ACKNOWLEDGING FIRST NATIONS PEOPLES AND TERRITORY

We acknowledge and respect the Lekwungen People on whose traditional territories the University stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.
GREETINGS MN Students!

This Guide is intended to support your progress in becoming an Advanced Practice Nurse (APN). The MN-APN program offers four options: Advanced Practice Leadership, Nurse Educator, Nurse Practitioner, and a dual degree with Master in Nursing and Master of Science in Health Informatics. As graduates of the program you will become leaders in a wide range of settings, including education, government, acute care, community, long-term care and primary health care.

Much of the information contained in this Guide is also available on the School of Nursing website but is consolidated into a single document for ease of access. If you have questions or concerns, please do not hesitate to contact your faculty advisor or the various contacts identified in the Guide. We wish you all a transformative educational journey!

Three key drivers have shaped me as an APN: the clinical knowledge obtained during the UVic Master of Nursing program, the experience in our clinical placements, and the community of inquiry that developed over the course of the MN program. I look forward to a future where I am part of a new initiative that advances the nursing discipline and profession. By studying nursing at a graduate level, I feel well prepared to enter the world of advance practice nursing.

Jill Brophy, MN-APL Graduate 2017
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FACULTY OF GRADUATE STUDIES AND SCHOOL OF NURSING CONTACTS

Those listed below are committed to your success as a graduate student and are in roles you may have contact with during your studies. Key names to start you off are:

Dr. Stephen Evans, Acting Dean, Faculty of Graduate Studies – see FGS website graddean@uvic.ca | 250 721 7970

Dr. Cedric Littlewood, Associate Dean, Faculty of Graduate Studies gsadean6@uvic.ca | 250 472 4548

Dr. Susan Duncan, Director, School of Nursing – see SON website nursingdirector@uvic.ca | 250 721 7953

Dr. Anne Bruce, Associate Director Graduate Education, School of Nursing abruce@uvic.ca | 250 731 6463

Anastasia Mallidou, Nursing/Health Informatics (NUHI) Coordinator mallidou@uvic.ca

Marcia Hills & Debra Sheets co-chair Nurse Educator (NUED) Coordinator mhills@uvic.ca | 250 472 4835 ; dsheets@uvic.ca | 250 853 3947

Katherine Bertoni, Nurse Practitioner (NP) Coordinator kbertoni@uvic.ca | 250 853 3946

Lorelei Newton, Advanced Practice Leadership (APL) Coordinator lorelei@uvic.ca | 250 721 6462

Updated August 5, 2020
The expert knows more and more about less and less until he knows everything about nothing.

Mahatma Gandhi, political leader of Indian independence movement 1869-1948
University of Victoria Master of Nursing (MN) PROGRAM

Purpose of the MN Program
The School is committed to generating knowledge, advancing the nursing profession and discipline, and enhancing advance practice nursing to improve health for individuals, families, communities, and society.

The MN program offers four options: Advanced Practice Leadership (APL), Nurse Educator (NUED), Nurse Practitioner (NP), and Master in Nursing and Master of Science in Health Informatics (NUHI Double Degree).

Course Requirements & Schedules
Course sequencing grids on the SON website, both full and part-time, guide students to meet graduation requirements are:
- APL and NUED (16.5 units course-based): NUED course sequence; APL course sequence
- APL and NUED (22.5 units thesis) or NP (25.5 units Thesis Option): special arrangement, meet particular criteria [see Graduate Calendar p189]
- NP (24 units course-based): NP course sequence
- NUHI (31.5 units thesis double degree): NUHI course sequence

Electives
You are encouraged to discuss elective options with your faculty advisor to determine the best fit for your program goals. Keep in mind a second practice course may be taken as an elective. NUED students may take APL required courses as electives and APL students may choose NUED required courses as elective options. Available elective options for nursing graduate students are updated regularly on the website.
- APL and NUED course-based MN: three electives required (4.5 units)
- APL and NUED thesis MN and NUHI thesis MN/MSc: four electives required (6.0 units)

Western Deans’ Agreement
The Western Deans’ Agreement (WDA) provides a tuition fee waiver for credit courses in graduate programs. Under the terms of this agreement, graduate students at UVic may take courses at another member institution in Western Canada (based on criteria). Nursing students have taken advantage of the WDA for specialized courses. If interested, please read the WDA document, ensure you qualify, consult with your faculty advisor, complete the WDA form, and follow-up with Paul Meier, Graduate Education Advisor.

Standard Time Limit for MN Completion
- Course-based MN - designed for completion in 2 years of full-time study, or part-time in 3- 4 years
- Thesis-based MN - MN/MSc degree is 3 years of full-time study. Thesis by special arrangement and meeting criteria in any of the other options is 3 years full-time or 4 years part-time.

Extended MN Time Limit
(Completion within 5 years, or 60 consecutive months from the date of first registration in MN program) Occasionally, students may require more time, but must seek permission for an extension from the Faculty of Graduate Studies. Students who fail to obtain permission for an extension, if needed, prior to the time limit expiry date, are considered to have abandoned their graduate program. Students who wish to have their abandoned program reactivated must have a letter of recommendation forwarded from the School of Nursing to the Office of the Dean, Faculty of Graduate Studies. If approval is given, a reinstatement fee must be paid to the Graduate Admissions and Records Office.

Education is the most powerful weapon, which you can use to change the world.
Nelson Mandela, revolutionary, politician, and philanthropist 1918-2013

Updated August 5, 2020
COMMUNICATIONS IN THE SCHOOL OF NURSING

Assigned MN Faculty Advisor or Supervisor

The academic faculty assigned to you is responsible for helping plan your MN courses. Staying in touch keeps alive an important resource and relationship. It is the student’s responsibility to make regular contact (phone, skype, email) with your faculty advisor a minimum of twice a year (September and May) during your program.

Students in course-based MN options (APL, NP, NUED) work with their assigned faculty advisor to develop a program of study including coursework and electives; seek guidance and support towards scholarly activities, intellectual enhancement, and professional development; and report on yearly progress for faculty review at the May SON Graduate Education Committee meeting. NUHI students are required to complete an annual self assessment. Students doing a thesis (NUHI or by special arrangement in other options) work with a supervisor and committee members to meet the additional requirements for completing a thesis. Regular check-ins are negotiated between the student and supervisor.

Faculty and Staff

The University of Victoria, School of Nursing prides itself on its outstanding people. The School’s faculty and staff are comprised of committed educators, learners, researchers and administrators who share the common aim of supporting innovative and accessible nursing education.

Students are encouraged to browse the directory tabs on the School of Nursing “Our People” webpage to find alphabetic listings of faculty and staff. Click on the names to access profile pages to learn about our roles within the School, teaching and research activities and philosophies, as well as publications and projects. Here students will also find contact information to help you connect—and stay connected—with each of us.

