



# MASTER OF NURSING PROGRAM HANDBOOK

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## TABLE OF CONTENTS

UNB NURSING VISION MISSION AND VALUES	5
PURPOSE AND OVERVIEW OF MN PROGRAM HANDBOOK	6
MN PROGRAM AND CURRICULUM OVERVIEW	7
MN Program Format	7
MN Program Streams	7
Thesis/Report Stream Courses and Course Sequencing	7
Nurse Practitioner Stream Courses and Course Sequencing	8
MN Program Grading Scheme	9
TECHNOLOGY AND TECHNICAL REQUIREMENTS	9
Activating UNB IT Services	10
Email	10
COURSE REGISTRATION	10
Registering for Core Courses	10
Registering for Thesis/Report Courses	10
Registering for Courses from other GAUs at UNB or Universities	10
Registering for Courses taken as Independent/Directed Study	11
Registering for Courses taken from Undergraduate Program	11
PROGRAM FEES	11
COMPLETING THE THESIS/REPORT PAPER	11
THESIS/REPORT STREAM ESTABLISHING AND MAINTAINING SUPERVISORY RELATIONSHIPS	12
Thesis/Report Stream Formalizing and Maintaining Supervisory Relationships	12
Committee & Proposed Topic Form	12
Guidelines: Roles and Responsibilities Graduate Students and Supervisors Form	13
Annual Progress Report Form	13
Thesis/Report Stream Additional Considerations for Students & Supervisory Committee	13
COORDINATING AND COMPLETING NP CLINICAL PRECEPTORSHIP PRACTICUMS	14

SUBMITTING WORK IN THE MASTER OF NURSING PROGRAM	14
Learning Assessments	14
Proposals, Theses and Reports	14
Research Ranking	15
THESIS/REPORT AND NP STREAM PROMOTING PROGRESS AND TIMELY COMPLETION	15
Thesis/Report Student Time Limits on Degrees	15
Monthly Forums	15
Working and Studying	16
MN Orientation and Nursing Research Days	16
REGISTERED NURSE REGISTRATION	17
FUNDING OPPORTUNITIES	17
DEVELOPMENT OPPORTUNITIES	18
STUDENT RESOURCES AND SERVICES	19
UNIVERSITY OF NEW BRUNSWICK AND NURSING POLICIES	20
HEALTH AND SAFETY AT THE UNIVERSITY OF NEW BRUNSWICK	20
CONFLICT RESOLUTION	20
DECLARATION OF RIGHTS AND RESPONSIBILITIES	23
NURSING GAU REGULATIONS	24
1. DEGREES AND DIPLOMAS OFFERED	24
2. ADMISSION POLICY	24
3. QUALIFYING PERIOD	26
4. PROBATIONARY PERIOD	26
5. APPLICATION PROCEDURES	26
6. PROFICIENCY IN THE ENGLISH LANGUAGE	26
7. PROGRAM (DEGREE) REGISTRATION	27
8. DEGREE RESIDENCY REQUIREMENT	27
9. COURSE REGISTRATION REGULATIONS	28
10. GRADE STANDARDS	29
11. AUDIT	29
12. ACADEMIC PERFORMANCE	29
13. SUPERVISION OF GRADUATE STUDENTS	29
14. TIME LIMITS ON DEGREES	30

15. LEAVE OF ABSENCE	30
16. MATERNITY/PATERNITY/PARENTAL LEAVE	31
17. EXTRACURRICULAR GRADUATE INTERNSHIPS	31
18. DUAL REGISTRATION	31
19. SECOND POST GRADUATE DEGREE	31
20. GENERAL POST GRADUATE DEGREE REGULATIONS	31
21. PhD REGULATIONS	31
22. MASTER’S DEGREE REGULATIONS	31
Thesis/Report Stream	32
Thesis/Report Proposal	33
Internal Reader	33
Proposal	33
Ethical Review	34
Thesis/Report Final Examination Process	35
23. CONFIDENTIALITY, SECURITY, AND RELEASE OF STUDENT ACADEMIC RECORDS	37
24. REVIEW OF GRADES	37
25. PETITION FOR RELIEF – APPEALS	37
26. REPEATING COURSES	37
27. ACADEMIC APPEALS	37
28. PETITION FOR RELIEF	37
29. ACADEMIC OFFENCES	37
30. SENATE REVEIW	37
31. GENERAL REGULATIONS ON CONDUCT	37
32. GENERAL	37

*Appendix A*

## University of New Brunswick Faculty of Nursing Vision, Mission, and Values

### **Vision**

Advancing nursing and nursing knowledge through excellence in teaching, research, clinical practice, leadership and innovation.

### **Mission**

Educating and preparing nurses for an evolving healthcare system grounded in the principles of primary health care, social justice and caring supported by evidence and research.

### **Values**

The articulation of values for UNB's Faculty of Nursing provide clear expectations of how faculty will proceed in their daily work. Demonstrating these values will mean the entire team will be engaged in meeting students' needs. These values are a key component of this plan.

**Excellence:** We are committed to delivering high quality nursing education at the undergraduate and graduate levels through the adherence to standards and the use of relevant, innovative teaching methods responsive to learners' needs.

**Caring:** We will demonstrate dignity, compassion, respect and fairness at all levels in our internal and external interactions and will advance substantive knowledge for caring science as a core nursing value.

**Collaboration:** We will grow and sustain our relationships with relevant stakeholders in order to create mutually beneficial outcomes and common goals for the university, our colleagues and our community.

**Integrity:** Honesty, transparency, fairness and reliability will be evident in all our proceedings. **Accountability:** The structures and processes we have in place will improve our capacity to evaluate and measure relevant indicators and the effectiveness of our program delivery.

**Responsiveness:** Our undergraduate and graduate programs will be proactive and demonstrate flexibility in anticipating and responding to changing trends in health care delivery.

## Purpose and Overview Master of Nursing Program Handbook

### Purpose

The purpose of the UNB Faculty of Nursing Master of Nursing (MN) Program Handbook is to provide guidance to students, faculty and staff who are engaged in either in completing or supporting students in completing the MN program.

### MN Program Handbook Overview

The MN Program Handbook has two main sections. The first section provides a general overview of the program and the second section provides supporting information based on the School of Graduate Studies and UNB Faculty of Nursing Graduate Academic Unit regulations and guidelines.

### MN Program Handbook Requirements

MN program students, faculty and staff are expected review and become familiar with the MN Program Handbook.

### Questions about the MN Program Handbook

If you have question about the MN Program Handbook, please contact either the Associate Dean, Research and Graduate Studies or the Graduate Program Assistant using the information provided below.

#### **Sue O'Donnell, RN, MN, PhD**

Associate Dean, Research and Graduate Studies  
UNB Faculty of Nursing  
MacLaggan Hall, 115C  
Fredericton, NB  
Email: [sue.o@unb.ca](mailto:sue.o@unb.ca)  
Phone: (506) 458-7637

#### **Tricia Canning**

Graduate Program Assistant  
UNB Faculty of Nursing  
MacLaggan Hall, 115A  
Fredericton, NB  
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Phone: (506) 458-7650

## Master of Nursing Program and Curriculum Overview

### Master of Nursing Program Format

Currently, our MN program is offered online using distance technology and involves a blend synchronous and asynchronous learning which differs according to program stream.

### Master of Nursing Program Streams

Currently we offer two program streams: (1) Thesis/Report Stream (MN) and (2) Nurse Practitioner (Primary Health Care; MN ANP).

**Thesis/Report Stream.** The thesis/report stream involves a blend synchronous and asynchronous online learning. This stream can be completed on either a full or part-time basis. Intake for this stream occurs each year in the fall term. Full-time students in the thesis/report stream complete a total of 27 credit hours (9 courses) in year 1 and thesis/report work in year 2. Part-time students in the thesis/report stream complete a total of 27 credit hours (9 courses) in year 1, 2, and 3 and focus on the completion of their thesis/report work in year 4. Part-time students generally complete 1 course per term and, as their personal schedules allow, some complete up to a maximum of 2 courses per term. See program courses and course sequencing below. All students in this stream must complete a thesis or report.

### Thesis/Report Stream Courses and Course Sequencing

Year		Fall (Sept – Dec) Course # & Course Name	Winter (Jan – April) Course # & Course Name	Summer (May – July) Course # & Course Name
1PT	1FT	NURS 6018 (3CH) Nursing Leadership, Ethics & Health Policy	NURS 6012 (3CH) Health Research Statistics	NURS 6102 (3CH) Advanced Practice (35 Mentorship Hours)
2PT		NURS 6013 (3CH) Theoretical Foundations	NURS 6016 (3CH) Evidence-Informed Nursing Research I	NURS 6017 (3CH) Evidence-Informed Nursing Research II
3PT		Elective or NURS 6234 Independent Study (3CH)	Elective or NURS 6234 Independent Study (3CH)	Elective or NURS 6234 Independent Study (3CH)
4PT	2FT	NURS 6996 (Report) or NURS 6997 (Thesis)	NURS 6996 (Report) or NURS 6997 (Thesis)	NURS 6996 (Report) or NURS 6997 (Thesis)

**Nurse Practitioner Stream.** The NP stream involves a mix of synchronous online and in-person learning. The NP stream can only be completed on a full-time basis and students complete the program in 2 years. Intake for this program is offered every two years in the fall term; the next admission intake is September 2023. Students in the NP stream complete a total of 57 credit hours; this includes 12 theory courses and 5 clinical practicums. Students complete a total of 700 hours across the 5 clinical practicums: 4 practicums at 100 hours each and 1 final 300-hour practicum. See program courses and course sequencing below.

