, BC V6T 1Z4
The department phone number is (604) 822-0415 and the fax is (604) 822-9687.

A number of resources are at TFS:

- photocopy machine
- Linguistics reading room
- student mailboxes
- Seminar room
- grad student lounge and work space
- kitchenet
- garden and BBQ
- secure bike shed
- fax machine
• elicitation room

To access the secure bike shed, students can get a code at the Bike Kitchen, which is located in the SUB. Access to the bike shed is otherwise unrestricted. For more information on biking on campus, see 4.3.2

There are two parking spaces reserved for visitors to the department, and students may use these on a limited, infrequent, short-term basis. Their primary purpose is to provide parking for linguistic consultants, and anyone parked there when the spaces are so needed will be asked to move their car immediately. A pass is required and can be requested from Graduate Student Support; you must sign the pass out in a log book on the front desk, and then return the pass when you’re finished. Otherwise, 2 hour parking is available in the adjacent neighborhood; for more information on parking on campus, see 4.3.4.

UBC’s campus is quite large, and TFS is in the southwestern part of the main campus; from the SUB, which is centrally located, it is about 1 mile to walk, which will take 15-20 minutes. From TFS to Stores Road, it is approximately a 10 minute walk. For more information on walking on campus, see 4.3.1.

TFS is also serviced by the campus shuttle. The closest shuttle stop is at West Mall at Hawthorne Lane (stop ID 59941), and the C20 shuttle stops there at :26 and :56 past the hour. Alternatively, the C18 shuttle stops at Thunderbird and Eagles (stop ID 61895) at :11 and :41 after the hour. For more information on shuttle service, see 4.3.3.

4.1.2 Stores Road Annex

The Stores Road Annex is the building where most of the lab spaces and equipment for Linguistics is located; those whose research involves phonetics, multimodality, multiple participants, etc. will likely need access to this space. It has a bike rack, a kitchenette, and a number of labs. Stores Road is a small road that turns off of West Mall; it is closer to the central campus area.

From the SUB, which is centrally located on campus, it is about a 10-15 minute walk to Stores Road Annex. From TFS it is also about a 10 minute walk. There is a bike rack in front of the building, and it is located close to the West Parkade. The closest bus stop is Agronomy Road at West Mall (stop ID 61900), serviced by the C18 shuttle, which stops there at :08 and :38 past the hour.
4.1.3 Brock Hall Annex

Brock Hall is the location of offices for faculty and TAs to meet with undergrad students. These offices are available to us because the distance between the main campus area and TFS made it difficult for undergrad students to meet with their professors and TAs.

Brock Hall Annex is north of the SUB and is 15 minutes walking to Stores Road and 20 minutes or more to TFS. It is located close to a number of bike racks, secure bike sheds, and parking areas. It is about 5 minutes walk to the bus loop, which is serviced by all buses and shuttles at UBC.

4.1.4 The “Bean”

Strictly speaking, the Bean Around the World cafe (the “Bean”) is not part of the Linguistics department, but it is the closest cafe to TFS. As such, it is common to find Linguistics people there, both students and professors, and it is also common for students to meet with their professors or supervisors at the Bean. It is bright, with many tables, and offers coffee, tea, pastries and lunch items. It is a few minutes walk from TFS, located in the Old Barn Community Center, next to Jim Taylor Park.

4.2 Campus facilities

4.2.1 Student Union Building

The Student Union Building, or SUB, is located near the bus loop, the Aquatic Centre and the Student Recreational Center. Most of its services have been transferred to other buildings (AMS Student Nest for food, Bookstore for CompassCard, University Village for Post Service). As of April 2017 it is still undergoing major renovations. The old building will become part of the athletic facilities at UBC and will be known as the Life Building, but its status is “on hold”, according to the Planning Office.

4.2.2 AMS Student Nest

The AMS Student Nest is home to the Alma Mater Society. At the Nest you will find a wide variety of services:

- food services
- study space
• the Hatch Art Gallery
• a wide variety of clubs
• the AMS Sexual Assault Support Centre
• the Safewalk Services
• a special study space for grad students called the Loft. It is located in room 4202 on the top floor, you can use your Student ID to access it.

4.2.3 Buchanan

Most undergrad classes are held in Buchanan, which are a series of connected buildings (Buchanan A, B, C, D, and E). Buchanan Tower is also nearby and houses offices from various departments. There is also a cafe in Buchanan B, and a number of study spaces throughout the complex.

4.2.4 Bookstore

As it names suggests, it is at the Bookstore that you will find (almost all) the books that you will need in your courses. If you are taking an undergraduate course to fulfill a prerequisite, you may need a clicker. You can buy them here, but they cost about $50 so ask around the department before you buy. Other grad students often have used clickers that they will happily sell you at a large discount. You will also find all sorts of UBC-related paraphernalia such as T-shirts, sweaters, mugs; as well as notebooks, pens, laptops...

The Carding Desk is also in the bookstore, and this is where you can get (or replace) your Student ID Card, also known as your UBCard. The Carding Desk will also take passport photos for you, though it is not the cheapest place to get this done. The Key Desk is also in the bookstore, and you will pick up your department keys here. The Parking Desk is also in the bookstore, should you need to submit temporary license plate numbers or discuss a ticket or some other question.

Should you need to purchase something on a research grant, either yours or a faculty members, you should arrange for a Journal Voucher (JV) form first, as this can be used to pay for anything sold at the bookstore; talk to Graduate Student Support about getting this form. Note that it will need signatures, so you should arrange this a few days in advance. When you go to the bookstore, they will also ask you about a “speed chart”, which Graduate Student Support can also provide you.
4.2.5 Brock Hall

Brock Hall is located near the bus loop, facing the Student Union Building. This building hosts different services:

- Counselling Services (see subsection 4.2.9)
- Enrolment Services, where you will have to go to pick up your cheques.
- the TA office (Room 2354), where you will hold office hours if you TA
- Career Services, where you can seek help on resume writing, finding short term or part time employment, etc.

4.2.6 Libraries

The UBC Library has one website which offers book and article search, an interface for checking your account, booking rooms and workshops, and offering many other resources and information. It also offers a Linguistics Research Guide that outlines some of the resources available.

There are a number of libraries on campus, including Koerner Library on Main Mall (where most of the linguistics books and journals are), the Irving K. Barber Learning Centre (IKBLC) on East Mall (not as many books, but other resources, including computer labs, meeting spaces, and a cafe), the Woodward Library in the Health Sciences complex (some journals related to linguistics, like the Journal of Speech, Language and Hearing Research, are housed there), the Education Library (in the Neville Scarfe building) and the Xwi7xwa First Nations Library next to the First Nations House of Learning on West Mall.

Even in this digital age, the libraries and the librarians can be invaluable to your research; the libraries also have a range of services like workshops, research assistance, and group study rooms you can book; descriptions are on the library website. An area dedicated to helping with student research is the UBC Library Research Commons located in the Koerner Library.

UBC also has libraries in the Okanagan (the UBC campus that is in the interior of the province, several hours’ drive away) and has Interlibrary Loan resources, but if you need material moved from one location to another, it is worth remembering that it can take 2-3 weeks. The library system is also in the process of reevaluating its resources and space, and a lot could be changing in the coming years. One thing under discussion is a book repository, where many volumes would be stored off-site, and users would need to request the material 24 hours in advance. Such a system has
not been implemented, but whatever decisions are made may impact your research here at UBC, so the information is offered for your reference only.

If you have questions or comments about UBC Library resources, services or any of their research tools you can contact the Linguistics librarian Susan Atkey. NOTE: Susan Atkey is on leave until October 2014; the linguistics librarian in the interim is Jonathan Strang. Prof. Michael Rochemont is the faculty director of our in-house reading room, and he is our department representative to the UBC library system.

4.2.7 Student health center

The Student Health Services centre is located off of Wesbrook Mall and offers free appointments for students. They do not have walk-in services, however; appointments are needed, and you will need your student number. After you’ve made your first visit and filled out some paperwork, you can book future visits either by phone, online or in person. If you are suffering from illness or injury that needs more urgent treatment, you should call 604-822-7011 to make an appointment; for routine visits, it is convenient to book online, by phone or in person.

UBC also has a full service hospital with emergency room, and the Student Health Centre is in that same complex.

Outside of the UBC system, there are a number of clinics and health centres, including the University Village Clinic, where you can be seen without appointment for illness and injury, as well as for more regular checkups. Outside clinics are free to use once you have been enrolled in MSP. For emergency services, the closest 24 hour emergency room is at Vancouver General Hospital, at Laurel and Broadway (It’s also the subject of a reality show called Life + Death.)

4.2.8 Live Well, Learn Well and The Wellness Centre

Live Well, Learn Well is UBC Student Services comprehensive strategy for physical and mental health. The website has links to lots of resources (like Student Health Services and Counselling Services) and articles about various aspects of health and wellness; it’s a great place to start if you’re not sure what you’re looking for. The Wellness Centre, in the Irving K. Barber Learning Centre (room 183) is another place to start looking for resources; it’s staffed by trained student volunteers who can give you lots of information.
4.2.9  Counselling Services

Counselling Services is located in Brock Hall on East Mall. First appointments are drop-in; after that, and once a counsellor has assessed you, you can either book appointments or be referred to off-campus centres, depending on your needs. They organize various groups especially designed to help students deal with various issues, but you have to be referred to them by a counselor first.

4.2.10  Graduate Student Society

The GSS is located in the northern part of the campus, close to the Faculty of Graduate Studies and to Koerner’s Pub. The GSS is an organization under the larger AMS umbrella. Most important services, like the Dental/Health plan, are administered through the AMS, but it does hold meetings every month to discuss issues related to graduate students (see Chapter 9 if you are interested in becoming the Linguistics representative and want to know what the job entails). They also offer fitness courses (see below) and from time to time they organize trips and other social events.