School of Nursing Graduate Admissions/Advising and Practicum Team

The Graduate Administrative Team assists students from application into the program, through courses and practica to graduation. The team consists of the:

- **Associate Director, Graduate Education** – Dr. Anne Bruce
- **Graduate Student Advisor** – Paul Meier
- **Administrative Assistants, Graduate Education** – Russell Hawkins and Kristen Elder
- **Graduate Practicum Coordinator: APL, NUED and NP** – Kambria Ernst

Graduate Program Team

The Graduate Student Advisor is responsible for coordinating administrative activity in the School of Nursing pertaining to recruitment, admission, student records, progression, and academic advising of students at both undergraduate and graduate levels. The Advisor facilitates the development and implementation of school academic policy through committee membership and co-chair roles. The Advisor is also the contact person for graduate student awards, other university departments such as FGS, and other community partners (College of Registered Nursing of British Columbia, Island Health, government ministries, etc.)

The Graduate Practica Coordinator (PC) plays an integral role in securing practice experiences that bring students academic studies alive. In the APL, NP and NUED options, students complete practice hours to gain competency and confidence in their advanced practice nursing area of focus. The PC links students and instructors with field guides and preceptors who mentor our students in advanced practice nursing roles, provide guidance towards APN competencies, and give feedback to students and instructors on progress in the practicum. There are many processes that must be followed for securing a practicum—arranging an affiliation agreement with an agency; working with APN leads from health authorities and organizations to make a good match for student learning; helping students clarify their academic and career goals, etc.
Students in the NUHI double degree arrange temporary employment in co-operative work terms through the Health Information Science Co-operative Coordinator, David Hutchinson at hiscoop@uvic.ca

The Administrative Assistants, Graduate Education are responsible supporting students enrolled in and faculty teaching in the Master’s and Doctoral programs at the School of Nursing in the Advanced Practice Leadership, Nurse Practitioner, Nurse Educator, Double Degree (nursing and informatics) and PhD program options. These individuals work closely with the School of Nursing Coordinator, Student Affairs, the University of Victoria’s Graduate Admissions and Records Office (GARO), and the Faculty of Graduate Studies (FGS). Administrative Assistant, Graduate Education roles include:

- front line voice or email response regarding questions about the graduate application process,
- administrative documents for graduate students
- directing graduate students and faculty to the appropriate contact person if an issue should arise
- administrative support to the Graduate Education Committee

RESEARCH AND SCHOLARSHIP

Research and scholarship are at the nucleus of the School of Nursing’s mission. Our faculty members are nationally and internationally recognised researchers committed to generating knowledge, advancing the discipline of nursing, and enhancing nursing practice to improve health and health care for individuals, families, communities, and society.

Joining a Community of Learners
Master of Nursing students join a group of learners dedicated to advancing the profession of nursing. Within the University, there are many opportunities to link with scholars both within and outside of the discipline, as well as with nurse scholars around the world. Some opportunities to do this include:

- Research Conversations (available via teleconference)
- Nursing Honor Society and Sigma Theta Tau International
- Biennial Nursing Research Conference (hosted every second spring in odd-numbered years)
- Lansdowne Lectures sponsored by the Faculty of Humanities
- Conferences and workshops

In addition, the School of Nursing provides opportunity to pursue scholarly relationships with research centres such as the University’s Centre on Aging, the Centre for Youth and Society, the Center for Addictions Research in BC, the Centre for the Study of Religion and Society, and other centres on campus.

Off campus, we are linked with research centres at the University of British Columbia including the Institute for Health Promotion Research, the Human Early Learning Partnership and the W. Maurice Young Centre for Applied Ethics.

The Research Coordinator for the Faculty of Human and Social Development (HSD) is housed in the HSD Research Support Centre (HSD B241) and provides administrative infrastructure to build and strengthen research within HSD. The Coordinator serves as a pre-grant facilitator, assisting faculty to put together competitive applications to a variety of funding agencies.

Students are encouraged to check The Ring (weekly University newspaper), and their UVic email for regular announcements.

ACADEMIC MILESTONES: CAPSTONE OR THESIS

Capstone
APL and NUED course-based MN students complete a final capstone course, NURS 596 Nursing Scholarship: Integration and Dissemination. NP students complete NUNP 593 Evaluation Synthesis. Students articulate their professional identity formation as an Advanced Practice Nurse during the MN program through a written scholarly paper, presentation of work to peers and faculty in person or via videoconference, and respond to questions. As the culminating course, students have the opportunity to demonstrate a broad mastery of
learning across the curriculum through synthesizing how the MN course work, knowledge, skills, and experiential learning have shaped their development as an Advanced Practice Nurse.

**Thesis & Research Project**

Students in APL and NUED may choose to complete a thesis. This option requires 22.5 units (please see Calendar for details). Double degree NUHI students have the option of completing a thesis or a research project. NUED, APL, and NP options students usually complete the capstone course or, under special circumstances, may choose a thesis option. Please see Appendix A for information about the thesis and/or Research Project (NUHI only).

> It is not that I'm so smart, it's just that I stay with problems longer.
> Albert Einstein, theoretical physicist, 1879-1955

**SCHOLARSHIPS, LOANS, AND FUNDING**

**Scholarships**

Awards which are granted on the basis of academic excellence. Please check the School of Nursing website for availability of scholarships.

The Registered Nurses Foundation of BC’s (RNFBC) website lists sources of funding for nursing education Bursary Info and Application. The Canadian Nurses Foundation (CNF) offers scholarships for nurses pursuing graduate education. Because these awards are continually changing, students must be sure to check the websites frequently for updates and current application forms and processes.

**Bursaries**

Funds available for students in financial need. Students need to provide evidence of need to obtain one of these awards. These funds do not need to be repaid. Student Awards and Financial Aid offers bursaries to students who qualify. For more information visit Bursaries. Additionally, a list of bursaries provided through the British Columbia Nurses Union (BCNU) can be found at Bursaries and Member Funding.

**Travel Funds**

Support student travel to conferences, meetings, workshops or research activities. The Faculty of Graduate Studies and Graduate Student Society have established a Graduate Student Travel Grant Fund distributed on a first-come first-served basis to eligible graduate students. Students can also request support for travel from the Dean, Faculty of Human and Social Development.

The Dorothy Kergin Endowment Fund also supports graduate students' specific research activities including research projects, travel to research conferences and development of new knowledge (to a maximum of $400.00 per student). The deadlines are in November and sometimes February each year. Updated deadlines are posted on the School of Nursing Website.

**Student Loans and Grants**

Students must establish financial eligibility for provincial/territorial and federal loans. Repayable student loans are available for students and are interest free for the duration of study. Non-repayable grants may also be available. The current guidelines are available at Financial Aid and Funding. Students can apply online for the loans and grants.

