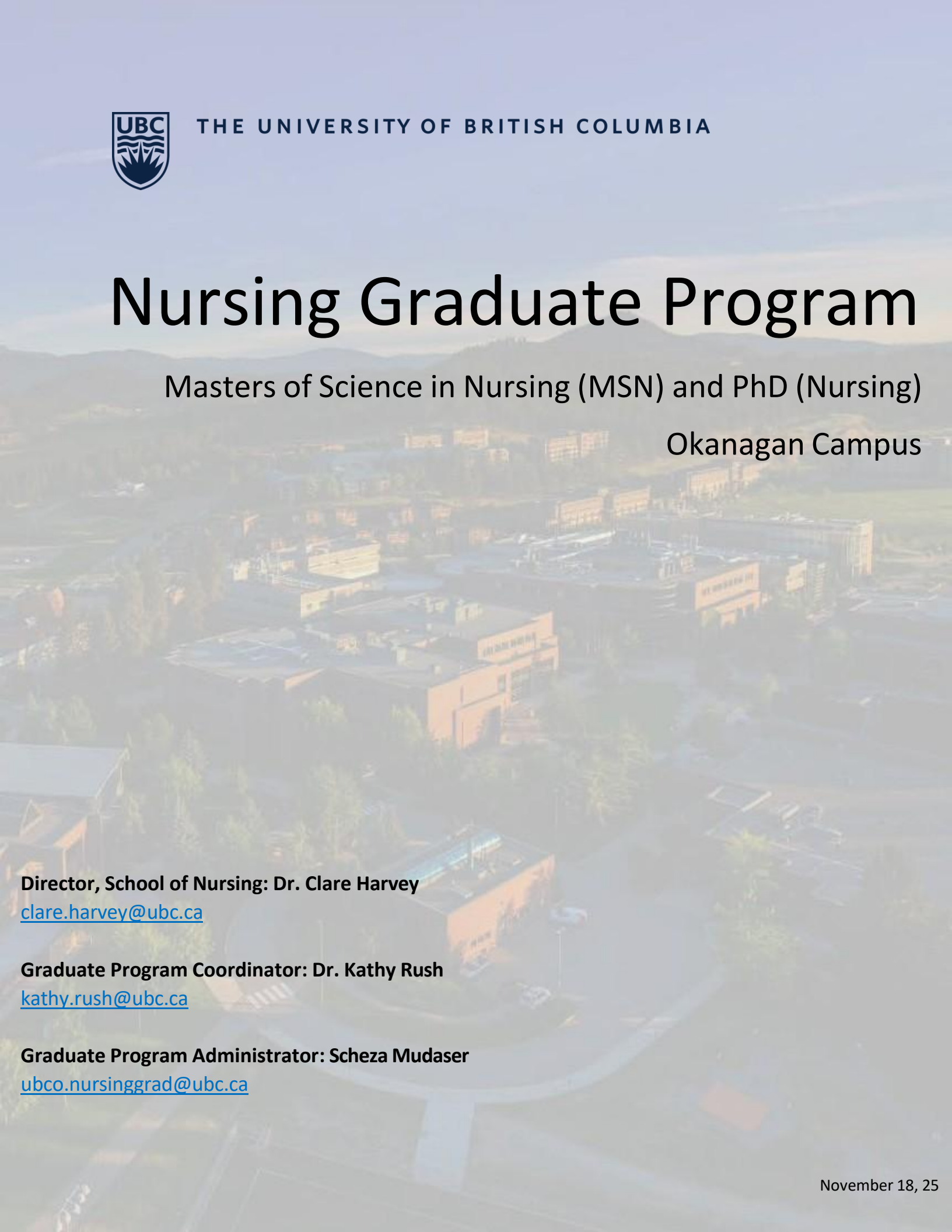
THE UNIVERSITY OF BRITISH COLUMBIA

Nursing Graduate Program

Masters of Science in Nursing (MSN) and PhD (Nursing)

Okanagan Campus



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Acknowledgements

Way' *(Greetings in acknowledgement that what has happened is done and everything is now a possibility)*,

Welcome to the school of nursing graduate programs at the university of british columbia, okanagan campus. The ubc okanagan campus is situated on the tmxʷulaxʷ (*land*, encompassing the physical geographic region and all of the spiritual connections of tmixʷ, *all living things*) of the syilx nations. The purpose of this document is to guide you through our programs and support your nursing journey.

The territory of the syilx/okanagan nation is located north of revelstoke, south to wilbur, washington; east to near kootenay lakes; west into nicola valley. The syilx nation alliance is comprised of 6 nations: okanagan indian band, osoyoos indian band, penticton indian band, upper nicola band, upper/lower similkameen indian bands, westbank first nation, and colville confederated tribes. This land has never been ceded to colonialist governments, and has been cared for and stewarded by the syilx people since time immemorial. Syilx people speak nsyilxcən, with various dialects depending on location within syilx territory; proper nouns are not typically capitalized in nsyilxcən.

Ubc okanagan was created in partnership with the syilx nation in 2005. The syilx nation and ubc okanagan have walked together to better understand syilx culture, traditions, language and ways of knowing, doing and being, as well as welcoming the guests learning, living and working from many nations across the world. Ubc okanagan and syilx nation have a memorandum of understanding that guides our collaboration.

The school of nursing has committed to decolonizing our ways of teaching, learning, and doing. We recognize the deep harms that the healthcare system has caused indigenous peoples in kelowna, the okanagan, british columbia and across canada. We have chosen to acknowledge these uncomfortable truths and take the meaningful journey to move forward in a supportive, caring, respectful, culturally safe way. We acknowledge that this journey is long and made up of many individual, intentional steps.

We respectfully acknowledge that we live and work in the unceded territory of the syilx people in the okanagan valley.

Limləmpt (thank you),

-The School of Nursing Graduate Program Staff and Faculty

About This Handbook

This Student Handbook is intended to provide current and prospective students with information regarding the Master of Science in Nursing (MSN) and Doctor of Philosophy (PhD), Nursing program, including an overview of the admission and program requirements, and the School's policies and procedures. It is important that students also review the UBC Okanagan Academic Calendar and be familiar with all University policies, dates and deadlines. In the event that a date or deadline differs between this Handbook and the Academic Calendar, the Academic Calendar shall be considered correct.

UBC Okanagan's College of Graduate Studies Policy Manual is frequently referenced in this Handbook. Please refer to this Policy Manual for more information beyond the scope of this Handbook.

This Handbook is available on the UBC Okanagan School of Nursing Graduate Program Website and is updated regularly.

Please also consider following us on social media where we post updates, resources and helpful information:
https://www.facebook.com/ubconursing/
https://www.instagram.com/ubco_nursing/
https://ca.linkedin.com/company/ubco-school-of-nursing

If there is one thing you take from this handbook….

Graduate school is an exciting journey, and there is a team of people in the School of Nursing cheering you on and ready to support every step of your journey. If you have any questions, concerns, queries, suggestions, or even if you just want to say "hi" and introduce yourself, please don't hesitate to reach us at ubco.nursinggrad@ubc.ca

Your School of Nursing Graduate Program Team:

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Program Overviews

MSN Program Learning Outcomes (PLOs)

Graduates of the MSN program:

1. Apply advanced ethical reasoning and critical thinking to deliver solutions within local and global health contexts.
2. Evaluate diverse perspectives within scholarly nursing research and practice theory.
3. Facilitate the advancements of all forms of nursing and healthcare knowledge.
4. Demonstrate dynamic leadership that mobilizes and catalyzes change within the system to promote health and advance equity.
5. Reflect on assumptions inherent in diverse worldviews and experiences.
6. Communicate ideas, issues and conclusions clearly and effectively to specialist and non-specialist audiences.
7. Understand their roles in decolonization, Indigenization, Truth and Reconciliation, within the Canadian Healthcare landscape.

PhD (Nursing) Learning Outcomes (PLOs)

The PhD (Nursing) program's primary goals are:

1. To provide a rigorous, high-quality doctoral-level graduate program in nursing that builds on UBC Okanagan's highly successful MSN program
2. To enable students to actively participate in the development of nursing knowledge, adding to the evidence base to enhance nursing and health
3. To prepare outstanding nurse leaders to have expanded spheres of influence to enhance health and wellbeing of individuals, families and communities through leadership roles in academic institutions, practice settings, and policy arenas

MSN Program Overview

The Masters of Science in Nursing (MSN) program is designed for nurses with a bachelor's degree who want to advance their professional practice, knowledge, and scholarship. You will have the opportunity to develop, co-create knowledge, and walk alongside others to advance your skills in a chosen area of nursing, such as clinical work, education, administration or research.

The program offers both a course-based stream (16 months full-time) and a thesis-based stream (minimum 24 months full-time). Both streams also have the option to study part-time.

Our curriculum emphasized scholarly inquiry and respectful collaboration with community partners. As a graduate, you'll be prepared to apply, integrate, and translate knowledge into leadership roles within the communities and practice settings you serve.

The primary methods of instruction for the MSN program are:

- Synchronous (relational and interactive) live online seminars
- Asynchronous online delivery
- On-campus intensive courses, offered annually each summer (NRSG 500, NRSG 504, NRSG 505)

- Research projects, developed in collaboration with faculty and communities, both in course-based (NRSG 597) and thesis-based (NRSG 599) streams

MSN Program Requirements:
30 credits of courses and final project:

- Core required courses (9 credits):
  - NRSG 500 (3) Nursing Knowledge
  - NRSG 504 (3) Finding and Integrating Knowledge for Evidence-Informed Practice
  - NRSG 505 (3) Healthcare Policy
- Required research courses (3 credits for course-based, 6 credits for thesis-based)
  - Course-based:
    - NRSG 502 (3) Research and Inquiry for Evidence-Based Nursing and Healthcare

  Or
  - Thesis-based:
    - NRSG 506 (3) Qualitative Research
    - NRSG 507 (3) Quantitative Research
- Focus courses (12 credits for course-based, 3 credits for thesis-based)
  - Additional courses – within the UBCO School of Nursing, in another program at UBCO, or at another institution – that align with the student's learning goals and area of interest
- Final project (6 credits for course-based, 12 credits for thesis-based)
  - Course-based: NRSG 597 (6) Capstone Practicum

  Or
  - Thesis-based: NRSG 599 (12) Research Thesis

The primary methods of instruction for the PhD in Nursing are:

- Graduate seminars and courses
- Synchronous and asynchronous online delivery
- A final project – either a Capstone Practicum or a Research Thesis, depending on program stream

NOTE: thesis-based MSN students also complete the following milestones in collaboration with their supervisor, to provide mentorship and support for the research thesis project:

1) Form a supervisory committee
2) Complete a thesis proposal that is reviewed by their supervisory committee
3) A defense of the research thesis

PhD (Nursing) Program Overview

The purpose of the PhD program in Nursing is to prepare graduates to become transformative leaders who can generate, integrate, and apply new knowledge. The program's core goal is to enable these leaders to advance the fields of nursing, health, and healthcare.

These learning goals are achieved through completion of required coursework (including a transformational Graduate Seminar, NRSG 601), a comprehensive examination, a dissertation proposal, and a dissertation research project. The program aims to provide a range of learning experiences that align with individual needs. Leadership activities likely include the following:

- Writing competitive research funding proposals (e.g., Faculty of Health and Social Development Internal Research Awards and/or other external awards)
- Peer reviews (e.g., manuscripts, grant proposals)
- Conference & seminar participation (e.g., presentations, networking, planning)
- Research teamwork (e.g., participation, management)
- Interdisciplinary collaboration (e.g., committee work, project leadership)
- Knowledge application (e.g., KT planning, implementation, policy innovation)
- Community engagement (e.g., leading a clinical research team)
- Teaching (e.g., planning, leading)
- Mentoring & consulting skills (e.g., advising a clinical research team)
- Writing for peer-reviewed publication

PhD in Nursing Program Requirements:

1) 12 credits of coursework
    - NRSG 580 (3) Philosophy of Evidence in Nursing
    - NRSG 581 (3) Leadership in Knowledge Application and Translation
    - NRSG 554 (3) Advanced Research Methods
    - NRSG 601 (3) Doctoral Seminar
    - NRSG 699 (0) Doctoral Dissertation

Students who do not meet the pre-requisite requirements for these courses may be asked to complete preparatory courses before registering in the required courses.