4.2.11  Fitness and Aquatic centres

UBC Recreation offers a number of centres for fitness, the largest of which is the Student Recreation Centre, also known as the Birdcoop. It is located close to the bus loop and offers a number of classes with reduced prices for UBC students (around the first week of each term you can try as many as you want for free!). There are also a number of large fields available for sports, and routes and trails around campus for jogging and walking. The GSS also offers some classes such as zumba, yoga, pilates and bellydancing; it also runs a Soccer and Softball League.

UBC also has a brand new swimming pool that opened in January 2017. It is situated close to the bus loop, just behind the old SUB. Although it is free for students to use, the lockers are coin operated ($0.25 or $1 depending on the size of the locker). For schedule and more information (e.g. on courses) please see Aquatic Centre.

4.2.12  International House

I.House is located on West Mall, and offers a wide range of services for international students. Some of their advisors are university staff, and others are students (peer advisors); they can help sort out the issues that come with being an international
student (visas, medical insurance, work permits, etc.). They also offer help filing
taxes. I.House also has information for Canadian students wishing to travel abroad
for some part of their studies. (Note that if you’re planning to go abroad for research
or courses, you need to register with the Go Global program).

4.2.13 Writing Centre

The Writing Centre offers peer tutoring both in the Chapman Learning Commons
and at their office in the Ponderosa Annex building on West Mall. They also offer
Continuing Studies (non-credit) courses in academic writing, and have an online
writers’ workshop.

4.2.14 UBC Child Care

UBC offers excellent day care and before-/after-school care programs for the children
of students, staff and faculty. There is an incredibly long waiting list, however, so
be sure to apply as soon as you are admitted to the program. This is especially
important if you are seeking part-time care. Other grad students have reported
waiting as long as 18 months for an offer. You can find information at http://www.
childcare.ubc.ca. There are other day care options in the city, but they also have
long lists and can be quite expensive. Don’t hesitate to ask to be connected with
other grad student parents in the department! There are several of us with kids and
we’re happy to help.

4.2.15 Attractions

UBC is one of the major tourist destinations in Vancouver, most of which are free
to students.

- **The Museum of Anthropology**, or MOA a world class museum that works with
  First Nations and other communities to preserve and highlight a diverse range
  of art and cultural artifacts.

- **Beaty Biodiversity Museum**, a research museum focusing on biodiversity, and
  home to Canada’s largest blue whale skeleton.

- **Botanical Gardens**, which has a suspension bridge and the annual Apple Fes-
  tival.
Though not officially part of UBC, the campus is also home to Wreck Beach, Vancouver’s only clothing optional beach. The beach itself is a pleasant place to visit, and the several hundred stairs down from Marine Drive represent quite a workout.

### 4.2.16 Businesses

A number of business operate on and around the campus, too many to comprehensively list here. UBC does offer a directory of many business around the campus. For banks, see section 3.2.4. For copy shops, see section 3.2.8.

Adjacent to campus, there are two small commercial districts. University Village is home to a few coffee shops, cheap dining options, Staples, a gym, a medical clinic, a small grocery store, and a dollar store. Wesbrook Village is a bit more upscale and is under development and changes often. It offers the Sav-On grocery store, a growing number of restaurants, a couple salons and a pub called Biercraft that boasts an impressive beer list. BC Liquor is also in Wesbrook Village.

### 4.3 Getting around campus

By foot, bike, or shuttle, something useful to have at hand the first days at UBC is a map! You can either download one here or use the Wayfinding tool.

#### 4.3.1 Walking

The UBC campus is large, covering over 4km\(^2\). Throughout campus are maps that indicate distance in both km and minutes to various locations. There are also blue emergency poles around the campus, which are equipped with phones that ring directly to Security. AMS also offers Safewalk, a service to escort people from one location on campus to another after dark or at other times where safety might be in question. The phone number is 604-822-5355.

#### 4.3.2 Biking

- If you have any problems with your bike, then the Bike Kitchen is the place to go! It is located in the basement of the SUB and has a separate entrance facing north. Here you can fix your bike (if you don’t know how, they will teach you), build, donate, or rent a bike.
• You can keep your bike safe and dry at the department! There is a bike shed just in front of TFS: get a code at the Bike Kitchen as soon as you can if you will use your bicycle to come to the department. There are bike racks all around campus, too!

• You will be notified of the bi-annual Bike to Work Week through your email, so stay tuned if you want to win some prizes and support sustainability and a healthy lifestyle.

4.3.3 Campus shuttle

Two shuttles serve the campus and somewhat close to TFS and other locations of use to Linguistics grad students. C18 goes north from the bus loop and runs a route that passes MOA, The Bean, and Wesbrook Village; the schedule is here. C20 goes south from the bus loop and runs a route that passes Wesbrook Village, TFS and MOA; the schedule is here.

Where is the Bus Loop? The UBC Bus Loop is situated in the northern part of the campus, and it’s the endpoint (and start) of all bus routes that arrive at UBC—trolley buses, such as #4 and #14 arrive and depart from a smaller bus loop in University Boulevard, in front of the War Memorial Gym.

Importantly, the shuttle stops, from which the following routes begin and terminate, are located in the northern part of the Student Recreation Centre: check the map of the Bus Loop here!

C18 runs counterclockwise every 30 minutes from the UBC Bus Loop to West Mall. You will have to walk a bit more to and from the bus stops, though. The closest stops to TFS are: Thunderbird Boulevard at Eagles Drive (to go to the Bus Loop) and Agronomy Road at West Mall if you are arriving from the Bus Loop. Check the official timetable here.
Figure 1: The route of shuttle C18. Blue is the route Bus Loop–West Mall; orange is West Mall –Bus Loop.

Route C18 — West Mall / UBC Loop

C20 The closest stops to TFS is West Mall at Hawthorne Lane. Check the official timetable of the C20 here.

Figure 2: The route of shuttle C20. Blue is the route Bus Loop–Totem Park; orange is Totem Park –Bus Loop.

Route C20 — Totem Park / UBC Loop
4.3.4 Driving

Parking on campus is somewhat limited and definitely expensive, but it is possible to park on campus. There are parking structures at Thunderbird Stadium, West Parkade, Thunderbird Parkade, North Parkade, and Rose Garden Parkade, and rates depend on a number of factors, including your status at the University, the parkade you choose, and the duration of your pass. Hourly rates depend on the time of the day, but during class time (6am to 5pm) it costs $1.75 per half hour, but it is not tied to a pass; passes are cheaper but must be bought online in advance. Parking is tied to your license plate, there is no decal, sticker or other device needed. If you have a temporary license plate, you should consult with the Parking Office, located in the Bookstore.

Around TFS there is free parking in the neighborhood, which is intended for the businesses, community centre, and residents of the area and is technically 2 hour parking, strictly enforced. There is also pay parking on Stadium Road, about a 10 minute walk from TFS. At TFS, there are two guest spots that are paid for by Linguistics. Students can park there short term and under very limited circumstances, but these spaces are first and foremost for consultants’ use; if you are parked in one of those spots, and an Elder arrives for elicitation, you will be asked to move your
car immediately. Do not plan on using these spaces on a regular basis, and always let Shaine or Edna know that you are parked there so that they can tell you to move if needed.

**Car shares** You’ll find various locations of Car2Go, one of them beside the UBC Bus Loop; other options are ZipCar, and Modo. A local Vancouver car share is Evo, which was founded by the British Columbia Automobile Association to meet the needs of Vancouver residents.

## 5 Thriving in the department

### 5.1 General Tips

1. If you don’t know, **ask**! You’re not expected to know everything about every single step you need to take in the program, but if you have questions and don’t ask them, then you could find yourself in difficulty at some point. Other grad students can be a good place to start, but always check with (at least) your supervisor and/or the Graduate Student Support or Department Administrator as well.

2. Make sure you take a **copy** (paper or electronic) of every form that you get signed (by your supervisor, your committee, the Graduate Advisor, and/or the department head) that indicates that you’ve made progress in your program. These will include things like language requirement forms, progress reports, committee membership forms, MA/QP/dissertation proposal approval forms, MA/QP completion forms, and PhD advancement to candidacy forms. This isn’t an exhaustive list, so the rule of thumb should be take a copy of anything you get signed! The department does have a file in which they keep track of your progress, but sometimes things happen. Make sure you’ve got your own file!

3. Insofar as possible, **don’t leave getting things signed until the last minute**. Because if you’ve left it until the last minute, and the people you need to get signatures from leave it until the last minute (because professors are busy too!), you’re going to be late submitting whatever you need to submit. Don’t be late.
5.2 Who you need to know

Ultimately, of course, you’ll want to get to know everyone. On the department website you can check the profiles of the faculty and your fellow grad students, as well as a summary of the main research interests in the department is also available. When you have questions about department and grad student life, however, these are the people you’re most likely to want to talk to:

**Department Head:** Bryan Gick is the Department Head until July 1st, 2017. You probably won’t need to talk to Bryan about administrative things on a regular basis, though you may need his signature on a form occasionally. He makes all final decisions regarding the financial stewardship of the department and sets the tone and vision for the department. Martina Wiltschko will be the next Department Head from July 1, 2018 to June 30, 2021. From July 1, 2017 until June 30, 2018, the Acting Head will be Lisa Matthewson.

**Department Administrator:** Edna Dhamaratne oversees the day-to-day department operations, and is able to intervene if there is a problem but otherwise does not deal with student issues; the main areas in which you’ll work with her are for keys, security codes, payroll and employment, finance problems, and other areas of the university system.

**Graduate Advisor:** Molly Babel is the person to talk to when you have any questions or concerns about your academic program or progress. You’ll need her signature on several forms.

**Graduate Student Support:** Shaine Meghji is the person to talk to regarding just about all student-related administrative issues: forms, deadlines, funding issues, research reimbursements, dealing with G+PS, etc.