### Nurse Practitioner Stream Courses and Course Sequencing

Year	Fall (Sept. – Dec.) Course # & Course Name	Winter (Jan. – April) Course # & Course Name	Summer (May – July) Course # & Course Name
1 FT	NURS 6018 (3CH) Nursing Leadership, Ethics & Health Policy	NURS 6012 (3CH) Health Research Statistics	NURS 6213 (3CH) Primary Health Care Management Adult I
	NURS 6211 (3CH) Advanced Health Assessment	NURS 6016 (3CH) Evidence-Informed Research Nursing I	NURS 6017 (3CH) Evidence-Informed Nursing Research II
	NURS 6212 (3CH) Adv. Health Assessment Practicum, 100 hours	NURS 6202 (3CH) Adv. Pharmacotherapeutics	NURS 6214 (3CH) Primary Health Care Management Adult I Practicum, 100 hours
	NURS 6203 (3CH) Advanced Pathophysiology		
	NURS 6204 (3CH) Roles and Issues*	NURS 6204 (3CH) Roles and Issues*	NURS 6204 (3CH) Roles and Issues*
2 FT	NURS 6013 (3CH) Theoretical Foundations of Nursing	NURS 6217 (3CH) Primary Health Care Management	NURS 6219 (9CH) Final Clinical Practicum, 300 hours
	NURS 6215 (3CH) Primary Health Care Management Pediatrics	NURS 6218 (3CH) Primary Health Care Management Adult II Practicum, 100 hours	
	NURS 6216 (3CH) Primary Health Care Management Pediatrics Practicum, 100 hours		
	NURS 6204 (3CH) Roles and Issues*	NURS 6204 (3CH) Roles and Issues*	

\* NURS 6204 is taken over several terms throughout the program



## Master of Nursing Program Grading Scheme

The following grading scheme applies to all MN program courses in all years of the program:

Letter Grade	Grade Point
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
D	1.0
F	0.0

A grade of B- or better is required for course credit for all MN program courses. For clinical courses, CR (credit) and NCR (no credit) are used; students must earn a CR for all MN program clinical courses. For further information regarding Nursing GAU grade standards, see [Section 10, GRADE STANDARDS](#).

### Technology and Technical Requirements

Because our MN graduate program is offered online using distance technology, *all* students must own or have ready access to basic computer hardware and software. High speed internet access is required. All graduate level courses and course content is managed and facilitated via the Learning Management System Desire2Learn Brightspace (D2L). For D2L technical support, please contact Jeff Mundee by phone, (506) 452-6288 or email, [jeff.mundee@unb.ca](mailto:jeff.mundee@unb.ca) at the [UNB Centre for Enhanced Teaching and Learning](#).

Live synchronous sessions take place using video conferencing software. To promote optimal engagement, it is recommended that all students use a headset with an attached microphone. If using a computer with a built-in webcam, the built-in microphone can be used but all students must use ear or headphones to reduce feedback/echoes (those that accompany mobile devices such as iPods and smart phones are sufficient). Video cameras should be turned on at all times unless otherwise directed by the course professor/instructor. To eliminate ambient noise, unless speaking during a session, students should mute their audio. Finally, students should participate in a quiet space free of noise and distraction (participating in a coffee shop, for example, is not recommended). For video conferencing software technical support, contact the MN Program Level I ITS support, Grant Logan, by phone, (506) 458-7630 or email, [nurseit@unb.ca](mailto:nurseit@unb.ca).

### **Activating UNB IT Services**

To navigate and successfully engage in the MN program, all students will need to activate and access UNB IT Services. To do this, access the following site, <https://es.unb.ca/apps/activate/> and enter your UNB student number, Login ID and birth date. Activating your UNB IT Services is **a critical first step** that will permit you register for courses and access services such as your UNB email account, the Learning Management System D2L, UNB Libraries, and so on. These services cannot be accessed unless you have activated your account. If you are having difficulty activating your UNB IT Services, please contact the UNB ITS Service Desk, Help Desk by phone, (506) 457-2222 or email, [its servicedesk@unb.ca](mailto:its servicedesk@unb.ca).

### **Email Communication**

As a UNB student, you will be assigned a UNB email address. Only UNB student email accounts will be used for communication from the MN program to MN students. Students must access their UNB email accounts regularly as important and time sensitive messages requiring responses are frequently sent from the MN program office.

## **MN Program Courses & Course Registration**

### **Registering for Core Courses**

UNB has an online registration process. For guidance about how to register online, please access the following link, <https://www.unb.ca/academics/registration/>. Students can register for Fall (September - December) and Winter (January - April) term courses in the late summer/early fall. Registration for Summer (May - July) term courses cannot be completed until early April.

### **Registering for Thesis/Report Courses**

All thesis/report and NP students are required to register each term of every year in the program in either 6997 (thesis) or 6996 (report).

### **Registering for Courses Taken from other GAUs at UNB or other Universities**

Thesis/report students often take graduate electives from other GAUs (i.e., non-nursing courses). Before registering for courses from another GAU, permission is required from the course professor/instructor and, often, the department head (i.e., Director or Assistant/Associate Dean of Graduate Studies) of that GAU. To facilitate this process, students should first contact the course professor to seek permission to take the course and, from there, determine the typical process for approval and whether the student should contact the department head. Once permission is granted to take a course from another GAU, students must complete the [Graduate Student Course Change Form](#). This form must be submitted to the MN Graduate Program Assistant who will then submit to the Associate Dean Research and Graduate Studies and then SGS for approval. This request form originates at the Home institution, usually at the department level. If a student wishes to take a course from another university, they should follow the same process outlined above beginning by consulting with the professor/instructor at the host university, once permission is granted students must complete the [Graduate Transfer Agreement Form](#) following the same submission process outlined above. See [Section 7. PROGRAM \(DEGREE\) REGISTRATION](#), for further information regarding taking non-nursing courses from other GAUs or universities for course credit.

### **Registering for Courses taken as an Independent/Directed Study**

Thesis/report students typically complete an Independent/Directed Study course to refine their knowledge and expertise by developing and completing a course focused on the substantive content area or method associated with their thesis/report work. Most often, this involves a single student working with a single faculty instructor/professor to identify important course outcomes and develop a syllabus. Students must make arrangements with the faculty instructor/professor and the Associate Dean Research and Graduate Studies at least 4 weeks in advance of the term that they plan to pursue the Independent/Directed Study in and, as per SGS requirements, complete and submit the [Graduate Independent/Directed Studies Course Change Form](#) and the course syllabus, to the MN Graduate Program Assistant. If the course professor/instructor is not a member of the Nursing GAU, in addition to the Graduate Independent/Directed studies form, the faculty member must also submit a copy of their CV. The proposed Independent/Directed Study course will be considered and approved by the Associate Dean Research and Graduate Studies before being submitted to the SGS for approval.

### **Registering for Courses Taken from Undergraduate Program**

On occasion, undergraduate courses can be upgraded to graduate level. In this instance, the course description must contain specific details as to the levelling of the course to graduate expectations. Please consult with the Associate Dean Research and Graduate Studies should you have questions about taking an undergraduate program course for course credit toward you MN degree.

### **MN Program Fees**

Currently, the MN thesis/report and NP streams are considered research-based programs. According to SGS regulations, research-based students must pay fees for 3 terms per year until completion of the degree, regardless of whether courses are being taken. Information on fees, payment methods and deadlines can be accessed here, <https://www.unb.ca/financialservices/students/Masters and PhD Tuition and Fees/index.html>

If for any reason students cannot pay fees by the cut-off date set by the UNB, contact [gradfees@unb.ca](mailto:gradfees@unb.ca). Students who do not pay fees on time will receive notice from the SGS. If payment is not received or no effort is made to contact the above office to make arrangements for payment, the student will lose access to UNB' services (e.g., e-mail, online systems, library resources) and may be withdrawn from the MN Program. Program fees are managed by Financial Services, not the MN program office, and therefore students must communicate with them directly. When Financial Services are proactively made aware of financial hardship, they can sometimes make individual arrangements for payment of fees; such information should be communicated with financial services before cut-off dates.