The primary methods of instruction for the PhD in Nursing are:

- Graduate seminars and courses
- Synchronous and asynchronous online delivery
- Online and in-person components
- Comprehensive research projects, including dissertation projects

2) Formation of Supervisory Committee

3) Portfolio of research and leadership competencies

4) Approval of dissertation/research approval

5) Successful completion of comprehensive requirements/Advancement to Candidacy

6) Successful defence of the doctoral dissertation NRSG 699 Doctoral Dissertation

In addition to the above, additional courses may be needed depending on the student's dissertation topic and guidance from the supervisor.

Applications and Admissions

MSN Program Admission Requirements

Admission into the UBC Okanagan MSN program is collaborative and competitive. Applications are

due each year on December 1st for Canadian citizens and permanent residents (referred to as "Domestic" students at UBCO) and October 1st for International students. The MSN program starts in May annually, with full-day intensive core courses delivered online over several weeks.

Students who are not yet Registered Nurses (RNs) must write and pass their board exams (for example, NCLEX) prior to starting their Fall courses in their first year. For example, a student who finishes their Bachelors of Science in Nursing in April 2028 and begins the MSN program in May 2028 must pass their board exam before September term starts in 2028.

Requirements for admission to the MSN program (from the College of Graduate Studies Academic Calendar)

Domestic MSN Applicants (Canadian Citizens and Permanent Residents) must:

- Be a Registered Nurse (RN) or Registered Psychiatric Nurse (RPN) with a baccalaureate degree, normally in Nursing
- Have a minimum overall average of B+ (equivalent to 76% at UBC Okanagan) standing in third- and fourth-year levels of their baccalaureate
- Have an A- (80%) in 12 credits of upper-level Nursing courses (third/fourth-year, post-baccalaureate diploma specialty courses, graduate-level courses, etc.)
- A successful completion of an undergraduate or graduate university statistics course in the last 5 years as a pre-requisite, or approval of the School of Nursing Graduate Program Coordinator

International MSN Applicants must:

- Be a Registered Nurse (RN) or Registered Psychiatric Nurse (RPN) with a baccalaureate degree, normally in Nursing
- Have a minimum overall average of B+ (equivalent to 76% at UBC Okanagan) standing in third- and fourth-year levels of their baccalaureate
- Have an A- (80%) in 12 credits of upper-level Nursing courses (third/fourth-year, post-baccalaureate diploma specialty courses, graduate-level courses, etc.)
- A successful completion of an undergraduate or graduate university statistics course in the last 5 years as a pre-requisite, or approval of the School of Nursing Graduate Program Coordinator
- If from a country where English is not the national language or studies have not been completed in English, applicants will submit proof of English Language Proficiency. For more information, please visit the College of Graduate Studies English Proficiency webpage.

MSN Application process

Applications are submitted online for consideration to the MSN program. Please ensure the correct campus is selected (Okanagan, not Vancouver) as applications cannot be transferred between campuses.

You will need to indicate whether you wish to pursue a thesis-based or course-based program stream in your application. However, you are welcome to revise your stream within the first semester of your studies (i.e. by the fall of your intake year).

It is highly encouraged that course-based applicants include information on their intended focus

area in their application, so they can be appropriately matched to a faculty advisor. Thesis-based applicants are required to outline their intended thesis focus area, and identify a School of Nursing Research Faculty member who is interested in taking them on as a supervisor. The four main focus areas in the MSN program at UBC Okanagan are:

i. Education
ii. Leadership/management
iii. Advanced Practice, including Primary Care
iv. Indigenous Wellness

MSN Statistics Prerequisites

Students take NRSG 507, Quantitative Research (Thesis-Based) or NRSG 502, Research and Inquiry for Evidence-Based Nursing and Healthcare (Course-Based). The pre-requisite for these courses is a statistics course taken within the last 5 years. If your statistics course was taken more than 5 years ago, please contact the Program Coordinator to discuss next steps; we have several options to support your preparation for these MSN courses, so please reach out as early as possible.

PhD (Nursing) Program Admission Requirements

Admission into the UBC Okanagan PhD (Nursing) program is both competitive and supportive, so please be in touch with ubco.nursinggrad@ubc.ca if you are considering submitting an application. The PhD (Nursing) program starts in September annually: the application deadline is January 15th for all students. Prospective students have the option of applying for either a full-time or a part-time program.

Requirements for admission to the PhD Program (From the College of Graduate Studies Academic Calendar)

- Hold a Masters of Nursing or equivalent graduate degree in a health-related discipline from an approved institution and/or have significant experience in health and wellness with potential of research activities
- In exceptional cases, applicants with bachelor's degree and an overall 'A' average, who showcase advanced research ability may be celebrated with direct admission to the Doctor of Philosophy in Nursing program with recommendation of the School of Nursing Graduate Program Coordinator and the Dean of the Faculty of Graduate Studies
    - Students entering directly from a bachelor's degree complete a total of 12 credits of coursework in their first two years, maintaining an overall 'A' average.
    - At least 9 credits must be at the 500-level or above and at least 9 credits must be of 'A' standing, to continue as a doctoral student.
    - Students who entered directly from a bachelor's degree into a doctoral degree are supported to transfer to a masters degree at any point if they wish.
- Students in the MSN program can transfer into the doctoral program between their first and second years in the MSN program if they meet the following criteria:
    - Completed a total of 12 credits of coursework with a minimum 76% (B+) average
    - At least 6 credits must be at the 500-level or above and at least 6 credits must have final grades of 76% (B+) or above
    - Showcase transformational research ability and potential

- Canadian applicants should hold or work towards practicing nursing registration in BC or another Canadian province
- International applicants should work towards general eligibility criteria for nurse registration in BC
- In addition to the above, International applicants who are from a country where English is not the national language or studies haven't been completed in English, will submit proof of English Language Proficiency. For more information, please visit the College of Graduate Studies English Proficiency webpage.

For more information, please visit the College of Graduate Studies Academic Calendar Admission Requirements page.

PhD (Nursing) Application process

Applications are submitted to the PhD (Nursing) program online. Please ensure you are applying to UBC Okanagan as applications submitted to UBC Vancouver cannot be transferred.

PhD (Nursing) applicants are required to outline their intended dissertation focus area, and identify a School of Nursing Research Faculty member who has agreed to supervise them. We encourage applicants to work with their prospective supervisor to prepare their applications.

Tips for Successful Applications

- Applications are assessed according to the admission requirements, references (that may speak to the applicant's academic capabilities and commitment), the proposed plan of study and the letter of intent.
- Encourage your references to follow the College of Graduate Studies Guidelines.

  As the PhD in Nursing program is an academic program, academic references are sometimes preferred to professional references. We also recognize the value of experiential, land-based, and community knowledge and welcome references who can speak to your capabilities in meaningful and relational ways. References are one of the most important components of your application, and the Admissions Committee reviews them closely.

  Personal references (e.g., colleagues, friends, relatives, Elders, community leaders) are less preferred but still welcome. Personal references may better know your personal reasons for engaging in the program and understand your life story much better, but may not be fully able to speak to admissions committee of your academic preparedness for the MSN program.

  Academic references usually come from instructors who have taught you, or research project supervisors who have evaluated your work including your Masters thesis supervisor and/or committee members. These referees can typically speak best about your academic preparation for the program, and are usually the best source of information for our Admissions Committee. We recommend reaching out to your professors from your previous degrees/certificates with some information (your up-to-date resume, a snapshot of your academic history or transcripts, your draft letter of intent for the PhD application), giving them plenty of time to consider your request and prepare.

If they are more comfortable filling out a guided form instead of writing a letter, offer them this link to the UBCO Graduate Application Academic Reference Form, which they can upload or fill in through the online application portal.

Professional references come from those who have had a supervisory relationship with the applicant, and typically are responsible for hiring and performance evaluations. They are able to speak to the applicant's professional leadership, accountability, and contributions within educational, clinical, or community settings. Typically, professional references are Nurse Managers, Patient Care Coordinators, or other management/leadership positions.

Please don't hesitate to reach out to ubco.nursinggrad@ubc.ca if you need help deciding who to use for references. If you submit your application and references early enough, we are able to review them and provide you with opportunities to add more referees if requested by the Admissions Committee to ensure your best chance at being offered admission.

- Letter of Intent Guidelines:
  As part of your application to the School of Nursing Graduate Program (MSN or PhD Nursing) at UBC Okanagan, you are invited to write a short letter of intent that shares your area of interest and the knowledges, experiences, and relationships that have shaped your path. Consider how your inquiry reflects your values, community commitments, and curiosity. Include details on the relevance of your proposed research to current priorities in health care, society, public health and nursing, as well as how it may contribute to collective wellbeing and community-led priorities.

  For thesis-based applicants, please also identify the School of Nursing faculty member who has agreed to supervise your proposed research project and describe how their program of research and scholarship resonates with your intentions, ways of knowing, and the contributions you hope to make. This may include shared commitments to relational accountability, community-driven research, or Indigenous and other ways of knowing.

  Length/format:
  i. 1-2 pages (maximum 500 words)
  ii. Double spaced
  iii. Use of a standardized format such as APA

b. Criteria Used for Evaluation of Writing Sample:
  i. Quality
  ii. Relevance to current priorities in health care and society
  iii. Clarity, organization, logical progression of ideas

Part-time vs. Full-time Study

Both the MSN and PhD (Nursing) programs have part-time and full-time options. We recognize that most of our students have work and personal commitments outside of their studies, and we support students with building a schedule that works for them. Both the part-time and full-time MSN options can be completed entirely online.

Part-time vs. Full-time MSN

The part-time MSN program is designed for students who work full-time, or have other significant commitments outside of their studies. The full-time option is designed for students who can commit to taking up to 3 courses per term or 35 hours of study per week.

An MSN degree costs approximately the same, whether the student is studying full-time or part-time. Current tuition fees are published in the Academic Calendar. The two main differences between full-time and part-time is the number of installments you pay, and the length of time it takes to complete the program. There are no set requirements for the minimum number of courses a part-time or full-time student can take, but please be mindful that courses are only offered at certain times of the year, so care is needed to plan your course schedule.

Full time course-based MSN students typically take 16 months to graduate, which is 4 semesters and 4 tuition installments. Full-time thesis-based MSN students take at least 24 months to graduate. There is no penalty if they take more time to graduate, they will just continue to pay tuition until they are finished; if full-time students take more than 6 semesters/installments (24 months) to graduate, they switch to a reduced “continuing” fee.

Full-time MSN students typically take 3-4 courses per semester. However, if students instead take 1-2 courses in a particular semester, that is totally fine; students continue to pay their full-time tuition fees (or continuing fees) until they are finished.

NOTE: most funding opportunities (graduate research or teaching assistant positions, scholarships, awards) are only available to full-time thesis-based students.

If you know you will take fewer than 3 courses per semester, it is recommended you sign up for the part-time option. In order to ensure the total cost of the MSN degree is approximately the same for both part-time and full-time students, part-time students pay a minimum of 9 tuition installments, regardless of how quickly it takes them to finish their degree. If a student graduates in fewer than 9 semesters (36 months), they pay the remaining balance when they finish.

Part-time students typically take 1-2 courses per semester. However, since the only requirement is that part-time students pay a minimum of 9 part-time tuition installments, if you wish to take additional courses in a given semester, you are welcome to.

At the time this Handbook was published, UBCO does not have a minimum funding policy for Masters students. The Faculty of Health and Social Development encourages programs and supervisors to ensure all full-time thesis-based MSN students receive at least $17,500 per year for the first two years of the degree. This funding can come from a variety of sources, including graduate teaching and research assistantships at the University, scholarships, awards, etc.

Students are enrolled in the full-time program by default; to enter the part-time option, please submit the Schedule B Tuition Form to the Graduate Program Assistant prior to starting your first semester. Because of how tuition is calculated across the degree program, students are not able to switch between part-time and full-time tuition payments after they begin their first semester.

For more information about full and part-time fees, visit the College of Graduate Studies Tuition and Fees Page.

Financial Aid and Funding

The UBC Okanagan Graduate Research Scholarship (OGRS) is a funding program that provides financial support to full-time, thesis-based graduate students at the UBC Okanagan campus. The funding is administered by the College of Graduate Studies (CoGS) and is designed to help students focus on their research.

How it works for master's thesis students

To be eligible, you must be a full-time student in a thesis-based master's program and be in good academic standing. You also must be within the first 24 months of your program. The OGRS funds are allocated to individual faculties, who then distribute the money to their graduate programs. You do not apply for this scholarship directly. You are automatically considered for the OGRS based on your application for admission and your ongoing academic progress. OGRS is often a part of a larger funding package that a student receives, which can also include research assistantships (RAs), teaching assistantships (TAs), and other scholarships.