**Research Technology Support:** Masaru Kiyota is the person to talk to if you need help with anything technical: computers, networks, the projector system in TFS 103, the Marantz digital recorders (for fieldwork and elicitations), the department website, etc.

**Undergraduate Advisor:** Wendy Trigg is responsible for undergrad advising and sometimes recruits grad students to support outreach efforts, volunteer their time, attend mixers and other events, etc.
5.3 What to do when you’re not in class

Colloquia These are held every third Friday of the month at 3:30 in TFS 103. Speakers can be visiting scholars in the department, people from other departments at UBC, or people from other universities. First year students should attend colloquia since they are great opportunities to get a feel for the kind of research that’s happening outside the walls of the department. Also, it is the job of the first years to prepare the room and organize the snacks (yes, there are snacks!), as you will see in chapter 9. Save the following dates on your calendar!

- 22 Sept 2017 *Linguistics NOW*, co-hosted with SFU
- 17 Nov 2017
- 19 Jan 2018
- 23 Mar 2018 *Linguistics NOW*, co-hosted with SFU

Research Seminars These are now held on Thursdays in TFS 103. Research seminars typically involve members of the department—including students—talking about their research in a relatively informal environment. Again, you’re strongly encouraged to attend these, and also to do your own when you feel you’re ready. Sometimes this time slot is used for other purposes, such as preparing for job talks, UBCWPL meetings . . . It is more informal than colloquia, and you can bring your own lunch!

The Language Sciences initiative started the Language Series talks January 2017, where researchers from around the world who are working on language present their work. Seating is limited so make sure to pre-register for the talks!

Defenses Ph.D. defenses are open to the public. Usually, a number of students and faculty from the department will go to a) support the student defending, and b) get an in-depth look at what the student’s been working on. It’s also a good way to get a feel for what the defense process entails.

QP Mini-Conferences There are two qualifying paper (QP) mini-conferences each year: one in December, and one in April. Usually, three to five Ph.D. students who have a QP ready to defend will present during these mini-conferences. Again, it’s a great way to find out what your fellow students are working on.

Reading groups/lab meetings Get involved in a reading group that’s been started by other people, or start your own! As well, if you’re interested in lab-based
work, talk to the people in charge of the labs (Bryan Gick, Molly Babel, and Eric Vatikiotis-Bateson in phonetics; Carla Hudson Kam and Joe Stemberger in language acquisition/psycholinguistics) to see when their lab meetings are. A list with the active labs and reading groups can be found on the website and in this guide as well.

**Department Get-Togethers** There’s usually a barbeque in September to welcome everyone back, and another one in April to celebrate the end of the Winter term. There are often things in-between as well. Attendance is not required, but you never know who you might get into an interesting conversation with!

**Department Meetings** Department meetings are held once a month, on the first Tuesday during lunch, and they are open to interested grad students, unless student affairs are being discussed.

**Volunteer** Often grad students are recruited to support an event, perhaps an undergrad outreach event or a conference that the department is hosting, or to help set up or clean up our own BBQs. It’s a good way to work with people you may not otherwise work with.

### 5.4 Things to keep in mind

1. **Show up!** A lot of learning happens outside of the classroom and there will be tons of opportunities to talk to other researchers, so keep a eye on your email and don’t end up labeled as ”that person who never shows up.”

2. **Do your department job.** Each year, grad students sign up for various department jobs —like making this grad guide, for example. Be sure to go to the beginning of the year meeting when the jobs are decided, and if you sign up for something, do it! Also, keep in mind that as a first year, taking care of colloquium setup is your job. You need to make sure that there is food and coffee and that the chairs are set up.

3. **Respect those around you.** We are all very busy and we all work hard. Answering email and following through on things is an important way of respecting the time of others.

4. **Close all of the windows and doors when you leave,** especially if you are the last person in the building. Is it a window? Close it. Is it a door? Close it. Is it a gate? Close it! Otherwise, Edna will receive unhappy emails from security.
Part II

Thriving in Canada
6 Legal Matters

Hopefully you will be able to get through grad school without encountering legal problems of any sort, but if you do find yourself in a situation that has legal ramifications, it’s better to be prepared. Or at least knowledgeable. Of course some legal issues, such as taxation and immigration, are unavoidable.

This section is intended to provide resources and some general information for your reference. It is not a substitution for legal council (should you need it) or other professional advice!!

6.1 Immigration

While much of this information is geared toward international students, the information about the Nexus pass applies to Canadians as well.

6.1.1 Nexus Pass

A Nexus pass allows expedited clearance between the US and Canadian borders through all means of travel. There are Nexus lanes at major airports in both countries, and at least one (and often two) Nexus lanes are open at land crossings in the Vancouver area. American Nexus card holders can also present their cards at large and mid-sized Canadian airports for expedited security clearance using designated Nexus lines.

The program is only open to American and Canadian citizens and permanent residents. The application process is identical for both nationalities and begins with an online application administered through the U.S. Customs and Border Protection; paper applications are also available. The application asks about your previous residences and employment going back five years and requires that you be admissible to both countries. The cost is USD $50, and the processing time is 6-8 weeks. After your application is processed, you must appear with your supporting documentation at an interview; this interview is scheduled online and can be done at an intake center in either country, regardless of nationality. The interview takes about a half an hour, and you will speak to officials from both the United States and Canada. You must also submit your fingerprints and a retinal scan, if you intend to use your Nexus pass at air crossings between the USA and Canada. If approved, you will receive your card in 4-6 weeks. You will need to activate it online, and you can then start using your Nexus Pass. The pass is valid for 5 years before it must be renewed. Note
that when traveling with others in a car, everyone in the car must have a Nexus Pass
to use the Nexus lane, including children.
For more information, see the U.S. information page or the Canadian page.

6.1.2 Renewing Your Study Permit

The study permit for international students will be issued for a limited duration, and if your program is extended beyond that timeline, you must renew your study permit. This cannot be done at the border, but it can be done online. You will need to be able to provide scanned copies of the supporting documents, including the letter described in Sec. 3.1.1, as well as a credit card to process payment. For details, see this page.

Note that for international students, your MSP insurance and SIN number will expire at the same time as your study permit, so once you have renewed your study permit, you must also submit that information to Service Canada at 1263 West Broadway in Vancouver and one in the Sinclair Centre in downtown Vancouver. You must also send that information to BC Health to extend your MSP coverage; see your monthly statement for contact details.

6.1.3 Permanent Residency

Permanent Residency is designation for those who want to live permanently in Canada without necessarily becoming Canadian citizens. Permanent residency entitles holders live and work anywhere in Canada for an unlimited period of time.

Canada is currently in the process of revising its permanent residency regulations and requirements, and for the most current information, you should consult the Government of Canada website on permanent residency, where you can also acquire an application.

Note that the process is lengthy and can be expensive. For support in preparing your application, or for resources at UBC, contact International House.

6.1.4 Working off campus

Current regulations allow non-Canadians to work off campus without further authorization for a limited number of hours per week, currently 20 during term and full time during Summer and Winter breaks. For further information, see the Government of Canada website on working while studying.
6.2 Getting Visas for Travel Outside of Canada

Travel outside of Canada is increasingly relevant for linguistics graduate students, given the number of conferences in the United States and in other countries and the expanding research opportunities throughout the world. Many UBC linguistics graduate students have participated in conferences in Europe, Japan, Israel, Australia and other countries. They conduct field work in Latin America, Africa, Europe, the United States, Australia and New Zealand. So in short, this is likely to be really useful information.

As our department includes students from around the world, this information will be as inclusive as possible.

6.2.1 United States

The United States maintains a consulate in Vancouver, which offers visa services and U.S. citizen services.

For Canadians

Canadians generally can enter the United States without any visa, including for purposes of study and conference attendance. For further information, see the information available at U.S. Embassy in Ottawa information page.

For Visa Waiver Country citizens

Citizens of Visa Waiver Program countries can enter the United States without a visa for purposes of transit, short term study or participation in conferences. If you intend to travel to the United States by air, you must complete an Electronic System for Travel Authorization (ESTA) application, which can be done here. The fee for the ETSA is USD $14 and is payable by credit card. You can apply without specific travel plans, and once accepted your authorization is valid for two years.

Please note that the U.S. takes this requirement very seriously, as evidenced by this quote: “Effective January 20, 2010, the U.S. Department of Homeland Security initiated a transition to enforced ESTA compliance, and VWP travelers who have not obtained approval through ESTA should expect to be denied boarding on any air carrier bound for the United States.”
For all other countries

For nationals of countries other than those in the Visa Waiver program or Canada, a U.S. visa will be required to enter the United States. In most cases, a B-1 or B-2 Visitor visa is likely the most appropriate. Fees, application details, and length of application process are all dependent on your nationality, so we suggest finding out the most current information as soon as you begin to plan a trip to the U.S.

If you intend to study in the United States, either as part of a program-related exchange or as part of the Summer Institute, instructions on the proper visa type to apply for will be included in your materials from your sponsoring institution.

You can apply for your U.S. visa at the consulate in Vancouver, regardless of your nationality.

For all travelers to the U.S.

All non-citizens are subject to examination at the border, and entry may be denied on a number of grounds, including criminal inadmissibility. For more information, see U.S. Visas at the U.S. State Dept. website.

6.2.2 Other Countries

6.3 Taxes

6.3.1 Canada

Every year you will need to do your taxes before April 30. If you are an international student, the International House offers help with filling the actual tax return, but you need to have all the important documents with you especially the tax slips. Getting the tax slips can be a bit tricky because it depends on how your financial package is structured:

T4 and T4A Some of them can be accessed in the Financial Summary section in your SSC. Any income that has been paid through UBC Payroll is reported in a different site (you will need to be on campus or have a VPN set up to be able to see it, though), and you can find here some other T4 and T4A different from the ones in SSC.

T2202A can be accessed in the Financial Summary section in your SSC.