### **Completing the Thesis/Report**

As noted, thesis/report students complete a thesis or report. For general information about SGS requirements for theses/reports visit, <https://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/index.html>. To

successfully complete the thesis/report, students must identify and secure a faculty supervisor and committee member. Students can access examples of completed theses and reports, via [UNB Scholar](#).

## Thesis/Report Stream Establishing and Maintaining Supervisory Relationships

### Thesis/Report Stream Identifying Supervisor and Committee Member

All MN thesis/report stream students must establish a supervisory committee. As noted in the GAU [Section 22. MASTER'S DEGREE REGULATIONS](#), to support early identification of supervisors, thesis/report students are expected to identify the top three faculty members with whom they share research interests on their admission application. Full-time students are expected to identify their supervisor and topic in year 1 and part-time students must identify a supervisor and topic in year 2. The process of securing a supervisor is led by the student and requires considering and meeting with faculty who have expertise in their substantive area of interested and/or thesis/report approach/methodology. The supervisor must be a *full member* of the UNB Nursing GAU; see membership listing here, <http://www.unb.ca/fredericton/nursing/current/gau.html>. To make informed decisions about selecting a supervisor, students should consult with and meet more than one Nursing GAU faculty member. To guide this process, students should prepare and present a brief (2-3 page) document to potential supervisors that outlines their thesis/report interests, proposed approach or methodology and projected timeline for completion.

Once identified, supervisors typically guide students in selecting a committee member (either within or outside of Nursing GAU) who has expertise that complements student interests and learning needs. Sometimes, in the process of seeking out and meeting with potential supervisors, students identify more than one faculty member they would like to work with and, as a result, invite one to be a supervisor and one to be a committee member. Importantly, the supervisor and committee member should have the combined expertise to support student development in their area of interest and approach or methodology. If designated as a project collaboratively engaged with a practice partner, the report committee will include a stakeholder(s). Committee members can have Full, Associate, Adjunct, or Honorary Research Associate GAU membership status. Stakeholder may, but do not have to, hold membership in the Nursing GAU. Please refer to [Section 22. MASTER'S DEGREE REGULATIONS](#) for further details regarding committee composition.

Students and supervisory committees should also be aware that Internal and External Readers will be assigned to examine and assess thesis/report work. Further information including regulations and guidelines surrounding the role of Internal and External Readers is outlined in [Section 22. MASTER'S DEGREE REGULATIONS](#).

### Thesis/Report Stream Formalizing and Maintaining Supervisory Relationships

Once a student, faculty member supervisor and committee member have determined they would like to work together, they must complete the following:

**Committee & Proposed Topic Form.** Once a supervisor and committee is identified, thesis students must complete the [Thesis Committee and Proposed Topic](#) form and report students must complete the [Report Committee and Proposed Topic](#) form. The completion

of these forms should follow the timeline outlined above (Year 1 full-time, Year 2 part-time) and should be submitted to the MN Graduate Program Assistant, Tricia Canning by email, [canningt@unb.ca](mailto:canningt@unb.ca).

**Guidelines: Roles and Responsibilities Graduate Students and Supervisors Form.** To help support activities and working relationships between students and supervisors, as per SGS directive, all students and supervisors must review, complete and submit the, [Guidelines Concerning the Roles and Responsibilities of Research-Based Graduate Students and Supervisors](#) form. The form should be completed as soon as the supervisory relationship has been established and submitted to the MN Graduate Program Assistant, Tricia Canning. Please note that some faculty members request that students complete a separate written contract outlining student and supervisory expectations and accountabilities related to the thesis/report process. These forms are not submitted to the MN program office rather are kept by the supervisor and student as evidence of their work plans and agreement.

**Annual Progress Report Form.** Following completion of the first year of study for part-time students (second year of study for part-time students), together with their supervisor, all thesis/report students must complete the [Annual Progress Report](#) form which requires documentation of progress, plans and timelines for completion. This form is due each year at the end of the first week of classes in September and must be submitted to the MN Graduate Program Assistant. This form will be reviewed and signed by the Associate Dean Research and Graduate Studies before being submitted to the SGS.

#### **Thesis/Report Stream Additional Considerations for Students & Supervisory Committee**

- Discuss supervisor and committee member expectations regarding involvement in the research process and how the committee will work together. Each committee will formulate its own way of working and students and faculty should establish clear processes
- Discuss supervisor and committee member expectations regarding authorship on papers that are developed and published from student thesis or report work
- Discuss projected timelines and capacity for supervisor and committee member to support student for the duration of thesis/report work. Both students and faculty will have peak times with commitments to courses, conference travel, etc. For this reason, discussing and developing a timeline that meets the needs of both students and faculty is critical. As an example, it can be challenging to arrange final oral examinations during the months of July and August
- Discuss realistic expectations and timelines for submitting work and receiving feedback. Students can expect to write several drafts of various chapters of the thesis/report. This requires significant time investment for both students and faculty and therefore establishing and maintaining timelines is critical to ensuring timely completion
- Discuss your thesis/report structure. Students may choose to present their thesis in a traditional or articles format, see regulations and guidelines related to each of these formats here, [https://www.unb.ca/etd/\\_resources/pdf/etd-formatting-guidelines.pdf](https://www.unb.ca/etd/_resources/pdf/etd-formatting-guidelines.pdf). Preformatted Microsoft Word templates for formatting the thesis/report can be accessed here, <https://www.unb.ca/etd/index.html>.
- Discuss important academic dates and deadlines. For example, students are responsible for consulting SGS calendar of academic dates to determine and meet deadlines for

submission of completed theses or reports in order to graduate in May or October; see important dates here, <https://www.unb.ca/gradstudies/current/resources/important-dates.html>. Students must also be aware of and meet SGS regulations regarding time requirements for completion of their degree

### **Coordinating and Completing NP Preceptorship Clinical Practicums**

Only NP prepared faculty are assigned to supervise NP clinical practicum courses. Using a preceptorship model, students are paired with a primary health care NP and/or physician. All clinical practicums are coordinated by the Faculty of Nursing Clinical Outreach and Engagement Coordinator who acts as a liaison between the UNB Faculty of Nursing and our clinical practice partners. Please see the MN NP Program Preceptorship Guide for detailed information on securing and completing clinical practicums.

### **Submitting Work in the Master of Nursing Program**

#### **Learning Assessments**

Learning assessments in the MN program are submitted electronically. The UNB supports Microsoft products and therefore we request that students submit assignments in Microsoft Word, unless the course professor directs you to use some other software package or program. Students can download the Microsoft suite of programs for free via UNB ITS:

#### **Windows**

<https://unbcloud.sharepoint.com/sites/ITServices/SitePages/FreeOfficeWindows.aspx>

**Mac** <https://unbcloud.sharepoint.com/sites/ITServices/SitePages/FreeOfficeMac.aspx>

Students are required to use APA format for all assignments, theses/reports and so on, throughout the MN program. Students are advised to purchase a copy of the latest version of the APA manual, as they will be using it extensively.

#### **Proposals, Theses and Reports**

When writing proposals, APA formatting is used in conjunction with the SGS Regulations and Guidelines for Preparation and Submission of Graduate Master's Theses PhD Dissertation and Reports. SGS Guidelines supersede APA format for the following:

1. Face page
2. No Running Heads
3. Quotations of more than one sentence, footnotes, tables and bibliography are single-spaced
4. Page numbering
5. Margins
6. Tables and figures

Prior to the electronic submission of final PDF copy of your Master's Thesis or Report, students must ensure that the document conforms to the formatting regulations and guidelines; the SGS will not accept documents that do not conform to these guidelines. For guidance with formatting, visit the UNB Electronic Theses and Dissertations website,

<https://www.unb.ca/etd/index.html>. Students are encouraged to access the UNB Electronic [Training Section](#) and/or contact UNB Digital Publishing Assistant, Rob Glencross ([rob.glencross@unb.ca](mailto:rob.glencross@unb.ca)) with digital formatting questions.

### **Research Ranking: Contribution of Graduate Funding, Publication & Presentation**

The Faculty of Nursing participates in an exercise conducted by UNB to rank the research activities of all faculties called a Research Ranking. The result of this exercise is tied to the amount of money and resources available to the MN program. The better the research ranking in Nursing, the more resources are available to support graduate students i.e., computers, printers, research support, and so on. The Research Ranking exercise is done every two years and on-going records of student awards/external funding, that affect the ranking, are kept in the MN office. For example, each spring students are asked to advise the MN office of the receipt of external funding as this positively contributes to research ranking.

Another factor which influences research ranking is the naming of faculty as second authors on student publications and presentations because in calculating the research ranking the university considers joint faculty and student publications as evidence of research training and productivity. Therefore, as noted in [Section 13.1. SUPERVISION OF GRADUATE STUDENTS](#), to recognize faculty efforts to assist the student to learn the research method or process, engage in discussion that facilitates clarification of ideas, or edit the manuscript, a common expectation of Faculty who facilitate students' publications or presentations is to be named a second author.