Part-time vs. Full-time PhD (Nursing)

PhD students can choose between full-time and part-time study, with key differences in tuition payments, program timelines, and funding eligibility. It is essential to discuss these options with your supervisor early on to ensure alignment with your personal and career goals.

Part-Time PhD Guidelines

Part-time study is generally for students with significant external commitments, such as work or personal responsibilities, or those who need extra time due to a disability or health condition. Some students may also choose this option to focus on their professional careers rather than taking on the extra responsibilities often associated with full-time funding (e.g., teaching or research assistantships, applying for grants and awards).

To ensure fair access, students who are unable to work in their field due to health conditions, disabilities, or caregiving responsibilities may be eligible for specific funding on a case-by-case basis. This must be decided in writing by your supervisor and program coordinator before you start the program.

It is crucial that the decision to study part-time is solely yours, based on your personal needs. Supervisors and departments should not encourage students to choose this option simply because they cannot provide a full-time funding package.

Key Considerations for Part-Time Study

Opting for part-time study can affect your eligibility for some university and government resources. These may include:

- Interest-free government loans
- Student housing
- Tri-Agency/Canada Graduate Scholarships (CGS), such as those from CIHR, SSHRC, and NSERC

- Immigration permits
- UBCO College of Graduate Studies Minimum Funding Policy

Full time PhD students

Full-time students are expected to dedicate full time (approx. 35-40 hours per week at UBC) hours towards academic activities including coursework, research, teaching or research assistant positions, professional development, etc. All full-time PhD (Nursing) students will receive at least the minimum funding amount outlined in the UBCO College of Graduate Studies Minimum Funding Policy.

Students are enrolled in the full-time program by default; to enter the part-time option, please submit the Schedule C Tuition Form to the Graduate Program Assistant prior to starting your first semester. Because of how tuition is calculated across the degree program, students are not able to switch between part-time and full-time tuition payments after they begin their first semester.

For more information about full and part-time fees, visit the College of Graduate Studies Tuition and Fees Page

MSN: Course-based vs Thesis-based

Prospective students are encouraged to consider whether they would like to pursue course-based or thesis-based studies during the application process, with the understanding that there is flexibility to make changes as your learning journey unfolds. Students can change their stream after completion of their first-year intensive courses, prior to the first Winter Term of their studies. If students in the course-based stream wish to transfer into the thesis-based stream, they should build a relationship with a faculty research supervisor who is aligned with their area of inquiry and then contact the Graduate Program Assistant. If students in the thesis-based stream wish to transfer to the course-based stream, they are encouraged to discuss this decision in good relational practice with their supervisor and then contact the Graduate Program Assistant.

Those considering applying to the thesis-based stream (or considering switching to the thesis stream after starting the MSN program) can find helpful tips and tricks for finding a supervisor on the School of Nursing's website under "Admission and Applying" > "Find a Supervisor – MSN thesis-based". This is an opportunity to find resonance between your own interests, lived experiences, and community commitments with the faculty member's program of research. Thesis-based applicants are encouraged to review faculty member's programs of research and align their research projects with faculty research areas. In the spirit of shared commitment and reciprocal learning, prospective students who wish to submit their application into the thesis-based stream will contact a faculty supervisor and confirm the prospective supervisor's willingness to oversee their research project, then work with the prospective supervisor to complete their application to the program.

Switching between course-based and thesis-based streams

Students are welcome to switch streams during their first semester in the program (between May and September of their first year). Please connect with the Graduate Program Assistant as early as possible to receive resources, important information and support for switching between the two streams.

Completing course requirements

Master's of Science in Nursing Course Planning

Master's of Science in Nursing (MSN) Students complete a minimum of 30 credits of coursework, including core courses (NRSG 500, 504, 505), research methods courses (NRSG 502 OR NRSG 506 and NRSG 507) and focus courses in their chosen area of interest. Students choosing the course-based stream will also complete a Capstone practicum (NRSG 597), whereas students choosing the thesis-based stream will also complete a research thesis (NRSG 599). Both the course-based and the thesis-based streams may be completed by studying on a full-time or part-time basis.

Indigenous Health & Wellbeing Stream

The Indigenous Health & Wellbeing stream was created in collaboration with Elders, Knowledge Keepers, Indigenous nurses, Indigenous MSN and PhD students, UBC School of Nursing staff and faculty and included voices from both UBCO's host nation and other nations. Starting in May 2024, MSN students in either the course-based or thesis-based stream are welcome to complete the Masters of Science in Nursing Indigenous Health & Wellbeing Stream. The Indigenous Health & Wellbeing stream serves to provide nurse leaders and educators with advanced training in applying and prioritizing Indigenist approaches to health and wellbeing.

Stream requirements: 9 credits of coursework with an Indigenous focus, plus a final project (NRSG 597 Capstone or NRSG 599 Thesis) that has been endorsed as relevant, timely and appropriate by Indigenous community partners. Thesis-based students in the Indigenous Health & Wellbeing Stream complete one research methods course with an Indigenist focus, and one with a Western/European focus.

Students interested in completing the Indigenous Health & Wellbeing Stream are encouraged to reach out to the School of Nursing Graduate Program Assistant early, even when they are considering applying to the program. If students complete the Stream requirements, there is no deadline to join the Stream. The School of Nursing Graduate Program Assistant will connect the student with supports for their individual learning journey, including Indigenous Elders, School of Nursing leadership faculty and Indigenous community organizations. This support network will collaborate with the student to understand their learning goals and co-develop a path or final project plan. This stream is open to all MSN students; Indigenous identity is not required.

Core MSN Courses

Core courses are offered in Summer terms (May-June and July-August) annually. NRSG 504 is a pre-requisite to NRSG 505, so generally full-time course-based students will complete NRSG 500, 502 and 504 in the first summer of their studies, and complete NRSG 505 the following calendar year. Full-time thesis-based students do not take NRSG 502, and therefore take NRSG 500 and 504 in their first spring/summer term. Part-time students generally complete one core course per semester, starting with NRSG 502 in their first spring/summer term.

Core courses are delivered online, and have a synchronous (live) and asynchronous (independent work) components.

Table 1 - Course Planning in the MSN Program

Course-based	Thesis-based
Core courses	
9 credits, required, offered in summer term annually	
NRSG 500 (3) Nursing Knowledge **NRSG 504** (3) Finding and Integrating Knowledge for Evidence-Informed Practice **NRSG 505** (3) Healthcare Policy	**NRSG 500** (3) Nursing Knowledge **NRSG 504** (3) Finding and Integrating Knowledge for Evidence-Informed Practice **NRSG 505** (3) Healthcare Policy
Core research courses	
3 credits, required	6 credits, required
NRSG 502 (3) Research and Inquiry for Evidence-Based Nursing and Healthcare	**NRSG 506** (3) Qualitative Research **NRSG 507** (3) Quantitative Research
Focus courses	
Students choose from the following, must complete 12 credits.	Students choose from the following, must complete 3 credits.
NRSG 522 (3) Introduction to Nursing Education **NRSG 523** (3) Teaching and Learning in Nursing Practice **NRSG 542** (3) Introduction to Nursing Leadership and Management **NRSG 543** (3) Nursing Leadership and Management Practice **HINT 508** (3) Cultural Safety in Health: Indigenous Perspectives **NRSG 528** (3) Advanced Community Health Nursing **NRSG 524** (3) Primary Care Nursing **HINT 321** (3) Planetary Health/Human Health **HINT 525** (3) Disabilities Studies and Interprofessional Health Care **HINT 529** (3) Advanced Global Health	**NRSG 522** (3) Introduction to Nursing Education **NRSG 523** (3) Teaching and Learning in Nursing Practice **NRSG 542** (3) Introduction to Nursing Leadership and Management **NRSG 543** (3) Nursing Leadership and Management Practice **HINT 508** (3) Cultural Safety in Health: Indigenous Perspectives **NRSG 528** (3) Advanced Community Health Nursing **NRSG 524** (3) Primary Care Nursing **HINT 321** (3) Planetary Health/Human Health **HINT 525** (3) Disabilities Studies and Interprofessional Health Care **HINT 529** (3) Advanced Global Health
***NOTE:** Additional focus course options outside of the UBCO School of Nursing that have been previously taken by MSN students can be found in Appendix V and VI	
NRSG 597 (6) Capstone Practicum	**NRSG 599 (12) Research Thesis**

Table 2 – Course Planning for students in the MSN Indigenous Health & Wellbeing Stream

Courses in **light blue font** below may be used towards program and Stream requirements. This list is updated regularly as more Indigenous-focused courses are developed and approved; please contact the School of Nursing Graduate Program Assistant for an up-to-date list

Course-based	Thesis-based
Core courses	
9 credits, required, offered in summer term annually	
NRSG 500 (3) Nursing Knowledge **NRSG 504** (3) Finding and Integrating Knowledge for Evidence-Informed Practice **NRSG 505** (3) Healthcare Policy **INGH 521 (replaces NRSG 505)** (3) Indigenous Public Health and Social Policy (at Thompson Rivers University)	**NRSG 500** (3) Nursing Knowledge **NRSG 504** (3) Finding and Integrating Knowledge for Evidence-Informed Practice **NRSG 505** (3) Healthcare Policy **INGH 521 (replaces NRSG 505)** (3) Indigenous Public Health and Social Policy (at Thompson Rivers University)
Core research courses	
3 credits, required	6 credits, required
NRSG 502 (3) Research and Inquiry for Evidence-Based Nursing and Healthcare	**NRSG 506** (3) Qualitative Research **NRSG 507** (3) Quantitative Research **IGS 503** (3) Indigenous Research Methods (at UBCO) **INGH 522** (3) Indigenous Health Research Methodologies (at University of Victoria)
Focus courses	
Students choose from the following, must complete 12 credits.	Students choose from the following, must complete 3 credits.
NRSG 522 (3) Introduction to Nursing Education **NRSG 523** (3) Teaching and Learning in Nursing Practice **NRSG 542** (3) Introduction to Nursing Leadership and Management **NRSG 543** (3) Nursing Leadership and Management Practice **HINT 508** (3) Cultural Safety in Health: Indigenous Perspectives **NRSG 528** (3) Advanced Community Health Nursing **NRSG 524** (3) Primary Care Nursing **HINT 321** (3) Planetary Health/Human Health **HINT 525** (3) Disabilities Studies and Interprofessional Health Care **HINT 529** (3) Advanced Global Health **SOCW 560** (3) Braiding Indigenous Knowledge into Clinical Practice **INDW 526** (3) Intergenerational Learning Seminar I (at University of Victoria)	**NRSG 522** (3) Introduction to Nursing Education **NRSG 523** (3) Teaching and Learning in Nursing Practice **NRSG 542** (3) Introduction to Nursing Leadership and Management **NRSG 543** (3) Nursing Leadership and Management Practice **HINT 508** (3) Cultural Safety in Health: Indigenous Perspectives **NRSG 528** (3) Advanced Community Health Nursing **NRSG 524** (3) Primary Care Nursing **HINT 321** (3) Planetary Health/Human Health **HINT 525** (3) Disabilities Studies and Interprofessional Health Care **HINT 529** (3) Advanced Global Health **SOCW 560** (3) Braiding Indigenous Knowledge into Clinical Practice **INDW 526** (3) Intergenerational Learning Seminar I (at University of Victoria)
***NOTE:** Additional focus course options outside of the UBCO School of Nursing that have been previously taken by MSN students can be found in Appendix V and VI	
NRSG 597 (6) Capstone Practicum	**NRSG 599 (12) Research Thesis**

MSN Program Timeline Guidelines

It is strongly recommended that students begin thoughtfully planning their completion project — whether a Capstone practicum or a research thesis — in consultation with their Faculty Facilitator (for Capstone projects) or supervisor (for thesis projects) by the end of their first year of the program. This process is meant to be collaborative, relational, and responsive to the evolving nature of each student's journey.

Students should select focus courses and focus courses that not only align with their academic interests, but also reflect their lived experiences, cultural knowledges, and aspirations for practice and community impact.

