



THE UNIVERSITY OF BRITISH COLUMBIA

# Nursing Graduate Program

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

Okanagan Campus

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September 13, 2023



## Acknowledgements

We respectfully acknowledge that we live and work in the unceded territory of the Syilx people in the Okanagan Valley.

## 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 [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.



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## MSN Program Objectives

The MSN program at UBC Okanagan serves to provide nurse leaders with the tools needed to succeed in collaborative inter-professional teams. The program cultivates creative problem solving, innovation and the pursuit of evidence-based knowledge.

The MSN program aims to help graduates excel at:

1. Creating, translating and using nursing knowledge in all its forms
2. Synthesizing and applying diverse perspectives within scholarly nursing research, practice and knowledge development
3. Cultivating advanced ethical reasoning and critical thinking
4. Developing advanced skills and strategies for evidence-informed decision-making and practice

## PhD (Nursing) Objectives

The PhD (Nursing) program at UBC Okanagan aims to build on the MSN program and produce excellent researchers and leaders in the nursing field.

The PhD (Nursing) program's primary objective 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 MSN program offers opportunities for baccalaureate nurses to develop and advance their professional knowledge, practice, and scholarship. Graduate students engage in scholarly inquiry within a chosen area of nursing practice: clinical work, education, administration and research. In addition to a required core of foundation courses, students will select either a course-based or a thesis-based stream. The course-based stream may be completed in 16 months of full-time study. The thesis-based stream requires a minimum of 24 months of full-time study. Both streams have part-time options and are offered via a combination of flexible delivery and intensive summer courses offered on campus. Graduates will be prepared to participate in knowledge development, application, integration, and translation through leadership roles within their practice setting.

The primary methods of instruction for the MSN program are:

- Synchronous (live web-conferenced seminars) and asynchronous online delivery
- On-campus intensive courses, offered annually each summer (NRS 500, NRS 504, NRS 505)
- Research projects, both in course-based (NRS 597) and thesis-based (NRS 599) streams



## PhD (Nursing) Program Overview

The Ph.D. program in Nursing is designed to prepare researchers and leaders to develop the knowledge base of nursing. The goal of the program is to prepare graduates who demonstrate excellence in providing leadership to generate, integrate, and implement new disciplinary knowledge aimed at improving nursing, health, and health care.

These learning outcomes are achieved through completion of required coursework, a comprehensive examination, and completion of a dissertation research project. In addition, to assume leadership as a nursing scholar, students will develop a portfolio of relevant experiences that show how they have achieved selected leadership competencies in conjunction with NRSG 601 (Graduate seminar). These will be accomplished through a range of learning experiences tailored to individual needs. Leadership competencies may include the following:

- Writing competitive research funding proposals (e.g., Faculty of Health and Social Development Internal Research Awards and/or other external awards)
- Conducting 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

## Admissions to the MSN Program

Admission into the UBC Okanagan MSN program is competitive. Applications are due December 1<sup>st</sup> annually for domestic students and October 1<sup>st</sup> for International students. The MSN program starts in May annually, with intensive core courses lasting between one and three weeks, offered in-person, on-campus.

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 2024 and begins the MSN program in May 2024 must pass their board exam before September term starts in 2024.

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) 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) 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: demonstrate competence to pursue studies in the English Language by completing one of:
  - Test of English as a Foreign Language 4 (TOEFL4) with a minimum score of 600
    - Please note that the MSN program has a higher English Language Proficiency score requirement than the College of Graduate Studies
  - International English Language Testing (IELTS) with a minimum score of 6.5
    - Please note that the MSN program has a higher English Language Proficiency score requirement than the College of Graduate Studies

For more information, please visit the College of Graduate Studies Academic Calendar [Admission Requirements](#) page:

*MSN Application process*

Applications are submitted for the May program start. The deadline for Domestic students is December 1, and the deadline for International Students is October 1 annually.

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





You MUST specify whether you wish to pursue a thesis-based or course-based program stream in your application. However, you may change your stream within the first semester of your studies (i.e. by the fall of your intake year).

It is highly recommended that course-based applicants include information on their intended focus area in their application (thesis-based applicants are required to provide this information). This information is intended to guide the applicant’s studies, and also speaks to an applicant’s preparedness. The three main focus areas are:

- i. Education
- ii. Leadership/management
- iii. Advanced Practice

### Tips for Successful MSN Applications

- Applications are assessed according to the [admission requirements](#), references (that are capable of speaking to the applicant’s academic capabilities), the proposed plan of study and the letter of intent.
- Ensure your references follow the [College of Graduate Studies Guidelines](#):

As the MSN program is an academic program, academic references are preferred over professional references, however:

- i. If you have been out of school for less than 5 years, one professional reference may be used in place of an academic reference
- ii. If you have been out of school for between 5 and 10 years, two professional references may be used in place of two academic references
- iii. If you have been out of school for more than 10 years, three professional references may be used in place of three academic references

If you wish to provide more professional references than outlined above, please contact the [Graduate Program Assistant](#) to obtain permission from the Graduate Program Coordinator.

Please note that personal references (e.g., colleagues, friends, relatives) are not acceptable. Professional references MUST be able to speak to the applicant’s capabilities in a **supervisory capacity**. Referees that do not know the applicant in a supervisory capacity (i.e. colleagues, coworkers, mentors, Clinical Nurse Educators, etc.) are considered personal and will not be accepted.

- [Letter of Intent Guidelines](#):  
As part of your application to the School of Nursing Graduate Program (MSN or PhD Nursing) at UBC Okanagan, you will write a short letter of intent that addresses the area of interest you intend to pursue during your studies. Include details on the relevance of your proposed research to current priorities in health care, public health and nursing.



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 fit with your proposed scholarly work.

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. Currency
  - iii. Clarity, organization, logical progression of ideas

### MSN Statistics Prerequisites

Students are required to take NRS 507, Quantitative Research (Thesis-Based) or NRS 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 is more than 5 years old please contact [the Program Coordinator](#) to discuss.