**Resources for Funding**

- Financial Aid and Funding (information regarding funding from the Faculty of Graduate Studies)
- External Grants (links to external funding agencies)
- Conduct your Research (information regarding funding from the office of research)
- Information about School of Nursing awards/bursaries
The Office of Research Services (Research Services) has an advisor who is available to assist students with applications for grants and fellowships. Supervisor, PhD coordinator, Associate Director, Research and Scholarship Committee are also available to assist students.

LEAVES OF ABSENCE OR WITHDRAWAL FROM GRADUATE PROGRAMS

Students who require a leave of absence or wish to withdraw from their program must do so formally. All leave arrangements must be discussed as early as possible with faculty advisor/supervisor so that appropriate adjustments can be made prior to the beginning of the leave. Leaves of absence are normally granted in 4-month blocks, to coincide with the usual registration terms. Short-term leaves of less than one term are managed with the student’s academic unit.

FORMS

Graduate & Academic Concessions (formerly Leave of Absence)

Leaves of absence are available to students for a variety of reasons or circumstances after completion of a minimum of one term. Tuition fees are not assessed during leaves. While students are on a leave, all supervisory processes are suspended. Students can neither undertake any academic or research work nor use any of the University’s facilities during the period of the leave. Students granted parental or compassionate/medical leave will retain the full value of a University of Victoria Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such awards will be suspended at the onset of the leave and reinstated when the student re-registers. Other awards will be paid according to the conditions established by the donor or granting agency. For information on applying for a leave of absence for reasons associated with a disability, contact the coordinator of the Centre for Accessible Learning at 250-472-4947 or infocal@uvic.ca

There are four types of leaves of absence:

Personal Leave - Can be processed directly by the student using the UVic portal system

Students may take leaves for personal reasons. Students planning to take personal leave must inform their supervisor in writing in advance of the planned absences, and make appropriate arrangements for care of ongoing research projects if necessary before initiating personal leaves through the UVic portal. The time taken for personal leave will be counted toward the maximum time allotted to degree completion. All program requirements, academic unit expectations and deadlines will remain the same. Students in regular Master’s degree programs may take a maximum of three terms within the maximum 5-year period allowed.

Parental Leave

A graduate student bearing a child and/or who has primary responsibility for the care of the child immediately prior to or following birth or adoption is entitled to request parental leave for a minimum of one term (4 months) renewable to a maximum of 3 terms (12 months). Requests should be made in writing to the Dean of Graduate studies and include appropriate documentation (letter from student explaining the circumstances, a letter from physician or other qualified professional, and written acknowledgement from the student’s advisor/supervisor and the graduate adviser). This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

Medical Leave

Graduate students are entitled to request medical leave. Students should forward their requests and appropriate documentation (letter from student explaining the circumstances, a letter from physician or other qualified professional, and written acknowledgement from the student’s advisor/supervisor and the graduate adviser) to the Dean of Graduate Studies. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

Compassionate Leave

Leaves of absence for compassionate reasons normally have a 3-term limit. Such leaves may be consecutive or cumulative (not to exceed 3 terms in total). Students requiring additional time after 3 terms will need to officially withdraw from the Faculty of Graduate Studies. Students should forward their requests and
appropriate documentation (letter outlining the circumstances and written acknowledgement from the student’s supervisor and the graduate adviser) to the Dean of Graduate Studies. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

Parental, compassionate, and medical leaves are processed by submitting the following documentation to the Dean of Graduate Studies (Graduate Admissions and Records office) by way of the Graduate Administrative Assistants in the School of Nursing:

1. Graduate Academic Concession Form
2. Written acknowledgement from the student's faculty advisor/supervisor and the SON graduate advisor
3. Pertinent documentation related to the request for leave

Withdrawals
There are three types of withdrawals:

1. Official Withdrawal
2. Withdrawal Without Permission
3. Withdrawal for Failing to Meet Academic Standards

Official Withdrawal

After completion of a minimum of one term, students who wish to withdraw indefinitely from their program in the Faculty of Graduate Studies must apply in writing to the Dean. A supporting memo from their faculty advisor or supervisor should accompany the application. The notation “Officially Withdrawn” will be placed on their permanent record. Should a student return to the program, the time spent “Officially Withdrawn” is not counted as part of the normal time allowed for completion of their program. Students who have outstanding fees cannot be officially withdrawn.

Withdrawal without Permission

Students who withdraw without permission prior to reaching the maximum time limit for their graduate degree program are considered to have abandoned their program. Students who wish to have their abandoned program reactivated must complete an Application for Re-registration form, have it signed by their academic unit’s graduate adviser and submit this to the Dean of Graduate Studies. Re-admission requires the approval of both the academic unit concerned and the Faculty of Graduate Studies. If approval is given, a reinstatement fee will be assessed. Re-admission is not guaranteed and requires the approval of both the academic unit concerned and the Faculty of Graduate Studies.

Withdrawal for Failing to Meet Academic Standards

A student whose program of study or thesis is not progressing satisfactorily, or who otherwise fails to meet academic standards, will be withdrawn from the Faculty of Graduate Studies. Normally, such students will not be eligible for re-admission to any graduate program in the Faculty of Graduate Studies.

Plagiarism: Policies on Academic Integrity

Academic integrity requires commitment to the values of honesty, trust, fairness, respect, and responsibility. It is expected that students, faculty members and staff at the University of Victoria, as members of an intellectual community, will adhere to these ethical values in all activities related to learning, teaching, research and service. Any action that contravenes this standard, including misrepresentation, falsification or deception, undermines the intention and worth of scholarly work and violates the fundamental academic rights of members of our community. Please review the plagiarism policies and procedures listed in the Graduate calendar to ensure that the University’s standards are upheld in a fair and transparent fashion.

For me, I am driven by two main philosophies: know more today about the world than I knew yesterday and lessen the suffering of others. You’d be surprised how far that gets you.

Neil deGrasse Tyson

University Academic Policy Components

- Academic Integrity
- Academic Accommodation and Access for Students with Disabilities
ACADEMIC MATTERS AND APPEALS

Academic matters are the responsibility of course instructors, departments, faculties and the Senate. Depending on the nature of the academic matter of concern, students should try to resolve the matter with people in the roles listed below in the following order:

1. Course Instructor
2. Program Option Coordinator (APL, NUED, NP, NUHI)
3. Associate Director, Graduate Education
4. Director, School of Nursing
5. Dean, Faculty of Graduate Studies
6. UVic Senate

In addition, students may wish to consult the Ombudsperson. Students seeking a formal review of an assigned grade should consult the regulations under Review of an Assigned Grade.

Academic Review Process

Graduate Calendar Guidelines
Students in the Faculty of Graduate Studies must achieve a grade point average of at least 5.0 (B) for every session in which they are registered. Students with a sessional or cumulative average below 5.0 will not be allowed to register in the next session until their academic performance has been reviewed by student and faculty advisors (course-based) and/or supervisory committee (thesis) and continuation in the Faculty is approved by the Dean of Graduate Studies.