Here are some example course plans for MSN students:

Course Based	Summer Term 1 (May-June)	Summer Term 2 (July-August)	Winter Term 1 (September-December)	Winter Term 2 (January-April)
Full Time Option				
Year 1	**NRSG 500:** Nursing Knowledge (3 credits) **NRSG 502:** Research and Inquiry for Evidence-Based Nursing and Healthcare (3 credits)	**NRSG 504:** Evidence-Informed Practice (3 credits)	Focus Courses (9 credits)	Focus Courses (3 credits) **NRSG 597:** Capstone Practicum Part 1
Year 2	**NRSG 505:** Healthcare Policy (3 credits) **NRSG 597:** Capstone Practicum Part 2 (6 credits)			
Part Time Option				
Year 1	**NRSG 502:** Research and Inquiry for Evidence-Based Nursing and Healthcare (3 credits)	**NRSG 504:** Evidence-Informed Practice (3 credits)	Focus Course (3 credits)	Focus Course (3 credits)
Year 2	**NRSG 500:** Nursing Knowledge (3 credits)		Focus Course (3 credits)	Focus Course (3 credits) **NRSG 597:** Capstone Practicum Part 1
Year 3	**NRSG 505:** Healthcare Policy (3 credits) **NRSG 597:** Capstone Practicum Part 2 (6 credits)			

Thesis Based	Summer Term 1 (May-June)	Summer Term 2 (July-August)	Winter Term 1 (September-December)	Winter Term 2 (January-April)
Full Time Option				
Year 1	**NRSG 500:** Nursing Knowledge (3 credits)	**NRSG 504:** Evidence-Informed Practice (3 credits)	**NRSG 506:** Qualitative Research (3 credits) Focus course (3 credits)	**NRSG 507:** Quantitative Research (3 credits) NRSG 599 Thesis Proposal
Year 2	**NRSG 505:** Healthcare Policy (3 credits) **NRSG 599**: Thesis	**NRSG 599**: Thesis	**NRSG 599**: Thesis	**NRSG 599**: Thesis (12 credits) * *Completion times vary
Part Time Option				
Year 1	**NRSG 504:** Evidence-Informed Practice (3 credits)		**NRSG 506:** Qualitative Research (3 credits)	**NRSG 507:** Quantitative Research (3 credits)
Year 2	**NRSG 500:** Nursing Knowledge (3 credits)		Focus course (3 credits)	NRSG 599 Thesis Proposal
Year 3	**NRSG 505:** Healthcare Policy (3 credits) **NRSG 599**: Thesis	**NRSG 599**: Thesis	**NRSG 599**: Thesis	**NRSG 599**: Thesis (12 credits)

PhD Program Timelines

Year in program	Full-time PhD in Nursing	Part-time PhD in Nursing
Year 1	**NRSG 580 –** Philosophy of Evidence in Nursing **NRSG 554** – Advanced Research Methods **NRSG 581** – Leadership in Knowledge Application & Translation **NRSG 601** – Doctoral Seminar	**NRSG 580 –** Philosophy of Evidence in Nursing **NRSG 554** – Advanced Research Methods
Year 2	Successful completion of comprehensive examination within 24 months	**NRSG 581** – Leadership in Knowledge Application & Translation **NRSG 601** – Doctoral Seminar
Year 3	Approval of proposal and advancement to candidacy within 36 months	Successful completion of comprehensive examination within 36 months
Year 4	Dissertation submission and final oral examination within 48 months	Approval of proposal and advancement to candidacy within 48 months
Year 5		Dissertation submission and final oral examination within 72 months
Year 6	*Time limit for completion	
Year 7		
Year 8		*Time limit for completion

Transfer Credits

A) Graduate students who have earned credits outside their current master's program (e.g., from a different university, in a different UBC master's program, as an undergraduate, as an unclassified or Access Studies student, or as part of an academic-credit certificate program including Nursing specialty programs) may transfer **up to 12 credits** towards completion of their current program, provided that:
   I. The courses were not used to satisfy the requirements of another credential (except when used for an academic-credit certificate program);
   II. At least a "B" standing (UBC 74%) was obtained in courses considered for transfer;
   III. The courses considered for transfer credit have been taken within five years of commencement of the current degree program.

B) Up to **6 credits of transfer credit may be at the undergraduate level** (equivalent to UBC 300-/400-level), including credits taken as part of an academic-credit certificate program.

C) Requests for transfer credit are reviewed by the School of Nursing Graduate Program Coordinator, then submitted to the College of Graduate Studies accompanied by a memorandum addressed to the Dean of the College of Graduate Studies. The memorandum provides an academic justification for allowing the transfer credit on a course by course basis.

D) Doctoral students are not normally eligible for transfer credit. In doctoral programs where there is a prescribed amount of coursework, students may be eligible for course exemptions on the basis of previous courses taken.

For more information or to request transfer credit, please email ubco.nursinggrad@ubc.ca.

Course-Based MSN: Capstone Practicum (NRSG 597)

The course-based stream is largely for those that wish to pursue leadership opportunities (clinical leadership, education leadership, etc.). Students in the course-based stream complete more courses and complete their degree with a Capstone project (NRSG 597) on their chosen topic.

Course-based students complete their Capstone project in conjunction with a faculty facilitator, the NRSG 597 instructor, and a clinical mentor from their place of work or other selected Capstone project site (generally not a UBC-O faculty member).

NRSG 597 Course Overview

NRSG 597 (Capstone Practicum) provides students with the opportunity to undertake a mentored service-learning project in their chosen area. Students will be expected to synthesize and apply knowledge gained from practice, theory, to promote transformational change, demonstrate innovation and contribute to the development of nursing knowledge. The Capstone project integrates knowledge and empowers students to become change agents in the practice setting.

This course is divided into two phases. In the first phase (Jan – Apr), students will frame their Capstone project theoretically and develop a project proposal. At the end of this phase, the project proposal will be submitted for approval. In addition to working with the project mentor, the student will work with a UBC-O School of Nursing Faculty Facilitator and course instructors to identify a project and develop a project proposal that can feasibly be completed within the course time.

The second phase (May – July) will consist of an intensive practice experience during which the project proposal will be implemented. The student will be in a practicum setting for a minimum of 8 hours per week for a total of 72 hours. Upon completion of the practicum experience, the student will provide the practice mentor with agreed upon deliverables and a briefing document. The briefing document will be approved and marked by the course instructors and Faculty Facilitator prior to giving it to the project mentor.

The Capstone Project offers members of the project team the opportunity to attend the presentations where the Capstone Project students share their knowledge with instructors, Faculty facilitators, mentors, peers and others involved.

Role of a Faculty Facilitator in NRSG 597

A Faculty Facilitator will:

1. Alongside the course instructors, support the student in identifying a project setting, and a project that student can work on independently that can be feasibly completed within the course timeline keeping with the students' interests

2. Be available to support the student through the duration of the course to work with their project mentor to collaboratively develop, implement, and evaluate the project processes and outcomes

3. Communicate clearly to the student what his/her role will be, when they will meet and what the facilitator's time limitations are

4. Facilitate regular contact/meetings between the Faculty Facilitator and the student to help ensure the student is progressing at a mutually acceptable pace

5. Be available to answer questions in a non-judgmental manner allowing the student to learn from his/her mistakes

6. Liaise with the student and project mentor during the implementation portion of the study to help ensure the project is progressing as planned

7. Review student assignments and provide guidance to strengthen their academic journey

8. Work collaboratively with the student to co-develop guidelines about the project's goals and outcomes

9. Support the student with barriers to successful project implementation

10. Guide, encourage and oversee the student as he/she completes his/her project

11. Help the student evaluate the entire process, the final deliverable, and the briefing document

12. Approve and sign the student's Capstone project proposal before submitting it to the course instructors for final approval prior to the student beginning project work

What type of project is appropriate for a Capstone project?
Projects will generally fall into one of the following five categories:

- Quality improvement
- Program planning & evaluation
- Research knowledge translation
- Health policy development
- Indigenous Ways of Knowing

Some examples of projects that have been completed include facilitating the development of a policy, curriculum development, and working with a researcher on a knowledge translation project.

How do I find an appropriate project?
Students are encouraged to reflect on the areas of practice, community needs, or workplace experiences that speak to them, including potential projects in their work environment or an area that has projects that may align with their interests and values (e.g., professional practice project). Equally important is finding a practice mentor who can walk alongside them, offering guidance and support in a good and respectful way.

Sometimes students know what project they would like to complete before they even apply to the program, sometimes they build their path during their MSN program trajectory; the NRSG 597 course instructors meet with students before the course starts to make sure everyone has a project that will fit within the course timeline.

Who can be a project/practice mentor?
A project/practice mentor is the individual who provides the link to the "practice site" for the student. The mentor will walk alongside the student to explore and shape a project that the student can do independently and that can be feasibly completed within the course timeline. The mentor and student will work together in a spirit of collaboration to delineate clear expectations about the project's goals and outcomes. They will also offer support in navigating any barriers, to successful project implementation. Ideally, the practice mentor will be masters-prepared, but a combination of education and experience will be recognized and valued.

Students generally find their own project mentor given their areas of interest and existing relationships within their practice or community settings. Advisors may provide suggestions for practice mentors or how to connect with someone who aligns with the student's goals. Support and encouragement will be offered by the instructor(s) in early January, once the course begins, to help students identify a suitable practice mentor. It is helpful if a practice mentor has been considered or approached prior to January to facilitate work on their proposal in a timely manner.

Who should be my Faculty Facilitator? Do I choose a person myself?
Faculty Facilitators are UBC Okanagan faculty members – including instructors – who walk alongside students to support their Capstone projects. They liaise with both the student and the practice mentor in the development and implementation of the project, and can play an important and supportive role in the project's success. Faculty facilitators will be recruited in early January by the course instructors; if students already have someone in mind, this will be respectfully considered.

The Faculty Facilitator will support the student with identifying a Capstone project topic and will work alongside the student and their project mentor to collaboratively develop, implement and evaluate the project processes and outcomes. They will also liaise with the student and project mentor during the implementation portion of the study to ensure the project is progressing as planned. They may be involved with marking the briefing document.

Is there work that I should begin before the course starts?
The Course instructors hold an orientation session in the Fall before NRSG 597 starts, to share information about the course and ensure students have their projects set up. Introductory and textbook information are provided on Canvas prior to the start of the course. Pre-reading is not required, but if a student so chooses and would like to begin preparing in advance for the course, they can start by reading the textbook. The syllabus is posted prior to the start of term.

Thesis- and Dissertation-Based Courses: NRSG 599 (MSN) and NRSG 699 (PhD Nursing)

Thesis-based students engage in original, meaningful research to explore questions that matter to them and their communities, under the guidance of their supervisor(s). Students in this stream complete fewer courses and gather and weave their findings into a cohesive thesis manuscript that is presented at an oral defense. Students in the thesis-based stream generally wish to pursue academic or research positions after graduation. Those considering a future PhD or deeper engagement in scholarly inquiry are encouraged to explore the thesis-based pathway – but course-based students are also eligible for doctoral studies. Theses are submitted to cIRcle, UBC's public digital repository that honours and shares the research contributions of faculty, students, and staff.

Thesis-Based and Dissertation-Based Student Roles and Responsibilities

1. Prior to applying to the program, thesis-based applicants are encouraged to review faculty member's programs of research and align their research projects with faculty research areas. Review helpful tips and tricks for finding a supervisor on the School of Nursing's website under "Admission and Applying" > "Find a Supervisor".

2. Prior to applying to the program, in the spirit of shared commitment and reciprocal learning, thesis-based applicants engage with faculty supervisor(s) to explore potential connections between their own interests, lived experiences, and community commitments with the faculty member's program of research. To enter the MSN thesis-based stream or PhD (Nursing), applicants confirm at least one's prospective supervisor's willingness to oversee their research project in their application to the program.

3. After admission to the program, students connect with their research supervisor to plan the research project, discuss funding opportunities, compile a supervisory committee, and ask for guidance on appropriate or additional learning experiences that will be required to complete their thesis.

4. Students follow the student responsibilities as outlined by the College of Graduate Studies

5. Students meet with their supervisory committee in the first year of studies to discuss and finalize thesis/dissertation topic, ensuring to include the following:
    a. Identification of the research problem

b. Conceptual approach and methods
c. Tentative timetable including frequency of contact with supervisor and committee members
d. Clarification of expectations
e. Ethics training and approval processes that will be required

6. Working with the mentorship and guidance of their supervisor, students produce the following original bodies of work, submitting materials for review by the supervisor/committee allowing for a two-week response time unless otherwise arranged:
    a. UBC Research Ethics Board (REB) application (if required), and any necessary amendments
    b. Applicable Clinical Agency Research Review application (if required)
    c. Thesis/dissertation proposal
    d. Thesis/dissertation

7. PhD students complete comprehensive exams; masters students do not. Full-time PhD (Nursing) students complete their comprehensive exams by the end of their second year. Part-time PhD (Nursing) students complete their comprehensive exams by the end of their third year.