### Transfer Credits – MSN and PhD (Nursing)

- 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) 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) The 6-credit restriction does not apply to students in UBC-approved Exchange Agreements.
- C) No more than 6 credits of transfer credit may be at the undergraduate level (300-/400-level), including credits taken as part of a post-graduate certificate program (ex. a Nursing Specialty program).
- D) Requests for transfer credit must be approved by the School of Nursing Graduate Program Coordinator, then submitted to the College of Graduate Studies accompanied by a memorandum from the home graduate program addressed to the Dean of the College of Graduate Studies. The memorandum must provide an academic justification for allowing the transfer credit on a course by course basis.
- E) 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](mailto:ubco.nursinggrad@ubc.ca).



### *Caveats and Contingencies*

- I. The 6-credit restriction does not apply to students in UBC-approved Exchange Agreements (such as the Western Dean's Agreement)
- II. No more than 6 credits of transfer credit may be at the undergraduate level (300-/400-level)
- III. Requests for transfer credit must be approved by the School of Nursing Graduate Program Coordinator, then submitted to the College of Graduate Studies accompanied by a memorandum from the home graduate program addressed to the Dean of the College of Graduate Studies. The memorandum must provide an academic justification for allowing the transfer credit on a course by course basis

### Admissions to the PhD (Nursing Program)

Admission into the UBC Okanagan PhD (Nursing) program is competitive. The PhD (Nursing) program starts in September annually: the application deadline is January 15<sup>th</sup> for domestic and international students.

PhD in Nursing students must discuss the [UBCO Minimum Funding Policy for PhD Students](#) with their supervisor prior to admission to the program.



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

- Hold a Masters of Nursing or a graduate degree in a health-related discipline from an approved institution with clear evidence of research ability and potential
- In exceptional cases, applicants who hold a bachelor's degree with an overall 'A' average and who demonstrate advanced research ability may be granted direct admission to the Doctor of Philosophy in Nursing program on recommendation of the School of Nursing Graduate Program Coordinator and with the approval of the Dean of the Faculty of Graduate Studies
- Students entering directly from a bachelor's degree must, during the first two years of study, complete a total of 12 credits with a first-class average, of which at least 9 credits must be at the 500-level or above and at least 9 credits must be of first-class standing, to maintain registration as a doctoral student
- Students who enter into the PhD in Nursing program after partial completion of a master's degree must, during the first two years of study, complete a total of 12 credits (at least 9 credits must be at the 500-level or above and at least 9 credits must be of first class standing) to maintain registration as a doctoral student. Also, students must demonstrate clear evidence of research ability and potential. Transfer into the doctoral program from a Master's program is normally done after completion of the first year of study and will not be permitted after completion of the second year
- Canadian students must hold practicing nursing registration in BC or another Canadian province
- International students must meet general eligibility criteria for nurse registration in BC

*In addition to the above, International PhD (Nursing) Applicants must:*

- If from a country where English is not the national language or studies have not been completed in English: demonstrate competence to pursue studies in the English Language by completing one of:
  - Test of English as a Foreign Language 4 (TOEFL4) with a minimum score of 600
    - Please note that the PhD (Nursing) program has a higher English Language Proficiency score requirement than the College of Graduate Studies
  - International English Language Testing (IELTS) with a minimum score of 6.5
    - Please note that the PhD (Nursing) program has a higher English Language Proficiency score requirement than the College of Graduate Studies

For more information, please visit the College of Graduate Studies [Academic Calendar Admission Requirements](#) page.



## PhD (Nursing) Application process

Applications are submitted for consideration to the PhD (Nursing) program [online](#). Please ensure you are applying to UBC Okanagan; applications inadvertently submitted to UBC Vancouver can not be transferred.

PhD (Nursing) applicants MUST specify a faculty research supervisor that has agreed to oversee their studies in their application. For more information on research supervisors, please see [“MSN and PhD \(Nursing\) Graduate Supervisors”](#).

### Tips for Successful PhD (Nursing) Applications

- Applications are assessed according to the [admission requirements](#), references (that are capable of speaking to the applicant’s academic capabilities), the proposed plan of study and the letter of intent.
- Ensure your references follow the [College of Graduate Studies Guidelines](#):

As the PhD (Nursing) program is an academic program, academic references are preferred over professional references, however:

- i. If you have been out of school for less than 5 years, one professional reference may be used in place of an academic reference
- ii. If you have been out of school for between 5 and 10 years, two professional references may be used in place of two academic references
- iii. If you have been out of school for more than 10 years, three professional references may be used in place of three academic references

If you wish to provide more professional references than outlined above, please contact the [Graduate Program Assistant](#) to obtain permission from the Graduate Program Coordinator.

Please note that personal references (e.g., colleagues, friends, relatives) are not acceptable. Professional references MUST be able to speak to the applicant’s capabilities in a **supervisory capacity**. Referees that do not know the applicant in a supervisory capacity (i.e. colleagues, coworkers, mentors, etc.) are considered personal and will not be accepted.

- [Letter of Intent Guidelines](#):  
As part of your application to the School of Nursing Graduate Program (MSN or PhD Nursing) at UBC Okanagan, you will write a short letter of intent that addresses the area of interest you intend to pursue during your studies. Include details on the relevance of your proposed research to current priorities in health care, public health and nursing.

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 fit with your proposed scholarly work.

**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. Currency
  - iii. Clarity, organization, logical progression of ideas

## MSN: Course-based vs Thesis-based

The MSN program at UBC Okanagan can be tailored to fit your areas of interest and unique study needs. Students choose between a course-based delivery and a thesis-based stream. Students who choose to work full-time while they study can opt in to [part-time studies](#).