U Pass tax credit can be accessed in the Financial Summary section in your SSC.
Once you have all the documents you can file the tax return on your own using a free program like UFile and then sending it to the appropriate CRA office (this will depend on whether you’re a Canadian or an international student. You can also send the tax return online. There are also many online services which are free for students or those of lower income which guide you through the tax filing process and then file with the CRA. For more information, check the Canadian Revenue Agency’s (CRA) website.

6.3.2 Your Home Country

International students may also have tax or other liabilities in their home countries, and you should be aware of what these might be. For example, all Americans living abroad are required to file their annual income tax returns with the IRS every year; however, residing abroad does qualify you for an automatic extension to June 15. For further information, consult the tax authority of your home country. Additionally, each country with a diplomatic mission in Canada or New York (usually UN delegations) will have a separate desk to assist nationals of that country while abroad, and they will be able to inform you of your responsibilities.

6.4 Legal Issues

6.4.1 How can you jeopardize your study permit?

It is possible to lose your study permit, and it is usually the result of a criminal act. The important point to remember is that things that are considered misdemeanors, or that are even completely legal, in other jurisdictions are considered criminal offenses that can render you inadmissible to Canada. Obviously things like murder and terrorism will result in you losing your study permit (but then that’ll probably be the least of your problems at that point), but things like being stopped for driving under the influence can risk you study permit, as this is considered a felony in Canada and can render you criminally inadmissible. The full Criminal Code of Canada is available here, but your best guide is probably your own common sense, which hopefully tells you not to bring drugs or guns to Canada.

The other way to lose your study permit is to jeopardize the terms of the study permit, mainly by working illegally. If you work more than 20 hours off campus during a term, you are technically working illegally. Also, if you go on leave or withdraw from the program, you are no longer eligible for a study permit and may
therefore be in Canada illegally. The consequences can be arrest, deportation, and/or inadmissibility to Canada.

To the best of our knowledge, none of the Linguistics grad students have lost their study permits, but it can and does happen to UBC graduate students. Therefore, we wanted to include this information to remind you that if you are here on a study permit, it is a privilege that can be removed.

6.4.2 Renter’s Rights

The BC Tenancy Board is responsible for regulating all rental housing in British Columbia; their website provides a lot of information about your rights as a tenant. For instance, it is illegal in British Columbia for a landlord to request a deposit in excess of one half of the rent (not including a pet deposit), and it must be returned within 30 days after you vacate the apartment. Also be aware of the options and consequences of having a roommate; you can sign a single lease, in which case you are equally liable for damages regardless of fault, or you can attempt to negotiate separate leases even for a single space. Rental increases are limited by law, and facilities, appliances, common areas, etc. must be specified in the lease. Should you ever have a problem with a residence, the Tenancy Board serves as the arbitrator for residential conflicts and can help you file a grievance.

6.4.3 What can you bring across the border?

When you come across the border into Canada for the first time, your personal belongings can usually come with you duty-free, provided you owned, possessed, and used the items before coming to Canada. In addition, you must declare them when you get here, regardless of whether they accompany you or are coming later (e.g., with a moving company). If you do not declare them, they will not be considered duty-free and you will have to pay importation duties for them. Make sure you fill out the B4 form or create your own list, complete with the value of each item. Make a separate list of those goods that will accompany you and those that will come later, and make sure to keep a copy for your records.

If you are returning to Canada after a trip, then you also qualify for exemptions from duty taxes, but the amount of the exemption depends on how long you have been out of the country.

- Less than 24 hours: If you leave Canada for less than 24 hours, you aren’t entitled to an exemption on goods you bring back across the border. That said, customs agents will often give you a pass for small amounts for personal
consumption (say, a six-pack or a some cheese and crackers) as long as you declare it. Remember that failing to declare goods can be as much as an $800 fine for a first offense!

- 24-48 hours: You can claim up to CAN$200 of goods without paying any taxes or duties on it, however alcoholic beverages and tobacco are excluded from this.

- 48 hours or more: If you have been abroad for more than 48 hours, you are eligible for an exemption of up to $800. You are also allowed to bring 1.5 liters of wine or 40 oz. of liquor or 8.5 liters of beer or ale. You may also bring in some tobacco with restrictions, but note that you may only receive a partial exemption for these.

The above guidelines only apply to goods meant for personal use or consumption, and while you may be thinking that you will never have cause to worry about commercial goods, there are a surprising number of things that can be considered "commercial merchandise" that will affect you. If you cross the border with any of the following things in your possession, be sure to declare them.

- conference posters and handouts
- UBC brochures
- scantron sheets
- student homework or exams

Your own papers, drafts, laptop, and library books are generally not considered "commercial" goods, but if you have any doubt, you should go ahead and declare it.

Finally, keep in mind that marijuana is NEVER allowed across the border. Even if you are coming from a state in the US where it is legal or you have a prescription for medical use, possession of ANY amount is a crime upon entry and you will be arrested.

## 6.5 Driving in Canada

### 6.5.1 Keeping Your Car

While you certainly have the option of importing your car when you come to Canada, it can be a convoluted and expensive process. It depends a great deal on the make and model of your car, what year it was made, its history and where it was made.
Keep in mind that as a temporary resident of Canada, you don’t have to import it at all. In fact, you have the option of keeping your car registered and insured in the US while you’re here. There are a few rules to remember though:

- Only you can use the car
- If your status changes (i.e., you become a permanent resident) then your car may be deemed inadmissible
- You can’t sell or give the car to anyone while you are here
- The car can only be in Canada as long as your study permit/visa is valid

We realize that this section is mostly geared towards US citizens, but that’s because bringing a car in from any other country is prohibitively expensive. And anyway, in the unlikely event that you have a classic Shelby sitting in your garage that you love enough to sell your firstborn for, you should contact an import lawyer for advice.

### 6.5.2 Getting a Driver’s License

Getting a driver’s license is quite easy in BC. However, as a student you are not obligated to change your driver’s license as long as you remain a student full time. If you are interested in changing your license, go to your nearest ICBC office and be sure to bring the following:

- Proof of two years of driving history. If you are Canadian, this can be either an official driving record or a letter of experience. If you aren’t Canadian, this may just mean your current driver’s license, but be aware that if your license is two years-old or newer, you will need to bring an older one as well.
- Valid form of ID (driver’s license, passport, etc)
- Proof of status (i.e., your study permit and passport) if you are not Canadian
- Money to pay the fee

If you have this documentation, you can usually just exchange your current license for a BC one. If you are an international student, you do have to surrender your license when you get your BC one. But don’t worry, you will exchange them again when you leave after graduating!

If you have no prior experience driving but are interested in getting a license, fear not! This is a pretty good place to take that step. Check out ICBC’s [Graduated Licensing program](#) that helps you learn the skills you need step-by-step.
6.6 Things to keep in mind

1. Open-container laws are strictly enforced here, so even if you are just having a romantic picnic on Wreck beach, it’s a good idea to leave that flask at home. Cops do routinely patrol areas where people might be inclined to drink in public. They will definitely pour out any alcohol they find, and they can also arrest you if you are intoxicated.

2. Though you might smell a fair bit of marijuana both on campus and off and will see a dispensary on nearly every block, marijuana is still illegal here unless you have a prescription through Health Canada. Its use, both medicinal and recreational is generally tolerated (hence the wafting smoke and illegal storefronts), but it is still illegal to buy, sell, or grow.

3. When driving in BC, you will run into the strange phenomenon of flashing green lights at intersections. Don’t be alarmed! This just means that the intersection is pedestrian-controlled, so should someone press the walk button at the crosswalk, your light will change to red.

4. Recycling and composting are big deals in Vancouver, both on and off campus. Make it a point to learn what garbage goes where. Find all the pertinent information here.
Part III

Program and Financial information
7 About the program

The program requirements are on the department website:

- Requirements for the Ph.D: http://linguistics.ubc.ca/grad/phd/
- Requirements for the M.A.: http://linguistics.ubc.ca/grad/ma/

The essentials of what you need to know are on those pages; some tips that should help you are below.

7.1 Program offerings and requirements

The Department of Linguistics offers three graduate degrees, the MA and PhD in Linguistics, and the PhD in Cognitive Science. For all programs, there are requirements at both the departmental level and at the university level through the Faculty of Arts and through the G+PS. In a general sense, the department sets the requirements for the programs as far as course and language requirements, the supervisory structure, the qualifying process, etc. The university sets deadlines for completion and advancement through the Faculty of Arts and requirements for the dissertation through G+PS. Should you ever be interested in the minutiae of these requirements, consult with the Graduate Advisor.

It is possible for students to transfer from the MA into either PhD or between PhD programs, but only at a certain point in their program, usually in their second year. The timing of the transfer is set by G+PS, but the requests are handled entirely within the dept. For details see Section 7.7

Also be aware that the department is currently undergoing a review of the graduate curriculum, and changes are likely to be made over the next few years. But the ultimate arbiter of your program is your committee. If you have questions or concerns about what you should be doing and what you should do in future, discuss them with your supervisor, your committee, and the Graduate Advisor, and sooner rather than later.

7.2 Courses

The usual order in which students take the courses is as follows (this is also on the department website):

**Term 1:** 520 (Syntax), 510 (Phonology), 531 (Field Methods I)
Term 2: 527 (Semantics), 508 (Phonetics), 532 (Field Methods II)

But remember that this is just the usual order and that you don’t need to take all of them. As far as decisions in this area go, you will be making them in conjunction with the Graduate Advisor and your committee at the beginning of your first year. Make sure you let them know what your background and interests are so you can come up with a program that works for you. Things that will (or at least may) determine the order in which you take courses include:

- **Whether or not you have done the undergraduate prerequisites (or equivalent from your previous university) in syntax, semantics, phonetics and phonology.** If you have to take any of those prerequisites, that will happen in the first semester of your first year (all four of those courses are only offered first semester, although sometimes syntax or phonology are offered in the summer), which means that all or some courses you might otherwise take in the first semester of first year—510 (Phonology), 520 (Syntax), or 531 (Field Methods I)—will have to be put off until your second year. Note that the undergraduate courses won’t count towards your course/credit requirements for your degree.