8. Full-time MSN students typically complete their thesis proposal by the end of their first year; part-time MSN students complete their dissertation proposal by the end of their second year.

    Full-time PhD (Nursing) students typically complete their dissertation proposal by the end of their third year; part-time PhD (nursing) students typically complete their dissertation proposal by the end of their fourth year.

    Once the proposal is written, students submit it to their committee for review. Once the proposal is approved, the student gives the supervisor a complete copy of the proposal for future reference.

9. PhD students advance to candidacy after completing their coursework, comprehensive exams, and dissertation proposal. This is done before the end of their third year in the program. Once students complete the final of the three requirements, the student and their supervisor completes and submits the Recommendation for Advancement to Candidacy Form to the graduate program assistant.

10. Once ethical approval has been obtained (if required), the student conducts data collection unless using an existing data set and analysis. Students engage with their supervisor as needed – particularly if any modifications are required or difficulties are encountered

11. If the research plan changes, students and their supervisors ensure any required changes are made to the ethics approval

12. Students connect with and update their supervisor regularly; frequency may change depending on where the student is within their academic journey

13. Students familiarize themselves with the deadline dates for submission of theses

14. Students ensure that they have formatted their thesis/dissertation to conform to the College of Graduate Studies' requirements

15. Students complete an oral thesis/dissertation defense examination. Details regarding the oral

examination can be found on the College of Graduate Studies website

16. Students make any required revisions to the thesis following the oral examination and submit copies of the completed thesis to the College of Graduate Studies, the supervisor and committee members, and the School of Nursing Graduate Program Assistant

There are many important reasons why a student may be unable to commit to their studies for a short- or long-term period. If this arises, students are encouraged to inform their supervisor and work collaboratively to create a Leave of absence and return plan. If students are not able to or comfortable with approaching their supervisor, they are welcome to reach out to another trusted person, including another faculty member, the Graduate Program Assistant, the Graduate Program Coordinator, or the Director. For a full list of options to reach out to or if you need specialized support, please review our Navigation Tool website or PDF document.

MSN and PhD (Nursing) Graduate Supervisors

A graduate student supervisor is a faculty member within the School of Nursing at UBC Okanagan who mentors graduate students in their research, and is responsible for the ethics, funding and overall integrity of the student's work. Students and supervisors share common interests and areas of expertise and conduct research collaboratively. This relationship is very similar to a working relationship between a manager and an employee; the research supervisor provides ongoing mentorship, support and guidance for how to complete all of the components of a thesis or dissertation.

Prior to applying to the program, in the spirit of shared commitment and reciprocal learning, thesis-based MSN and PhD (Nursing) applicants engage with faculty supervisor(s) to explore potential connections between their own interests, lived experiences, and community commitments with the faculty member's program of research. To enter directly into the MSN thesis-based stream, applicants confirm at least one's prospective supervisor's willingness to oversee their research project in their application to the program. To enter into the PhD in Nursing program, students and their supervisors must have a plan to fund the first four years of the degree.

PhD (Nursing) students will also confirm a faculty supervisor prior to their application. Prospective students are encouraged to review supervisor's profiles/websites/publications/work, and write a brief email outlining their areas of interest and how they fit within the supervisor's area of research. Faculty profiles can be found on the UBC-O School of Nursing Home Page under "Research & Supervisors". Applicants can find helpful tips and tricks for finding a supervisor on the School of Nursing's website under "Admission and Applying" > "Find a Supervisor". Please note that prospective supervisor support of an application does not guarantee admission into the program.

Supervisors are also appointed as academic advisors to students, and the supervisor/advisor's name and contact information is included in the Welcome Package sent to all new students. Students are expected to keep in touch with their supervisor/advisor, and work with their supervisor/advisor to plan coursework and complete Annual Progress Reports.

In certain cases, thesis-based MSN students and PhD (Nursing) students may wish to have a co-supervisor oversee their research project. This generally occurs when the student has an area of interest

not fully encompassed within one faculty member's area of expertise, and input from a second faculty member is critical to the research project. In this case, students are encouraged to approach both faculty members prior to their application to the program and discuss the likelihood and feasibility of a co-supervisory relationship.

Thesis-based MSN and PhD students must complete a checklist of expectations along with their supervisors at the beginning of the program.

Supervisory Committees – MSN and PhD (Nursing)

Supervisory committees are comprised of the student's supervisor(s) and two or more other faculty members from inside or outside the Nursing program, or even from other institutions. Faculty committee members provide support, expertise and consultation on dissertation/theses.

Please see the College of Graduate Studies Policy 9.3 - Supervisory Committee for more information.

Thesis-based MSN and PhD (Nursing) Supervisor Roles and Responsibilities

1. Supervisors connect with any MSN thesis-based and PhD (Nursing) students they have agreed to supervise, after admission and prior to starting the program, to discuss plan the research project, discuss funding opportunities, compile a supervisory committee ensuring appropriate representation of substantive and methodological expertise, and provide guidance on appropriate or additional learning experiences that will be required to complete their thesis

2. Supervisors support students with identifying and applying for funding

3. Supervisors email the School of Nursing Graduate Program Assistant to document committee membership

4. Supervisors oversee all aspects of the thesis planning, conduct and submission process, including:
    a. Identification of the research problem
    b. Conceptual approach and methods
    c. Ethics training and approval processes, plus any required modifications
    d. Compilation of the thesis proposal
    e. Data collection
    f. Data analysis
    g. Compilation of the thesis
    h. Preparation for the oral defense examination

5. Supervisors respond to student communication in a timely manner

6. Supervisors understand and comply with Senate Policy O-9

7. Supervisors connect with their student at least every three months; they notify the Grad Coordinator, the College of Graduate Studies and/or UBC Early Alert as soon as possible if any concerns for student progress, health or wellbeing arise

8. Supervisors are familiar with the deadline dates for submission of theses

9. Supervisors submit a copy of the approved thesis/dissertation to the College of Graduate Studies

along with the required forms. The submission forms can be found on the College of Graduate Studies website

10. Supervisors determine, in consultation with committee members, when the thesis/dissertation is approved and the student is ready for the oral examination

11. Supervisors identify examiners, obtain approval from the College of Graduate Studies, book a room and schedule the defence. Assist the student to prepare for the oral examination

12. Supervisors participate in the oral examination

13. Supervisors assist the student to make final revisions to the thesis/dissertation if necessary

14. Supervisors encourage their student to present or publish their work and provide guidance related to presentation and publication per the College of Graduate Studies Policy 6.7 Intellectual Property

There are many important reasons why a supervisor may experience a short- or long-term change in their ability to supervise their student(s) (for example a leave of absence, starting a new position outside of UBCO, retirement, etc.). In these cases, they are expected to support the student with arranging temporary or permanent supervision with another UBCO School of Nursing Faculty member. The School of Nursing Director and Graduate Program Coordinator are available to support the Faculty member with this if needed.

Expectations for an MSN thesis proposal

The length and detail of the thesis proposal are collaboratively developed between the student and the supervisor depending on the type of research, context of the study, and preference of the committee. Sufficient detail will be needed to explain:

- The purpose of the study
- The methods that will be used
- Ethical considerations
- The anticipated significance of the study

When the student's research is associated with another project, the proposal must include information about the primary project and the component for which the student will be responsible.

Expectations for a PhD (Nursing) dissertation proposal

The purpose of the doctoral dissertation proposal is for the student to independently defend their approach to the dissertation. It is also intended to serve as confirmation of the student's knowledge of the research topic within the context of their field(s) of study.
The full PhD (Nursing) dissertation proposal guidelines are published on the School of Nursing Graduate Student Resources webpage, under "School of Nursing Program Forms"

Thesis/Dissertation formats

Please refer to the College of Graduate Studies Thesis and Dissertation Website for more information on theses in general, the difference between a doctoral dissertation and a master's thesis, structure and components of a thesis, and more.

Manuscripts may be included as chapters in your thesis/dissertation in their current format; be sure to include details about the publication status (submitted, under review, accepted, published) and journal information. Be sure to check the journal's policy on including the material in a thesis/dissertation.

Criteria for evaluation of theses/dissertations

In the final evaluation of the thesis, the scholarly nature of the work and the process undertaken by the student are taken into consideration. The following criteria can serve as guides to evaluation.

I. Problem Identification
    1. A researchable problem, need or opportunity is identified
    2. The research problem is presented in the context of relevant research and theory
    3. The problem is stated clearly and explicitly

II. Statement of Purpose
    1. The statement of purpose: a. Follows logically from the identified problem b. Indicates clearly what will be studied
    2. All key terms are defined
    3. The assumptions underlying the study are stated

III. Literature Review
    1. The literature review section or chapter:
        a. Is relevant and appropriate in scope to the identified problem
        b. Offers an integrated review and critique of the state of knowledge in the field, including gaps in knowledge and limitations to the methodological approaches undertaken

IV. Methods
    1. The methods selected:
        a. Are appropriate for the study of the problem
        b. Are adequately explained
        c. Ensure the protection of the rights of human subjects

V. Analysis
    1. The results of analysis:
        a. Are presented clearly and comprehensively
        b. If tables and figures are used, they follow standard format and complement narrative material

VI. Interpretation of Findings
    1. The interpretation of study findings:
        a. Is supported by the results of the data analysis
        b. Reflects the theoretical framework or the research problem. c. Is related to the general body of knowledge in the field of study. d. Recognizes the limitations of the study
    2. Study implications are clearly and accurately derived from the analysis of study data
    3. The conclusions:
        a. Are stated accurately, objectively and clearly
        b. Show the extent to which the study has addressed or clarified the research problem
        c. Provide recommendations that may relate to nursing practice, nursing administration, nursing education or health and social policy, where appropriate

d. Describe directions for future research

Admission/Advancement to PhD Candidacy

PhD Nursing students are encouraged to advance to Candidacy before the end of their third year in the program (not including any leaves of absence). If students need longer than 36 months to complete the requirements to advance to Candidacy, they can request an extension from the College of Graduate Studies.

Students are admitted to PhD Candidacy after completing the following three milestones: (1) finishing all required coursework, (2) passing their comprehensive exams, and (3) having their dissertation proposal approved by their supervisory committee.

Comprehensive Exams

Comprehensive exams are encouraged to be completed within 24 months of starting the program. Comprehensive Exams include:

1. Written Component
    - Annotated bibliography
    - Two questions, answered in a take-home examination consisting of two papers
2. Oral Component
    - Oral defense related to the written component topics

The full School of Nursing PhD Comprehensive Exams Guidelines can be found on the School of Nursing Graduate Resources Website under "School of Nursing Program Forms"

Dissertation Proposal

The Dissertation Proposal must be approved by the supervisory committee before the student may advance to Candidacy. The full School of Nursing PhD Dissertation Proposal Exams Guidelines can be found on the School of Nursing Graduate Resources Website under "School of Nursing Program Forms"

Minimum PhD Funding Policy

Full-time PhD in Nursing students are eligible for Minimum UBCO PhD Student Funding. Funding comes from a variety of sources, including scholarships, awards, fellowships, internships (such as Mitacs), Graduate Teaching Assistant (GTA) positions or Graduate Academic Assistant (GAA) positions in the School of Nursing, or grant-funded Graduate Research Assistant (GRA) positions with their supervisor. Part-time PhD in Nursing students may be eligible for some funding, but their reasons for studying part-time usually also precludes them from applying for awards/scholarships or GTA/GAA/GRA positions (ex., considerable work commitments).

MSN to PhD Transfers

In exceptional cases, students may transfer from the MSN program to the PhD (Nursing) program without completing the MSN program requirements. Please see the College of Graduate Studies Policy Manual for more information. Please be sure to discuss your plans with your supervisor or the Grad Program Coordinator to make sure this is the right option for you.

Continuous/Continuing Registration

MSN and PhD (Nursing) students should register in at least one course throughout the duration of their degree, including at least one course across the summer semesters, to ensure they are not assessed undue tuition and are adequately supported by administrative staff. If all required coursework is complete, MSN students register in either their Capstone Practicum (NRSG 597) or Research Thesis (NRSG 599). PhD (Nursing) students register in their Doctoral Dissertation (NRSG 699).