Prospective students must consider whether they would like to pursue course-based or thesis-based studies during the application process, but 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 must find a faculty research supervisor and then contact the [Graduate Program Assistant](#). If students in the thesis-based stream wish to transfer to the course-based stream, they must discuss this transfer with their supervisor and contact the Graduate Program Assistant.

Thesis-based students must have a faculty supervisor willing to oversee their research project. Prior to submitting an application to the thesis-based MSN program, please visit the [School of Nursing's website](#) and look under "Research & Supervisors" for information on faculty member's research and areas of interest to help you find a faculty member. Thesis-based applicants are encouraged to review faculty member's programs of research and align their research projects with faculty research areas. Prospective students who wish to submit their application into the thesis-based stream must contact a faculty supervisor and confirm the prospective supervisor's willingness to oversee their research project prior to being offered a spot in the program.

### Course-Based MSN: Capstone Practicum (NRS 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 undertake more credits of formal coursework and complete their degree with a Capstone project (NRS 597) on their chosen topic. Part-time students will take NRS 597 as the final course in their degree; full-time students may take other course requirements concurrently.

Course-based students complete their Capstone project in conjunction with a faculty facilitator, the NRS 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 Objectives*

1. Provide a supported practicum experience for students where they can apply course theory
2. Integrate, synthesize and apply knowledge gained throughout the master's program in the context of a specific project that aligns with their interests and career aspirations
3. Develop expertise and confidence leading change that is relevant and significant to the discipline; and
4. Contribute to the development of nursing knowledge

### *NRSG 597 Course Overview*

NRSG 597 (Capstone Practicum) provides students with the opportunity to undertake a mentored service-learning project in their chosen area of advanced practice. Students will be expected to synthesize and apply knowledge gained from practice, theory, to promote 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 ensure student is progressing at an 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 ensure the project is progressing as planned
7. Review student assignments and provide guidance to improve upon their content following high academic standards
8. Work collaboratively with the student to delineate clear expectations 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 product, 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 four categories:

- Quality improvement
- Program planning & evaluation
- Research knowledge translation
- Health policy development

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 should consider their area of interest, potential projects in their work environment or an area that has projects that may align with their interests (e.g., professional practice project), and the ability to find a suitable practice mentor.

*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 work with the student to identify a project that the student can do independently and that can be feasibly completed within the course timeline. The mentor and student will work collaboratively to delineate clear expectations about the project's goals and outcomes. He/she will also support the student with barriers to successful project implementation. Ideally, the practice mentor will be masters-prepared, but a combination of education and experience will be considered.

Students generally find their own project mentor given their area of interest and access to various practice settings. Advisors may provide suggestions for practice mentors or how to locate such a person. Support will be provided by the instructor(s) for identifying a suitable practice mentor in early January, once the course starts. It is helpful if a practice mentor has been considered 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?*

The Faculty Facilitator will support the student with identifying a Capstone project topic and support the student to work with 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 of the briefing document.

Faculty Facilitators are UBC Okanagan faculty members – including instructors – that support the student in their Capstone project. They liaise with both the student and the practice mentor in the development and implementation of the project. They can plan an important role in the success of the student's project. Faculty facilitators will be recruited in early January by the course instructors; should students already have someone in mind, consideration will be given to the same.

*Is there work that I should begin before the course starts?*

Introductory and textbook information are provided on Canvas. Students will be able to access the information 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-Based MSN: Research Thesis \(NRS 599\)](#)

Thesis-based students conduct novel research to pursue answering a research question, under the guidance of their supervisor(s). Students in this stream complete fewer credits of formal coursework and compile data into a cohesive thesis manuscript. Students in the thesis-based stream generally wish to pursue academic or research positions after graduation. Students who may wish to pursue a PhD in the future are encouraged to apply for the thesis-based stream. Theses are submitted to cIRcle (UBC's public digital repository of research material created by faculty, students and staff).



*Thesis-Based Student's Responsibilities*

Thesis-based MSN students are required to:

1. Approach at least one potential research supervisor prior to applying to the program, and confirm this supervisor is willing to oversee their research before admission to the program
2. Consult with their research supervisor to plan the research project, and ask for guidance on appropriate or additional learning experiences that will be required to complete their thesis
3. Understand and comply with [student responsibilities](#) as outlined by the College of Graduate Studies
4. Meet with their committee in the first year of studies to discuss and finalize thesis 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
5. Submit materials for review allowing for a two-week response time unless otherwise negotiated
6. To expedite processes and depending on the work plan established by the committee, thesis-based students normally work most closely with their supervisor until drafts of the proposal/chapters are ready for review by the other committee members
7. Work with their supervisor to complete thesis proposal by the end of the first year of study
8. Present their thesis proposal to their committee for formal approval. Once the proposal is approved, the supervisor must be given a complete copy of the proposal for his/her files and for the committee's future reference
9. If required, apply for ethics approval of their proposed research from the appropriate UBC Research Ethics Board, and the applicable clinical agency research review committee
10. Once ethical approval has been obtained (if required), conduct data collection (unless using an existing data set) and analysis as planned and consult their supervisor as needed – particularly if any modifications are required or difficulties are encountered. Thesis students must also ensure that their supervisor is aware of any changes to the research plan that may require amendments to the ethics approval
11. Provide progress reports to their supervisor at least every three months
12. Be familiar with the [deadline dates for submission of theses](#)
13. Ensure that they have formatted their thesis to conform to the [College of Graduate Studies' requirements](#)
14. Submit a copy of the approved thesis to the College of Graduate Studies along with the required



forms. The necessary submission forms can be found on the [College of Graduate Studies website](#)

15. Participate in an oral examination. Details regarding the oral examination can be found on the [College of Graduate Studies website](#)
16. 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](#)

*The Role of a Thesis-Based Supervisor*

School of Nursing Faculty Supervisors are required to:

