

ReMedia Handbook

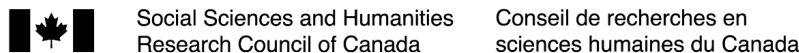
By PI Dr. Emily Christina Murphy and student assistants in ReMedia: Craig Jacobs, Julie Carr, Rowan Pickard, Kai Hagen.



Design by Kai Hagen, Student Designer.



ReMedia Research Studio and
Collaborative Performance Space
Innovation Precinct Annex-1 (IA-1)
3505 Spectrum Ct, Kelowna, BC V1V 2Z1





Welcome!

Welcome to the ReMedia Research Infrastructure Handbook! The purpose of this handbook is to orient you in the history, values, and operations of the ReMedia Research Infrastructure. You may be a student, a research assistant, a collaborator, or, perhaps, someone from outside of ReMedia interested in how we do things.

Use this handbook as an initial orientation and as a reference work. It's also a place to define who we are: we are humanities researchers working in infrastructure that helps us pursue multimedia humanities questions and arguments. All of the projects in this space emerge from intersectional feminist politics, and we're committed to building practices and working conditions that address the ways that power, identity, and ability shape knowledge, relationships, and labour. So you'll find here the nuts and bolts of research operations, values statements, and documentation of collaboration practices that help us live these politics.

Whether you are working with ReMedia researchers or projects, or whether you are reading for interest and for your own research practices, we hope that you'll contribute to the communities of practice that this handbook addresses. Tell us what to improve, take our lessons and successes forward, iterate upon our collective practices—our distributed community will continue to shape this living document.

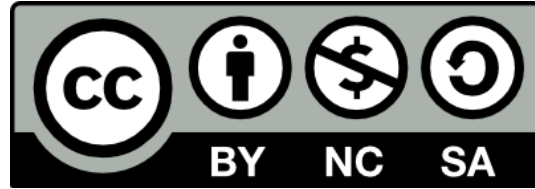
Territory Acknowledgement

We respectfully acknowledge that we live and work on the traditional and unceded territory of Syilx Okanagan people. Find more information about [UBC's Declaration of Truth and Reconciliation commitments](#) here.

Authorship

The first draft of this handbook was created by Dr. Emily Christina Murphy and Craig Jacobs, ReMedia Technician and Data Management Specialist (2023-present). It was inspired by the awesome AMP Lab handbook by [Dr. Karis Shearer](#) and other AMP lab members, alongside published works like [The Lab Book](#) drafts by Lori Emerson, Jussi Parikka, and Darren Wershler, and "[How to Write a Lab Handbook](#)" by Samuel Mehr and his curated collection of [lab handbooks on Github](#).

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Support and Acknowledgement

The ReMedia Infrastructure has been made possible with support from the [Faculty of Creative and Critical Studies](#) (FCCS), the [Department of English and Cultural Studies](#), and the [Canadian Foundation for Innovation \(CFI\)](#). Our research projects are funded thanks to support from the [Social Sciences and Humanities Research Council of Canada \(SSHRC\)](#), FCCS, the [Provost's Office](#) and [VPRI](#) at UBC Okanagan, with additional infrastructure support from [Compute Canada](#). Much of the consultation and best practice in this handbook were developed with the “Organizing Data Futures” research team, funded through a Data Champions Pilot Project from the [Digital Research Alliance of Canada](#).

Support extends far beyond funding, and relationships with collaborators, other infrastructure, and a broader community of practice are as critical to the success of research infrastructure, especially in humanities fields. We share space and equipment with our sister lab, the [AMP Lab](#). In our main location, we are also neighbours and collaborators with the Critical Futures Lab, directed by [Dr. Megan Smith](#) and the [Sonic Production, Intelligence, Research, and Applications Lab](#), directed by Dr. Miles Thorogood.



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A Brief History of ReMedia

ReMedia began in 2019 with the successful award of a Canada Foundation for Innovation grant. ReMedia brings together individual research projects that focus on the literary and cultural memory of the early twentieth century. Dr. Murphy is the Principal Investigator of ReMedia, and leads or collaborates on many projects, all of which have an interest in remediation, literature and culture, and digital humanities. The infrastructure is primarily housed in the Innovation Annex building at UBC-Okanagan campus, where there is the dedicated Research Studio and Collaborative Performance Space, and additional equipment is housed in the AMP Lab at UBC-Okanagan. The research infrastructure was launched in 2023.