If students are not able to register in NRSG 597, 599 or 699, they should go on a leave of absence to avoid paying undue tuition.

Registering for Courses

Course registration is done online, through Workday Student. Registration appointment dates are available on the Workday Student platform and you will be sent a reminder email approximately two weeks prior to your registration opening. You may register any time between the registration opening date and the course withdrawal date.

Course registration dates can also be found on the Registration Dates website.

Students are encouraged to direct questions or clarifications about course selection to either the Graduate Program Assistant, or their faculty advisor/supervisor.

Pre-approved courses are listed in Table 1, and Appendices V and VI. Please see Taking Non-Preapproved Courses if you wish to take courses not on either of these lists towards your degree requirements.

Online Learning

The online eLearning platforms used by all courses in the MSN and PhD (Nursing) programs are called Canvas and Collaborate Ultra. Technology supports to operate Canvas are included in the Welcome Package students receive prior to the start of their first term. An orientation to Canvas is provided to incoming students. You can explore the Canvas platform **here.**

If you require assistance, please contact UBC Okanagan IT at 250-807-9611 or visit the IT Helpdesk webpage. Please specify that you are using CANVAS at UBC's Okanagan Campus. Student support is also available in the Learning Commons located in the UBC Okanagan Library.

Student Accident Insurance

To ensure that students have insurance coverage during all activities related to their MSN or PhD (Nursing) program, all School of Nursing Graduate Program students are enrolled for UBC Risk Management Student Accident Insurance for the duration of their studies. Students on an approved leave of absence do not require valid accident insurance; accident insurance is re-instated upon the student's return.

There is no charge for student accident insurance; students in the MSN and PhD (Nursing) programs are automatically enrolled.

For more information on student accident insurance, please click here.

Annual Progress Reports

The progress report is a summary of the progress that has been made in your program over the past year. It is an opportunity to highlight your successes along with any challenges you may have faced, and allows you to plan for the upcoming year. The progress report provides your support team including supervisor/advisor, program coordinator, and the College of Graduate Studies with the information necessary to help ensure that your program is progressing nicely and allows your support team to collaborate with you regarding supporting your learning and progression in your knowledge journey.

The annual progress report may be used to assess your eligibility (for full-time, thesis- and dissertation-based students only) for scholarships and awards.

You are not required to complete an Annual Progress Report if:

- You start your program in May of that same year
- You will defend your thesis or complete your program before June of that same year
- You are in the first 16 months of the course-based, full-time MSN option

If you were required to submit an interim progress report, you will also submit the annual progress report.

The full reports, including supervisor/advisor and committee member signoff (thesis- and dissertation-based students only) **are due May 15th each year**. Annual progress report forms (version "A" for thesis-based MSN/PhD students and version "B" for course-based students) can be found on the College of Graduate Studies Forms Page. It is recommended that students review these forms at the beginning of their programs and use them as a guideline for planning their degree with their advisor/supervisor.

Annual Progress Report Guidelines

1. Complete the progress report form from the College of Graduate Studies Forms Page: version A is for thesis-based students and version B is for course-based students.

    a. Instructions to support completing the forms can be found here: Instructions: Annual Report A | Instructions: Annual Report B

    b. The web form does not save your progress. Please complete the sections in a Word document and transfer over once you're ready to submit.

    c. Supervisors not listed in the dropdown are required to complete the CoGS Web User form to be added to the website.

2. Once the form is complete, hit "submit" at the bottom of the form. You will be re-directed to a confirmation page, and receive a copy of your report by email.

    a. You will receive email updates as your form moves through the approval process.

If you have questions or concerns about your form please email gradadmin.ubco@ubc.ca

b. If you are having any issues with the digital forms please email gradadmin.ubco@ubc.ca. CoGS staff have administrator access to the forms and can easily cancel/restart a specific workflow and make edits to forms.

3. Submit a copy of your grades to date in the MSN/PhD Nursing program (a screen shot of "My Academic Record" or "View My Grades" on Workday is sufficient) to your supervisor/advisor and to the Graduate Program Assistant at ubco.nursinggrad@ubc.ca.

Directed Studies

Directed Studies (NRSG 512) are study projects created and organized by a student and a faculty member. NRSG 512 is open to MSN and PhD (Nursing) students, and credits from this course can be used for course requirements. These study projects should align with the student's areas of interest, and develop knowledge in a topic not covered by an existing UBCO course. The chosen faculty member becomes the student's instructor for the course. Each Directed Studies project is unique. Directed Studies projects are either worth 3 credits (for one term of study) or 6 credits (for two terms of study).

If you wish to complete a Directed Studies project, please complete the following:

1) Identify a faculty member with a similar area of interest to your proposed Directed Studies project, discuss the project with the faculty member and ensure their openness and availability as a instructor for this course

2) Collaborate with the faculty member/Professor to complete a School of Nursing Directed Studies (NRSG 512) Application Form from the Graduate Student Resources website

3) Send completed forms along with the course syllabus to the Graduate Program Assistant to obtain Department leadership signatures and request registration at **least 4 weeks prior to the start of the term** in which you would like to complete your Directed Studies project

4) The student and Professor will receive an email notification of whether registration application has been approved or denied once the decision has been made

Focus Courses (MSN students)

MSN students are encouraged to pursue coursework that meets their learning goals; aside from the core and research required courses, students are able to take courses from within the School of Nursing, elsewhere at UBCO or UBC Vancouver, or from other universities.

Taking Courses within the UBC-O School of Nursing

Course codes in the UBCO School of Nursing are "NRSG". Graduate-level coursework is at the 500/600-level, but three credits of undergraduate-level (300-499) coursework may be taken with the approval of the Graduate Program Coordinator. You are welcome to self-enroll in courses with NRSG course codes; if you are not able to register, please email the Graduate Program Assistant at least 2 weeks prior to the start of the course for more information and next steps.

Taking courses at UBC, outside of the School of Nursing

We keep a list of "pre-approved" UBC courses that have been taken by other MSN students from outside of the School of Nursing in Appendix VI. Students are also welcome to pursue courses that haven't yet been reviewed and approved – additional paperwork is needed for these courses. If you would like to take a course from the "pre-approved" list in Appendix V but are not able to register for it yourself, or if you would like to take a course not yet on the „pre-approved" list, please reach out to the Graduate Program Assistant at least 4 weeks prior to the start of the course for more information and next steps.

Taking courses outside of UBC

Certain Universities may offer coursework that is not available at UBC Okanagan. All courses completed outside of UBC Okanagan (including those taken at UBC Vancouver) must be pre-approved by the Graduate Program Coordinator, and the majority of coursework must be completed at the UBC Okanagan campus. Please see Appendix VI for a list of focus courses outside of UBC that other MSN students have taken in the past, to help you guide your focus course choices. Please note courses on this list may or may not be offered in a given term, as determined by the host institution.

Some Postsecondary Institutions in Western Canada are part of the "Western Dean's Agreement", which is a tuition waiver system that allows students to register at a participating institution while paying tuition to their home institution.

It takes up to 6 weeks to review, approve and process paperwork to take a course at another institution.

Request approval of a focus course offered at UBC Vancouver:

1. Identify a graduate-level course that aligns with your research area of interest

2. Download and complete the "Registration in Vancouver Courses Form" from the College of Graduate Studies at UBC Okanagan

3. Submit the completed form to the Graduate Program Assistant, along with a copy of the course syllabus, at least four weeks before the start of the academic term in which the course is offered

Request approval of a focus course offered outside of UBC through the Western Dean's Agreement:

1. Identify a graduate-level course that aligns with your research area of interest

2. Download and complete the "Western Dean's Agreement" form

    a. For a complete list of courses and institutions eligible within the Western Dean's Agreement, please contact the Graduate Program Assistant

3. Submit the completed Western Dean's Agreement form, along with a copy of the course syllabus, to the Graduate Program Assistant at least four weeks before the start of the academic term in which the course is offered

Academic Requests

All requests and supporting document/form submission should be submitted to the Graduate Program Assistant. Examples of academic requests include:

- Requesting to complete a transfer course (Western Dean's Agreements, UBC Vancouver)
- Requesting a leave of absence
- Switching between thesis- and course-based streams
- Submitting completed Progress Reports

Leave of Absence

There are many important reasons why students may go on a leave of absence. For MSN and PhD (Nursing) students, reflecting on leave of absence can be an important way to support your knowledge journey and how it will best unfold. Sometimes, students' course plans are such that they don't have any courses to take in a given semester; these students will go on a leave of absence to avoid paying undue tuition. It's important to note that program milestone timelines (such as completing your research proposal, comprehensive exams, or defense) do not account for time away on leave; the "clock" pauses while you are on leave. For example, if you started your PhD program four years ago and took a one year leave of absence, you would be considered to be in your third year of the program.

Students are encouraged to reach out to their faculty advisor or supervisor to have a conversation about leave of absence and how to best support them, their families and their knowledge journey.

Leaves are taken in four-month blocks: 4, 8 or a maximum of 12 months, and start on the first day of the term.

Leave of absences are not counted towards the total time taken to complete the degree. To support students' leave of absence, there is no access to the University's facilities, nor ability to undertake any academic or research work towards their MSN/PhD (Nursing) degree.

Any financial awards are paused during a leave of absence, and any awards paid after the start of the leave are taken back, so it's best to avoid a retroactive leave of absence (i.e., when the leave starts on a past date). Students must opt-in for Health/Dental through the Student's Union if they need health/dental coverage while on leave. There may be implications for student visas and postgraduate work permits for International students. We recognize that these policies may cause challenges in an already difficult situation, so please do not hesitate to reach out to the Graduate Program Assistant with any questions.

Please review the College of Graduate Studies policies on leaves and withdrawals for more information.

If you need specialized support, or someone to talk to, please review our Navigation Tool website or PDF document.

To request a Leave of Absence

1. Discuss your plans for your Leave of Absence with your advisor/supervisor

2. Download and complete the College of Graduate Studies' Leave of Absence form from (Domestic students only; International students please visit for more information visit the College of Graduate Studies Leave of Absence page)

3. Submit the form (and any required documentation, for example doctor's notes) to the Graduate Program Assistant

   NOTE: regarding the type of leave, there is no requirement to have a doctor's note, but for tracking purposes, those with a doctor's note will select "medical" and those without a doctor's note will select "personal"

4. The College of Graduate Studies will follow up with you by email

5. Please update the Graduate Program Assistant and the College of Graduate Studies 4 weeks before you return from your leave of absence to ensure everything is set up correctly for you to return to your studies

Degree Conferral and Graduation

There is a lot of confusing terminology when it comes to the end of your degree, so please don't hesitate to reach out to the Graduate Program Assistant with any questions, or if you need this information explained in a different way.

'Graduation' and 'degree conferral' are typically used interchangeably, and refer to the UBC Senate officially granting your degree.

'Program completion' refers to the completion all of your program requirements (coursework, defense, etc.), and is determined by the College of Graduate Studies.

'Convocation' refers to the celebration ceremony during which graduates walk across the stage and receive their degree parchment.

You are able to officially use your MSN or PhD designation after **program completion,** and you can request a copy of your final official transcripts and degree parchment any time after **conferral**.

There are 4 **conferral** periods annually (February, May, September and November). Students must apply for graduation in Workday Student once all final grades are entered onto their transcript.

There is only one **convocation** ceremony at UBC Okanagan each year, in June. Regardless of which conferral period (February, May, September, or November) a student graduates in, their graduation ceremony/convocation is the next June.

Please visit the UBCO Graduation page for more info on the process of applying for graduation.

Graduate Student Awards, Scholarships and Bursaries

Please visit the Faculty of Health and Social Development Graduate Student Awards Page to learn more about Scholarships, Fellowships, and other funding opportunities available to you. You may also receive updates on funding opportunities by email from the Graduate Program Assistant or from the College of Graduate Studies.

Please also visit the College of Graduate Studies Bursaries and Financial Support page to learn more about financial assistance.

Thesis-based and PhD (Nursing) students are encouraged to discuss funding opportunities with their supervisor.

Graduate Student Associations

There are several opportunities to get involved in graduate student associations on campus and ensure your classmate's input is considered at University-wide and School of Nursing-wide committee meetings.

Graduate student representatives are invited to attend School of Nursing Graduate program meetings (no more than once per month) and Graduate Student Advisory Council Meetings (once per month). These meetings are held on-campus or remotely, during business hours.

