

University of Victoria Centre for Forest Biology



Student Handbook

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Welcome to Incoming FORB Graduate Students

General Welcome

The Centre for Forest Biology, University of Victoria is a Graduate Research Centre with a mandate to carry out fundamental and applied research and to train graduate students and postdoctoral fellows in Forest Biology, emphasizing the adaptation of trees and their interactions with the environment. The Centre is interdisciplinary, and the faculty and grad students in the Centre can belong different departments. Currently all Faculty members are in the Department of Biology. The faculty and their graduate students thus have access to the facilities available in the Biology department and must follow the guidelines and rules of the department. The Biology department has a handbook for graduate students and it is encouraged that Forest Biology (FORB) graduate students familiarize themselves with it.

[Resource Manual for Biology Graduate Students](#)

That said, there are many additional advantages to being part of the Centre for Forest Biology and those will be outlined in this document.

First of all - Welcome to the UVic Centre for Forest Biology! This manual is intended to provide new FORB Graduate Students with an introduction to the people, facilities, funding and resources available to you during your graduate degree at UVic. If you can't find someone or something you need in here ask the Centre's Administrative Assistant – Andrea Roszmann (forestbiology@uvic.ca).

A complete and current list of everyone in FORB can be found online at <https://www.uvic.ca/research/centres/forestbiology/people>

Welcome from the Director

The Centre for Forest Biology is formed by a collaborative cohort of researchers and we strive to maintain a cooperative, open and equitable environment. We nurture a culture of sharing knowledge, equipment, and facilities and I hope you will enjoy being part of this community. Being part of FORB

Overall Program Summary

Graduate Courses

A number of Forest Biology graduate courses are designated FORB 500 level in the graduate calendar. Students may register in regularly-offered courses via webreg, or in directed research or special topics (u1.7)

FORB will subsidize grad students to take an off-campus or external course (Bamfield, etc). The subsidy will be ½ the total of registration fee plus travel costs, up to \$500 in total.

FORB will support student travel to a collaborator lab to carry out part of their research projects or learn techniques. The stay must be at least 3 weeks. \$1000 maximum subsidy.

Undergraduate

The Centre provides:

Forest Biology Undergraduate Research Awards - two or three awards of \$4,000 (no more than half of salary paid for the 4 month summer period) to support undergraduate students working on a collaborative project between two or more Forest Biology faculty members.

FORB Administrative Assistant can assist faculty members in applications for other undergraduate research funding including:

- Work Study program: This program funds up to 120 hr of work in the lab of a faculty

Details regarding public access to the Cedar Hill Corner Property can be found online at:
<https://www.uvic.ca/campusplanning/current-projects/cedar-hill-corner/index.php>

FORB Meeting Space

Contact: Andrea Roszmann, Administrative Assistant – local 7119; forestbiology@uvic.ca

The Forest Biology office may be used for meetings associated with the Centre. Room bookings can be made through Centre Administrative Assistant.

Vehicles

Forest Biology Truck (#29):

The truck is available for local trips on a first-come first-serve basis. Graduate students should consult with supervisors prior to booking the truck.

Motor Pool Vehicle use is limited to people with “Full Privilege” or an N class driver’s license. All “N” class drivers must provide their own magnetic decal and place it on the vehicle prior to travel. Someone with an L is not permitted to drive the vehicle. Drivers must submit a “current” copy of their drivers’ license (both front & back) to Traffic and Security. Provide a copy of your license to Brad Binges for permission to drive Motor Pool Vehicle #29. He will then forward it to the appropriate people at Traffic and Security. Once approval is granted, the truck may be booked in the Forest Biology office. Approval from Traffic and Security is also required to drive the Biology van. The Biology van may be booked through the Biology Office: Janice Gough, Administrative Officer – local 7092; bioadmin@uvic.ca

Safety

Safety in the Lab and in the Field

You are required to obtain relevant training on occupational health and safety, such as WHMIS and Biosafety courses. These are offered by the university through the Department of Occupational Health, Safety and Environment. <http://ohs.uvic.ca/>.

Please consult with your supervisor to determine which courses you need to take. Refer to the Biology Graduate Student Handbook for more details

Accidents

You must report EVERY ACCIDENT to Department Secretary/Chair’s Assistant, Jennie Bartosik – 7091; biology@uvic.ca in the Biology Office, no matter how trivial. This includes ‘near-misses’ where a piece of equipment or infrastructure comes close to injuring someone and warrants investigation by the safety committee. Please also include FORB Assistant, Andrea Roszmann (forestbiology@uvic.ca) in communications.

Unless unavoidable, you should not work alone in labs. If you do, please notify others in nearby labs and keep the number for Campus Security posted nearby (7599). Make sure you know where first aid kits are kept. Please consult the “Working Alone” Occupational Health, Safety & Environment webpage for additional information: <https://www.uvic.ca/ohse/health/Working%20alone/index.php>