The actual origins of any project are always more complex. Institutionally, it begins with a partnership with the AMP Lab, directed by Dr. Karis Shearer. Here, Shearer and Murphy began the Press Play project in collaboration with the University of Exeter and other AMP Lab researchers. For Dr. Murphy, ReMedia brings together wide-reaching and long-standing research interests in twentieth-century literature and culture, archival recovery, celebrity culture, and the history of socio-technological systems, all of which she studied in her doctorate in English Literature. It adds her expertise in digital humanities research and teaching, and her life-long personal artistic practices in dance and textile art. All these things together mean that ReMedia is able to use the critical and theoretical perspectives developed by humanities disciplines to study the complex, multimedia historical record, and understand how we continue to engage with it using new and old technologies.

This history will continue as students and collaborators help to build the character, innovate, and shape the focus of ReMedia. Research of all kinds is fundamentally collaborative, and our history will be written collaboratively, too.

What's a lab? What's not a lab?

How do we get to the point where we can say something useful about what, exactly, these odd spaces are that insist on their status as labs? A crucial entry point is the recognition that the lab is a way of understanding recurring forms of power and experimentality, not just as a part of the history of science and as a series of tropes that appear in contemporary discourses about labs in the arts, humanities, and culture at large. (Emerson, Wershler, and Parikka, 6)

You might notice that ReMedia uses the word “infrastructure” instead of “lab” (although sometimes we’ll slip into using “lab”—it’s tough not to!). There are some pragmatic reasons for this choice.



ReMedia is not housed in a single, lab-like location but distributed across spaces and collaborative relationships. It doesn't use reproducible, scientific methods in the way an empirical science lab might. The material aspects of knowledge like technologies, documents, and, indeed, infrastructure, are important to ReMedia research, so this label matches some of its theoretical allegiances.

But can't labs be lots of things? In Lori Emerson, Darren Wershler, and Jussi Parikka's *The Lab Book: Situated Practices in Media Studies* (2022), the authors demonstrate the ways that the label "lab" has become ubiquitous, applied to experimental research spaces as well as corporate retail with apparent abandon. They study the genealogies of these spaces called labs from a media archaeology perspective, identifying the ways that labs "demonstrate conflicting forms of practice and values, imaginaries and infrastructures" (7). From this study, they propose an extended lab model, in which space, apparatus, policy and infrastructure, people, imaginary, and technique are equal components in how labs of varying kinds operate, emphasizing process and becoming as central dimensions of the kinds of knowledge and practice produced in labs.

Emerson, Wershler, and Parikka's study is expansive and convincing; it impressively theorizes a cultural phenomenon that seems to be everywhere (and I encourage you to read it! You'll find it in our Zotero.) So, why stick with infrastructure? In part because of the idea of multiple genealogies. Humanities infrastructure, too, has genealogies that intersect with but extend beyond labs: libraries, archives, publishers, cultures of circulation and reception, publics, performance venues, cabarets... Some of these, like a lab, require a base infrastructure like a room or building. But others are distributed in ways that are facilitated or limited by other material realities. Collaborations happen at infrastructural scales larger than labs—like distribution networks—and smaller than labs—like private notes or objects—or even adjacent to labs—like communities of knowledge shaped by infrastructure. Research in ReMedia hopes to address this range of mediations, substrates, spaces, and infrastructures.

Mission and Core Values

Mission

ReMedia works to preserve and study historical texts, objects, and technologies across media forms as it develops new tools and interdisciplinary methodologies to analyze and preserve multimedia, and create new knowledge through the embodied, performative recirculation of cultural memory. We advance this understanding through diverse humanities-based research collaboration with a problem-centred approach to better interpenetrate epistemologies and create a nuanced understanding of the questions we research. As part of this collaboration, ReMedia leverages its core project infrastructure to provide collaborative student researcher training and build upon the



role of student researchers in Digital Humanities. ReMedia emerges at the intersection between Digital Humanities and Cultural Memory Studies to provide a critical intervention into our understanding of culture and history as it studies and preserves cultural memory through new methods of mimesis, remediation and humanistic interpretation.