1. Work with the student to identify appropriate committee members to ensure that the student has the required substantive and methodological expertise
2. Email the School of Nursing [Graduate Program Assistant](#) to document committee membership
3. Oversee all aspects of the thesis planning, conduct and submission process
4. Understand and comply with [Senate Policy O-9](#)
5. Meet with their student to discuss and finalize the thesis topic, including the following elements of the process:
  - a. Identification of the research problem
  - b. Conceptual approach and methods
  - c. Tentative timetable including frequency of contact with supervisor and committee members
  - d. Ethics training and approval processes
6. Help their student to integrate the feedback received from the committee members
7. Assist their student to apply for research funding
8. Work with their student to submit and complete the process to gain ethical approval from UBC and the appropriate clinical agency committee if required
9. Guide their student through the implementation, analysis and report-writing phases, seeking input from committee members as appropriate
10. Be sure that their student knows that it is his or her responsibility to know of the deadlines for thesis submission, and consult with the MSN Program Coordinator if any problems related to program completion arise
11. Determine, in consultation with committee members, when the thesis is approved and the student is ready for the oral examination



12. 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
13. Participate in the oral examination
14. Assist the student to make final revisions to the thesis if necessary
15. 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](#)

### *Expectations for a thesis proposal*

The length and detail of the thesis proposal are negotiated 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 required to permit understanding of the problem, the purpose of the study, the methods that will be used, ethical considerations, and 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.

### *Thesis 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.

### *Criteria for evaluation of theses*

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 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

### Switching between course-based and thesis-based streams

To switch from a course-based to a thesis-based stream, students must approach and secure a faculty supervisor willing to oversee their research project prior to gaining permission to switch streams from the Graduate Program Coordinator.

To switch from a thesis-based to a course-based stream, students must discuss switching streams with their faculty supervisor prior to contacting the Graduate Program Coordinator for permission to switch streams. The faculty supervisor will then become the student's faculty advisor.

### MSN Graduate Advisors

Each course-based student is paired with a faculty member advisor at the outset of the program. Advisor requests submitted in applications are considered but not guaranteed. The assigned advisor's name and contact information is included in the Welcome Package sent to all new students before the start of their first term. The advisor serves as a resource for the student, and oversees the student's progression through the MSN program. Students are expected to keep in touch with their advisor, and work with their advisor to complete [Annual Progress Reports](#).

Students who wish to switch from the course-based to the thesis-based stream may do so before the fall of their first year.



## MSN Capstone Facilitators

Please see ["Role of a Faculty Facilitator in NRS 597"](#) for more information.

## MSN and PhD (Nursing) Graduate Supervisors

A supervisor is a faculty member within the School of Nursing at UBC Okanagan who mentors graduate students in their research. Students and supervisors share common interests and areas of expertise and conduct research synergistically.

Thesis-based MSN students and PhD (Nursing) students must contact a faculty supervisor prior to their application; a faculty member must agree support the prospective student as supervisor before the application will be considered for admission. 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". 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 an asset 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 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 required for thesis-based MSN students and all PhD (Nursing) students. Supervisory committees are comprised of the student's supervisor(s) and other faculty members from inside or outside the Nursing program, or even from other institutions. Faculty committee members provide support and consultation on dissertation/theses.

Please see the College of Graduate Studies [Policy 9.3 - Supervisory Committee](#) for more information



## PhD (Nursing) Degree Overview

- 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 will be required to complete additional preparatory work such as course work before registering in these 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 (within 24 months of starting the program)
  - 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 requirements, focus courses may be required depending on the student's dissertation topic and guided by the supervisor.

### Minimum PhD Funding Policy

The College of Graduate Studies implemented a Minimum Funding for PhD Students Policy, guaranteeing all PhD students a minimum funding package of \$20,000 effective September 2021. This funding can come from a variety of sources, and applicants should discuss the potential source(s) of these funds prior to applying. More information can be found on the [College of Graduate Studies website](#).

### Admission/Advancement to PhD Candidacy

PhD Nursing students must advance to Candidacy within 36 months of the date of initial registration. To be admitted to PhD Candidacy, students must complete the required coursework, their comprehensive exams, and have their dissertation proposal approved by their [supervisory committee](#).

### Comprehensive Exams

Comprehensive exams are completed within 24 months of starting the program. Requirements 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”

## Master’s of Science in Nursing Course Planning

Master’s of Science in Nursing (MSN) Students complete a minimum of 30 credits of core courses, focus courses 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.

Core courses may only be completed in Summer Term 1 annually. NRSG 504 is a pre-requisite to NRSG 505, so generally full-time students will complete NRSG 500 and 504 in the first semester of their studies, and complete NRSG 505 the following calendar year. Part-time students generally complete one core course per calendar year, starting with NRSG 504.

Core courses are delivered in person, in an intensive format, over 1-1.5 weeks with several weeks of trailing course requirements after the in-person component. The in-class portions run about 7-8hrs per day for the 1-1.5 weeks, and students should expect to arrange their work schedules accordingly.

Summer core courses are finished in June, and generally focus/focus courses run September-April. The Capstone course, NRSG 597, runs into July annually.

Please note that some NRSG and HINT focus/focus courses may not be offered each semester; see [Table 1](#) for more information.





