



Note: This document is best viewed as an electronic reference as it includes links to appropriate policies and web pages related to the content discussed. Links appear in [underlined blue](#) type.

## OVERVIEW

This checklist is a guide for students and their supervising faculty, and it outlines each party's responsibility as it relates to the completion of NURS 595 requirements.

### PART 1: STUDENT RESPONSIBILITIES.

- Ensure that 2 Supervisory Committee Members have been identified through the [Student Tracking System \(STS\)](#)
- Submit a final PDF copy of SPAR project to [graduation@nursing.ubc.ca](mailto:graduation@nursing.ubc.ca)
- Discuss submission of SPAR project into cIRcle with supervisor.  
\*See 2<sup>nd</sup> page for cIRcle submission steps.
- Please do not change your registration, even if you're finishing out of cycle. G+PS will make the necessary adjustments, once your program has been closed.

### PART 2: SUPERVISOR RESPONSIBILITIES

- Submit the student's grade to [Manager, Student Services](#)
- Discuss submission of SPAR project into cIRcle with student.

### PART 3: AFTER APPROVAL

- The SSO will check the student's academic record, and ensure the student has completed all required credits of the MSN program, no courses have outstanding grades, and the SSO has received a copy of the student's NURS 595 SPAR Project.
- The SSO will complete the "Notification of Non-Thesis Master's Program Completion" Form, obtain MSN Program Coordinator's signature, and forward the completed form to the Faculty of Graduate and Postdoctoral Studies.



## SUBMITTING INTO CIRCLE:

- Go to UBC cIRcle website (<https://circle.library.ubc.ca>)
- Register for a cIRcle account
- Log in using cIRcle account
- Click Submissions under *My Account* from the left hand side menu bar
- Start a new submission
  - ◆ Select [GSS cIRcle Open Scholar](#) Award (UBCV Non-Thesis Graduate Work) from Collection dropdown menu
  - ◆ Complete the web form as thoroughly as possible
    - Populate Course Instructor fields with your NURS 595 Supervisor's information
    - Choose *Graduating Project* for Text Attributes,
    - *Graduate* for Scholarly Level
    - *Reviewed* for Peer Review Status
    - Refer to [Medical Subject Headings \(MeSH\)](#) for *Subject Keywords*, as proper MeSH keywords will help the search for the content of the submission ([MeSH onlinetutorial](#))

*\*Please ensure that the SPAR project is in PDF format and not editable for submission into cIRcle.*



EXAMPLE COVER PAGE:

TITLE OF SPAR PROJECT

By:

STUDENT'S FULL NAME

Prior degree, institution, year  
(List chronologically)

A SPAR PROJECT SUBMITTED IN PARTIAL FULFILLMENT OF THE  
REQUIREMENTS FOR THE DEGREE OF

MASTER OF SCIENCE IN NURSING

in

THE FACULTY OF GRADUATE AND POSTDOCTORAL STUDIES

(School of Nursing)

THE UNIVERSITY OF BRITISH COLUMBIA

Vancouver

Month/Year

© Student's name, Year