Within the Remedia infrastructure, researchers “develop research tools and methods for the study of multimedia cultural memory, remediation, and embodiment.” It proposes to develop three related methodologies in projects housed by ReMedia: “1) close, humanities interpretation and preservation of the historical record; 2) technology driven methods to analyze data and multimedia sources; and 3) research-creation to produce new knowledge through the embodied, performative recirculation of cultural memory driven by contemporary technology.”

Core Values

Mutual Support

ReMedia is dedicated to creating a supportive environment. Duties should always be shared equitably and with respect to your wellbeing. Reliability is fundamental to ReMedia’s understanding of mutual respect. However, it is essential to be clear about your limitations and concerns. As part of ReMedia, we ask you to uphold the commitments you make, but also encourage you to be clear about what you are capable of providing. ReMedia will always be a safe space where concerns can be raised and addressed without fear of reprisal.

Remember to:

- Be open to offers of assistance
- Say when you need help
- Express concerns about workload or potential complications
- Only make commitments you can keep
- Keep track of your ReMedia commitments
- Hold Student and PI led meetings on associated projects

Transparency

Transparency in your actions, intentions, and overarching circumstances is a central part of ReMedia’s values. This includes not only sharing clear expectations, but also working to develop an awareness of the larger projects your work supports. Foundational to this is recognizing not only the importance of your actions, but also acknowledging moments of doubt and events outside your control. ReMedia embraces experimental research and creative endeavours, and we do not take issue with complications that arise. Instead, we anchor our experimentation with a clear



understanding of our objectives and scope. You should always be comfortable asking for help or advice from your supervisors or peers. Consequently, ReMedia strives to facilitate an environment where everyone is comfortable sharing about non-sensitive work or events.

To maintain transparency, remember several key things:

- Being open to learning
- Honesty about uncertainty or complications
- Sharing results and complications with team members
- Documenting original objectives
- Maintaining a clear purpose and direction in research efforts
- Clearly documenting any changes in direction or purpose
- For sharing work or consulting with the lab as a whole, please share any relevant materials with the organizer for the next team meeting on or before the preceding Thursday so they can be incorporated into the agenda.

Empowerment and Belonging

ReMedia strongly believes in an environment of inclusivity and respect for all its members and collaborators. In this, we strive to care both for ourselves, each other, and the spaces we occupy. This includes respecting the identities of ReMedia team members, managing conflicts diplomatically, without abrasiveness, and recognizing the concerns and feelings of others.

As part of this, please remember:

- Do not come in if sick
- Clean up after yourself
- Speak respectfully with your colleagues
- In event of conflict, seek mediation
- Uphold all UBCO policies on safe workspace environments

Software Used in ReMedia

Microsoft Teams

Microsoft Teams will be the lab's primary general communication platform, containing announcements, group and team messages. Additionally, files or links may be disseminated through Teams pages for public access or collaborative editing. It may also be used for video conferencing, calendar scheduling and new lab members will create UBC Teams accounts using the instructions in the link below, and be added to relevant Teams pages by their supervisors.



Use for:

- General communication, announcements, messages for groups and teams
- Working files (not back up)
- Sharing research-related files and data
- A complete version control history is available by opening the relevant file in Sharepoint through Teams. Additionally, Teams offers a version control very similar to the version control available within google drive, where changes by collaborators are recorded and shown by opening the involved file and using the "Catch Up" option to evaluate any changes made.
- Video conferencing
- Research group scheduling

<https://it.ubc.ca/services/email-voice-internet/microsoft-teams>

P: Drive

The P:Drive is a network based file-storage location available to researchers and their collaborators by request. The P:Drive will be used for active project data storage before the information is slated for long term preservation.