- **What 530 seminar courses are being offered each year.** The 530 courses are year-long seminars on a particular sub-discipline/topic; in the past, 530s have been offered on Focus, Pragmatics, Perception, Pronouns, Language Acquisition, Production and Perception, Formal Models of Learnability, Modality, Tone, and Linear Order. For 2013/2014 the topics were Language and Gesture, and Number and Nominal Quantification; for 2014/2015 the topics were Discourse Particles and Production and Perception. The topics for 2015/16 are Acquisition of Semantics through Children’s Books and Phonology Through the Lifetime. The topics are chosen by the professors who will be teaching them; each course is taught by two professors, who pick the topics based on a common interest/area of research. Although these courses haven’t been in existence long enough to say for sure, it’s probably the case that once a topic has been offered, it won’t be offered again (at least not for a while). Normally, 530 seminars are designed to be taken in the second year of the program (one is required for the MA and the Cognitive Systems Ph.D.; two are required for the Linguistics Ph.D.), but you won’t know what topics they’ll be on until the March or April before they’re being offered. So, if you know that a 530 course that you’re particularly interested in is being offered in your first year, you’ll likely want to see if you can take it then. Again, this might require you to move
some of your other required courses to second year (such as Field Methods).

**Important!** UBC requires you to be continuously registered throughout the duration of your program. This means that even when you’re not registered in department-required courses (e.g., during the summer or after you’ve completed all your required courses), you have to be registered in a ‘course’ with the university. If you are an MA student, that course is LING549; if you are a Ph.D. student, that course is LING649 (they are worth 0 credits and you do not get any marks for them, neither is there any class time; but you need to register to comply with schools policies). You register in them through the SSC website just like any other course. If you’re in the process of transferring from the MA to the Ph.D. program, talk to the Graduate Advisor. Graduate courses aren’t always held in the rooms that are listed for them on the SSC (most grad courses in Linguistics are held in TFS 103.) Before the first day of class, it’s a good idea to check to see where your classes will be. E-mailing the prof will usually work; some profs may also put information up on the course website available through the E-Learning tab on MyUBC.

### 7.3 Language Requirement

A very good outline of what you need to do to meet your language requirement is available on the department website at [http://linguistics.ubc.ca/grad/ma/](http://linguistics.ubc.ca/grad/ma/). A couple things to note:

- You only need one language to meet the requirement for the MA, the Cognitive Systems Ph.D, and the Linguistics Ph.D.

- There is a form you have to fill out to say that you have met the requirement; it’s at [http://linguistics.ubc.ca/grad/forms/](http://linguistics.ubc.ca/grad/forms/). You also need some form of documentation of how you’ve met the requirement (e.g., transcripts showing the university-level courses you’ve taken in a particular language). Check with your committee to see what exactly you’ll need.

- If you are a non-native speaker of English, your native language(s) can be used to meet requirement, but you still need to fill out a form.

- You need to have met the language requirement before you submit your thesis/dissertation prospectus.
7.4 Qualifying Papers

The QPs requirement and process is outlined at [http://linguistics.ubc.ca/grad/phd/](http://linguistics.ubc.ca/grad/phd/). The official timeline for QPs has changed since last year (see [here](http://linguistics.ubc.ca/grad/phd/) for the latest update), and there may also be additional changes coming to other aspects of the process. Keep an eye out for emails from the Graduate Advisor for updates.

<table>
<thead>
<tr>
<th>for December defence</th>
<th>for April defence</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Monday, Week 4 of Term 2; early February)</td>
<td>Graduate Advisor arranges a QP committee for any 1st year</td>
</tr>
<tr>
<td></td>
<td>PhD student (or a provisional QP committee for any MA student intent on requesting transfer to PhD program), in consultation with the student, no later than this date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday, Week 9 of Term 2 (early March)</th>
<th>Monday, Week 3 of Term 1 (mid Sept)</th>
<th>Student emails initial draft of QP proposal to all committee members, cc-ing the Graduate Advisor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTE: Student should have discussed proposal ideas with committee members earlier than this date, at least informally.</td>
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</table>

<table>
<thead>
<tr>
<th>Monday, Week 13 of Term 2 (early Apr)</th>
<th>Monday, Week 7 of Term 1 (mid Oct)</th>
<th>Student sends email to Graduate Advisor and Graduate Secretary, cc-ing all committee members, confirming approval of QP proposal and attaching final proposal. Included in that email should be a concrete timeline (work plan) for the QP project as a whole.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student submits hard copies of the QP proposal and the approval form to Graduate Secretary for filing, and circulates the approved proposal to department email list.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Range</td>
<td>Event</td>
<td>Details</td>
</tr>
<tr>
<td>------------</td>
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<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Apr-Aug</td>
<td>Student works on QP research project. During this period, regular correspondence and/or meetings with QP readers is expected.</td>
<td>Student submits written draft of QP (at least a partial draft) to all committee members no later than this date. Student meets with readers to clarify expectations regarding revision process (how many rounds of revisions to expect, turnaround time, etc.)</td>
</tr>
<tr>
<td>Monday 12 weeks before mini-conference (Week 3 of Term 1; mid Sept)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday 12 weeks before mini-conference (Week 4 of Term 2; late Jan)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday 8 weeks before mini-conference (Week 7 of Term 1; mid Oct)</td>
<td></td>
<td>Student sends email to Graduate Advisor (cc-ed to whole committee), declaring intent to defend in upcoming QP mini-conference.</td>
</tr>
<tr>
<td>Monday 8 weeks before mini-conference (Week 8 of Term 2; late Feb)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday 6 weeks before mini-conference (Week 9 of Term 1; late Oct)</td>
<td></td>
<td>Student submits complete written draft of QP to all committee members no later than this date.</td>
</tr>
<tr>
<td>Monday 6 weeks before mini-conference (Week 10 of Term 2; mid March)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday 2 weeks before mini-conference (Week 13 of Term 1; late Nov)</td>
<td></td>
<td>Student sends email to Graduate Advisor, cc-ing whole committee, confirming participation in QP mini-conference.</td>
</tr>
<tr>
<td>Monday 2 weeks before mini-conference (Week 14 of Term 2; early April)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday 1 week before mini-conference (Week 14 of Term 1; early Dec)</td>
<td></td>
<td>Student submits defence draft of QP to all committee members</td>
</tr>
<tr>
<td>Tuesday 1 week before mini-conference (Week 15 of Term 2; mid April)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday 2 weeks after last class (Week 15 of Term 1; early/mid Dec)</td>
<td>QP mini-conference</td>
<td></td>
</tr>
<tr>
<td>Tuesday 2 weeks after last class (Week 16 of Term 2; mid April)</td>
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<td></td>
</tr>
<tr>
<td>Tuesday 4 weeks after mini-conference (early/mid Jan)</td>
<td></td>
<td>Student submits revised QP to committee for final approval.</td>
</tr>
<tr>
<td>Tuesday 4 weeks after mini-conference (mid May)</td>
<td></td>
<td></td>
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</tbody>
</table>
Tuesday 5 weeks after mini-conference

Student submits to the Graduate Advisor a hard copy of the QP filing form (download from Department website or request from Graduate Advisor/Secretary), signed by all committee members, with a hard copy of the approved QP attached.

Student circulates approved QP to department email list.

2 weeks after filing of approved QP

Student submits to the UBC Working Papers in Linguistics an electronic copy of the QP, formatted according to the UBCWPL style sheet.

There are a few things it’s useful to know going into it:

**Topics** for QPs often, but not always, come out of first year course work, which means that you’ve already done some of the groundwork for your project. It’s completely legitimate to decide to take on a new project (or new projects) instead of continuing with something you’ve done previously; just be aware that it will likely take a bit longer to complete than you expect it will (as often happens with new projects).

**Deadlines** for completing various stages of the process (e.g., proposal approval, draft approval, intent to defend notice, final submission) are going to change from term to term, so there are no set dates listed on the website. At the beginning of a term **before** the one in which you’re hoping to defend a QP, you should sit down and work out when exactly those dates are going to be; you will need to know when the first week of the term is in order to do that. Alternately, you can check with the Graduate Advisor as to when the QP mini-conference will be (usually around the 15th of the month for the December mini-conference, and slightly later for the April mini-conference) and work backward from there.

**QPs and seminars** Depending on what 530 courses you are taking and what the topics are, your QPs can often be used as your final paper for the course as
well as for meeting the QP requirement. Check with your 530 instructors to see if there’s enough overlap between your topic and the theme of the course for this to work.

7.5 Forms

The forms that you need for department-internal program requirements (like language requirements, supervisory committee membership, QPs, and MA theses) are on the departmental website at http://linguistics.ubc.ca/grad/forms/.

Note that if you’re a Ph.D. student, you won’t have to worry about the scheduling of oral defense for generals paper form, as you’ll be defending your QPs at an end-of-term mini-conference which is scheduled by the department.

The forms that you need for G+PS and university requirements (like advancement to candidacy, all your Ph.D. dissertation forms apart from your prospectus, funding applications, and more) are available at http://www.grad.ubc.ca/current-students/resources-links/forms.

Note that these forms will change sometimes, so make sure you have the most current version before you fill them out.

7.5.1 Human Ethical Review

If your research involves any human subjects, including native speaker and consultants, you have to finish this review, including online tutorial and report of individual research topic. Talk with your committee and the Graduate Advisor about the steps to take.

There are two ethics review boards at UBC, the Clinical Research Ethics Board (CREB) and the Behavioural Research Ethics Board (BREB).

Additionally, all researchers, including grad students, must complete the Tutorial Course on Research Ethics (TCPS2) and save the certificate that is produced at the end of the training. This is an online ethics course that can be completed at any time and only needs to be completed once.