School of Nursing Guidelines
If a student achieves a grade below B, an academic review is required. A student may also be identified as “at risk” by the course instructor(s) with regard to professional responsibility, e.g., not participating in co-learning conversations on the online course management system site in a timely manner; compromised capacity for critical thinking; difficulty with writing; and so on. If at risk issues are identified, the course instructor works with the faculty advisor and student to establish an academic review as outlined in the Graduate Academic Review Process.
ABOUT THE SCHOOL OF NURSING

Mission
The University of Victoria, School of Nursing is committed to accessible, innovative nursing education. Through our commitment to research, professional activities, knowledge generation, and advancement of nursing practice and our partnerships with educators, students, practitioners, researchers and policy developers, we promote health and social change.

UVic History
Starting out as Victoria College in 1903 (affiliated with McGill University) and located in a few different places in Victoria, the University of Victoria (UVic) moved to the new Gordon Head site in 1962. Over time, the student population grew and changed: average student age rose, more part-timers, more women attended, and online offerings resulted in more “people-oriented disciplines” such as nursing and social work. Today UVic has more than 18,000 students and 700 faculty members.

School of Nursing (SON) History

BSN for Post RN Diploma Practicing Nurses
- 1976: opened to prepare practicing nurses with baccalaureate degrees for those with nursing diplomas
- 1978: first Bachelor of Science in Nursing (BSN) degrees were conferred in 1978 to 28 practicing nurses with a Diploma in Nursing
- 1980: offered a BSN degree through distance education using satellite television, telephone conferencing, tutorials, and mailed course packages
- 1997: Post RN Diploma BSN program offered across Canada
- 1987: provincial government announced its initiative to increase access to post-secondary education
- 2016: last entry of RNs into this program
- 2020: anticipate program closure as most students in Canada enter a baccalaureate in nursing program

BSN for Pre-registration Nursing Students
- 1989: SON launched a new collaboration between British Columbia colleges and the University of Victoria starting with delivering its Post RN Diploma program on-site at Malaspina College (now Vancouver Island University or VIU), Okanagan College (now UBC-Okanagan or UBCO), and Cariboo College (now Thompson Rivers University or TRU)
- 1992: the Collaborative Nursing Program (CNP) was the first college-university partnership in the country where pre-registration nursing students began in the college for 2.5 years and finished the BSN degree at UVic. The first CNP students came to UVic for third year in January 1995. The CNP has since disbanded, and UVic currently offers an undergraduate degree in conjunction with Camosun College, College of the Rockies, and Selkirk College, all in BC, and Aurora College in NT.

MN Programs
- 1991: Nursing was part of a Master’s degree offered in HSD: Multidisciplinary Master’s Degree in Policy and Practice with the Schools of Social Work and Child and Youth Care (Health and Social Policy)
- 2003: School enrolled its first students in the Advanced Nursing Practice (ANP) Master of Nursing program with two options: Advanced Practice Leadership (APL) and Nurse Practitioner (NP).
- 2008: Nurse Educator (NUED) option was added
- 2010: Double Degree in Nursing and Health Informatics (NUHI) was added. Since that time, over 300 students have graduated with their MN degree.

PhD Program
- 2005: first enrollment in the PhD program with first graduates in 2011 at a time when students entered the distributed learning option, taking their coursework via web-based learning and periodic on-site experiences. In 2014 a decision was made to open PhD intake every two years (2016, 2018, 2020...).
- Currently the School has approximately 30 doctoral students.
Locating the School of Nursing on Campus

The School of Nursing is on the fourth and second floors of the Faculty of Human and Social Development (HSD) building, which houses six other professional academic units and three computer labs. There is a teleconference-capable classroom located on the west side of the campus in the David Turpin Building (Math & Social Sciences). See campus maps.

- Second Floor: faculty offices; HSD Research Support Centre
- Fourth Floor: Director’s office; support staff work stations in the main office; administrative offices; Mary Richmond Resource Centre legacy student lounge with computers (HSD A 461); PhD office (HSD A441); faculty offices; two conference rooms (HSD A451 and HSD A402d)
Locating the School of Nursing in the Faculty of Human and Social Development (HSD)

Master of Nursing is under the jurisdiction of the Faculty of Graduate Studies. The Dean is Dr. David Capson. The Associate Deans are Dr. Stephen Evans (Department of Biochemistry and Microbiology), Dr. Marsha Runtz (Department of Clinical Psychology) and Dr. Cedric Littlewood (Greek and Roman Studies). The Faculty of Graduate Studies sets policies and standards for graduate education, and offers funding for fellowships, research and teaching assistantships, and conferences.

At the same time, graduate nursing students have a substantive home in Nursing, which is organizationally housed within the Faculty of Human and Social Development (HSD). The Dean of the Faculty, Dr. Patricia Marck, is from the School of Nursing, as is the Associate Dean, Academic, Dr. Esther Sangster-Gormley. The HSD Faculty oversees all budgetary and personnel matters and provides academic leadership and standards for undergraduate education. Nursing is one of seven academic units and is comprised of several programs.

The Director of the School of Nursing is Dr. Susan Duncan. The Associate Director of Graduate Education is Dr. Anne Bruce. The School of Nursing determines the specific academic requirements for its graduate programs, within the policies and standards set by the Faculty of Graduate Studies.

<table>
<thead>
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<th>Director</th>
<th>Program</th>
<th>Associate Director</th>
<th>Option Lead</th>
<th>Students</th>
<th>Degree Delivery</th>
</tr>
</thead>
<tbody>
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<td>Dr. Susan Duncan, PhD, RN oversees all programs</td>
<td>BSN</td>
<td>Dr. Lenora Marcellus PhD, RN</td>
<td></td>
<td>170 – 344 depending on the term</td>
<td>• on-campus • pre-registration students</td>
</tr>
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<td></td>
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<td>Associate Dean Undergraduate Education</td>
<td>Post Diploma Program</td>
<td>Program closed to admissions: ~400 students finishing</td>
<td>• online • practicing RNs</td>
</tr>
<tr>
<td>MN</td>
<td>Dr. Anne Bruce, PhD, RN Associate Dean Graduate Education</td>
<td>APL Coordinator: Dr. Lorelei Newton PhD, RN NUED Co-Coordinators: Dr. Marcia Hills, PhD, RN Dr. Debra Sheets, PhD, RN NP Coordinator: Kathy Bertoni, MN, NP (F) Laurie Barnhardt MN, NP (F) MN/MSc Coordinator: Dr. Anastasia Mallidou, PhD, RN</td>
<td>APL and NUED: up to 25 seats per year</td>
<td>• online / distributed • practicing BSN RNs with 2 years or more of full-time relevant experience, GPA requirements, and letters of recommendation</td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td></td>
<td>PhD Coordinator: Dr. Kelli Stadjuhar, PhD, RN</td>
<td></td>
<td>10-12 students every two years</td>
<td>• online • Master’s degree • recommendations • focused research</td>
</tr>
<tr>
<td>Research &amp; Scholarship</td>
<td>Dr. Marcia Hills</td>
<td></td>
<td>BSN, MN, PhD students</td>
<td>• support faculty and student research and scholarly work</td>
<td></td>
</tr>
</tbody>
</table>

16 Updated August 5, 2020
TRANSITION TO GRADUATE MN STUDIES

Embarking upon graduate study is indeed an adventure—requiring a curious mind, an enthusiastic spirit, and a commitment to exploration and hard work—those characteristics that make an application to graduate school successful!