Use for:

- Non-working backup files

Chinook/Globus:

Chinook is UBC's large scale research data storage platform, which is accessed through a non-profit service called Globus. Using Globus, files up to 5TB, can be transferred to Chinook for secure storage. In order to access Chinook through Globus, lab members will have to be granted access from their PI, which will then enable Chinook to appear as an available endpoint for file storage. If internet should be lost during a transfer, Globus will resume the file transfer once internet access is restored. An installable program called Globus Connect Personal can be used to enable your personal devices to transfer files into Chinook's storage.



Use for:

- Very large files
- International transfers
- Non-working backup files
- Low internet access file preservation

Jupyter Notebooks, Python 3, Arduino

Python 3 is a flexible, widely used programming language. In ReMedia, we use it to build web scrapers for extracting large quantities of data from online sources and for some creative programming applications. If you'd like to learn Python 3, Exploratory Programming for the Arts and Humanities by Nick Montfort is a great resource, and there are many workshops hosted by student groups on campus. Training in Python 3 may be part of your work plan.



Jupyter Notebooks is an open-source literate programming environment that supports Python. In Jupyter Notebooks, programs are presented with code, prose explanation, and integration with visualization. It is n; they are the program, methodology, and documentation all in one. Notebooks are increasingly accepted as accompaniment to scholarly publication. In ReMedia, we use Jupyter Notebooks to ensure that programs are reusable by researchers and students on ReMedia projects and adoptable and adaptable by a wider community of scholars.



Arduino is an opensource designer of microcontrollers, sensors and other hardware. Arduino microcontrollers use the Arduino Programming Language (based on C, C++, and Processing), which can be integrated into a Python cell of a Jupyter Notebook. ReMedia uses Arduino to create e-textiles and wearable computers for the embodied study of technology. Training in Arduino or Processing may be part of your work plan.

Google Docs and Google Drive

Google Docs and Google Drive are handy for live collaboration on articles, blog posts, and other documents for publication. If you are giving your work to your supervisor for feedback or collaborating on authorship, please use these products. It's important, however, that you do not store original or sensitive data on these platforms (or other non-institutional or commercial platforms like DropBox)—they are not secure enough to ensure long-term preservation or to protect sensitive data in line with Ethics requirements. Data that you refer to in these platforms should be ready for publication, including with any necessary anonymization.



Onboarding

As part of joining ReMedia, you will participate in an onboarding process that will prepare you for membership and ensure that you have all the tools and information needed to succeed in your role. Many of the initial elements of this process will be self-directed, as described in the included onboarding checklist, and supported with the guides and tools. Download a copy of the onboarding checklist provided and complete the first steps listed. The Onboarding Checklist is a set of tasks designed to help accomplish some administrative requirements and equip you with general knowledge before meeting with the PI and research team.

After completing your first steps independently, you will schedule an in-person orientation to the ReMedia infrastructure and a meeting with your PI or supervisor. These events may occur concurrently or on separate occasions, but it is absolutely essential they be completed before you begin.

Onboarding Checklist:

<https://docs.google.com/spreadsheets/d/1TGyUWQTis79rl6zLi7JAnqgd3zF7vEgohHWPNw3iGVw/edit?usp=sharing>



PI Meeting

Perhaps the most important part of the onboarding process is the initial interview with your supervisor, where you will establish and discuss the specifics of your position in the space, get an update on the status of the project, and address your questions and concerns.

Although some parts of meeting with your PI are stipulated in the Onboarding Checklist, it is intended to be a dynamic process that is to best prepare you for your work. As a result, some elements of the onboarding meeting may arise organically or be decided upon to best suit the unique situation of your onboarding process. The meeting will have a dynamic quality that makes it the ideal location to address questions or issues that may arise from indirect communication, or anything you are having difficulty articulating.

By the end of the onboarding process, you will be fully integrated into the programs and protocols of ReMedia, and have both the connections and understandings necessary to thrive as a valued part of the ReMedia infrastructure.

Orientation for Everyone

- Read this handbook.
- Complete any UBCO mandatory training requirements on WorkDay:
<https://wpl.ubc.ca/browse/ubcohse/programs/wpl-hse-ucglrd>
- Set up your UBCO Workday account and familiarize yourself with the pay system, especially if you document your own hours (you need this to get paid).
- With your PI's assistance, get access to your project's P:Drive or other shared drives.
- If any work will be done remotely, install myVPN onto your work computer.
- Remind the PI about setting up your Salto Access.