7.5.2 Bullying and Harassment Prevention

Anti-bullying legislation requires that all BC provincial employees—and hence, professors, as well as anyone supervised by them—complete an on-line bullying and harassment training course, which doesn’t take more than 20-30 minutes. At the end
you will receive an electronic certificate. This certificate is actually very important, because you must print it and submit it with the Department Administrator in order to receive any kind of payroll from the university, including RA and TA wages. Check http://bullyingandharassment.ubc.ca/ for deadlines, or ask the Department Administrator.

7.6 Advising

Who your supervisory committee is and how it’s formed will depend on where you are in your program.

- When you first start, the committee will include the Graduate Admissions coordinator (currently, that’s Martina Wiltschko, who you will have corresponded with during the admissions process), the Graduate Advisor, and a temporary Supervisor assigned by the department.

- If you’re a Ph.D. student, your QP committee will be chosen by the Graduate Advisor based on your suggestions as to who you think best fits with your areas of interest. The Graduate Advisor will collect your suggestions in March or April of your first year; committee assignments will be made in May.

- Your thesis/dissertation committee will be formed by you and your supervisor; it needs to have at least two members beside your supervisor. These committee members will usually be from the department, but could also be from other UBC departments, or even from other universities. You don’t need to have your topic fully worked out before you approach potential supervisors and/or committee members; they can often help you narrow down and refine your topic as you’re developing it. M.A. students will need to set this committee up before the beginning of their second year; Ph.D. students will need to set up this committee once their QPs are complete.

- You’ll meet with your committee a minimum of two times a year: once at the end of August/beginning of September, to set out what you need to do in the upcoming year, and once in April/May, to check to see how well you’ve accomplished what you set out to do and to assess what you still need to do. You’ll probably want to meet with your committee more often than that, though, or at least keep them apprised of what you’re doing via e-mail.

- If you’re having difficulty with a member of your committee, talk to him or her to see if you can straighten things out. If that doesn’t resolve your differences,
go and talk to the Graduate Advisor to get some advice on how to proceed. If you’re really at an impasse and can’t proceed with your committee the way it is, it is possible to change who’s on your committee; however, changing committee members should be seen as a last resort. Try to work through your problems first.

### 7.7 Transferring from MA to Ph.D

Starting in April of their first year, MA students can apply to transfer directly into the Ph.D program without completely a Masters. Transfer is not guaranteed, but a few MA students do successfully transfer each year. You can find information about the process at the G+PS website. There are a few steps you must complete in order to apply for transfer, but the process can seem more mysterious than necessary. Here are the essential things that you will need to do:

- Fill out the top portion of the official request form found at the website above and email it to Shaine Meghji. This is for G+PS, and some of the requirements listed will seem odd, but don’t worry about it. Just fill out the top and let Shaine do the rest.

- Write a formal request letter to the department outlining your rationale for why you would like to transfer to the Ph.D program rather than completing your MA. Some things to think about when writing it:
  
  - Would you benefit from the experience of writing a MA-thesis project? Often it is a good experience to work on a longer project before starting your dissertation. It can result in publications.
  
  - Are you positive that you want to pursue a Ph.D and that UBC is the right place for you to do that? Sometimes grad students discover that completing a Ph.D is not actually what they want, or that there is another institution that is better suited for their specific research interests. It is far less costly to discover this before you enter a Ph.D program.
  
  - Would you benefit from more time to build productive, working relationships with faculty members who would end up involved in your supervision?

If you are at all on the fence about transferring, talk to the Graduate Advisor, your supervisor, or any faculty member who knows your reasonably well. If you
do decide to apply to transfer, the Graduate Advisor will table your request at a department meeting. Faculty members who have worked with you will provide input, and then the faculty will vote on whether to put the transfer through. It is important to remember that if your request is denied, this is not a failure of any kind. The department takes many factors into consideration when making their decision. Moreover, this does not preclude you from getting your Ph.D at UBC.

8 Understanding your Financial Award

The commitment by the Department of Linguistics to fund all of its graduate students is one of the strengths of the department, but it does require that students understand the system of support at UBC and budget according to how and when funds are distributed. The information in this letter is intended as a general guide to funding, to assist students in their planning. However, each situation is unique, and students should not hesitate to bring questions and concerns about their own situation to the Graduate Advisor or Graduate Student Support.

8.1 Entries on your letter

Financial support letters are sent via email in July, detailing the amount of support from the department and university, and where this money comes from. Students receive support for tuition and living expenses, but are responsible for fees. Your support letter will include a number of entries that look like this:

2013W 2013-09-01 to 2013-08-31
  GSI Arts GSI Stipe
  $8,000.00 per year;
  Notes:

What does all of this mean? The date that says “2013W” indicates the 2013-2014 academic year, consistent with the dates that follow. Graduate students are expected to maintain an affiliation with the university (and pay tuition and fees) year round. These dates indicate the academic year of the award; they do no indicate a schedule of disbursement of part or all of the award.

The second line indicates the source of the funding. For linguistics students, two common sources of funding are institutional support (awards that say GSI, FOGS, G+PS or another similar acronym) and department level support (including Research
and Teaching Assistantships, or RA and TA awards). These awards go through
different distribution channels and are timed and funded differently.

Other sources of support include outside fellowships, such as Tri-Council Fellow-
ships, and competitive awards based at UBC, such as Affiliated Fellowships. Such
awards require a separate application, and details of the amounts and disbursements
are usually included in the award letters. Your supervisor and the Graduate Advisor
may suggest appropriate awards that you should consider applying for.

8.2 Institutional Support

Graduate and Postdoctoral Studies (G+PS)\(^2\) manages a number of scholarships and
fellowships to graduate students at UBC, including the Graduate Support Initiative
(GSI). Common awards include the following:

- GSI Stipend: a merit-based stipend for graduate students.
- GSI Tuition: a merit-based tuition award for graduate students.
- ITA: International Tuition Award, an award for international students to assist
  with tuition. (formerly known as IPTS, International Partial Tuition Scholar-
  ship, a term you may encounter.)

In order to receive funds from one of these scholarships, you will be required to
accept it. This can be done online by going to the financial page of your SSC\(^3\) account
and clicking on “Awards and Financial Assistance”. The acceptance documentation
should be available online in early August, and you should receive an email notifying
you that you must accept your award(s) and including a link to do so. However, you
are not required to wait for the email and can accept the award through SSC as soon
as the documentation is available.

\(^2\)Effective July, 2013, the Faculty of Graduate Studies (FOGS) changed its name to Graduate
and Postdoctoral Studies, or G+PS. It is the same organization within UBC, but you may encounter
both of these names and acronyms.

\(^3\)To access the Student Service Center, you will need your Campus Wide Login. You can access the SSC, and if necessary, find a link to set up your CWL at this site: https://www.auth.cwl.ubc.ca/auth/login?serviceName=ytestssc&serviceURL=https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework
The International Tuition Award (ITA) is an award worth $3,200 that is disbursed in three equal payments once every four months. Every international graduate student receives this award, and its purpose is to bring the level of tuition roughly to that of Canadian students (the remaining difference is approximately $100).

Funds will then be dispersed in three equal tranches, in September, January and May. These tranches are credited to your student account, and then the balance, after tuition and fees are assessed, is released to you in the form of a cheque. Students are notified by email when a cheque is ready to pick up in Brock Hall. Currently, direct deposit is not available, and UBC policy does not allow cheques to be mailed to Vancouver addresses. Refunds will be made available over the course the first two weeks of the term. This means that, if the semester starts on Sept. 2, a refund cheque could take until Sept. 15 to be made available. Currently there is no way to expedite this process, and there is no way to know the specific day that your cheque will be available in advance. It is, unfortunately, a matter of waiting.

A useful source of information is the Financial Summary page of your SSC account, but it is important to understand the information being presented. The top box indicates amounts that are due soon and that you must pay. This box is outlined in red, and there are specific due dates for amounts that you must pay, and a link at the bottom of the box to pay these items online. The second section indicates Pending transactions; these are transactions that will be posted to your account at a future date, but you do not need to take any action on these items while they are listed as Pending. If you receive a refund cheque, funds have been withheld to pay for your tuition and fees, but the funds will not be applied until the fees are assessed, usually 2 weeks after the term starts, thus tuition will still be listed as Pending. To reiterate, you do not need to take any action on items listed as pending!

The bottom ledger is the Transaction Record, and this records Charges and Credits to your account. Once tuition and fees are assessed, they will be listed in the Charges column. The Credits column indicates all payments, including scholarship/fellowship awards that have been credited to your account, and anything you’ve paid yourself (such as housing charges or library fines). All of these payments are all listed as positive values in the Credits column, and award refund cheques are listed as negative values in this column. Note that the dates do not reflect the actual date that the cheque was cut or made available.

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4The correct name is International Tuition Award (ITA), but this was recently changed from ITPS; you may see both terms referenced, but they are the same award.
8.3 Department Support

RA and TA are the two most common sources of department level support. The awards are processed through payroll, and there are payroll deductions, but they are generally less than 10% of your cheque. The payroll deductions you are likely to encounter are CPP (Canada Pension Plan) and EI (Employment Insurance), but depending on your situation you may see other deductions from your cheque, or you may see no deductions at all. Direct deposit is available; students must bring a voided cheque to the General Services Administration building.

Funding for TAships is allocated by the university to the department based on enrollment in undergrad courses; in an effort to increase student learning and to offer support to graduate students, the department supplements this amount from the department budget. TAships are awarded for a specific course during a specific term. Compensation is fixed at approximately $5,900 for Ph.D. students and $5,678 for M.A. students per course\(^5\), and this amount is paid out over the course of the specific semester for which the TAship is awarded. TAships are also eligible for the payroll deductions mentioned above, and 2% union dues are also deducted from TA salaries. All TA s are members of the Canadian Union of Public Employees (CUPE) 2278; membership is mandatory. The amount of compensation is determined by a collective bargaining agreement between CUPE 2278 and UBC.