Table 1 - Course Planning in the MSN-O Program

Course-based	Thesis-based
<p><b>Core courses</b> 9 credits, required, offered in May annually</p> <p><b>NRSG 500</b> (3) Nursing Knowledge <b>NRSG 504</b> (3) Finding and Integrating Knowledge for Evidence-Informed Practice <b>NRSG 505</b> (3) Healthcare Policy</p>	<p><b>Core courses</b> 9 credits, required, offered in May annually</p> <p><b>NRSG 500</b> (3) Nursing Knowledge <b>NRSG 504</b> (3) Finding and Integrating Knowledge for Evidence-Informed Practice <b>NRSG 505</b> (3) Healthcare Policy</p>
<p><b>Core research courses</b> 3 credits, required. Completed online</p> <p><b>NRSG 502</b> (3) Research and Inquiry for Evidence-Based Nursing and Healthcare</p>	<p><b>Core research courses</b> 6 credits, required. Completed online</p> <p><b>NRSG 506</b> (3) Qualitative Research <b>NRSG 507</b> (3) Quantitative Research</p>
<p><b>Focus courses</b> Students choose from the following, must complete <u>12 credits</u>. Completed online <u>Offered regularly:</u></p> <p><b>NRSG 522</b> (3) Introduction to Nursing Education <b>NRSG 523</b> (3) Teaching and Learning in Nursing Practice <b>NRSG 542</b> (3) Introduction to Nursing Leadership and Management <b>NRSG 543</b> (3) Nursing Leadership and Management Practice <b>HINT 508</b> (3) Cultural Safety in Health: Indigenous Perspectives <b>NRSG 528</b> (3) Advanced Community Health Nursing <b>NRSG 524</b> (3) Primary Care Nursing</p> <p><u>Offered occasionally, please check UBC-O Course Schedule:</u></p> <p><b>NRSG 530</b> (3) Families in Health and Illness <b>NRSG 531</b> (3) Advanced Family-Centered Nursing Practice <b>NRSG 550</b> (3) Healthcare Ethics <b>HINT 503</b> (3) Psychosocial Oncology <b>HINT 506</b> (3) Participatory Inquiry through Action Research <b>HINT 511</b> (3) Special Topics in Interdisciplinary Health Research <b>HINT 512</b> (3) Special Topics in Interprofessional Practice <b>HINT 521</b> (3) Interprofessional Collaboration <b>HINT 522</b> (3) Leadership in Human Service Organizations <b>HINT 523</b> (3) Professional Ethics <b>HINT 524</b> (3) Interprofessional Practice Issues in Healthy Aging <b>HINT 525</b> (3) Disabilities Studies and Interprofessional Health Care <b>HINT 526</b> (3) Global Health</p>	<p><b>Focus courses</b> Students choose from the following, must complete <u>3 credits</u>. Completed online <u>Offered regularly:</u></p> <p><b>NRSG 522</b> (3) Introduction to Nursing Education <b>NRSG 523</b> (3) Teaching and Learning in Nursing Practice <b>NRSG 542</b> (3) Introduction to Nursing Leadership and Management <b>NRSG 543</b> (3) Nursing Leadership and Management Practice <b>HINT 508</b> (3) Cultural Safety in Health: Indigenous Perspectives <b>NRSG 528</b> (3) Advanced Community Health Nursing <b>NRSG 524</b> (3) Primary Care Nursing</p> <p><u>Offered occasionally, please check UBC-O Course Schedule:</u></p> <p><b>NRSG 530</b> (3) Families in Health and Illness <b>NRSG 531</b> (3) Advanced Family-Centered Nursing Practice <b>NRSG 550</b> (3) Healthcare Ethics <b>HINT 503</b> (3) Psychosocial Oncology <b>HINT 506</b> (3) Participatory Inquiry through Action Research <b>HINT 511</b> (3) Special Topics in Interdisciplinary Health Research <b>HINT 512</b> (3) Special Topics in Interprofessional Practice <b>HINT 521</b> (3) Interprofessional Collaboration <b>HINT 522</b> (3) Leadership in Human Service Organizations <b>HINT 523</b> (3) Professional Ethics <b>HINT 524</b> (3) Interprofessional Practice Issues in Healthy Aging <b>HINT 525</b> (3) Disabilities Studies and Interprofessional Health Care <b>HINT 526</b> (3) Global Health</p>
<p><b>NRSG 597</b> (6) Capstone Practicum</p>	<p><b>NRSG 599</b> (12) <b>Research Thesis</b></p> <p>Examples of research areas include:</p> <ul style="list-style-type: none"> <li>• Transitions in Chronic Illness and Palliative Care</li> <li>• Rural Health and Nursing Services</li> <li>• Community Health, Well-being and Equity</li> <li>• Innovations in Nursing and Inter-Professional Education</li> </ul>



## MSN Program Timeline Guidelines

Students interested in the thesis-based stream must consider their area of interest before submitting their application to the MSN program. To be successful, applications must outline potential research areas and list confirmed supervisor(s) that align with their goals.

It is strongly recommended that students begin planning their completion project (Capstone practicum or research thesis), in consultation with their Faculty Facilitator (for Capstone projects)/supervisor (for thesis projects) by the end of their first year of the program.

Students should select focus courses and focus courses based on their areas of interest.

### MSN Course-based Example

<b>COURSE BASED</b>	Summer Term (May-Aug)	Winter Term 1 (Sept-Dec)	Winter Term 2 (Jan-Apr)
<b>Full Time Option</b>			
Year 1	<b>NRSG 500: Nursing Knowledge</b> (3 credits) <b>NRSG 504: Evidence-Informed Practice</b> (3 credits) <b>NRSG 502: Research and Inquiry for Evidence-Based Nursing and Healthcare</b> (3 credits)	<b>Focus Courses</b> (9 credits)	<b>Focus Courses</b> (3 credits) <b>NRSG 597: Capstone Practicum begins</b>
Year 2	<b>NRSG 505: Healthcare Policy</b> (3 credits) <b>NRSG 597: Capstone Practicum</b> (6 credits)		
<b>Part Time Option</b>			
Year 1	<b>NRSG 504: Evidence-Informed Practice</b> (3 credits) <b>NRSG 502: Research and Inquiry for Evidence-Based Nursing and Healthcare</b> (3 credits)	<b>Focus Course</b> (3 credits)	<b>Focus Course</b> (3 credits)
Year 2	<b>NRSG 500: Nursing Knowledge</b> (3 credits)	<b>Focus Course</b> (3 credits)	<b>Focus Course</b> (3 credits) <b>NRSG 597: Capstone Practicum begins</b>
Year 3	<b>NRSG 505: Healthcare Policy</b> (3 credits) <b>NRSG 597: Capstone Practicum</b> (6 credits)		