### **NP & Thesis/Report Stream Promoting Progress & Timely Completion**

The following sections outlines important measures to support students in completing all degree requirements in a timely manner. In addition, students should be aware of SGS and Nursing GAU regulations related to timely completion; see [Section 14. TIME LIMITS ON DEGREES](#).

#### **Thesis/Report Student Time Limits on Degrees**

Degrees must be completed in no more than four years for full-time and five years for part-time students. The Nursing GAU has adopted a Regulation that no more than three months should go by following completion of course work to establish the thesis/report committee. The rationale for this regulation is that students who do not establish a committee in a timely manner tend to lose ground in terms of the motivation and self-direction required for completion of the thesis/report. This timeline sets the maximum threshold for establishing a thesis/report committee and students are encouraged to secure a supervisor and committee member much earlier in the program.

#### **Monthly Forums**

To establish community and support students in progressing with their thesis/report work, each year, all students are required to attend 6 monthly forums that are held in the Fall and Winter terms and are led by Associate Dean Research and Graduate Studies. The forums are intended to support students as they move through the steps of the thesis/report process, from the identification of a supervisor and topic, through to completion. Students will have opportunities to discuss challenges and progress, learn from their peers and expert guests who may also attend the forums. Faculty members from the GAU will also be invited to monthly

forums as a means of enhancing interaction with people who are not necessarily engaged in teaching courses in the MN program, but who are available for supervision and or committee membership. Forums are mandatory and are held from 4:30 - 6:30 pm on the last Wednesday of every month for thesis/report students and on the third Wednesday of every month for NP students. The schedule for 2021-2022 is as follows:

Thesis/Report Forum Dates: Sep. 15, Oct. 20, Nov. 17, Jan. 19, Feb. 16, Mar. 16.

## **Working and Studying**

**Working and Studying Thesis/Report Students.** Part-time students who are employed on a full-time basis will find that a guiding principle to follow in terms of course work is to take one course per term. This schedule permits students to complete course work in 3 years and have 1-2 years left to complete the thesis/report (to a maximum of 5 years). Part-time students are permitted to register for a maximum of 2 courses per term which means that, for some students, the completion of course may be accelerated. Part-time students who are considering taking more than one course per term should consult the Associate Dean Research and Graduate Studies, Nursing, prior to registration. Full-time students will find that regulations from various funding agencies stipulate maximum hours of work allowed while students hold funding (generally 10 hours/week). These regulations can also serve as a useful guide for full-time students who do not hold funding and are considering how much work is reasonable to assume. Please consult with the Associate Dean Research and Graduate Studies if you have questions or concerns about how much work is manageable at various points in your program. While there are no regulations for unfunded Masters' students regarding employment while pursuing a graduate degree, students should be aware that juggling employment and graduate studies is something that must be considered very carefully. Whether studying full or part-time, all students are advised to plan for a work schedule that permits focused time on the thesis/report because uninterrupted periods for conceptualization and writing are necessary for timely progress.

**Working and Studying NP Students.** Because of the time commitment associated with NP clinical practice preceptorship experiences, full-time work and full-time study is not permitted among NP students. Students are required to determine schedules and an appropriate timeline for completing NP preceptorship hours in collaboration with the NP Preceptor and Instructor of Record for the clinical course. Scheduling is highly dependent on the NP Preceptors availability, and therefore students must ensure that any commitment to paid employment is not so rigid that there is little or no flexibility to meet the clinical course practice requirements.

## **MN Orientation and Nursing Research Days**

An important aspect of graduate education is socialization into the graduate role and the building of a sense of community among faculty and students. To provide opportunity for graduate nursing students to meet with their peers, as per the Nursing GAU Regulations, students are required to attend our annual MN Orientation Day in late August or early September and Research Day which is typically held in the spring. During MN Orientation Day there are orientation focused sessions as well as student presentations on progress related to: thesis/report work. As time permits, students are encouraged to book time on that day to meet



with prospective or current supervisors. At Research Day, students are expected to be involved via things like introducing speakers, monitoring concurrent sessions and/or presenting their thesis/report work.

## Registered Nurse Registration

### Nurses Association of New Brunswick Registration

**NP Stream.** All NP students **must maintain continuous practicing registration** with the Nurses Association of New Brunswick (NANB) while enrolled in the MN program. Confirmation of this membership is to be submitted to the MN Graduate Program Assistant by the first week of classes at the beginning of each academic year in September.

**Thesis/Report Stream.** MN thesis/report students are required to have active practicing membership, or equivalent, with either NANB (for students living in NB) or their respective provincial or territorial/national nursing regulatory body (for students living outside of NB). Although our program is offered online, some students will choose to move to and live in NB. If this is the case, and if you plan to practice as a registered nurse in NB, you **MUST** register with the NANB. Please note, because there are no practice components associated with MN thesis/report stream, this is a professional practice obligation, not an obligation of the program. For more information, please see [Section 2. ADMISSION POLICY](#), Registered Nurse Registration.

## Funding & Development Opportunities

### Funding Opportunities

**Graduate Student Teaching Assistantships (GSTA).** The UNB Faculty of Nursing has a limited amount of GSTA funding available for full-time thesis and NP students and the number of students receiving GSTAs is determined by the amount of funding available from the SGS. Recipients will work a maximum of 10 hours/week supporting a professor/instructor with an undergraduate class. Depending on which courses require GSTAs, work and/or in-person attendance in class may be required and thus, students may be required to travel to the UNB Fredericton campus to fulfill GSTA duties. In other instances, GSTAs may be able to complete duties remotely and thus would not be required to attend classes or travel to campus. GSTAs are considered employment and are taxable income. GSTA appointments are governed by the same [Collective Agreement between the University and PSAC-UGSW](#) (Local 60550).

**Graduate Research Assistantships (GRA).** GRAs are given only to full-time thesis/report or NP research-based students and are a financial commitment from the SGS and Nursing to allow students time to work on their thesis/report paper. GRAs are considered scholarships and are non-taxable. The amount of money varies from year to year and students will receive no more than 2 years of GRA funding.

**Faculty Sponsored Graduate Student Research Assistantships (GSRAs).** From time to time, individual faculty members have funding for GSRAs associated with particular projects. If the faculty's research topics are related to a student's thesis topic, sometimes GSRAs are awarded

to students for research work which forms the basis their thesis. In other cases, these positions are focused on gaining research experience and supporting faculty member research activities. To ensure timely and successful progress, guidelines related to hours of work for research based graduate students limit full-time students to working approximately 10 hours per week; there are no limits for part-time students. Please access the following guidelines for further details, <https://www.unb.ca/gradstudies/current/financial/employment.html>. GSRA appointments are governed by the same [Collective Agreement between the University and PSAC-UGSW](#) (Local 60550).

### **Nursing Scholarships & Awards**

A number of scholarships are available for full-time and part-time MN students each year. The deadline for applications is June 1<sup>st</sup> each year. For information and applications please access the following link, <https://www.unb.ca/fredericton/nursing/graduate/funding.html>

### **Tri-Council Agency Graduate Funding**

Scholarships are provided to graduate students from Canada's three major granting agencies: the Natural Sciences & Engineering Research Council (NSERC), the Social Sciences and Humanities Research Council (SSHRC), and the Canadian Institutes of Health Research (CIHR), hence the tri-council agency. Students are strongly encouraged to apply for funding from one of these councils whose research mandate is most closely aligned with their own graduate programs; in nursing, typically this is SSHRC and CIHR. Full-time thesis students are eligible to apply for these awards and are encouraged to submit an application. Please see the following link for further details, <https://www.unb.ca/gradstudies/current/financial/scholarships/tri-council/index.html>. Students are urged to consult their thesis Supervisor and/or Assistant Dean Research and Graduate Studies about these awards.

### **Development Opportunities**

**Graduate Student Association.** The Graduate Student Association (GSA) is the student link between the SGS and graduate students. The GSA has a student representative on the SGS Executive Committee. Other services the GSA provides to students include; conference travel grants, access to legal services, health and dental plans, etc. Students should access the GSA website for further information. <http://www.unbgsa.ca/>

**GAU Committee Opportunities.** Student participation is sought on the following committees; Nursing GAU (1 student representative), the Graduate Curriculum Committee (2 student representatives), the NP Advisory Committee (1 student representative) and the Faculty of Nursing Ethics Committee (1 student representative). Each year, students will be invited to take part as student members on these committees.