Get to know the space

- Familiarize yourself with equipment you'll use for your project.
- Learn emergency exit routes and safety procedures (in case of fire etc.).

Additional Orientation for Dr. Murphy's Projects

- Read the UBCO Research Data Management Handbook.
- Set up a UBCO Microsoft Teams account and have your PI add you to the ReMedia and project Teams page.
- Ask PI to provide access to the password manager.
- The final step is an in-person orientation to the lab space coordinated and hosted by your PI, after which you'll receive your Salto access card.

PI meeting and post-meeting tasks

- Discuss specific roles and responsibilities
- Discuss any ethical, privacy, or security standards that your work must uphold
- For pre existing projects, request any relevant existing work or material for review from your PI
- Discuss and develop an understanding of a project's overarching timeline
- Test accessibility of important software, such as Microsoft Teams and P:Drive
- Review important dates, deadlines and upcoming events, such as meetings or travel events

Research Data Management

- If you are a GRA, Postdoc, Faculty Affiliate, or are otherwise doing your own research within the ReMedia infrastructure, please make a Research Data Management Plan.
- In order to create your RDM plan, please use DMP Assistant, and add your PI as a co-editor to enable them to check your work
- DMP Assistant includes examples of completed RDM projects for reference

Affiliated Projects and Research Spaces

- Affiliated research projects and infrastructure may have their own on-boarding process and documents. Please ask the PI or Lab Manager of those spaces about these!

Guides and Tools

General UBC HR orientation Guide: <https://hr.ubc.ca/working-ubc/your-first-days-ubc>

Microsoft Teams and UBCO Set-up:

<https://it.ubc.ca/services/email-voice-internet/microsoft-teams>

Setting up your UBCO myVPN for remote work:

How to Instructions: <https://it.ubc.ca/services/email-voice-internet/myvpn/setup-documents>

DMP Assistant:

- UBC info on DMP Assistant: <https://researchdata.library.ubc.ca/plan/dmp-assistant/>
- DMP Login: <https://assistant.portagenetwork.ca/>
- DMP QUick Guide: <https://osf.io/wmh5n>



Globus/Chinook User Guides:

- <https://confluence.it.ubc.ca/display/UARC/Using+Chinook>
- <https://confluence.it.ubc.ca/display/UARC/About+Chinook>
- <https://www.globus.org/globus-connect-personal>

Authorship And Ownership

ReMedia Authorship Conventions

ReMedia Data Ownership Conventions

Code of Conduct

Fostering and maintaining a healthy lab community is a cornerstone of ReMedia's and its collaborating spaces and infrastructure's mandate and practices. If at any point during your lab involvement you feel the lab culture has been broken or devalued please speak with your project PI or the lab director. A commitment to open and honest communication between lab members is vital for the success of researchers and students at the lab.

General Conduct

Above all else, ReMedia is a research space.

- If there are others working in ReMedia, particularly with headphones on, please keep voices to a respectful volume and be as least disruptive as possible.
- No eating or drinking at or around lab computers and equipment.
- Once you are finished using equipment please put it back in the appropriate place and lock it up (if applicable). Do not leave equipment out even if you are planning on using it the next day.
- Do not invite others into research spaces with you if they are not permitted/invited to be there.

Safety and Security (IA-1)

- Keep external doors closed at all times, and make sure you close the ReMedia Studio door when you're not in the room



- Introduce yourself to people you don't recognize who may be in the facility, so that you can be sure they are supposed to be there
- If you think there is someone in the facility who isn't meant to be there, please contact campus security immediately (and then the PI)
- Do not use equipment that you have not been authorized or trained to use
- Do not touch or handle archival material without clear permission from the manager, a senior RA, or faculty research affiliate

Communication (Internal)

Email

We use email for periodic official and/or longer communications from the lab director or lab manager to research affiliates.

Microsoft Teams

We use Microsoft Teams for instant messaging on ReMedia-related topics, scheduling regular and occasional meetings, as well as some data storage.