MSN Thesis-based Example

<b>THESIS BASED</b>	Summer Term (May-Aug)	Winter Term 1 (Sept-Dec)	Winter Term 2 (Jan-Apr)
<b>Full Time Option</b>			
Year 1	<b>NRSG 500:</b> Nursing Knowledge (3 credits) <b>NRSG 504:</b> Evidence-Informed Practice (3 credits)	<b>NRSG 506:</b> Qualitative Research (3 credits) <b>Focus course</b> (3 credits)	<b>NRSG 507:</b> Quantitative Research (3 credits) <b>NRSG 599 Thesis Proposal</b>
Year 2	<b>NRSG 505:</b> Healthcare Policy (3 credits) <b>NRSG 599:</b> Thesis	<b>NRSG 599:</b> Thesis	<b>NRSG 599:</b> Thesis (12 credits) *  *Completion times vary
<b>Part Time Option</b>			
Year 1	<b>NRSG 504:</b> Evidence-Informed Practice (3 credits)	<b>NRSG 506:</b> Qualitative Research (3 credits)	<b>NRSG 507:</b> Quantitative Research (3 credits)
Year 2	<b>NRSG 500:</b> Nursing Knowledge (3 credits)	<b>Focus course</b> (3 credits)	<b>NRSG 599 Thesis Proposal</b>
Year 3	<b>NRSG 505:</b> Healthcare Policy (3 credits) <b>NRSG 599:</b> Thesis	<b>NRSG 599:</b> Thesis	<b>NRSG 599:</b> Thesis (12 credits)

Although the College of Graduate Studies allows 15 semesters for completion of the thesis requirement, this should only happen in exceptional circumstances. Students who have not completed their proposal by Term 3 in the Full Time Option or Term 6 in the Part Time Option may receive “Requires Improvement” on their [Annual Progress Report](#). Any student (either Part Time or Full Time) who has not completed their thesis after 12 semesters may also receive “Requires Improvement” on their Annual Report. Students may be asked to take a [leave of absence](#) at that point if there are circumstances that are influencing their ability to complete the thesis. Taking a leave is an important strategy for students unable to progress with their thesis, either for personal or professional reasons. The time spent on leave is not counted as part of the allowed time to complete a degree. For more information about taking a leave of absence, please review the [College of Graduate Studies Policy](#).

### MSN: Flexible Delivery - Tuition Schedules

Students are automatically enrolled in full-time studies (Schedule A); if they wish to pursue the MSN program on a part-time basis, students must submit a Schedule B form at least 3 weeks prior to their first term to the [Graduate Program Assistant](#). A request to complete studies part-time can only be made **before tuition is assessed in the first semester of enrolment and cannot be requested at any other time.**



Schedule B (part-time) tuition is only available to Canadian Citizens and Permanent Residents and is not available to students on an International Student Visa. Part-Time students are not eligible for interest-free government loans, University fellowships/scholarships/awards, teaching assistantships, research assistantships or student housing. Part-time students must complete their MSN degree within the five-year maximum time allowance (not including leave of absences).

Should you decide to take the program on a part-time basis, you are required to pay a minimum of 9 installments, covering a three-year period. Should you finish the program in less than 3 years you **will still be required to pay the mandatory fees prior to graduation**. If students have paid their minimum fees, whether part-time or full-time, but are still completing program requirements, they are assessed on a continuing fee schedule until degree completion.

[Click here to download a Schedule B Form](#)

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

## Continuous/Continuing Registration

All MSN and PhD (Nursing) 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, MSN students MUST be registered in either their Capstone Practicum (NRS 597) or Research Thesis (NRS 599) and PhD (Nursing) students MUST be registered in their Doctoral Dissertation (NRS 699).

## Registering for Courses

Course registration is done online, through the [Student Services Centre \(SSC\)](#). Registration dates are available on the SSC 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 should direct questions about course selection to either the [Graduate Program Assistant](#), or their faculty advisor/supervisor. All questions around registration – including late registration or withdrawal – should be directed to the Graduate Program Assistant.

Please see [Taking Non-Preapproved Courses](#) for information on registering for courses offered outside of UBC Okanagan to be used 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 requirements for 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. Alternatively, student support is available in the Learning Commons located in the UBC Okanagan Library.

## Student Accident Insurance

All School of Nursing Graduate Program students (MSN and PhD (Nursing)) must hold valid accident insurance for the duration of their studies, whether in course-based or thesis-based, part-time or full-time. Students on an approved leave of absence do not require valid accident insurance, but accident insurance must be re-purchased upon the student's return.

The annual fee for accident insurance is \$7.00. You are given the option to pre-pay for more than one year (recommended 2 years for full-time students, 3 years for part-time students), but please note that you will need to purchase insurance if you take longer than the recommended time to graduate.

[Click here to purchase student accident insurance.](#)

For more information on student accident insurance, please [click here](#).

## Annual Progress Reports

The progress report is a summary of the progress you have made in your program over the past year. It is an opportunity to highlight your successes along with any challenges you may have face, and allows you to plan for the upcoming year. The progress report provides your supervisor/advisor, program coordinator, and the College of Graduate Studies with the information necessary to ensure that your program is on-track and allows us to communicate with you regarding areas that may require improvement.

The annual progress report may be used to assess your eligibility (for full-time, thesis-based students only) for scholarships and awards. If you will defend your thesis or complete your program before June 1<sup>st</sup>, you are not required to submit the annual progress report for that year. If your program commences in May, you are not required to submit a progress report until the second year of your studies (ex., students starting in May 2020 do not need to submit a progress report until May 2021). If you were required to submit an interim progress report earlier in the year, you are still required to submit the annual progress report.