**Centre for Enhanced Teaching and Learning: Diploma in University Teaching (DUT).** The DUT is a program offered by the UNB Centre for Enhanced Teaching and Learning. The DUT is available for an additional fee, to all registered full-time and part-time graduate students. Further details about the DUT including fees and program structure and objectives can be found at <http://www.unb.ca/fredericton/cetl/tls/faculty/dut/>. Overall, as per the website description,

participants in the program develop knowledge, skills and attitudes that will enable them to:

- *Increase their competence in the teaching-learning process and in instructional design.*
- *Understand the diversity in students' needs and learning characteristics.*
- *Understand the characteristics of the teaching-learning environment that promote effective learning.*
- *Develop attitudes and skills that value ongoing professional development related to teaching.*

## **Student Resources & Services**

### **Graduate Room**

When onsite in Fredericton, the Graduate Room (Room 03) in the basement of MacLaggan Hall is available to all MN students for work and relaxation. The room has limited locker space, study areas, computers, printer (students supply their own paper), connections for laptop computers, telephone (506) 447-3276, student mailboxes, microwave, and a small refrigerator. Students who intend to use this space can request keys to Room 03 and lockers from the Graduate Program Assistant. Please note that the key to Room 03 will not allow students' entrance to the building. On weekends and outside of working hours, doors to MacLaggan Hall are locked and students must contact security, 453-4830 to access the main building. Please have valid photo UNB ID (U Card) available.

### **UNB Student Services**

As a part of ensuring student success, UNB has a team of professionals whose role is to help students achieve their academic and personal goals. Services range from personal and career counselling to employment services, financial aid programs and tutoring programs; please see the following point, <https://www.unb.ca/fredericton/student-services/>. Student Services can be reached by phone, (506) 453-4527 or email, [studentservices@unb.ca](mailto:studentservices@unb.ca).

### **UNB Writing & Study Skills Lab**

Writing is a skill that is developed and maintained through actively engaging in writing and learning how to rewrite and edit initial drafts. Many graduate students who have not had recent university experience may have had little opportunity to develop and refine their writing skills. The ability to develop a logical argument, convey a coherent discussion and present conceptual issues with clarity is an expectation at the graduate level. Faculty expect to concentrate on substantive issues when evaluating written work not on editorial or grammatical errors. Both UNB Fredericton (<http://www.unb.ca/fredericton/student-services/academics/writing-centre/writing-answers.html>) and Saint John (<http://www.unbsj.ca/student-services/index.php>) have resources for providing consultation on writing.

### **UNB Libraries**

All students have access to a range of library services and resources that include physical space, on-site and online research and technical support, print and online resources and technology and equipment. Students have access to library spaces that include print collections, individual study carrels and group spaces and/or rooms and computer workstations at Saint John and Fredericton. The library space in and around the Fredericton area is the Harriett Irving Library, (<https://www.lib.unb.ca/about/harrietirving.php>) and at Saint

John is the Hans W. Klohn Commons Library, (<https://www.lib.unb.ca/about/saintjohn.php>). On-site support includes access to Reference Librarians, Library Assistants and/or a Library Liaison. In addition to providing on-site face-to-face support within the physical library space, these individuals can offer help by telephone, email, and/or through the use of instant message technology (see, for example, Ask Us chat feature <https://www.lib.unb.ca/about/saintjohn.php>). For general support and help, students can contact our dedicated Librarians (meaning part of their role is to support nursing) who are responsible for library instruction, collection development, upper-level reference service and accessing, developing and managing specialized information resources. Please access the following link <https://guides.lib.unb.ca/category/nursing> to view examples of nursing specific guides and links to contact information for our dedicated Librarians.

### **UNB Bookstore**

The [UNB Fredericton bookstore](#) stocks required textbooks for all MN courses and books can be purchased in-person at the bookstore or online. Course professors will communicate relevant information about required textbooks and how to purchase at the beginning of each term. Students who wish to order textbooks online can obtain required textbooks by visiting the website, <https://www.bkstr.com/newbrunswickstore/shop/textbooks-and-course-materials>. Information about shipping and delivery can be accessed via the following link, <https://www.bkstr.com/newbrunswickstore/help-faq/shipping-delivery-fms-canada>. Please note, to place an order, students must enter student ID, Program (UNB Campus) and Term. Both the UNB Fredericton and [Saint John](#) bookstore also sell computer hardware and software and other supplies at special student prices.

## **Relevant University of New Brunswick and Nursing Policies**

### **Health and Safety at the University of New Brunswick**

It is every student's obligation to acquaint themselves with the Health and Safety regulations governing UNB's employees, faculty, staff, students and visitors. Information about Environmental Health and Safety can be accessed via the following link, <http://www.unb.ca/safety/generalpolicy.html>. UNB Faculty of Nursing Nurse Practitioner stream students participate in clinical experiences at a variety of facilities or institutions. Students are responsible for seeking out and becoming familiar with Health and Safety regulations for the facility to which they are assigned. Additional relevant information related to accident and/or injury reporting for NP clinical practicums can be found in the MN NP Program Preceptorship Guide.

## **Resolution of Conflict**

### **Preamble**

Conflict is a way of expressing disagreement over something important to us. When we make decisions with others or when we see things differently from others, how we interact may indicate that we feel annoyed or uncomfortable, a signal that we have conflict. Identifying the underlying cause of the conflict helps move toward resolving it. Professionally, we expect all faculty members and students to respect one another and to work together collaboratively, using ethical decision making to resolve conflicts. When we choose not to deal with a conflict, one potential outcome is increased stress.

## **Resolution of Conflict among Nursing Students**

In classroom and practice settings, conflict among students may occur at individual or working group levels. Real or perceived conflict that is not addressed worsens. Our intent is to help students deal in a professionally accountable manner with conflict among peers.

Wherever possible in classroom or practice settings, we encourage students to deal directly with the person with whom they have a conflict. When this does not result in resolution of the conflict, students may find outside help useful. Students may contact faculty members or the Student Advocate or UNB Human Rights Officer. Consulting these people about a conflict is different from telling a peer or family member because these people are obligated to act. Faculty members approached by a student with a complaint about another student are responsible "to deal fairly and ethically with students and other members of the academic community." Faculty members who hear students' complaints about other students are ethically bound to help the student to begin a process to resolve the conflict or to advise the student that they cannot listen to the problem.

We intend these guidelines to provide direction when students choose to involve a nursing faculty member in seeking resolution to a conflict. Informal ways are often most useful and choosing to speak to a nursing faculty member is considered informal. We hope these guidelines will protect the rights of all students where one student has chosen to seek help from a nursing faculty member to resolve a conflict before it worsens.

In using informal ways to resolve conflict in the Faculty of Nursing, we value due process, natural justice, and procedural fairness. Everyone involved with a conflict has the right to access information about procedures, know about complaints, see or hear all evidence, challenge negative evidence, be helped in a process to resolve conflict, receive a fair hearing at all levels, feel protected by the process, and protection from anonymous evidence. Names of those engaged in a process to resolve conflict shall not be disclosed outside the process.

### **Process**

We refer to a student who brings a complaint as Initiating Student and the student about whom a complaint is made as Responding Student. The conflict resolution process applies when students choose to involve nursing faculty members in helping resolve a conflict within the Faculty of Nursing. When Initiating Student approaches a faculty member to describe a potential conflict situation, the faculty member must immediately remind the student that we encourage first speaking to Responding Student directly. The conversation should stop and the faculty member must tell the student that it is inappropriate to hear more about it at this time. Initiating Student may drop the matter after speaking with Responding Student whether the conflict is resolved or not.

If Initiating Student approaches a faculty member after having spoken to Responding Student, the following process applies:

1. When it is clear that the faculty member is not aware of the identity of the student with whom Initiating Student perceives a conflict, Initiating Student may choose to drop the matter. The conflict may remain.

2. When it is clear that the faculty member is aware of the identity of the student about whom Initiating Student perceives a conflict, the faculty member is responsible to deal fairly with both students. The faculty member must inform the Initiating Student that the faculty member must tell Responding Student about the perceived conflict.
3. The faculty member informs Responding Student that Initiating Student has told faculty member of the unresolved conflict and requests a meeting to obtain Responding Student's perspective.
4. The faculty member convenes a meeting with Initiating and Responding Students to help them resolve the conflict.
5. If the conflict is resolved, there is no further action.
6. If the conflict is not resolved, students can choose to continue the process to resolve the conflict within Nursing by contacting the Associate Dean Research and Graduate Studies or they may choose to seek help elsewhere within the university to resolve the conflict. For example, students may find Student Advocate, Counselling Services, or Human Rights Officer can help in dealing with the conflict.

If the faculty member believes that the conflict continues to have adverse effects on the learning of one or both students or affects learning for other students, the faculty member may choose to inform the Associate Dean Research and Graduate Studies for help to resolve the conflict.

### **Student-Faculty Concerns**

If a student has a concern related to grades, they are advised to consult the academic regulations, in Section 24 to -28 below and the Student Advocate. As outlined in these regulations the first step in addressing these types of concerns is discussing the matter with the instructor.

