



Culminating Project Timeline for NURS 596

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 OF DEADLINES

PLEASE REMEMBER TO **REGISTER IN NURS 596 EVERY TERM THAT YOU ARE ENROLLED** IN THE MN-NP PROGRAM

May 4, 2017	Orientation for NURS 596 (Fairleth Mccuaig)
September 15, 2017	Deadline for students to formally request their Supervisor(Committee Chair) on STS
September 22, 2017	Deadline for Supervisor to appoint additional Committee Member(s) on STS
September 29, 2017	Deadline for Student to submit proposal to Supervisory Committee & Policy 85 MOU-STs
October 27, 2017	Deadline for Committee final approval of students proposal
November 24, 2017	Deadline for Student to submit first draft of project to supervisory committee for feedback
January 12, 2018	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 February 26, 2018.	
February 26, 2018	Deadline for Student to submit final draft of project to supervisory committee for feedback
April 09, 2018	Deadline for completion of NURS 596 requirements by Student & Supervisor
April 18, 2018	Deadline for MN-NP Program to report completion of degree requirements to G+PS (Student Services & Program Coordinator)

SETTING UP & COMPLETING A CULMINATING PROJECT:

1. 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:
 - a. Your name & student number
 - b. Your supervisor's name
 - c. The date when you solidified your supervisory relationship agreement
 - i. 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.
2. Selecting an additional committee member for your supervisory committee is a collaborative decision between you and your supervisor.
 - a. An internal committee member is a regular faculty member with a current appointment at the School of Nursing.
 - b. 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.
 - i. Once you & your supervisor have agreed on additional committee members, please send an email to academic.support@nursing.ubc.ca with the following information:
 - ii. Your name & student number
 - iii. The names and contact information (email preferred, phone number if email unavailable) of your committee members.
 - iv. 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 review & approval.
 - v. Once your committee members have been confirmed, Student Services will update your student record.

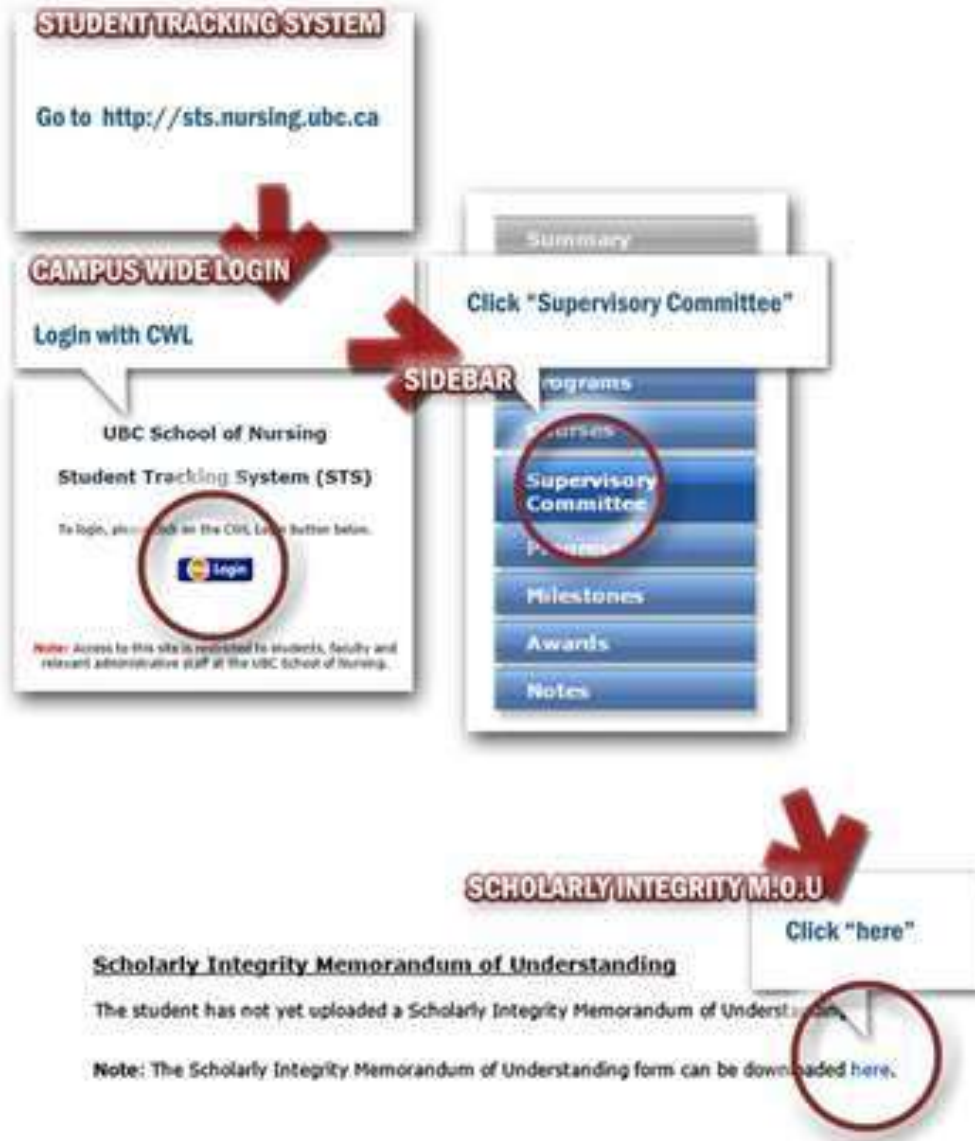


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- The Scholarly Integrity Memorandum of Understanding is an agreement that you make between yourself and your supervisor in compliance with [UBC Policy 85: Scholarly Integrity](#). This agreement allows you and your supervisor to stipulate in writing 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.

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.





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DEADLINES

May 2018 Graduation

April 9, 2018

Please note, your Culminating Project final product must be submitted to cIRcle at least 7-10 business days prior to the Faculty of Graduate and Postdoctoral Studies Deadline for program completion.

PART 1: STUDENT RESPONSIBILITIES

- 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 596 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 online tutorial](#))

PART 2: SUPERVISOR RESPONSIBILITIES

- Approve NURS 596 MN-NP Culminating Project by reviewing the student's submission, and [approving in cIRcle](#)
- After approval, submit the student's grade to [Manager, Student Services](#)

PART 3: AFTER APPROVAL

- The SSO 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 the student's NURS 596 Culminating Project is submitted into cIRcle.
- The SSO 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.
- 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.



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