Preference is given to students that can commit at least one academic year, and those who are able to attend meetings in person.

Interested students please contact the Graduate Program Coordinator for more information.

Living in the Okanagan During Your Studies

To ensure you have the flexibility to fit your studies into your busy lives, the MSN program and PhD (Nursing) Programs are completed online. However, some students – especially during certain parts of their degrees, such as data collection or analysis for thesis- or dissertation-based students – choose to relocate to the Okanagan to complete their studies.

For more information regarding on- and off-campus housing, and other helpful information about relocating to Kelowna please visit the UBC-O Human Resources Webpage

Child Care

The University Children's Learning Centre at UBC Okanagan has an Infant/Toddler Program and a 3-5 Program available for UBC-O staff, faculty and students at discounted rates. Spots are very limited, so please connect with the Children's Learning Centre as early as possible.

Student Wellbeing and Resources

Students are encouraged to proactively support their health and wellbeing. Many resources are offered through UBC Okanagan, including health insurance, counselling, and sexual violence prevention and response. More information is available at the UBC Okanagan Student Services Health and Wellness webpage.

The School of Nursing, within the Faculty of Health and Social Development at UBC's Okanagan campus, is committed to supporting students in an accessible, equitable, inclusive, trauma-informed, person-first and transparent way. We recognize that students can often be unsure of where to go with a complaint, concern, report, disclosure, or for support or a further discussion. We therefore offer the FHSD Navigation Tool for EDI. This tool is available as both a Web Form (on Qualtrics) and as a download-able PDF.

Indigenous Student Support

Indigenous Programs & Services provides community and culturally appropriate services including advisement, tutoring and other supports to First Nation, Métis, and Inuit Students. You belong here. The Indigenous Centre, located on campus at UNC 210, is a home away from home for Indigenous students, offering workshops, social events, counselling, peer mentorship, and more.

Policies and Procedures

The School of Nursing holds its students to a high standard of academic conduct. Students are encouraged to familiarize themselves with the College of Graduate Studies Graduate Policy and Procedure Manual.

Forms list

Forms relevant to MSN/PhD (Nursing) students are found on the School of Nursing Graduate Student Resources Website and the College of Graduate Studies Forms Page. If you need help finding a form, please reach out to the Graduate Program Assistant.

Appendix I – MSN Degree Planning Worksheet

This worksheet can be used by MSN students and their advisors/supervisors to plan their degree and help ensure their program requirements are completed in a timely manner.

Course code	Term I plan to take course in
NRSG 500	
NRSG 504	
NRSG 505	
NRSG 502 (course-based)	
NRSG 506 (thesis-based)	
NRSG 507 (thesis-based)	
Focus Course #1	
Focus Course #2 (course-based)	
Focus Course #3 (course-based)	
Focus Course #4 (course-based)	
Final Project (NRSG 597 or NRSG 599)	

Appendix II - Checklists

Application checklist

- ☐ Review the School of Nursing Graduate Program website
- ☐ Review the College of Graduate Studies Applications Guidelines
- ☐ Ensure you meet the admission requirements for the program you are applying for (MSN and PhD)
- ☐ Ensure you have specified which stream you wish to enter: course-based or thesis-based (MSN only)
- ☐ Contact and secure a faculty research supervisor (MSN thesis-based and PhD only)
- ☐ Ensure your references, transcripts, Letter of Intent and English Language Requirements (if necessary) meet the College of Graduate Studies requirements
- ☐ Correctly identify whether you are a Domestic (Canadian citizen or permanent resident) or International student on your application. Be prepared to provide evidence of citizenship/permanent residency
- ☐ MSN applicants are encouraged but not required to submit a scholarly writing sample; PhD applicants are required to submit a scholarly writing sample (ex. a course paper, conference paper, publication, thesis, etc.)
- ☐ If you have not completed a statistics course within the last 5 years, please contact ubco.nursinggrad@ubc.ca to discuss next steps

Upon receiving your Welcome Letter

Personalized Welcome Letters, containing all the information you will need to start the program are sent a few weeks after letters of offer are sent. If you receive an offer of admission from the College of Graduate Studies, please accept as soon as possible.

- ☐ Contact your program advisor/supervisor as outlined in your Welcome Letter
- ☐ Students wishing to study part-time submit a Schedule B Tuition Form
- ☐ Contact the Graduate Program Assistant with any questions

First year checklist

- ☐ Register for your first courses once registration opens
- ☐ Meet with your faculty supervisor/advisor to discuss your research proposal (MSN thesis-based and PhD only) and the courses you will take
- ☐ Complete a checklist of expectations for graduate student and supervisor (thesis-based MSN and PhD only)
- ☐ Make your final decision on whether you wish to pursue the course-based or the thesis-based stream (MSN only)
- ☐ Contact the Graduate Program Assistant with any questions

Graduation checklist

- ☐ Ensure you have completed your program requirements (from the Academic Calendar: MSN, PhD)
- ☐ Ensure all of your final grades have been uploaded to your transcript by checking "View My Academic Record" under Academics in Workday Student.
- ☐ Apply for Graduation in Workday Student
- ☐ Review the Graduation Ceremonies information (ceremonies are in June annually)
- ☐ Contact the Graduate Program Assistant with any questions

Appendix III – Recommended Internet Bookmarks

College of Graduate Studies

- College of Graduate Studies - Policy Manual
- College of Graduate Studies – Dates and Deadlines
- College of Graduate Studies – Award Opportunities
- College of Graduate Studies – Application Guideline

Academic Calendar - School of Nursing

Academic Calendar – Homepage

School of Nursing - Homepage

- School of Nursing – Graduate Program
- School of Nursing – Careers (Nursing TA/RA positions, updated regularly and communicated with students)
- School of Nursing – Faculty and Staff
- Accident Insurance Payment Online
- UBC-O School of Nursing Facebook
- UBC-O School of Nursing Twitter

UBC Okanagan Homepage

- UBC Okanagan Food Services
- Wayfinding at UBC-O
- Off-Campus Housing Registry
- UBC HR Collective Agreements (BCGEU/Teaching Assistants)

Workday Student // Workday Student Tutorials

Canvas Homepage // Canvas Login

Appendix IV – Terminology

1. Annual Progress Report (APR) – Outlines of student progress and plans for future degree completion. Thesis-based students complete "Annual Progress Report – A" forms and course-based students complete "Annual Progress Report – B" forms with input from their faculty advisor/supervisor. These forms must be submitted to the Graduate Program Assistant by May 15th annually for Graduate Program Coordinator approval and submission to the College of Graduate Studies.

2. Canvas/CANVAS – UBC's online leaning platform, which all students must have access to. Instructors may post course material, assignments, quizzes, etc. on Canvas.

3. Campus-Wide Login/CWL – login information (specifically the username) students and faculty use to access a variety of UBC Services. Many forms request a CWL, which in that case refers only to the username; do not ever share your CWL password.

4. Capstone project/practicum – A practicum course worth 6 credits, required for course-based MSN students at UBC Okanagan. See "Course-Based: Capstone Practicum (NRSG 597)" for more information.

5. College of Graduate Studies (CoGS) – the overarching body which encompasses all graduate students and programs at UBC Okanagan. CoGS outlines admissions requirements, processes applications, assesses tuition fees, processes degree completion and conferrals, grants degrees, provides resources and award opportunities for students, and much more. The Graduate Program in Nursing functions under the rules and regulations of the CoGS.

6. Continuous Registration - All students must maintain registration in at least one course throughout the duration of their degree, including summer semesters, unless on an approved leave of absence. If required coursework is complete, students MUST be registered in either their Capstone Practicum (NRSG 597) or Research Thesis (NRSG 599).

7. Core Course – Core courses are completed by all MSN students, and include NRSG 500, NRSG 504, and NRSG 505. These courses are offered in-person, on-campus in a 1-3 week intensive format (depending on the course), in May annually.

8. Course-based stream – See MSN: Course-based vs Thesis-based and Table 1 for more information.

9. Directed Studies – See Directed Studies for more information.

10. Dissertation – A dissertation is a written document summarizing a scholar's primary research, and is the principal component of a Doctor of Philosophy (PhD) degree. Dissertations are written in essay-format, adhering to a specific academic format (ex. APA). The purpose of a dissertation defence is to convince a committee of the validity of the dissertation. A dissertation is a PhD-level analog to the master's-level thesis.

11. First Class Standing – a GPA score that is equal to or higher than an A- (80%) at UBC-O or equivalent GPA from another institution. First class standing is a requirement for many Graduate Student Awards and Scholarships.

12. Focus Course – offer credits towards degrees, generally with subject matter directly related to a student's chosen area of focus, although some courses can be used to broaden a student's scope. The majority of focus courses (3/5) should be completed at the UBCO campus, the remaining two courses may be completed at UBC Vancouver or other institutions.

13. Full-time MSN Student – An MSN student who has not submitted a Schedule B form and is thusly by default assessed full-time tuition. The full-time student generally completes their program in 24 months (thesis-based) or 16 months (course-based).

14. Graduate Program Assistant – a staff member responsible for organizing and liaising between the Graduate Program Coordinator, the College of Graduate Studies, and the students. The School of Nursing's Graduate Program Assistant may be reached at ubco.nursinggrad@ubc.ca. Student inquiries and form submissions, should be primarily directed to the Graduate Program Assistant.

15. Graduate Program Coordinator – A faculty member who oversees an entire Graduate-level program. The Graduate Program Coordinator for the School of Nursing's Graduate Program Coordinator is Dr. Kathy Rush.

16. Graduate/Faculty Advisor – Faculty member assigned to an MSN student at the beginning of their studies. Thesis-based students are paired with a supervisor, who also acts as their advisor.

17. Graduate/Faculty Supervisor – Faculty member selected by an MSN or PhD (Nursing) student in the thesis-based stream, who has confirmed their willingness to support the MSN/PhD (Nursing) student prior to their application. Students conduct their primary research thesis project under the guidance of their supervisor. The supervisor also acts as the student's advisor.

18. HINT – Course code for UBC Okanagan's "Health-Interprofessional" courses. Offered within the Faculty of Health and Social Development.

19. Information Technology (IT) – The IT department ensures computers work properly for all students and staff. Please contact IT directly with any computer/software/Canvas-related issues.

20. Leave of Absence (LOA) – Please see "Leave of Absence" for more information.

21. Master of Science in Nursing (MSN) – a graduate-level degree program offered at UBC Okanagan, which encourages the pursuit of academic excellence and aims to provide its graduates with managerial, professional, academic and practical skills. The MSN program is not a Nurse Practitioner program, or a specialty post-baccalaureate certificate program.

22. NRSG – Course code for UBC Okanagan's "Nursing" courses. Offered within the Faculty of Health and Social Development.

23. Part-time MSN Student – An MSN student who has submitted a completed Schedule B form to the College of Graduate studies and completes fewer courses at a time than a full-time student, generally taking longer to complete the degree requirements.

24. Schedule B form – A form required by the College of Graduate Studies at UBC Okanagan to be completed and submitted at the outset of a degree, which allows students to be irreversibly assessed part-time tuition fees for the duration of their studies.

25. Workday Student – a webpage where students register for courses, apply for graduation, access grades and order transcripts, pay tuition, download T2202A tax forms etc. Students log in using their CWL (Campus Wide Login).

26. Summer Term 1 – The academic term/semester from early May to June. See the College of Graduate Studies Academic Calendar for more information and year-specific dates.

27. Summer Term 2 – The academic term/semester from early July to Mid-August. See the College of Graduate Studies Academic Calendar for more information and year-specific dates.

28. Thesis – A thesis *statement* is a brief (generally one-sentence) theory postulated by a researcher to be then proven. A thesis is a written document summarizing a scholar's primary research, and is at least one component towards the requirements for a master's degree. Theses are written in essay-format, adhering to a specific academic format (ex. APA). The purpose of a thesis defence is to convince a committee of the validity of the thesis. A thesis is a master's-level analog to the PhD-level dissertation.

29. Thesis-based stream – See MSN: Course-based vs Thesis-based and Table 1 for more information.

30. UBC-O/UBC-O – University of British Columbia (UBC) has two campuses, one in the Okanagan and one in Vancouver. These two campuses operate separately, have independent applications processes, and offer different programs and courses.

31. Western Dean's Agreement (WDA) - MSN focus courses may be taken at different institutions under this agreement. Completed WDA forms must be submitted to the Graduate Program Assistant four weeks in advance of the beginning of the course for Graduate Program Coordinator approval and submission to the College of Graduate Studies.