The full reports, including supervisor/advisor and committee member signoff (thesis-based students only) **must be completed by May 15<sup>th</sup> each year**. Annual progress report forms (version "A" for thesis-based/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 for 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](mailto:gradadmin.ubco@ubc.ca)
  - b. If you are having any issues with the digital forms please email [gradadmin.ubco@ubc.ca](mailto: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 Grades Summary" on the SSC is sufficient) to your supervisor/advisor and to the Graduate Program Assistant at [ubco.nursinggrad@ubc.ca](mailto:ubco.nursinggrad@ubc.ca).

## 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.

## Directed Studies

Directed Studies (NRS 512) are study projects created and organized by a student and a faculty member. NRS 512 is open to MSN and PhD (Nursing) students, and credits can be used to satisfy focus course requirements. These projects align with the student's areas of interest, and explore a particular topic not covered by an existing course. The chosen faculty member becomes the student's Professor 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, 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 availability as a Professor for this course
- 2) Work 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 Unit Head's 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 has been approved or denied once the decision has been made

## Taking Non-Preapproved Courses

If students wish to register in non-preapproved focus courses (see [Table 1](#) for pre-approved focus courses), they must receive approval from the College of Graduate Studies at UBC-O. All requests for non-approved courses must be processed by the School of Nursing [Graduate Program Assistant](#) at least 4 weeks prior to the start of term.

### Non-Preapproved Courses within the UBC-O School of Nursing

MSN Students may wish to take a course offered by the School of Nursing (Course codes: NRSG). Graduate-level coursework is normally 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. Email the [Graduate Program Assistant](#) at least four weeks prior to the start of the academic term in which the course is offered with the official course syllabus for the requested course (obtained from the course instructor).

### Non-Nursing Focus courses at UBC-O

Students, particularly those with interdisciplinary interests, may wish to take a course offered outside of the School of Nursing, but still within UBC Okanagan. Graduate-level coursework is normally 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 (for MSN students only; PhD students are to take 500+ level courses only). Email the [Graduate Program Assistant](#) at least four weeks prior to the start of the academic term in which the course is offered with the official course syllabus for the requested course (obtained from the course instructor).

### Focus courses outside of UBC-Okanagan

As the MSN Okanagan program is predominantly completed online, many students living outside of the Okanagan wish to attend courses in person offered by institutions closer to home. PhD



(Nursing) students may wish to take additional coursework as part of their degree. All focus courses completed outside of UBC Okanagan (including those taken at UBC Vancouver) must be pre-approved by the Graduate Program Coordinator. The majority of focus courses (3/5) must be completed at the UBC Okanagan campus. Please see Appendix V for a list of focus courses 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, and are controlled by the host institution.

Several Canadian institutions have agreements enabling a streamlined approval process for focus courses (Western Dean's Agreement, etc.).

*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

Students may require time away from their studies for a variety of reasons, from medical and parental to personal. Taking a leave of absence can be an important tool if something is interfering with your ability to progress. Students are encouraged to reach out to their faculty advisor or supervisor to discuss a leave of absence if required. Leaves are taken in four-month blocks: 4, 8 or a maximum of 12 months, and start on the first day of the term which has been requested. Leave of absences are not counted towards the total time taken to complete the degree. Students on leave may not access any of the University's facilities, nor undertake any academic or research work towards their MSN/PhD (Nursing) degree. Students on leave are not permitted to receive awards. Students will be required to pay an on-leave administrative fee. Students on leave are not eligible for Health/Dental coverage normally provided to active students at UBC-O, nor are they required to pay for Health/Dental coverage for the duration of their leave. However, students on leave may opt-in for Health/Dental through the [Student's Union](#). Leaves must be requested in advance and approved by the Graduate Program Coordinator and the College of Graduate Studies. Please reference the College of Graduate Studies policies on [leaves and withdrawals](#) from the program.

### 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](#) at least 4 weeks prior to the semester in which the leave will commence
4. You will be emailed notification of the decision regarding your leave of absence from the College of Graduate Studies
5. Update the Graduate Program Assistant and the College of Graduate Studies 4 weeks before you return from your leave of absence

## Degree Conferral and Graduation

Graduation and degree conferral are interchangeable terms. There are 4 conferral periods annually (February, May, September and November). Students must apply for graduation on the [Student Services Centre \(SSC\)](#) once all final grades are entered onto their transcript. Visit the College of Graduate Studies' [Graduation page](#) for more info on the process of applying for graduation.

The act of walking the stage is called the "graduation ceremony" or "convocation", and occurs in early June annually at UBC Okanagan. Regardless of which conferral period (February, May, September, or November) a student graduates in, their graduation ceremony/convocation is the next June.



## Graduate Student Awards, Scholarships and Bursaries

Please visit the College of Graduate Studies [Award Opportunities](#) page to learn more about Scholarships, Fellowships, and other funding opportunities. You may also receive updates on funding opportunities by email from the Graduate Program Assistant or from the College of Graduate Studies.

Please 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 Students 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 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, 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, [Dr. Kathy Rush](#), for more information.

## Living in the Okanagan During Your Studies

With the exception of the MSN Core Intensive courses (NRS 500, 504 and 505), offered in Summer Term 1 annually, the MSN program is completed online. However, some students choose to relocate to the Okanagan to complete their studies.

UBC Okanagan has on-campus accommodation available in the summers starting May 15<sup>th</sup> annually. Please note this is after the summer intensives begin. For more information regarding on- and off-campus housing, 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.



## 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](#).

## Policies and Procedures

The School of Nursing holds its students to a high standard of academic conduct. Students must 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](#).

Forms utilized by all graduate students at UBC Okanagan, such as award/scholarship application forms, late withdrawal request forms, and forms required for thesis/dissertation can be found on the [College of Graduate Studies Forms Page](#).