Our current students have told us that MN study is like entering a new world of nursing where one’s language and familiar ways of being a nurse are different from what they may have experienced in the past—going from expert nurse to novice learner of advanced practice nursing. As one student said, “It’s akin to entering a labyrinth where you may find road signs, some accurate and others not, and where you are responsible for creating your own personal journey.”

Students coming directly from a fast-paced practice setting might find the pace of academia quite different, but soon discover the gift of focusing on reading, reflecting, and discussing ideas. Students who have been away from studying for a long time should be patient as they adapt once again to the role of student. We encourage all students to engage in studies with an open mind as they journey into the unknown and explore their new role, new knowledge, and new expectations of themselves. No one need hesitate to ask for assistance.

Get involved in Committees at UVic or in the SON

The School of Nursing, as well as the University itself, operates on the basis of committee work. Many of these committees, such as the PhD Sub-committee, the Graduate Education Committee, the Research and Scholarship Committee, School of Nursing Council, University Senate, and various search committees, welcome the participation of graduate students as members. Many of these committee meetings are available via teleconference, to enable participation of students who cannot attend in person.

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One’s mind stretched to a new idea never goes back to its original dimensions.

Oliver Wendell Holmes, Jr.
TECHNOLOGY AND DISTANCE EDUCATION

School of Nursing Website
A wealth of information is available on the School of Nursing website. Information pertaining to Funding Opportunities, Research & Scholarship, Internationalization, Accreditation and so much more! We encourage students to take some time to look through our webpages and bookmark those that are most relevant to you and your graduate program interests.

Web-Based Learning
Students taking the program by distributed learning will take part in a combination of on-site experiences and web-based learning. Online courses are delivered using a course management system, such as BrightSpaces for online learning, where students will find the course syllabus, assignments and online learning activities. There are LOTS of resources for students including the Learn Anywhere Website hosted by UVic’s Center for Student Learning (Learning, Teaching, and Innovation Center [LTSI]). This website offers a key starting point for information about resources and services that students can access remotely to support their academic needs.

In nursing courses, students interact asynchronously with the instructor and classmates on the website through discussion forums. Learn Anywhere Services provides information on how to use the system and has a helpful tips and tools for online learning.

Students may also connect to seminars using an online voice or video conferencing such as zoom, meeting in real-time for synchronous discussion. These sessions, organized by the instructor, simulate a classroom environment.

If you have any technical or connectivity problems with your distance course technology or questions about the technology’s functions, the friendly online help desk staff are available to assist you. Contact information will be available on your course website.

Remote Access: Virtual Private Network (VPN)
A Virtual Private Network (VPN) allows users to access networks and services over a secure connection. The VPN encrypts any traffic between your computer and UVic’s VPN servers to safeguard your communication to UVic. Students can download the Cisco AnyConnect VPN software for free from one of the links at the bottom of the web site: University Systems Help Centre.

For security reasons, all faculty, students, and staff are encouraged to use a VPN client when connecting to UVic services, such as the library, file servers, and network printers, over the Internet. Please note that you must first establish an internet connection before you launch the VPN service.

Use VPN to connect to the UVic network:
- when off campus
- when using an insecure Internet connection on campus
- when using a wireless Internet connection on campus

Important Details
Entering a graduate program involves some attention to lots of required start-up details, including registering for courses, paying fees, and obtaining a UVic ONECard (this is your student ID, library and account access, etc.), and UVic email address. Instructions for all of these and more can be found at Support for Newly Accepted Students. The website contains a particularly helpful New Student Checklist that will help you ensure that you are able to attend to all these details and get started on the right foot.

Computers
Proficiency
Computers and software play a major role for students, faculty, and staff at UVic. Because of the continually increasing use of computers in our daily communications and work, the knowledge of computer systems and the ability to work with word processing, data management, and spreadsheet and data analysis programs have become essential requirements for Graduate Education.
Getting Started

Browser Compatibility
To access your CourseSpaces course(s), you will need
- A reliable connection to the Internet.
- A recommended web browser with javascript and cookies enabled
- Pop-up blockers disabled.

Recommended Web Browsers
Not all browsers fully support CourseSpaces functions. The following are the browsers the TIL Support Desk supports for CourseSpaces use:

For Windows computers:
- Internet Explorer: versions 8.0 or later
- Mozilla Firefox: latest version
- Google Chrome: latest version

For Apple computers:
- Mozilla Firefox: latest version
- Safari: latest version
- Google Chrome: latest version

Using Mobile Devices
CourseSpaces is mobile friendly. However, when completing activities or submitting assignments, we suggest you use a computer with strong internet connectivity.

Other Requirements
For a course, students may require other software, usually browser plugins, to be installed on their computer. If so, students will find the other software listed on the program page under Course login. Many courses also include audio or video content. If a course has these requirements, students will need to have speakers or headphones connected to their computer.

Please be aware that students will need Adobe Professional to read and edit many items sent to from the School of Nursing and the Faculty of Graduate Studies. This may be downloaded at www.adobe.com.

Using Mobile Devices for Courses
Students planning on accessing online courses using a mobile device such as a tablet or a smartphone, please note that not all required course features will be accessible with these devices. Although mobile devices can be used to access some online course tools; however, to fully function in the UVic online environment, students must have access to a computer running Windows or MacOS.

Other Computer Considerations
The Technology Integrated Learning website provides a multitude of resources to support student success as a Distance Education student and to help make distance learning online an enjoyable and successful experience.

Computing facilities with printing and duplicating services are available to all registered students and the Computer Help Desk can provide a variety of computer support, including data recovery. Students may find this an extremely helpful resource when encountering computer difficulties. Computer Availability is a computer workstation availability page. Students are able to see where free workstations are available in all of our on campus UVic facilities.