In a faculty such as Nursing, we expect professional conduct of students and faculty members in student-faculty interactions. If students have concerns about performance or actions of a faculty member in classroom or clinical settings, we expect students to approach the faculty member with whom they have concerns as a first step in reaching a resolution. If after meeting with the faculty member the concern remains unresolved, the student consults with the Associate Dean Research and Graduate Studies (site specific) who will assist them to determine the most appropriate course of action. Should a student express their inability to meet with the faculty member directly, the student is advised to consult with the Associate Dean Research and Graduate Studies. Depending on the situation, students may be advised to consult the Student Advocate, Human Rights Officer or the Dean. If a student is concerned about being treated ethically or fairly, the student may wish to consult with the UNB Human Rights Officer.

Faculty who are approached by a student with a concern about another student's performance or actions or another faculty member's performance or actions should inform students that it is inappropriate and unprofessional for them to engage in such discussions. Faculty members must advise students to stop the conversation and then must advise the

student to proceed to follow the steps in this guideline. Anonymous complaints are not appropriate and will not be addressed.

If students have concerns about performance or actions of the Associate Dean Research and Graduate Studies, they may contact the Student Advocate or the Dean. Allegations of student or faculty performance issues are serious and everyone has the right to be represented at all stages of the process. Relevant unions represent faculty members and the Student Advocate at the Office of Student Affairs represents students.

Notes: Conflicts involving students or faculty with members of agency staff follow agency processes to resolve. Faculty members who are seconded from external agencies or who are jointly appointed between UNB and agencies are covered by AUNBT procedures during their secondment, under a special agreement.

*Approved by Faculty Council August, 2000*

*Revised and Approved by Faculty Council May, 2014*

### **Declaration of Rights and Responsibilities**

A positive working and learning environment comprises of five elements:

1. Respect for Human Rights
2. Community Development and Recognition
3. Ethical Relationships and Professional Conduct
4. Empowering Individuals and
5. Leadership

Summarized from the Final Report of the President's Task Force on Creating a Positive Learning and Working Environment, [http://www.unb.ca/humanrights/rights\\_responsibilities.html](http://www.unb.ca/humanrights/rights_responsibilities.html)

"The University of New Brunswick is committed to providing a positive learning and working environment, one in which all members of the community are respectful and respected as individuals. We strive to foster a welcoming and supportive community, where every person feels empowered to contribute."

According to its [Mission Statement](#), UNB strives "to be known for its excellence in teaching" and "to be a responsible and responsive employer." To assist in achieving this mission, the University has adopted a Declaration of Rights and Responsibilities, located at: [http://www.unb.ca/humanrights/rights\\_responsibilities.html](http://www.unb.ca/humanrights/rights_responsibilities.html).

The Discrimination, Sexual harassment, and Harassment Policy and Procedures, and the UNB Sexual Assault Policy can be found at: <http://es.unb.ca/apps/policy-repository/>.

The Human Rights and Positive Environment Office is located in Room 304 of the Muriel McQueen Fergusson Centre on the Fredericton campus. Sula Levesque, Human Rights Officer, is available at UNB Fredericton Monday-Thursday 9am to 5pm or by appointment. Sula can be reached by telephone at 506-458-7889.

*Revised July, 2019.*

## FACULTY OF NURSING GRADUATE ACADEMIC UNIT AND SCHOOL OF GRADUATE STUDIES REGULATIONS AND GUIDELINES

Please note, the authority for regulations rests with the Senate. The regulations specific to the GAU in Nursing have been approved by the GAU, the School of Graduate Studies (SGS) and Senate. Regulations are subject to revision from time to time and therefore students are advised to consult the School of Graduate Studies, the School of Graduate Studies website, the Associate Dean Research and Graduate Studies and the Faculty of Nursing graduate website in order to keep abreast of changes.

According to the SGS regulations, "each GAU is responsible for establishing its own regulations, which must not be inconsistent with the regulations of the School of Graduate Studies, for evaluating and assessing the progress of a student in terms of the student's research or scholarly work." Therefore, the format for the requirements and regulations in Nursing is that areas of difference are included under the specific SGS heading with the sub-heading Specific Nursing Information and Regulations in Addition to the SGS Requirements and Regulations. Students should also refer to the SGS Regulations for each heading. Where there is no difference between the SGS Regulation and the Nursing GAU regulation the statement, "Refer to SGS Regulations and Guidelines" appears.

### Approval Processes

Approved by Faculty of Nursing GAU February 21, 2007, March 20, 2008

Approved by School of Graduate Studies May 3, 2007

Approved by UNB Senates May 12, 2007 and May 27 & 28, 2008

Regulation 10 on GRADE STANDARDS was changed and approved by GAU on April 27, 2011 and approved by SGS and Senate Fall, 2011.

### 1. DEGREES AND DIPLOMAS OFFERED

[Refer to SGS Regulations and Guidelines](#)

### 2. ADMISSION POLICY

#### 2.2 Specific Nursing Information and Admissions Related Regulations in Addition to the SGS Requirements and Regulations

The deadline for Admission to the MN program is January 15 each year. Applications are reviewed by the Graduate Academic Advisory Committee and results are normally communicated to applicants by mid-March. Applications for full or part-time study received after January 15 will be reviewed and excellent candidates will be placed on a waiting list. Acceptance will depend on available space and candidates will be notified if space becomes available.

The Nursing GAU has limited assistantships for full-time students and applicants who apply by the January 15 date, will be given priority for these assistantships. Students who apply after the January 15<sup>th</sup> deadline may be considered for assistantships, if students who have been offered assistantships decline acceptance to UNB. Applicants for full-time study are normally informed of funding awards from the GAU with the offer of acceptance.



## Admission Requirements

- Normally, a BN or BScN with courses in undergraduate statistics and Nursing research. Normally, a B in these courses will be considered acceptable
- Applicants for the NP stream also require a health assessment course equivalent to NURS 3174, N2041 or N1142
- Normally, a cumulative GPA of at least 3.3 or B+ level
- All MN ANP Students, must maintain continuous practicing registration with NANB while enrolled in the MN program.
- MN Thesis/Report/Project are required to have active practicing membership, or equivalent, within their respective provincial/national nursing regulatory body. Students, including International Students, who will not be practicing as a nurse in New Brunswick during their studies, can be accepted into the MN Thesis/Report program or to take (a) specific course(s). If as an MN student they intend to practice nursing in New Brunswick, they MUST register with the Nurses Association of New Brunswick. Prospective students are advised to seek information regarding eligibility for registration in New Brunswick from:  
[Nurses Association of New Brunswick](#)  
165 Regent Street  
Fredericton, New Brunswick  
E3B 7B4
- Three references - one referee should be able to describe the applicant as a learner or provide an academic reference and one able to comment on the candidate's clinical practice.
- Students who are seeking admission should provide a written statement as indicated below to the stream to which they are applying:

**Thesis/Report Stream.** A written statement of applicant's professional interests, research interests and career goals. Applicants should indicate any ongoing competing demands on their time and the modifications they propose to make to their life to integrate the extensive time commitment required to complete graduate course work and subsequent research for a thesis or report.

**Nurse Practitioner Stream.** A written statement of applicant's professional interest and suitability for the autonomous role of the NP. Applicants should indicate any ongoing competing demands on their time and the modifications they propose to make to their life to integrate the extensive time commitment required to complete graduate course work and concurrent clinical practica.

- Each option in the MN Program has specific nursing experience practice requirements as outlined below:

### Thesis/Report Stream

**Full-time Study:** Students may apply the year of their graduation from the BN program provided they intend to study full-time on the Fredericton campus.

**Part-time Study:** Students who are seeking admission to part-time study are required to have a minimum of one (1) full year of clinical practice

### Nurse Practitioner Stream

**Full-time Study:** Students must have a minimum of two (2) years of nursing practice before being considered for admission.

All admissions are on a competitive basis and enrolment is limited. Satisfying minimum requirements does not guarantee admission. Applicants who do not meet the normal admission requirements will be required to write a 2-3 page summary outlining why their case deserves special merit. The GAU Advisory Committee will judge each case individually and may request an interview with the applicant.

### **3. QUALIFYING PERIOD**

#### **3.1 Specific Nursing Information and Regulations in Addition to the SGS Requirements and Regulations**

The Faculty of Nursing does not admit part-time students to a qualifying year.

### **4. PROBATIONARY PERIOD**

#### **4.1 Specific Nursing Information and Regulations in Addition to the SGS Requirements and Regulations**

When Nursing applicants are admitted on probation, the cumulative GPA may be below 3.3 (B+) but must be greater than 3.0 (B). As per SGS regulations, full-time students on probation are required to register in a minimum of six (6) credit hours of graduate courses per term and part-time students on probation may register in no more than one graduate level course per term.

### **5. APPLICATION PROCEDURES**

#### **5.1 Specific Nursing Information and Regulations in Addition to the SGS Requirements and Regulations**

GREs are not required for admission to the nursing program. There is one intake per year in September for the MN program. Currently the admission to the NP program is every second year on the uneven years.