32. Winter Term 1 – The academic term/semester from early September (some courses begin in late August) to late December. See the College of Graduate Studies Academic Calendar for more information and year-specific dates.

33. Winter Term 2 – The academic term/semester from January to the end of April (some courses extend into May). See the Academic Calendar for more information and dates.

Appendix IV – FAQ

What is a flexible delivery program?

All MSN and PhD Nursing courses are offered online, which include scheduled, mandatory synchronous discussions. The number of synchronous discussions vary by course. Students may choose to study full- or part-time, depending on their commitments outside of their studies, whether they wish to be considered for and apply for funding opportunities (thesis-based and PhD only) and how long they wish to take to complete their programs.

How many courses can I take?

It is important to consider carefully your other commitments outside of school in determining whether you register full-time or part-time. Generally, a full-time student takes three-four courses (9-12 credits) per term, and a part-time student takes one-two courses (3-6 credits) per term. There are important financial considerations to choosing between full- or part-time study, so please review the section and contact the Graduate Program Assistant to discuss further.

How long will it take to complete my degree?

MSN students have a maximum of 5 years to complete the degree; full-time PhD students have a maximum of 6 years and part-time PhD students have a maximum of 8 years.

	Expected Program Completion Time	**Maximum Program Completion Time**
MSN, course-based, full-time	1.33 (16 months)	5 years (60 months)
MSN, thesis-based, full-time	2 years (24 months)	5 years (60 months)
MSN, course-based, part-time	2 years (24 months)	5 years (60 months)
MSN, thesis-based, part-time	3 years (36 months)	5 years (60 months)
PhD, full-time	4 years (48 months)	6 years (72 months)
PhD, part-time	6 years (72 months)	8 years (96 months)

What are the requirements during the program?
You must have dedicated access to a computer with a high-speed internet connection. This course will make use of synchronous activities where everyone takes part at the same time so a set of headphones with attached microphone that is compatible with their computer system is also required. Software requirements include, Adobe Flash, Adobe Reader, Java Runtime and Microsoft Office. Up-to-date technology requirements including operating systems are found in the Welcome Letter, distributed to students shortly after they are offered a seat in the program.

What is the difference between the thesis-based stream and the course-based stream of the MSN program?
The thesis-based stream includes a primary research project and a thesis defence (12 credits), whereas the course-based stream includes a Capstone practicum project (6 credits). There are fewer credits of coursework in the thesis-based stream (18 credits) than the course-based stream (24 credits). See MSN - Course-based vs Thesis-based for more information.

Can I transfer credits from courses I have already taken at another institution?
Up to 6 credits of coursework (graduate-level from a different university, in a different UBC master's program, upper-level – 300-499 – undergraduate coursework, as an unclassified or Access Studies student, or as part of an academic-certificate program) may be used towards your MSN degree upon Graduate Program Coordinator approval. Please see the College of Graduate Studies Academic Calendar – Transfer Credit for more information. Submit transfer credit requests to the Graduate Program Assistant.

Am I able to attend a master's-level course relevant to my area of interest offered at another institution?
Yes. UBC Okanagan is part of the Western Dean's Agreement; courses taken at other institutions within the Agreement are likely transferrable as focus course credits. Please contact the Graduate Program Assistant four weeks in advance of the course start date to pre-approve credits. See "Focus courses taken outside of UBC Okanagan" for more information.

How do I get more information on the MSN/PhD (Nursing) program?
Please contact the Graduate Program Assistant or visit the following websites for more information on the MSN/PhD (Nursing) program and the College of Graduate Studies at UBC Okanagan:

- UBC-O Nursing Graduate Program webpage
- UBC-O College of Graduate Studies Academic Calendar
- UBC-O College of Graduate Studies Important Dates and Deadlines
- UBC-O College of Graduate Studies Forms

Where can I find more information on admissions?
Please visit the Academic Calendar and the College of Graduate Studies Application Guidelines for more information on admissions.

How do I register for courses?
Course registration is done online through Workday Student and requires a Campus-Wide Login (CWL) account).

Please note, your CWL and student numbers are assigned to individuals permanently and **do not change** between degree programs. Please continue to use the same student number and CWL assigned the first time you attended UBC Okanagan OR UBC Vancouver.

What does "continuing/continuous registration" mean?
Students must be registered in at least one course for the duration of their studies to ensure proper administrative support and to avoid undue tuition costs. If required coursework has been completed, course-based students must be registered in their Capstone Practicum (NRSG 597) and thesis-based students must be registered in their thesis (NRSG 599) until completing their degree, unless they are on an approved Leave of Absence (LOA).

I would like to take some time off from my studies. How do I proceed?
If you require a leave of absence, it is recommended to start with a conversation with your advisor/supervisor. Please contact the Graduate Program Coordinator if this option is not available. Please see "Leave of Absence" for more information on how to proceed.

How much will this program cost?
Students decide at the beginning of their program whether they will study on a full- or part-time basis. By default, students will be assessed full-time tuition. See the Academic Calendar for more information.

Can I register for a graduate-level nursing course if I am not registered in the MSN program?
Yes, if you wish to complete a nursing course, but you are not in the MSN program, you may:

a. Apply to UBC Okanagan as an unclassified student, if you are not already a UBC-O student

b. Register for our course through the Western Dean's Agreement, if you are a graduate student at another participating institution

c. Contact the Graduate Program Assistant for more information

Can I apply to the MSN program if I am not a nurse?
No, applicants must have BSN (Bachelor's of Science in Nursing) or equivalent (see Academic Calendar), and must hold active RN registration by September of their first year in the MSN program.

Can I apply to the PhD (Nursing) program if I am not a nurse, or if my Master's degree is not in nursing?
Yes, applicants without a BSN (Bachelor's of Science in Nursing), or those that do not have a Nursing-specific Master's degree are still encouraged to apply to the PhD (Nursing) program, and are considered on a case-by-case basis. Please contact a potential research supervisor from our faculty to discuss your proposed research project and determine their ability to supervise you as a PhD student prior to applying.

Where can I stay on campus, and how much will it cost?
MSN and PhD (Nursing) students are not required to relocate to campus for their degrees, as they can be completed fully online.

If you wish to come to campus, if your Capstone-, thesis-, or dissertation-related activities requires you visit campus, or if you are working on campus as a teaching assistant or research assistant, visit this link UBC Okanagan to explore On Campus Accommodation.

Can I pay my tuition using a credit card?
Yes. Tuition can be paid by pre-authorized debit, credit card, debit card, or TransferMate (for those without a Canadian bank account). For more information, visit the Workday tutorials page.

I received my offer letter, but was told I have "conditional acceptance". What does this mean?
The conditions required for full acceptance will be outlined in your offer letter from the College of Graduate Studies, along with next steps for how to remove the conditions of your admission. Examples of conditions of admission include missing official transcripts, English Language requirements, etc. Students can register for courses after receiving a full offer of admission, but not if their offer of admission has conditions.

Appendix V – List of WDA/Transfer credit focus courses taken by previous MSN students

Please note these courses are to guide you in finding appropriate focus courses. Please consult with your program advisor/supervisor prior to submitting a Western Dean's Agreement request to the Program Coordinator. Availability is subject to change and determined by the host institution.

WDA LIST - Updated June 2026				
Institution	**Course #**	**Subject**	**Course Name**	**First Year Taken**
Athabasca University	621	MHST	Coaching and Leading- The Human Side of Organizational Change	2019
	608	NURS	Philosophical and Critical Foundations of Nursing	2025
	609	NURS	Trends and Issues	2018
	610	NURS	Evidence Based Practice in Healthcare	2024
	614	NURS	Foundations of Advanced Practice Nursing	2022
Brandon University	75.651	NURSING	Foundations for Advanced Psychiatric Nursing Practise	2019
British Columbia Institute of Technology	5110	ACCG	Financial Accounting	2020
	7600	DIGH	Artificial Intelligence in Healthcare	2025
	7270	HLED	Project Leadership in Health Care	2019
	7140	HLED	Leading Sustainability in Health Care	2019
	7120	HLED	Canadian Health System	2019
	7120	NSCC	Critical Care Theory 1	
	7220	NSCC	Critical Care Theory 2	
	7150	NSCC	Dysrhythmia Interpretation and Management	2019
	7120	NSCC	Critical Care Nursing Theory 1	2019
	7220	NSCC	Critical Care Nursing Theory 2	2013
	7320	NSCC	Critical Care Nursing Theory 3	2013
	7210	NSER	Emergency Nursing Theory 2	2019
	7410	NSER	Emergency Nursing Theory 3	2019
	7100	NSNE	Neonatal Theory 1	2022
	7200	NSNE	Neonatal Theory 2	2021
	7940	NSNE	Advanced Concepts in Neonatal Nursing	2018
	7260	NSPE	Pediatric Critical Care Nursing Theory 1	2019
	7600	NSPE	Pediatric Theory 4	2019
	7920	NSPE	Pediatric Arrest Management	2019
	7150	NSPN	The Breastfeeding Experience	2018
	7000	NSSC	Palliative Approach in Nursing Practise	2019
	7115	NSSC	Teaching and Learning in Specialty Nursing	2021

University of Calgary	601	NURS	Seminar on Special Topics Related to Health Care and Nursing	2018
Concordia University of Edmonton	611	NURS	Theoretical Knowledge for Advanced Nursing Practise	2018
University of Regina	817	GBUS	Human Behaviour in Organizations	2020
	800	MNUR	Foundations for Advanced Practise Nursing	2019
	815	MNUR	Health Care Ethics	2019
Thompson Rivers University (TRU-OL not eligible)	5020	BUSN	Financial Accounting	
	5031	BUSN	Management Accounting	
	5061	BUSN	Human Resource Management	
	5021	EDUC	Philosophy and History of Education	2018
	3501	RSMT	Introduction to Research Methods	
University of Victoria	404	HLTH	Inter-Professional Practise	2018
	572	NUED	Intersectoral Course and Curriculum	2026
	532	NUNP	Pharmacological Interventions in Health and Illness	2015
	516	NURA	Advancing Nursing Practise	2019
	680	NURS	Indigenous Health Nursing Approaches to Wellness	2023
	503	PHSP	Public Health Practice I: Population Health and Health Promotion	2019
	505	PHSP	Public Health Practice II: Public Health Interventions	2019
	506	PHSP	Public Health Research and Evaluation	2020
	521	INGH	Indigenous Public Health and Social Policy	2024
	526	INDW	Intergenerational Learning I	2024
University of Alberta	684	NURS	History and Politics of Nursing	2020
	598	NURS	Translating Knowledge	2022

Appendix VI – List of UBCO focus courses taken by previous MSN students

Please note these courses are to guide you in finding appropriate focus courses. Please consult with your program advisor/supervisor prior to submitting a request to the Program Coordinator. Availability is subject to change. Availability is subject to change and determined by the host program.

UBCO and UBCV MSN Focus courses - Updated June 2026			
Subject	**Course Number**	**Campus**	**Title**
CUST	562	Okanagan	Curriculum Issues and Theories
EDST	498	Okanagan	Contemporary Educational Practice
EADM	557	Okanagan	Leadership for Inclusion and Social Justice
EDUC	562	Okanagan	
EESC	551	Okanagan	551D Special Topics in Earth and Environmental Sciences
IMTC	505	Okanagan	Fundamentals of Immersive Technologies
NURS	576	Vancouver	Topics in Social & Environmental Planning to Foster Health Populations
NURS	560	Vancouver	Politics of Health Policy
SOCI	485	Okanagan	Sociology of Health and Illness
SOCW	540	Okanagan	Selected Topics in Social Work Practice: Practical Health Care
SURG	510	Vancouver	Surgical Care in International Health
IGS	515	Okanagan	Advanced Qualitative Methods
IGS	524	Okanagan	Proseminar in Interdisciplinary Studies
IGS	550	Okanagan	Special Topics in Social Science Research
IGS	586	Okanagan	Community Engagement, Social Change and Equity Theme Seminar
IGS	620	Okanagan	Directed Studies - Advanced Topics
PATH	427	Vancouver	Basic Principles of Infection Prevention and Control
BMEG	591K	Vancouver	Fundamentals of Biosensing

Faculty of Education
Faculty of Science
Faculty of Health and Social Development

Interdisciplinary Graduate Studies; College of Graduate Studies
Faculty of Medicine