## 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.

	Semester I plan to take course (ex. 2020 W Term 1)	Registered (Y/N)	Semester completed	Credits earned
<b>CORE COURSES (required for thesis-based and course-based)</b>				
NRSG 500				
NRSG 504				
NRSG 505				
<b>REQUIRED COURSES</b>				
NRSG 506 (Thesis-Based)				
NRSG 507 (Thesis-Based)				
NRSG 502 (Course-Based)				
<b>FOCUS COURSES (select 12 credits if course-based, 3 credits if thesis-based)</b>				
NRSG 522				
NRSG 523				
NRSG 542				
NRSG 543				
NRSG 512 (Directed Studies)				
HINT 508				
NRSG 528				
NRSG 524				
<b>COMPLETION PAPER</b>				
NRSG 597 (Course-based)				
NRSG 599 (Thesis-based)				
<b>Alternative Focus Courses (requires Graduate Program Coordinator approval)</b>				
1.				
2.				
3.				



## Appendix II - Checklists

### 1. 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](mailto:ubco.nursinggrad@ubc.ca)

### 2. 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](#)
- Sign up for [Accident Insurance](#)
- Contact the [Graduate Program Assistant](#) with any questions



### 3. First year checklist

- Register for your first courses once registration opens
  - MSN students (May start): NRSG 504 for part-time students, NRSG 504 and 500 for full-time students
  - Course-Based MSN students must also take NRSG 502 in their first summer
  - PhD students (September start): NRSG 601, NRSG 580
- 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

### 4. 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 “Your Grades Summary” under Grades & Records on the [Student Services Centre \(SSC\)](#)
- Apply for Graduation on the SSC
- 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 \(BCGEU/Teaching Assistants\)](#)

[Student Service Centre](#) // [UBC Course Schedule \(Student Service Centre\)](#)

[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 15<sup>th</sup> annually for Graduate Program Coordinator approval and submission to the College of Graduate Studies.
2. Canvas/CANVAS – [UBC’s online learning 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](mailto: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. NRSO – 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. [Student Services Centre/SSC](#) – 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-V – 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?

There are three courses that include an on-campus session at UBC Okanagan, which are offered in May each year (NRS 500, NRS 504, NRS 505). Your full-time or part-time status will determine whether you take one or two of these courses at a time. Generally, NRS 505 cannot be completed in a student's first year in the MSN program.

All other courses are offered online, which include scheduled, mandatory synchronous discussions. The number of synchronous discussions vary by course.

### How many courses can I take?

You may choose to study full or part-time. 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 courses (9 credits) per term. UBC Okanagan is on a three-term schedule so this would be approximately 9 courses per year. Full-time students must commit to studying full-time; if you plan to continue working during your studies, it is strongly recommended to apply for to the part-time delivery.

### How long will it take to complete my degree?

MSN students have a maximum of 5 years to complete the degree.

Full-time course-based students generally complete their degrees in 16 months. Full-time thesis-based students generally complete their degrees in 24 months. Part-time students generally complete their degree within 3 years.

### What are the requirements during the program?

You must have dedicated access to a computer using Windows 7 or Mac OS X operating systems (at a minimum) along 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 FireFox, Adobe Flash, Adobe Reader, Java Runtime and Microsoft Office. Up-to-date technology requirements are found in the Welcome Letter, distributed to students shortly after they are offered a seat in the program.

Each student must hold valid accident insurance throughout their degree, as course-based and thesis-based students complete either practicum or field work components. Insurance costs \$7.00 annually and is purchased through the School of Nursing directly. Please see [Accident Insurance](#) for more information.



What is the difference between the thesis-based stream and the course-based stream?

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?

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 the [Student Services Centre \(SSC\)](#), 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. If required coursework has been completed, course-based students must be registered in their Capstone Practicum (NRS 597) and thesis-based students must be registered in their thesis (NRS 599) until conferral of 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 nursing course if I am not registered in the MSN program?

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?

Applicants must have BSN (Bachelor’s of Science in Nursing) or equivalent (see [Academic Calendar](#)).

2. Can I apply to the PhD (Nursing) program if I am not a nurse, or if my Master’s degree is not in nursing?

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 accept you as a PhD student prior to applying.



Where can I stay on campus, and how much will it cost?

The MSN program has three core intensive courses (NRSG 500, 504 and 505) that are only offered in-person, on-campus in May annually. Full-time students complete a maximum of two of these courses each summer and part-time students complete a maximum of one of these courses each summer.

The rest of the program requirements are offered online only. Therefore, aside from the 1-3 weeks required to complete the intensives, students may study anywhere with reliable high-speed internet.

The PhD (Nursing) program courses follow an executive style of delivery.

Visit this link UBC Okanagan to explore [On Campus Accommodation](#).

Can I pay my tuition using a credit card?

International students may pay tuition using a credit card. For all acceptable forms of payment, please visit the College of Graduate Studies [Pay Fees and Accept Awards](#) 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. Examples include receipt of official transcripts, English Language requirements, etc.



## 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 02 Feb 2023				
Institution	Course #	Subject	Course Name	Year Taken
Athabasca University	621	MHST	Coaching and Leading- The Human Side of Organizational Change	2019
	609	NURS	Trends and Issues	2018
	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
	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
	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
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 31 August 2021			
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
EESC	551	Okanagan	551D Special Topics in Earth and Environmental Sciences
HINT	508	Okanagan	Cultural Safety in Health: Indigenous Perspectives
HINT	512	Okanagan	Special Topics in Interprofessional Practice
HINT	521	Okanagan	Interprofessional Collaboration
HINT	524	Okanagan	Interprofessional Practice Issues in Healthy Aging
NRSG	424/524	Okanagan	Primary Care Nursing
NRSG	428/528	Okanagan	Advanced Community Health Nursing
NRSG	506	Okanagan	Qualitative Research
NRSG	507	Okanagan	Quantitative Research
NRSG	512	Okanagan	Directed Studies in Nursing
NURS	576	Vancouver	Topics in Social & Environmental Planning to Foster Health Populations
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

Faculty of Education
Faculty of Science
Faculty of Health and Social Development
Interdisciplinary Graduate Studies; College of Graduate Studies
Faculty of Medicine