### **6. PROFICIENCY IN THE ENGLISH LANGUAGE**

#### **6.1 Specific Nursing Information and Regulations in Addition to the SGS Requirements and Regulations**

The MN program includes clinical practice and therefore effective communication in English is essential. The minimum TOEFL score is 600 for the paper-based testing or 253 for computer-based testing. IELTS minimum score is 7.0. The GAU has the discretion to require an assessment through the UNB English Language Program either prior to admission or following admission to the program if language skills are problematic in the clinical or classroom areas. If an assessment is required, the Associate Dean Research and Graduate Studies will communicate to the student in writing and monitor the assessment process for satisfactory language acquisition for practice.

The cost of an assessment is the responsibility of the student.

## **7. PROGRAM (DEGREE) REGISTRATION**

### **7.1 Specific Nursing Information and Regulations in Addition to the SGS Requirements and Regulations**

UNB Nursing courses that are delivered outside of the fall and winter term fall into the summer term category of the SGS regulations (1 May through 31 July) and will normally run for 13 weeks similar to the fall and winter courses.

#### **Courses External to UNB**

Students may take courses for credit toward the MN program from other universities providing they receive approval in advance from the Associate Dean Research and Graduate Studies. Most commonly, these will be electives. Students wishing to take nursing courses from another university shall convey via a letter or an e-mail a request to the Associate Dean Research and Graduate Studies proposing why the course is significant for their program of study and discuss the transferability of the course with the Associate Dean Research and Graduate Studies prior to enrolment at another university. Courses transferred from other universities are credited but do not contribute toward the student's cumulative GPA.

#### **Transfer Process**

Students requesting permission to take a course at another university shall provide the Associate Dean Research and Graduate Studies with a course outline and contact person at the other university and indicate when the course is to be taken. If the course is appropriate, the Associate Dean Research and Graduate Studies will request approval from the School of Graduate Studies. After the student has completed the course, the student must request transfer of credit in writing and provide an official transcript. The student is expected to achieve a B grade or better for transfer. Upon receipt of this request, the Associate Dean Research and Graduate Studies will recommend to the School of Graduate Studies that credit be given.

#### **Fee Reimbursement**

Students who take courses at other universities for transfer credit while paying tuition to UNB may request reimbursement for fees paid elsewhere. The current policy is to reimburse up to the cost of a similar course at UNB. Students must pay course fees at the other university. Once the course has been successfully completed with a B grade or better the student should submit a receipt for fees paid and an official transcript to the Associate Dean Research and Graduate Studies who will recommend reimbursement to the School of Graduate Studies. Normally, reimbursement is in the form of credit to the student's UNB account.

## **8. DEGREE RESIDENCY REQUIREMENTS: FULL-TIME & PART-TIME**

### **8.1 Specific Nursing Information and Regulations in Addition to the SGS Requirements and Regulations**

Since the MN program began in 1995, many students have chosen to study part-time and from a distance. This pattern of study reflects the needs of a student demographic who are actively engaged in practice when they become a graduate student. The Faculty of Nursing in recognition of the needs of mature learners is committed to distance education; however, they also recognize that it is imperative for graduate level study that there are opportunities for

face to face meeting with faculty and other graduate students. Each summer in late August or early September the GAU hosts a MN Day for new and returning students. In the spring, it is our annual Nursing Research Day. Attendance at MN Day and Research Day is mandatory.

Some thesis supervisors may require that supervision be face to face during part of the thesis/report process. This is negotiated individually with students and students are responsible for travel costs. Students are normally required to be on campus for their proposal discussion and thesis defense.

## **9. COURSE REGISTRATION REGULATIONS**

### **9.1 Specific Nursing Information and Regulations in Addition to the SGS Requirements and Regulations**

#### **MN Program Courses**

In all program streams (NP and thesis/report), there are five required common core courses plus stream specific courses as outlined below:

#### **Core Courses All MN Program Streams:**

1. NURS 6012 Health Research Statistics
2. NURS 6013 Theoretical Foundations of Nursing
3. NURS 6016 Research and Evidence-Informed Nursing I
4. NURS 6017 Research and Evidence-Informed Nursing II
5. NURS 6018 Nursing Leadership, Ethics and Health Policy

NURS 6018, NURS 6012, NURS 6013 are normally taken prior to or concurrent with other nursing courses.

#### **Thesis/Report Stream Specific Courses**

In the MN Thesis/Report Stream there are an additional four required courses (Total 9 courses) and a thesis or report as outlined below:

1. NURS 6102 Advanced Nursing Practice (35 clinical hours)
2. Elective
3. Elective
4. NURS 6234 Independent Study

All students must be registered every team of every year that they are enrolled in the program in either, NURS 6997 Thesis or NURS 6996 Report.

#### **NP Stream Specific Courses**

In the NP Stream, there are an additional 12 required nursing courses (Total 17 courses) as outlined below:

1. NURS 6211 Advanced Health Assessment
2. NURS 6212 Health Assessment Practicum (100 clinical hours)
3. NURS 6202 Advanced Pharmacotherapeutics
4. NURS 6203 Advanced Pathophysiology

5. NURS 6204 Roles and Issues (credit/Non-Credit)
6. NURS 6213 Primary Health Care Management Adult I
7. NURS 6214 Primary Health Care Adult I Clinical Practicum (100 clinical hours)
8. NURS 6215 Primary Health Care Management Pediatrics
9. NURS 6216 Pediatric Clinical Practicum (100 clinical hours)
10. NURS 6217 Primary Health Care Management Adult II
11. NURS 6218 Adult II Clinical Practicum (100 clinical hours)
12. NURS 6219 Final Clinical Practicum (300 clinical hours)

## **10. GRADE STANDARDS**

### **10.1 Specific Nursing Information and Regulations in Addition to the SGS Requirements and Regulations**

Individual course papers submitted on the due date will be graded as written without opportunity to rewrite. Graduate credit will be given for required courses in which a grade of B- or better is obtained. The performance of a student who obtains one or more grades in the range of C+ to F shall be considered unsatisfactory. Where the unsatisfactory performance is due to a grade in a single course, a student may normally petition to the School of Graduate Studies to repeat the course in which the unsatisfactory grade was received. The student must repeat the course at the next regular offering of the course. The student will be required to withdraw from the School of Graduate Studies if an unsatisfactory grade is earned in more than one course or if the student fails to receive a satisfactory grade when repeating the course. The student may repeat one course only during the program of graduate study. Subsequent course failures will require the student to withdraw from the School of Graduate Studies.

Full-time students are normally not permitted to progress to a subsequent term until all requirements for all courses taken in the term immediately preceding have been completed and a grade submitted. Part-time students are normally not permitted to progress to a subsequent course until all requirements for the course immediately preceding have been completed and a grade submitted.

## **11. AUDIT**

[Refer to SGS Regulations and Guidelines](#)

## **12. ACADEMIC PERFORMANCE**

[Refer to SGS Regulations and Guidelines](#)

Please note 10. 1. Specific Nursing Information and Regulations in Addition to the SGS Requirements and Regulations related to GRADE STANDARDS as outlined above.

## **13. SUPERVISION OF GRADUATE STUDENTS**

### **13.1 Specific Nursing Information and Regulations in Addition to the SGS Requirements and Regulations**

Students are encouraged to publish and present scholarly work and research. A common expectation of Faculty, who facilitate a student's publication or presentation, is to be a

second author. Being named second author is sometimes requested in order to recognize the faculty member's efforts to: assist the student to learn the research method or process, engage in discussion that facilitates clarification of ideas, or edit the manuscript. Students are encouraged to discuss authorship expectations with Faculty when planning presentations or publications that stem from the research or course work in the program. The issue of copyright is covered by Guidelines on Intellectual Property Interests of Students involved in Research at the University of New Brunswick, excerpts of which are provided in italics below. Students should also review the entire document available at <http://www.unb.ca/research/ors/indgovtserv/iptt/guidelines.php>

Essays, project reports, and other work done to satisfy course requirements will normally be regarded as the student's intellectual property and the student may add a copyright notice if desired. In the case of joint projects among a number of students, the intellectual property will normally be divided according to the contribution of each. Where students are required to prepare written works for non-university parties as a consequence of related course-credit arrangements, intellectual property rights of the non-university party normally take precedence over any university, faculty, and student rights.

Copyright refers only to the written document; ownership of the expression of ideas themselves, including any advances in theory, hypotheses, data, patentable ideas, or commercial exploitation of the work will normally be shared among those who have made material or significant contributions to the work.

#### **14. TIME LIMITS ON DEGREES**

##### **14.1 Specific Nursing Information and Regulations in Addition to the SGS Requirements and Regulations**

The MN program has the same time limits on completion of degrees as the School of Graduate Studies (4 years for full-time and 5 years for part-time). The required period for completion shall remain at four years from admission for students switching from full-time to part-time status after completion of seven (7) or more courses. Students who switch from full-time to part-time with less than seven (7) courses completed shall have their period of completion extended to five (5) years from admission.