Although there are many different ways to improve environmental friendliness with regards to computing devices, one of the easiest ways is to manage electricity consumption. Please review the Green Computing webpage for further ideas to better support the University of Victoria’s sustainability mandate.
RESOURCES AND GROUPS AT UVIC

Counselling Services
Free, confidential counselling is available to currently enrolled degree program University of Victoria students offering: several types of individual counselling or appointments to best serve students; Group counselling, and a Thesis Completion Group. UVic counsellors are very familiar with our Graduate nursing programs and are a great resource for students in immediate need. Contact their office anytime for support!

Health Services
University Health Services provides health support to currently registered UVIC students. Some of the Services provided include physicians care (birth control advise, physical exams, pap tests, emergency first aid, and so forth), nurses’ care (dressing changes, allergy injections, blood pressure monitoring, cold and flu viruses, and so forth), orthopedics, sports medicine (consultation, sports related injuries and treatment), and psychiatry. Check out UVic Student Health 101! An e-health magazine that covers a wide range of health and wellness topics for University students.

Centre for Accessible Learning
In partnership with faculty and students, the Centre for Accessible Learning (CAL) promotes educational equity and accessibility for students with disabilities and support students in achieving academic goals. We provide services and programs and coordinate academic accommodations for students. We also act as a resource to faculty and work with the University community to help create a more accessible learning environment. The Centre supports the principles of Universal Design, which is the process of creating environments that are usable and accessible to people with a wide range of abilities.

Graduate Student Society (GSS)
The Graduate Students’ Society (GSS) is an autonomous, not-for-profit society that strives to promote the interests and represent the views of graduate students at the University of Victoria. The society is democratically organized with members having a say through elections, referenda, general meetings, and the Graduate Representative Council. The Society is governed by its Constitution and Bylaws, which can only be amended by referenda or at a general meeting of the membership.

The Society operates the George and Ida Halpern Centre for Graduate Students and offers a range of services to graduate students including the Grad House restaurant, Extended Health and Dental Plans, free room bookings and travel grants, to name a few. The GSS also elects graduate students to sit on a variety of University Committees.

Writing Support
Monika Cwiartka, from the UVic English department, currently teaches part-time and offers an online elective writing course (NURS 500) for graduate students. Students often need writing help and are encouraged to take this course. School of Nursing writing support website has a wealth of information on academic writing.

The Learning and Teaching Centre (LTC)
The Learning and Teaching Centre at the University of Victoria supports and enhances the teaching improvement efforts of those who instruct at UVic through increased awareness of current research and teaching strategies in higher education. Currently the LTC is maintaining a focus on teaching excellence while also encouraging a stronger direct link to student academic learning support. The LTC is the home of the University of Victoria’s Centre for Academic Communication (formerly the Writing Centre) where students can request online tutoring to help with academic writing and communication.

Campus Security Services
The three main areas of responsibility for Campus Security are Security Services, Parking and Transportation Services and Motor Pool Services. Security Officers are on duty 24 hours a day, seven days a week, and are therefore, the first responders to all manner of emergencies. Campus Security Services also include Safe haven/Safe walk and Campus alone programs, direct dial phones and lost and found.
Anti-Violence Project

The Anti-Violence Project (AVP) is committed to addressing and ending gender-based violence on campus and beyond. We strive to provide anti-oppressive and sex-positive services, advocacy and action on-campus and off to people of all genders, in partnership and collaboration, in order to address and resist gender-based and all forms of violence.

Office of Indigenous Academic & Community Engagement

The Office of Indigenous Academic & Community Engagement (IACE) is here to support the success of Indigenous students attending UVic. Before, during and after a student’s time at UVic, the Office members will connect them with educational, financial, and cultural resources on campus and in local communities. They encourage students to explore available services, such as Indigenous counselling services and the Elders' Voices Program, as well as non-academic programs that may be of interest. Students are encouraged to check out the campus-wide services page to learn about services offered to all UVic students that may be of interest. Roger John and Marcey Louie are Counsellors for Indigenous Students, 250-721-8341 at IACE. IACE helps Indigenous student's to access services and programs and supports them while on campus.

The Coordinator of Indigenous Student Support provides drop-in support, referrals, and information on registration, campus services, finances, housing, and more. She is located in the hallway of the First Peoples House (Room 141). The LE,NONET Bursary and Mentorship Coordinator is also here to help. The Coordinator works out of the First Peoples House and is available to answer any questions students may have, including those related to scholarships and bursaries as well as the LE,NONET program.

HSD Indigenous Student Support Centre (ISSC)

HSD is the leading faculty on campus for numbers of Indigenous faculty, Indigenous students, support staff, programming and collaborative research involving Indigenous peoples. We originated many Indigenous initiatives at UVic, such as the First Peoples House, the Indigenous student’s recognition ceremony and the HSD Indigenous students emergency measures fund. Good things start here. Our programs and services are here to help make your journey as enjoyable and stress-free as possible. Support in Human and Social Development (HSD) includes the HSD Indigenous Student Support Centre (ISSC) in the Human and Social Development Building, Room B211, phone 250-721-6005. The HSD Indigenous Advisors is Shauna Underwood at 250-472-5431. Shauna provides academic advising, emotional support and assistance navigating the University of Victoria to Indigenous students within the Schools and programs in HSD. Students are encouraged to please take a moment and feel free to email or call Shauna to introduce themselves and get to know her better.

Multifaith Services

A culturally diverse and multi-faith community resides on campus with chaplains and representatives who are appointed by local faith communities. The Multifaith Chaplains Services team includes Bahá’í, Buddhist, Christian, Jewish, and Muslim chaplains and representatives. The mission of Multifaith Services is to provide religious support and spiritual care for the students and staff at the University of Victoria.

Transportation and Parking

Students can find information regarding parking permits, rates, maps, regulations, bus passes and information on how to get to the UVIC campus at this webpage: Parking and Transportation.
APPENDIX A: MN THESIS

Seeking a Thesis Option?

Students in NUHI (the double degree MN and MSc in Information Science) are required to complete a thesis. Within the Nurse Educator (NUED) and Advanced Practice Leadership (APL) options students complete a Capstone assignment or under particular circumstances may choose a thesis option. Currently, there are minimum standards required for students who wish to be considered for thesis option. These include:

- A demonstrated ability to integrate theory and advanced practice nursing
- Usually a minimum average of A (85%) in all completed courses through the end of the third semester of fulltime study
- Confirmation of a thesis supervisor
- Student-supervisor consultation
- Supervisor recommendation
- Completion of, or enrolment in, a minimum of one additional approved research course

NOTE: Pursuing a thesis option requires additional coursework. Also, meeting minimum standards for the MN thesis option does not guarantee students will be granted permission to take up this option. If you are interested, please review the Guidelines for MN Thesis document and contact your faculty advisor early in your program.

Academic (Thesis) Supervisor

Both students and supervisors have responsibilities. A document outlining these responsibilities, developed by the Faculty of Graduate Studies, is an important one to review. It can be found at Graduate Supervision Policy.

