



2023

UBC NURSING

MN-NP

Culminating Project
Guideline

Overview of Deadlines

September 15, 2023	Deadline for students to formally request their supervisor (Committee Chair)
September 22, 2023	Deadline for Supervisor to appoint additional Committee Member(s)
September 29, 2023	Deadline for Student to submit proposal to Supervisory Committee & Policy SC6 MOU
November 24, 2023	Deadline for Committee final approval of student's proposal
February 16, 2024	Deadline for Student to submit first draft of project to supervisory committee for feedback
April 12, 2024	Deadline for Student to submit second draft of project to supervisory committee for feedback
Between proposal approval & submission of the final draft, the committee may choose to provide additional deadlines to the student. Re: a third draft, deadline for implementation of project, etc. This is up to the discretion of the committee however the final draft deadline must be April 26, 2024.	
April 26, 2024	Deadline for Student to submit final draft of project to supervisory committee for feedback
May 2024 (Date TBA)	GSNA presentation of NURS 596 posters
August 13, 2024	Deadline for completion of NURS 596 requirements by Student & Supervisor
August 17, 2024	Deadline for MN-NP Program to report completion of degree requirements to G+PS (Student Services & Program Coordinator)

Setting Up & Completing a Culminating Project

- Once you've come to a mutual agreement with a faculty member to be the primary supervisor (or chair) of your NURS 596 project, you'll need to formally report your supervisory relationship to Student Services for your student record. Please send an email to academic.support@nursing.ubc.ca, copy your new supervisor on the email, and include the following information:
 - Your name & student number
 - Your supervisor's name
 - The date when you solidified your supervisory relationship agreement
 - If you have an email from your new supervisor confirming their agreement to support you with your project, please include this email correspondence in your request.

After your request has been reviewed by the Program Coordinator, your student record will be updated by Student Services.

- Selecting an additional committee member for your supervisory committee is a collaborative decision between you and your supervisor.
 - An internal committee member is a regular faculty member with a current appointment at the School of Nursing.
 - The following are examples of external committee members: adjunct professors, clinician scientists, health authority and family practice community partners, faculty in other departments/disciplines,

and Professors Emeriti.

- Once you & your supervisor have agreed on additional committee members, please send an email to academic.support@nursing.ubc.ca with the following information:
 - Your name & student number
 - The names and contact information (email preferred, phone number if email unavailable) of your committee members.
 - If the email comes directly from you (the student), Student Services will confirm with your supervisor regarding the committee member choices. If your supervisor sends the email directly, Student Services will follow up with Program Coordinator for review & approval.
 - Once your committee members have been confirmed, Student Services will update your student record.
- The Scholarly Integrity Memorandum of Understanding (MOU) is an agreement that you make between yourself and your supervisor in compliance with [UBC Policy SC6: Scholarly Integrity](#). This agreement allows you & your supervisor to stipulate in writing expectations of you in terms of supervision, data ownership, publication, and commercialization rights. The template can be downloaded at any time, but the upload can only occur after your committee is finalized.
 - Go to <http://sts.nursing.ubc.ca> (make sure that you are connected to [UBC VPN](#))
 - Login with your CWL
 - Click 'Supervisory Committee'
 - Download the MOU

Checklist for Submitting a Culminating Project

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 596 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 Culminating Project to graduation@nursing.ubc.ca.
- *Discuss submission of Culminating Project into [cIRcle](#) with supervisor.

Part 2: Supervisor Responsibilities

- Approve NURS 596 Culminating Project by reviewing the student's submission.
 - If project was submitted to cIRcle, [approve in cIRcle](#).
 - After approval, submit the student's grade to gino.kim@ubc.ca.

Part 3: After Approval

- Student Services will check the student's academic record, and ensure the student has completed all required credits of the MN-NP program, no courses have outstanding grades, and (if agreed upon by student and supervisor) the student's Culminating Project is submitted into cIRcle.
- Student Services will complete the "Notification of Non-Thesis Master's Program Completion" form, obtain MN-NP Program Coordinator's signature, and forward the completed form to the Faculty of Graduate and Postdoctoral Studies.

Example Cover Page:

TITLE OF CULMINATING PROJECT

by

STUDENT'S FULL NAME

Prior degree, institution, year
(List chronologically)

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

MASTER OF NURSING – NURSE PRACTITIONER

in

THE FACULTY OF GRADUATE AND POSTDOCTORAL STUDIES

(School of Nursing)

THE UNIVERSITY OF BRITISH COLUMBIA

Vancouver

Month/Year

© Student's name, Year