TA appointments are awarded during the summer of the preceding academic year. First year students are not generally awarded TAships, and continuing students must apply before the end of the previous academic year; an email will be sent during Term 2 to indicate relevant deadlines. All students are strongly encouraged to apply for TAships beginning at the end of their first year. TAships are an expected component of your funding, beginning from your second year, and they are also a valuable component of your academic training and career preparation. In short, you should be applying for TAships, one for each term, as soon as you are eligible to do so. Also, you must apply for TAships every year, as the appointments do not carry over from one year (or even one term) to the next.

Regular RA appointments are generally handled on a 12-month basis, from September to August, to ensure a more even level of income throughout the summer months as well. These funds come from specific research grants held by individ-

\(^5\)Information regarding TA compensation amounts is available at [http://www.hr.ubc.ca/compensation/files/2278_V5.pdf](http://www.hr.ubc.ca/compensation/files/2278_V5.pdf); GTA I refers to PhD students, GTA II refers to Masters students. The information can be somewhat confusing, as the "annual" amounts refer to the combined salary for TAing two courses, whereas many people end up TAing just one course rather than two. Technically, that is referred to as a half TAship. So if you want to know how much you get paid per course, you need to halve that amount.
ual faculty members, which are sometimes supplemented through Work-Learn funds made available through the university. Work-Learn operates strictly on a Sept-April basis, so that part of RAship funding may be paid over 8 months, while the balance is paid over 12 months. The supplemented amount is around $9 per hour. In our department, a typical reference rate for RAships (e.g. when faculty are writing budgets for grant proposals) is around $25/hr. That is, when you are hired on a $5,000 RAship, it is expected to represent approximately 200 hours over 12 months. However, Work-Learn uses a different hourly pay rate for a graduate RA, and this rate is less than $25/hr. (Note that $9/hr is the supplemented rate, not the hourly pay rate) In practice, when Work-Learn constitutes part of an RAship, and the Work-Learn component totals ”300 hours” (based on their pay rate), usually there is extra RA money being provided on top of that, and/or the hours the grandholder expects the student to actually work are fewer than those official 300 hours. The cap on a Work-Learn appointment is 300 hours (at their specified pay rate).

The effect of RA salaries coming from both Work-Learn and direct grant funds is that part of an RAship may be paid only from Sept. 1 - April 30, with the rest being paid over the entire year, from Sept. 1 - Aug. 31. Depending on the size of the RAship and the amount being paid through Work-Learn, an RA’s monthly income from Sept. through April may very different than from May through August. Paycheques paid through Work-Learn may be significantly larger (or smaller) than the portion paid directly from grants. It is therefore critically important that, if you have an RAship, you understand the source of your paycheques so that you can plan accordingly. The advantage to using Work-Learn in addition to grant funds is that it allows the grant dollars to go further and for the department to offer more support to students.

Payroll is paid semi-monthly on fixed dates that are 15 days apart, but not necessarily the 1st and 15th. Payments may not necessarily come in a single cheque, as the date and cheque depend on the source of the funds being paid. The portion of an RAship that is funded through Work-Study, for example, may be paid separately from RA funding from grants. You are able to check your earnings online through the Enterprise Systems Portal at https://www.auth.cwl.ubc.ca/auth/login?serviceName=pssLogin. The first time you access this system, you will need your employee number and a special CWL PIN (a 4-digit assigned pin, not your CWL password) to set up your online payroll access; see the Department Administrator (not the Graduate Student Support) for these numbers. Once you have linked your payroll information to your student account, you will be able to use your CWL credentials to log in without your employee number or special PIN. You can view individual pay stubs through this system; if you have an RAship, the pay stub
view will tell you if a particular paycheque is paid directly from a research grant or indirectly by way of a Work-Learn appointment.

8.4 Other Funding Sources

The department receives quotas of nominees for Tri-Council Fellowships and for Affiliated Fellowships, and an allowance of Four Year Fellowships (4YF)\(^6\). Tri-Council Fellowships are prestigious awards available to Canadian citizens and landed immigrants, and funded by three federal agencies collectively known as the Tri-Council: the Social Sciences and Humanities Research Council (SSHRC), the Natural Sciences and Engineering Research Council (NSERC), and the Canadian Institutes for Health Research (CIHR). Four Year Fellowships are prestigious awards available to any UBC PhD student and offer $18,000 per year for four years, plus tuition. UBC offers Affiliated Fellowships, which are a variety of awards available to graduate students. All of these prestigious awards are open to all graduate students in all departments at UBC, and are therefore very competitive.

The department is allowed to nominate a limited number of applications for Tri-Council Fellowships and another limited number of applications for the Affiliated Fellowships, all of which are forwarded to the University for further consideration. The nomination quotas are variable, but in 2012 the department was able to forward 5 Tri-Council applications and 2 Affiliated applications; applications from aboriginal and disabled students are not counted towards the Affiliated or Tri-Council quotas. The University then selects a limited number of Tri-Council applications to be forwarded to the federal agencies for consideration. Unsuccessful Tri-Council applications are then added to the pool of Affiliated applications, and the Affiliated Fellowship recipients are selected by UBC. The process is lengthy, as applications are due in early fall, and the results of the adjudication process are announced in mid spring.

All graduate students in the department are expected to apply for Affiliated or Tri-Council Fellowships. If a student is successful in attaining one of these competitive awards, that obviously benefits that student, but it also benefits all other students and the department, in that resources are then available for other purposes, including to support students who were unsuccessful in their applications. While the applications are highly competitive, linguistics students can and do present strong applications and have been successful in winning these awards. They are competi-

\(^6\)For information on funding opportunities, including those described below, please go to [https://www.grad.ubc.ca/awards/current-students](https://www.grad.ubc.ca/awards/current-students).
tive, and many strong applications are turned down. But they are attainable, and
students should take these applications seriously and prepare the best application
that they can to give themselves the best opportunity. Applications are due in early
fall, and deadlines will be announced via email in early September.

Another important fellowship is the Four-Year Fellowship (4YF), funded through
UBC. The department is allocated a certain number of 4YFs each year, which can
then be awarded at the department’s discretion. These can only be assigned for years
1-4 or 2-5 of the PhD program; or, in the case of MA students who transfer into the
PhD program, years 1-4 or 2-5 counting from the time of transfer. For the last several
years, Linguistics has been allocated two 4YF awards each year. Canadian students
who receive a 4YF are required by UBC to apply for Tri-Council Fellowships every
year that they are eligible.

UBC requires 4YF holders to seek Tri-Council Fellowships every year for the
same reason that the Department of Linguistics requires graduate students to seek
out and apply for external (to the department) financial support. When a student
is successful in attaining outside support, this means that funds become available to
give to other deserving students. One person’s success therefore benefits the entire
department.

Graduate students have also the opportunity to receive a travel fund. It goes to
a maximum of $500 and can only be applied for once per degree.

8.5 Important Points to Remember

The purpose of this document is to provide information that will likely be useful
in managing your finances. There are a few critical points that are important to
highlight.

- You will likely be receiving far less money in the summer than in the fall, so
  it is important to try to save some and not spend to your limit in the winter
  months.

- Funds come from many different sources, and you will be much more effective
  in your planning if you keep track of what you have received against what is
  stated in your award letter. This is the only way to know if there is a problem.
  There is no substitute for vigilance!

- Problems can and do happen, so when you notice a problem, regardless of the
  source or amount, you should bring it to the attention of the Graduate Student
Support as soon as possible. You should also monitor the problem to see that it is resolved, because there is still no substitute for vigilance!

- Since support funds are not immediately available at the beginning of each term, it is important to have a financial buffer for up to a month, until support funds are available. It is especially important in your first year to bring some funds with which to support yourself and get yourself established, before you receive any money from the University.

- Outside funding is important for all of us, and students should make every effort to obtain such funding, whether from Tri-Council, UBC Affiliated Fellowships, or another source.

- If you have ANY questions about financial matters, either in general or specific to your situation, DO NOT HESITATE TO ASK!! If you are unsure of who to ask, you can take your question to the Graduate Student Support, who will be able answer your question or to point you in the right direction. Other students are also an excellent resource, because they have learned through (sometimes difficult) experience. Remember, though, that each situation is unique, and your best source of accurate information will still be the Graduate Student Support and Graduate Advisor, who will be familiar with your situation.

Managing one’s finances, especially with a limited income, is always a stressful and difficult undertaking, but hopefully a good understanding of the department’s student support system will help reduce the stress, so that you can focus on more important and enjoyable things in both your personal and academic life.
Part IV

Reference information
Late August

- GSS New students orientation days
- Committee meetings for new and continuing students

September

- Committee meetings for new and continuing students
- New student orientation (sometimes in late August)
- Tri-Council/Affiliated fellowship applications due
- Courses begin for Term 1
- Department BBQ
- UBC Imagine Day, outreach for undergrads
- Jobs meeting for grad students

October

- Midterms for undergrad courses

November

- Courses end at the end of the month (especially true of undergrad courses)
- MA grant applications are due
- For students that want to transfer to the COGS stream and that are taking Field Methods: transfer request is due

December

- QP mini conference
- Final exams for undergrads, and marking for TAs, for Term 1
- Winter break

January

- Many fellowships and conference deadlines start to happen around this time; check the specific conference or fellowship you’re interested in for their deadlines
- Courses begin again for Term 2, usually early in the month
February

- For first year students, you should start thinking about who should be on your QP/MA committee
- Reading Week, a free week halfway through the month

March

- TA applications due
- Transfer request (from MA to PhD or from Linguistics to COGS if you have not taken Field Methods during your first year) due
- Course end at the end of the month (especially true of undergrad courses)
- Field Methods poster session

April

- QP mini conference
- Final exams for undergrads, and marking for TAs, for Term 2
- Final dept BBQ

May

- Transfer request/TA applications considered at final dept meeting before summer

June/July

- CLA (Canadian Linguistics Association) annual meeting held
- Summer courses (limited)
- Financial awards/TAships announced

August

- Students begin arriving/returning, preparing for the next year

Note that, although there is not much at the department level that happens during the summer, it is nonetheless a busy time for faculty and grad students, in
terms of research commitments, conferences, and other events that are unique to
each person.