Ethics Review

The University has policies and processes in place to review all research or project proposals to ensure that they meet national standards. We urge students to become familiar with these processes. A number of documents are available for assistance:

- Tips for Graduate Students on applying for ethics review
- University of Victoria Human Research Ethics Forms and Guidelines
- The Office of Research Services has a Human Research Ethics Assistant who can be reached at ethics@uvic.ca for help with applications, guidelines etc.

All research involving human participants requires approval (or waiver) from the Human Ethics Review Committee (HERC). This process takes approximately four to six weeks after submission of the required documentation, so this time must be built into projected timelines. Students must obtain the approval of the supervisory committee before submitting a proposal for review to the HERC. The application is submitted to the HERC.

The major purpose of the review is to ensure research participants are protected from harm. Carefully consider recruitment strategies to avoid any possible coercion. This is particularly important when seeking research participants for whom students also provide care, or who are particularly vulnerable (e.g., older adults, children, students, people with serious illnesses). In these situations, recruitment strategies will likely need to involve a person not involved with the research. Students who are interested in studying Aboriginal people will need to work in partnership with First Nations communities. Guidelines for research in Aboriginal communities are currently being developed.

The process of review involves submission of a completed form and documents such as consent forms, letters to participants, etc. (which can be found at Conduct your Research). The student’s supervisor must review and sign the ethics application form before the application is submitted.

Remember, that under University policy, participant recruitment and data collection must not begin until ethics approval (or waiver) has been received from the Human Research Ethics Committee. The certificate of approval will be sent to the researcher after the concerns of committee members have been successfully addressed; the ethics approval statement must be included as an appendix in the thesis/project.
**Important Administrative Details**

When the supervisory committee agrees that the thesis is ready for defense, the Supervisor lets the Graduate Administrative Assistants know that the student is ready for oral defense. The graduate Administrative Assistants initiate the paperwork.

**Oral Defense**

The final stage of the thesis process is the oral defense. The expectation is that the dissertation will not be defended until the supervisory committee and external examiner are satisfied with it. The date for the oral defense will be established with input from the student and the committee. It is the student’s responsibility to book a room for the defense, with assistance as needed from the Graduate Administrative Assistant. The School of Nursing strongly encourages all students to come on campus for the oral defense.

**Expenses Associated with Oral Examinations**

In the case of oral examinations, the Faculty of Graduate Studies (FGS) is limited in the amount of expenses that can be covered. The following alternatives are available to Departments and Schools:

- **Audio conferencing** - only for PhD oral exams with the external examiner at a distant site (University Centre, Room A207a). The Faculty of Graduate Studies will cover the cost of the telephone call for conducting the oral examination.
- **Interactive video conference** - only for PhD oral exams using the BlueJeans system, with the external examiner at a distant site.

The student will send the thesis electronically to the External Examiner and Chair for the defense.

**Application to Graduate**

The student must complete and submit an Application to Graduate one semester prior to the oral defense. There is a fee associated with this form. The Graduate Secretaries will send out reminders to students, however it is the responsibility of the student to obtain the form from GARO. If the target date for completion of the oral defense is not met, the student must re-apply to graduate and pay tuition fees for the term.
APPENDIX B: DOUBLE DEGREE GUIDELINES FOR RESEARCH PROJECTS

The double degree program requires a completion of 31.5 units of study, including a research project or thesis. The following guidelines and frequently asked questions are designed to assist NUHI students to fulfill the requirements to complete a research project in the Master of Nursing and Master of Science in Health Informatics dual degree. Projects should be designed such that they can reasonably be completed within twelve months from start to finish, the equivalent of 3.0 units. It is expected that students will work closely with, and under the guidance of, their co-supervisors in Nursing and Health Information Science.

What is a research project?
A research project is designed to help students master the skills to complete a complex project in a specific area of study. Research projects address a particular issue or problem that needs investigation. Projects may use a research or an applied approach in seeking new knowledge. Research projects may be undertaken within a student’s work environment, but they must demonstrate a high level of achievement in the application of advanced knowledge and be independent from regular work responsibilities. For the dual degree program, a research project must contain knowledge development for nursing and health informatics fields.

How is a research project similar and different from a thesis?
Both the research project and thesis will require an ethics consult prior to initiating any work. Both research projects and theses have a written report deliverable and require an oral defense.

The scope of work for a research project tends to be more limited than a thesis and often takes less time to conduct. The number of units for the research project (3.0) is less than the thesis (6.0) and students completing a research project will need to take at least 2 additional courses (3.0 units). The length and structure of the written report will vary between a research project and a thesis. Typically, a research project written report may be shorter and have a smaller scope of work. The thesis will represent a more in depth discovery of the relevant literature and research methodology within the final thesis. The thesis requires a more formal, rigorous defense with an external examiner.

What are some examples of research projects?
Research projects in the past have included:
- Usability inspection of a user interface
- Replication of prior methods or models with a new publicly available dataset
- Secondary data analysis of an existing publicly available dataset
- Computer simulation modeling using a publicly available dataset
- Small scale interviews or surveys
- Development of conceptual frameworks particular to a setting or clinical situation.
- Synthesis of the literature for policy or practice recommendations
- Systematic literature reviews suitable for publication (e.g. scoping reviews, rapid reviews, etc.)
- Application of evidence in designing a component of a clinical information system

What criteria must my research project meet?
Your research project should:
- Contribute new knowledge to the fields of nursing and health informatics
- Reflect advanced critical thinking and a scholarly approach to problem investigation
- Demonstrate a high level of achievement in the application of nursing and health informatics knowledge
- Contain a written report summarizing the relevant background material, the methods used, the results obtained and a discussion of the implications of your work

What are the steps for completing a research project?

Developing a proposal
1. Please discuss your research topic area with both your supervisors to develop your ideas and maintain a scope that is appropriate for a research project
2. Develop a research project proposal outlining the relevant literature, the project objectives and the intended methods. Your supervisors may have specific requirements for how you organize your
research proposal, so please check with them. Please follow the Faculty of Graduate Studies thesis templates for formatting title pages, etc.: It is anticipated that the proposal would include the following sections:

- Title page
- Background and significance
  - An introduction which addresses what the student hopes to learn from this project and why it is of interest. It should include a statement of problem or area of concern/interest that links the project to relevant literature
- Research Project Objectives and Deliverables
- Methods to be used
- Proposed time-line for the completion of the project time-line and an estimated budget (if applicable)
- Ethical considerations

The project proposal length will vary. Your supervisors may require several revisions as you refine your objectives and methods. You will need proposal approval from both of your supervisors prior to starting your project. Any subsequent changes to scope or methods for your project also need to be approved by both supervisors.