Establishing a UBCO Microsoft Teams Account can be accomplished through a few simple steps (For specifics see the following support link:

<https://it.ubc.ca/services/email-voice-internet/microsoft-teams>

1. Establish a FAS UBC EMAIL (You should already have one as a UBCO employee, being some variant of @ubc.ca email)
2. If you are a student, set up your account (see the link in onboarding), and request a join code from your supervisor
3. If you are a Supervisor creating a new team, fill out and submit the Departmental Teams Form Request. If possible have more than one listed owner of team, such as the lab head
<https://ubcca.sharepoint.com/sites/M365LearningPortal/SitePages/New-Employee-Team-Request-Form.aspx>
4. Once processed (which may take up to 2 business days), you will receive access to your departmental team, and will be able to supply join codes to your collaborators



Meetings

Team meetings

The ReMedia team will hold one meeting per week. Typically, the PI will attend every other week, and students will report to one another during the meeting on the opposite weeks. If you are part of a project that is affiliated with the AMP Lab or other Labs or infrastructure, you may also attend the project meetings in that space each week.

1:1 meetings

At least once per semester, we'll use a 1:1 meeting to review your scheduled work plan, verify that your work is proceeding smoothly, and address any concerns that may arise. These meetings are intended to make sure you have the support you need to perform to the best of your abilities. Please provide an agenda to address any issues you wish to discuss, in addition to subjects the PI will raise.

Co-working sessions

Students affiliated with ReMedia are welcome to organize co-working sessions, whether for ReMedia research or for their own work. Please keep in mind that research must take priority in the infrastructure, so please do check the shared calendar before organizing these sessions.

What do faculty researchers do?

Research
Teaching
Mentoring
Service

What do students do?

Student researchers come to the ReMedia with a broad range of skills, interests, and previous experience. During their time in the lab, students are offered training in areas that include: archival processing, audio digitization, audio editing, podcasting, project management, and more, through both online the AMP Lab's suite of online training modules and in-person training, with ongoing mentor or supervision. As part of the lab, students will receive diverse training in areas including archival processing, literary history, oral history methods, basic movement notation, web scraping, creative coding, video and visualization annotation software utilization, research data management and prototyping and embodied methods and prototyping. Students will draw from PI expertise,

Alliance resources and training networks, alongside tutorials available through UBCO Library, and selected specialized training venues. Additionally, peer cross-training and mentorship will enable students to thrive.

Campus Resources

Disability Resource Centre

The Disability Resource Centre (DRC) facilitates disability related accommodations and initiatives to remove barriers for students with disabilities or ongoing health conditions. By registering with the DRC (see link below), you will be able to access support for a variety of conditions including:

- Mental health conditions such as depression, anxiety disorders, or bipolar disorder
- Neurological disabilities such as Attention-Deficit/Hyperactivity Disorder, learning disabilities, head injuries and Autism Spectrum Disorder
- Chronic health conditions, including ongoing medical conditions such as arthritis, chronic pain, Crohn's disease or migraines
- Physical or sensory disabilities such as visual impairment, hearing loss, or mobility impairments

After registering with the DRC you will be connected with an Accessibility Advisor who will facilitate access to appropriate campus and specialized services.

Registering with DRC:

<https://students.ok.ubc.ca/academic-success/disability-resources/student-support/#register-with-drc>

General: <https://students.ok.ubc.ca/academic-success/disability-resources/>

Equity and Inclusion Office

The Equity and Inclusion Office works to promote diversity, eliminate discrimination within UBC and ensure Employment Equity. They offer support against any real or perceived discrimination, with services including:

- Consultation on human-rights related discrimination
- Providing information and advice
- Working with relevant parties to resolve concerns informally, where possible
- Assistance with filing a formal complaint, as appropriate.

<https://equity.ok.ubc.ca/>



FCCS Communications

Signing up for the FCCS Communications portal for students will enable you to receive updates about FCCS graduate and undergraduate information, including on FCCS and campus events.

<https://canvas.ubc.ca/enroll/3KBYFY>

Graduate Studies and Student Life

The College of Graduate studies offers a diverse array of programs intended to support students, including workshops and funding support. They also administer spaces intended specifically for graduate students.