9 Jobs list

As in any department, graduate students are expected to play an active role in
keeping things running. There are a number of roles that need filling, committees
that need members, and jobs that need doing. In September, there’ll be a grad
student meeting to introduce ourselves to each other and decide who will be doing
what job for the year. The list of who’s doing what job is kept on the part of the
departmental website you need to log in to; a brief run-down is below.

- Ph.D. and M.A. representatives (1 Ph.D., 1 MA) to department meetings
- Representatives (2) to the teaching assistant union (CUPE 2278)
- Representative (1) to the Graduate Student Society (GSS)
- Tutor search coordinator (1)
- Space/Equipment/Safety committee members (2)
- Web committee members (2)
- Newsletter committee members (2)
- Colloquium committee members: refreshments, set-up, possibly equipment
  (this is usually the job of the first year cohort)
- Reading Room and Library/Bookstore liaison committee member (1)
- UBC Working Papers in Linguistics (UBCWPL) editors (7; appointed for
  multi-year terms)
- Awards committee member (1)
- Social committee member (1)
- Sustainability committee member (1)
- Skills workshop organizers
- Grad guide writers/organizers
• Bulletin board cleaners/organizers
• New student orientation/job meeting organizer
• Garden organization and maintenance (yes, TFS has a garden!)
• Room tidying
• Coffee and tea organizer (for the department kitchen)

As well, there will be a number of ad-hoc jobs and committees that come up over the course of the year. One aspect of service that will likely be increasing in the department over the next few years is the outreach aspect: that is, taking our research and things related to it out into the community, both at the university and the city level. Rose-Marie Déchaine is our outreach coordinator; get in touch with her to find out about what kind of opportunities are available, or to propose new activities.

10 Research groups

There are a number of active research groups at the department, see below for a brief description. You can also check the list on the website for updates:

Communication Dynamics Lab led by Eric Vatikiotis-Bateson

Gitksan Research Lab led by Henry Davis and Lisa Matthewson. UBCs Gitksan Research Lab is actively engaged in analytical research, text collection, dictionary work, and the creation of pedagogical materials. We conduct fieldwork with three speakers in Vancouver every week, and team members travel to Gitksan territory at least once a year. Our research projects span everything from phonetics to semantics.

Interdisciplinary Speech Research Lab led by Bryan Gick. The Interdisciplinary Speech Research Laboratory (ISRL) at UBC was established in 2000 through a New Opportunities infrastructure grant from the Canadian Foundation for Innovation (CFI) to Bryan Gick (Dept. of Linguistics), with collaborators in Neuroscience, Audiology & Speech Sciences, Linguistics, Psychology, and Electrical & Computer Engineering. The goal of the original proposal, created in collaboration with Guy Carden and Douglas Pulleyblank, was “to establish a centre for interdisciplinary research in the speech-related fields at UBC.”
Language and Learning Lab led by Carla Hudson-Kam. In the first few years of life, children grow and learn a tremendous amount—about their language, their world, and themselves. In our lab, we are interested in how it is that children accomplish this, how such amazing development is possible. Mostly we work on language, but not exclusively.

Medumba Group led by Hermann Keupdjio and Rose-Marie Déchaine. The Medumba group focuses on the different properties (tonal, morphological, syntactic, semantic...) of Grassfields’ Bamileke Bantu languages. The group seeks to answer the question: What is a Grassfield Bamileke Bantu language? What is the difference between Bamileke languages and other “conservative” Bantu languages?

Nata Working Group led by Joash Gambarage and Rose-Marie Déchaine, is continuing with the Nata Field Methods class from 2012/2013, with the ultimate goal of writing a grammar sketch of Nata (Eastern Bantu E45, Tanzania).

Phonological Corpus Tool led by Kathleen Currie Hall. Phonological Corpus-Tools (PCT) – PCT is a software program developed here at UBC by Kathleen Currie Hall and a variety of graduate research assistants. It is designed to allow for a number of different kinds of phonological analyses to be conducted on phonetically transcribed corpora. The project has also grown to creating a companion software, SLPAnnotator, which facilitates phonetic transcription of signed languages. In addition to programmers (both pieces of software are written in Python), there is room in the project for those interested in doing corpus-based phonological analysis on a variety of languages.

Salish Lab led by Henry Davis. The Salish Lab is a continuation of the Field Methods class from 2016/2017. Currently, we focus on Mainland Comox, a Central Salish language, with research topics ranging from phonology to semantics.

Speech in Context Lab led by Molly Babel. The Speech in Context Lab is a dynamic research group that studies how language is perceived, processed, and produced. These topics interface with the particularly tricky puzzle of how language is cognitively represented. Most of our work examines spoken communication, and we define context rather broadly. In the SpeeCon lab, context involves any linguistic or paralinguistic aspect of the language scene which may affect the processing of spoken language. This includes social context, syntactic and semantic context, language environment, and talker variability to name just a few.
Syntax of Speech Acts Project led by Martina Wiltschko, explores the syntactic underpinnings for speech acts. The core idea we pursue is that syntactic trees allow us to model not only the relation between sound and meaning in the construction of propositions (what is being said) but also in the construction of how speech act participants relate to these propositions (how they do things with what they say). This group is also known as the Eh Lab.

Tense and Aspect in the Pacific (TAP) led by Lisa Matthewson and Hotze Rullmann. The overarching goal of our research is to understand how human languages convey information about time. This project addresses the question by focusing on understudied languages of Northwestern North America and Austronesia. By applying formal linguistic methodologies and analyses to previously unstudied systems, we aim to shed light on how human languages can refer to events beyond the here and now.

Tlingit Research Group led by Dzéiwsch James Crippen and Rose-Marie Déchaine, works to document the inland and coastal varieties of the Tlingit language in Alaska and Canada. It began in earnest with a SSHRC Partnership Grant and the work of the Field Methods Class of 2013-2014, and continues to meet regularly, with work focusing on the syntax, semantics, phonology and morphology of the language.
### Acronyms and Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>ABD</td>
<td>All But Dissertation, a PhD student who has completed all other requirements.</td>
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<tr>
<td>Affiliated</td>
<td>Fellowships awarded by UBC based on a variety of criteria (see Affiliated Fellowships).</td>
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<tr>
<td>AMS</td>
<td>Alma Mater Society, the student organization of UBC.</td>
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<tr>
<td>BREB</td>
<td>Behavioural Research Ethics Board.</td>
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<tr>
<td>CIHR</td>
<td>Canadian Institutes of Health Research, one of the Tri-Council funding organizations funded through the Canadian federal government.</td>
</tr>
<tr>
<td>Compass Card</td>
<td>Compass Card, the public transit pass for students.</td>
</tr>
<tr>
<td>CREB</td>
<td>Clinical Research Ethics Board.</td>
</tr>
<tr>
<td>CWL</td>
<td>Campus-Wide Login.</td>
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<tr>
<td>FOGS</td>
<td>Faculty of Graduate Studies, renamed G+PS.</td>
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<tr>
<td>G+PS</td>
<td>Graduate and Postgraduate Studies (formerly).</td>
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<tr>
<td>GSC</td>
<td>Graduate Student Center.</td>
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<tr>
<td>GSS</td>
<td>Graduate Student Society, the grad student organization of UBC.</td>
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<tr>
<td>IKBLC</td>
<td>Irving K. Barber Learning Center.</td>
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<td>ISRL</td>
<td>Interdisciplinary Speech Research Lab.</td>
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<td>JV</td>
<td>Journal Voucher form.</td>
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<td>MOA</td>
<td>Museum of Anthropology.</td>
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<td>MSP</td>
<td>Medical Services Plan of BC.</td>
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<tr>
<td>NSERC</td>
<td>Natural Sciences and Engineering Research, one of the Tri-Council funding organizations funded through the Canadian federal government.</td>
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<tr>
<td>Acronym</td>
<td>Full Form</td>
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<tr>
<td>RA</td>
<td>Research Assistant.</td>
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<td>REB</td>
<td>Research Ethics Board.</td>
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<td>SFU</td>
<td>Simon Fraser University.</td>
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<tr>
<td>SIN</td>
<td>Social Insurance Number, your Canadian identification number.</td>
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<tr>
<td>SSC</td>
<td>Student Service Center, an online interface accessed with your CWL that includes your UBC account information, registration, financial support, etc.</td>
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<tr>
<td>SSHRC</td>
<td>Social Science and Humanities Research Council, one of the Tri-Council funding organizations funded through the Canadian federal government.</td>
</tr>
<tr>
<td>SUB</td>
<td>Student Union Building.</td>
</tr>
<tr>
<td>TA</td>
<td>Teaching Assistant.</td>
</tr>
<tr>
<td>TFS</td>
<td>Totem Field Studios.</td>
</tr>
<tr>
<td>Tri-Council</td>
<td>Tri-Agency Councils, comprising SSHRC, NSERC, and CIHR, which provide grants for research.</td>
</tr>
<tr>
<td>UBCWPL</td>
<td>UBC Working Papers in Linguistics, often called “wipple”..</td>
</tr>
</tbody>
</table>
**Directory**

**Graduate Admissions Director** Martina Wiltschko.

**Department Administrator** Edna Dharmaratne.

**Department Head** Bryan Gick.

**Research Technology Support** Masaru Kiyota.

**Graduate Student Support** Shaine Meghji.

**Graduate Advisor** Molly Babel.

**Undergraduate Advisor** Wendy Trigg.