Obtain ethics consult

3. Once the proposal has been accepted by your supervisors, obtain an ethics consult. All research projects must have an ethics consult prior to beginning their work. If your research project does not involve any human data, it is likely that the UVic Human Research Ethics Board will advise you that a formal review is not necessary. Please discuss this with your supervisors. You can obtain this consult by emailing the UVic HREB with your project proposal. Any response from the UVic HREB should be saved and shared with your both supervisors and the Graduate Program Assistants.

Possible HREB Application and Organizational Operational Approvals

4. For some research projects, with the collection of human data, ethics review and approval will be necessary. If you are working with previously collected, identifiable human data, interacting with humans or observing humans, you will need ethics review and approval prior to beginning your work. Your supervisors will guide you in developing an ethics application. Your supervisors and either the Director (Nursing) or the Director (HINF) must approve your ethics application prior to it being submitted to the UVic HREB. You must receive the HREB ethics approval certificate prior to beginning your work.
5. For some students, their projects will involve personnel, resources or facilities belonging to health authorities and those research projects will require operational approval in addition to ethics approval. Your supervisors can assist you with the development of your operational approval applications. In these cases, you must receive operational approval prior to beginning your work.
6. After receiving the appropriate approvals, you may begin your work. As you gather data, conduct analyses, and interpret results, work with your supervisors closely.

Final report and Oral Exam

7. After conducting your research project, you will draft your final report. The organization of your final report may vary depending on the type of project you have worked on. Please consult with your supervisors for guidance before beginning. You will likely submit several revisions of your final report before you have the version ready for an oral defense. Your supervisors will tell you when your work has met the criteria for scheduling your defense. Your supervisors will collaborate to identify a Chair for your oral defense.
8. You will work with your supervisors, the Chair, and the Graduate Program Assistant to schedule the oral defense. The University requires at least 10 business days to schedule an oral defense.
9. For your oral defense, you should prepare a 15-20 minute presentation on your work. Your supervisors can give you advice on your presentation as you develop it.
10. Following a successful oral defense, you may be asked to make changes to your written report. Any changes will be specified in writing by your supervisors and they will review your changes prior to approving your defense.

How long does it take to complete a research project?

The length of time to complete a research project will vary depending on the nature of the project. Projects that require ethics and operational approvals tend to take longer than those that only require an ethics consult or those that only require an ethics review. Research projects that involve human participant recruitment take longer than those that use existing data or already have participants. Other factors influencing completion are whether or not you are working and your writing skills. Students who are working full time and/or who find writing to be a difficult process tend to take longer to complete their projects. Most students complete their research projects in 9-18 months, but your experience may vary.

Do research projects need an ethics consult?

Yes, as mentioned above, all research projects require an ethics consult. Without this documentation, your oral defense of a project cannot be scheduled. For projects that do not involve humans or their data, after your project proposal has been approved by your supervisors, you may email your proposal to the UVic HREB for an ethics consultation. If they reply that an ethics review is not required, save the email for your records and forward a copy of it to your supervisors and the Graduate Program Assistant. If you know your research project will require an ethics review and approval, the certificate of approval from the HREB will serve as your documentation of an ethics consult as well as approval.

Do I have to write a final report for my research project?

Yes, all research projects are required to have a written component, which documents the work done and the knowledge gained from the work. Unlike a thesis, research projects are not required to be submitted to UVic Space for public access. If you have an exceptional research project, your supervisors may ask you to submit it as an example for future students. Often following graduation, students revise their final reports into manuscripts and submit them to peer-reviewed journals.

Are there formatting instructions for a research project?

APA 6th edition formatting is required for the text and references of your final report. Specific organization of the content in your final report will come from your supervisors.

Will I have an oral defense for my research project?

Yes, all research projects require an oral defense.
## APPENDIX C: PROFESSIONAL PRACTICE REQUIREMENTS

### Practice Courses

<table>
<thead>
<tr>
<th>Practice Courses</th>
<th>Fall NURA 517</th>
<th>Winter NURA 518 &amp; NURA 519 (13 weeks, 1 day/week)</th>
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<tbody>
<tr>
<td>Advanced Practice Leadership (APL)</td>
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<tr>
<td>APL COURSE GRID</td>
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<tr>
<td>APL / BCIT Pathway / Elective Options</td>
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<tr>
<td>Nurse Educator (NUED)</td>
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<td>NUED COURSE GRID</td>
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<tr>
<td>Winter NUNP 541</td>
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<td>Spring NUNP 544</td>
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<tr>
<td>Fall NUNP 546</td>
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<tr>
<td>Winter NUNP 548</td>
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<tr>
<td>Spring NUNP 537 (200 hours)</td>
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<td>(Each practicum is up to 13 weeks in duration;</td>
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<td>2-3 days/week)</td>
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<tr>
<td>Family Nurse Practitioner (NP)</td>
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<tr>
<td>Winter NUNP 541</td>
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<td>Spring NUNP 544</td>
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<td>Fall NUNP 546</td>
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<td>Winter NUNP 548</td>
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<tr>
<td>2-3 days/week)</td>
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<tr>
<td>Double Degree/Nursing and Health Informatics (NUHI)</td>
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<tr>
<td>NURS 801 (560 hours)</td>
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<td>HINF 802 (560 hours)</td>
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<td>(Full-time over a 4-month term)</td>
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### APL and NUED Professional Practice Requirements

<table>
<thead>
<tr>
<th>6 months prior to placement (Due Feb 28th)</th>
<th>Identify a potential placement and complete your online profile using the Survey Monkey link found in your UVic email.</th>
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</thead>
<tbody>
<tr>
<td>1 month prior to placement (Due August 1st)</td>
<td>Upload all professional practice documents and ensure your practice requirements are met by completing the Survey Monkey link found in your UVic email. Practice Requirements can be found in the course calendar</td>
</tr>
<tr>
<td>2 weeks prior to each placement</td>
<td>Complete Health Authority/Agency professional practice requirements.</td>
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### NP Professional Practice Requirements

<table>
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<th>July 30th 2019</th>
<th>Complete your online profile using the Survey Monkey link found in your UVic email.</th>
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<tr>
<td>August 15th</td>
<td>Upload professional practice documentation and ensure your practice requirements are met by completing the Survey Monkey link found in your UVic email. Practice Requirements can be found in the course calendar</td>
</tr>
<tr>
<td>2 weeks prior to each placement</td>
<td>Complete Health Authority/Agency professional practice requirements.</td>
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### NUHI Professional Practice Requirements

<table>
<thead>
<tr>
<th>5-6 prior to work term</th>
<th>Email the Cooperative Coordinator <a href="mailto:hiscoop@uvic.ca">hiscoop@uvic.ca</a> to discuss work opportunities and online résumé submissions for temporary employment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduate Coop workterm fees</strong> are in addition to any other program or tuition fees, payable only when you obtain a work-term, one month after your work-term begins.</td>
<td></td>
</tr>
</tbody>
</table>