<https://gradstudies.ok.ubc.ca/student-life/>

<https://gradstudies.ok.ubc.ca/>

Health and Wellness

The Student Wellness Team represents a variety of services available through the university to support student health.

There are no extra fees for using Student Health services, most of which are covered by provincial medical insurance or iMed. However, third party services will be billed directly to the student.

<https://students.ok.ubc.ca/health-wellness/>

<https://students.ok.ubc.ca/health-wellness/counselling-mental-health/>

International Programs and Services

A variety of services and programs are offered to support and advise International Students attending and working at UBC. These services include:

- Work Support
- Immigration Assistance (including documentation assistance)
- Family Support
- Tax Information

For additional information, consult the following resource:

<https://students.ok.ubc.ca/global-engagement-office/international-student-guide/>

International Student Advising

This service offers in-person support for international students from Regulated Canadian Immigration Consultants (RCICs) or Regulated International Student Immigration Advisors (RISIAs).



This represents an invaluable resource for international students who may be facing complex or challenging issues, and can be accessed here:

<https://students.ok.ubc.ca/global-engagement-office/international-student-advising/>

International Temporary Health Insurance (iMed)

iMed is a temporary basic health plan that is a required component of becoming an international student intended to cover any issues that may arise during the three month period of residency where you do not qualify for provincial health insurance. See below for more details:

<https://students.ubc.ca/health/health-insurance/health-insurance-international/imed-temporary-health-insurance-international>

Indigenous Research Support Initiative

The IRSI is a UBC initiative designed to support relationships of collaboration and reconciliation between university members and indigenous communities. “IRSI facilitates research that is developed and conducted in collaboration with Indigenous communities and led by Indigenous perspectives.” As part of this process they offer support before and during engagement with partners. Some of the services they provide include:

- Serving as a first point of contact
- Identifying relevant funding sources and external partners
- Matching research interests with community needs
- Helping develop research agreements and protocols
- Relationship Management and Conflict Resolution

The IRSI is an invaluable resource for research involving indigenous communities, and should always be consulted when this work arises. More information here: <https://irsi.ubc.ca/>

Office of the Ombudsperson

The Ombuds Office works to promote fairness within UBC for students, and attempt to resolve any disputes or issues that may arise. The Ombuds office is intended to be an impartial and confidential support system that works to both protect and empower students to best represent their own interests. As part of being an impartial organization, they do not decide right or wrong, and they also do not compel or overturn decisions. Some of the services they offer include:

- Providing general resource information and makes appropriate referrals;
- Identifying and explains relevant university processes and policies;
- Facilitating discussions and uses informal channels to seek resolution;
- Working with students to plan strategies and explore options on how best to proceed;

- Providing advice, support, and training to faculty and staff who deal with students

<https://ombudsoffice.ubc.ca/campus-resources/okanagan-campus/>

Security and Safewalk

Emergency number: 250.807.8111

Safewalk: 250.807.8076

Incident Reporting: 250.807.9236

UBC security provides several services as part of preserving safety and order at UBCO. These services include:

- Incident reporting (250.807.9236)
- First aid
- Building or room access
- Safewalk

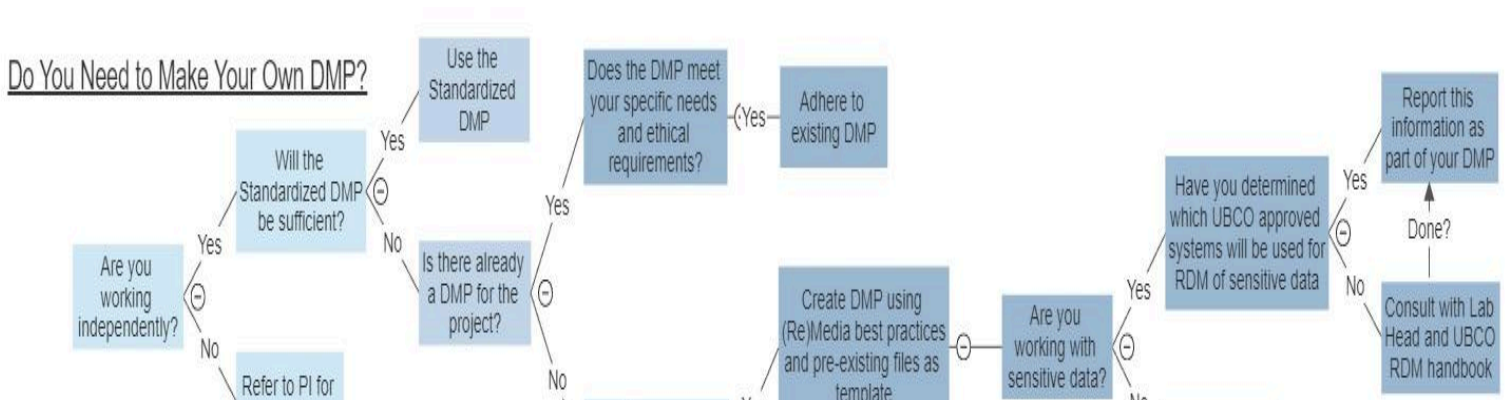
Safewalk is a 24 hour service for accompanying people who may feel uncomfortable while travelling on campus. It is available either by calling 250.807.8076, or through the UBC Safe App. The UBC Safe App provides the user with immediate access to Emergency Services, First Aid and Safewalk, as well as, information on Emergency Procedures, Support Resources and many other vital links and services.

UBC Safewalk Download: <https://ubc.apparmor.com/clients/ubc.ca/>

Data Management Plans

All research projects affiliated with ReMedia must have a research data management plan (DMP). The best data management plans are created as early as possible in the research process, ideally before you start to collect and/or create research data. However, none of us exists in an ideal world, so today is the next best time to create a research data management plan. All research data management plans are living documents which guide you through the questions to which you don't have answers, yet. As your research evolves, so should your research data management plan be updated. At the very least, a research data management plan should be reviewed annually.

Consider the following decision tree on whether you need to make a DMP:



Building a DMP

Try out the [DMP Assistant](#) which provides a great overview and primer for managing your data. Do not be intimidated or put-off if you cannot answer all the questions the first time you sit down with the DMP Assistant. The purpose is to be surfacing questions you had not previously considered or, perhaps, didn't even know you should be considering. Just note the questions for which you don't have answers and make a plan to seek out people who can help you find the answers.

DMP Resources

A very good brief guide to Research Data Management Plans is located at <https://osf.io/zjpcq/>

- A more detailed, step-by-step guide is available here: <https://osf.io/wmh5n>
- Additional UBC Research Data Management resources are available at <https://arc.ubc.ca/research-data-management>
- For additional assistance at UBCO, contact: marjorie.mitchell@ubc.ca.

DMP Assistant

- UBC info on DMP Assistant: <https://researchdata.library.ubc.ca/plan/dmp-assistant/>
- DMP Login: <https://assistant.portagenetwork.ca/>
- DMP Quick Guide: <https://osf.io/wmh5n>

The standard ReMedia DMP is available from the PI. Our two most important principles:

Data creation: Following archival practices, each digitized sound file exists as a lossless Master file (M) and a lossless Master Access (MA). Access files (lossy or lossless) are created directly from the MA (never from the Master file). The Master File should be created at the highest resolution possible, seeking to capture as much information as possible. In contrast, Access Files should be kept at a usable resolution for its intended purpose. This may mean at the maximum resolution usable to humans, or potentially higher for computational research with appropriate infrastructure. For different purposes, a project might have multiple access files made available in advance, rather than relying on the Master Access File.

For textual materials, these files may need to consider both the information and formatting of a data object. When formatting is relevant, plain-text files should be supplemented with archival PDFs to preserve the original formatting. The plain-text file would be employed for information access and the archival pdf would be reserved for visual and formatting access. In this case, the preservation



and access copies may be identical sets of files, with the access set available on your workstation and the versions in your backup locations representing your master files.

Data storage

ReMedia's storage locations vary depending on the size of the data involved in the project. For smaller datasets, we use the UBCO P: drive for data storage and access. The data is backed up every two weeks to 2 further external hard-drives, one of which is stored off site, so there are 3 synchronized copies of the data available. For exceptionally large or international projects we access Chinook through Globus for the storage and protection of our files.