Students registered part-time are permitted to register for up to two courses per term, in addition to the thesis. Thus, the rate of completion of course work may be accelerated if the student so wishes. However, students are advised that normally students who are employed full time find that one master's level course is quite demanding. Part-time students who are considering taking more than one course per term should consult the Associate Dean Research and Graduate Studies, Nursing, prior to registration.

#### **15. LEAVE OF ABSENCE**

[Refer to SGS Regulations and Guidelines Application for Leave of Absence](#)

## 16. MATERNITY/PATERNITY/PARENTAL LEAVE

[Refer to SGS Regulations and Guidelines](#)

## 17. EXTRACURRICULAR GRADUATE INTERNSHIPS

[Refer to SGS Regulations and Guidelines](#)

## 18. DUAL REGISTRATION

[Refer to SGS Regulations and Guidelines](#)

## 19. SECOND POSTGRADUATE DEGREES

[Refer to SGS Regulations and Guidelines](#)

## 20. GENERAL POST GRADUATE DEGREE REGULATIONS

[Refer to SGS Regulations and Guidelines](#)

## 21. PhD REGULATIONS

[Refer to SGS Regulations and Guidelines](#)

## 22. MASTER'S DEGREE REGULATIONS

### 22.1 Specific Nursing Information and Regulations in Addition to the SGS Requirements and Regulations

To support early identification of supervisors, thesis/report students are expected to identify the top three faculty members with whom they share research interests on their admission application.<sup>1</sup>

### **Thesis/Report Stream**

Students should select supervisors and committee members according to the expertise required for the thesis or report process and considering the efficacy of working relationships. In addition, the student is advised to refer to the graduate calendar for Graduate School regulations regarding the master's thesis/report.

- The thesis committee will consist of a supervisor who is a full member of the Nursing GAU, whether appointed in the Faculty of Nursing or the Department of Nursing SASE UNBSJ. The thesis committee will also include a minimum of one other committee member, who may be a member of the Nursing GAU or that of any other Faculty. The student may select the committee members but is advised to collaborate with the supervisor in this process.
- The project/report committee will consist of a supervisor who is a full member of the Nursing GAU, whether appointed in the Faculty of Nursing or the Department of Nursing SASE UNBSJ. The project/report committee will also include one other GAU faculty member and, if designated as a project collaboratively engaged with a practice partner, a stakeholder(s). If the stakeholder is not a Nursing GAU member, a member of

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<sup>1</sup> Requirement based on motion at Nursing GAU June 2020

the Nursing GAU in addition to the supervisor shall also be on the report committee (minimum of 2 Nursing GAU members must be on the committee).

- Within three (3) months of completion of course work, the student will complete the Thesis Committee and Proposed Topic form or Report Committee and Proposed Topic form, <http://www.unb.ca/fredericton/nursing/graduate/forms.html> and submit it to the Associate Dean Research and Graduate Studies for the information of the GAU Committee.
- The thesis or project proposal may not be presented for discussion until course work is completed. However, with agreement of the Associate Dean Research and Graduate Studies and supervisor, students may have committees in place and begin work on their proposals while registered in and prior to completion of their final required course, NURS 6017 Research and Evidence Informed Practice 2.

In considering differences between a thesis and a project/report, much depends on the interpretation of scholarly work being engaged. Typically, the purpose of a thesis is understood to demonstrate the candidate's competence to undertake research, with the guidance of a committee, that enables them to learn and apply the research process. Typically, the purpose of a project is to demonstrate the candidate's ability to undertake collaborative inquiry (frequently with stakeholders), guided by a committee, enabling students to learn and apply methods of inquiry to address evidence-informed practice with practice partners. These two categories of scholarly work should not be viewed as dichotomous. Thesis work can occur through participation with stakeholders. And projects may produce reports that rely on diverse research methods. Community based engagement with stakeholders will frequently determine whether students complete a project or a thesis. It is the responsibility of students and their committee supervisors and members to determine which form of scholarly work best suits the student's learning goals.

Examples of projects and reports that have been completed typically engage a clinical practice issue, establish an evaluation plan for a program, facilitate policy development, or provide an integration of available evidence relevant for practice or program development.

As examples, students choosing the project/report option may:

- focus on a specific concern of nursing practice, such as development of a clinical pathway pertinent to acute-care and community-based care of patients with CHF or other chronic illness.
- use secondary data sources, such as an integrative synthesis of previous research to inform program development or evaluation.
- illustrate a specific issue, using appropriate methods, such as a case study of innovative staffing strategies.
- conduct a quality assurance or policy evaluation project.
- facilitate policy development and evaluation of a strategy to facilitate collaboration in advanced practice between community-based organizations and governmental agencies.
- complete an integrative, scoping or systematic review identifying essential content and teaching strategies for an undergraduate nursing informatics course.



## **Thesis/Report Proposal**

Submission of a thesis or report proposal is the decision of the student in consultation with the supervisor. Submission does not imply recommendation/endorsement of the committee. The student will provide the Associate Dean Research and Graduate Studies with an electronic copy of the thesis/report proposal (Microsoft Word document), and an ethical review application for the Internal Reader and the Chair of the examining committee. The Associate Dean Research and Graduate Studies will appoint an Internal Reader. The following statement shall accompany requests for Internal Readers.

“Submission of a thesis or report proposal is the decision of the student in consultation with their supervisor. Submission does not imply recommendation/endorsement of the committee. Internal Readers shall judge whether the proposal is ready to proceed to discussion based on the merit of the proposal.”

The Internal Reader will be given 10 working days to review the proposal. The date for the proposal discussion will only be set after the Internal Reader gives the feedback.

The successful completion of a Thesis/Report requires a significant level of autonomy on the part of the graduate student. The expectation at the proposal stage is that the student's ability to write is at a level where the committee members can focus on substantive content rather than grammar, syntax and APA format. The type of research approach (qualitative, quantitative or mixed method) used requires a differing timeline from preparation of proposal to conclusion of research and defense of the thesis. In recognition of the necessity of maintaining flexibility in timelines for completion of research, ensuring academic rigor and adherence to School of Graduate Studies time limits on completion of degree, students who have not completed a successful proposal discussion 10 months prior to their required date of completion shall be deemed to have made unsatisfactory progress and be withdrawn from the MN Program.

## **Internal Reader**

The role of the Internal Reader is to read the thesis/report proposal with a fresh perspective and to raise questions about problematic areas particularly in research and/or program design that may need modification before the research or work on the report proceeds. The expertise of the Internal Reader normally is related to some aspect of the project (i.e. the research method, the theoretical framework, or the substantive area under study). Hence, assessment of the proposal will be guided by the particular expertise of the reviewer as well as by broad standards of credibility. The Internal Reader may also have suggestions to strengthen the proposal that may be offered to the student for her/his consideration.

Normally the Internal Reader will provide written comments to the Chairperson of the proposal discussion and to the student a few days in advance of the discussion. This process provides the student with an opportunity to consider the issues raised and prepare to speak to those issues when they are raised in the discussion. The Internal Reader is only involved in the thesis or report process at the proposal discussion stage and as an examiner of the completed thesis or report.

## Proposal Discussion

- The student will be required to orally present the thesis or report proposal to the thesis/report committee and one Internal Reader. Students may choose to open the proposal discussion to other faculty and students or to professional colleagues, the larger university, or community. Students are strongly urged to attend proposal discussions prior to their own to familiarize themselves with the process and to increase opportunities for scholarly interaction with nursing colleagues.
- The Chairperson of the Proposal Defense will introduce the student, the supervisor, the committee member(s), and the Internal Reader.
- The student will have 30 minutes to present the proposal. PowerPoint, Overheads, slides, etc. are helpful for the audience, provided the font size of the print is large. If the student has selected an open discussion, the Chairperson will then allow approximately 15 minutes of questions and discussion with the audience. Supervisors, Committee Members, and Readers will hold their questions. After 15 minutes, the Chairperson will close the discussion and ask the audience to depart.
- Discussion will continue with the examining committee for approximately 30 minutes with the Chairperson asking for one question in turn from each member, beginning with the Internal Reader, continuing until all major concerns have been addressed. Normally, issues discussed are those seen as problematic for the research design or implementation, and the intent is to give the student an opportunity to speak to the concerns and engage in discussion with the committee. The intent of the proposal discussion is that the process will be helpful to the student. The examining committee will indicate whether the concerns have been adequately addressed or whether changes are required.
- Suggestions for modifications to strengthen the proposal will be given to the student orally during the discussion and in writing within five (5) days by the Chairperson (copy to the supervisor, committee members, Internal Reader, and student file) using the Proposal Completion Form <http://www.unb.ca/fredericton/nursing/graduate/forms.html>
- Audio or video tape recording of the post oral presentation discussion is not permitted.

## Ethical Review

All research proposals involving human subjects must undergo ethical review by UNB's Research Ethics Board (REB). The thesis or report committee and Internal Reader will review the ethics application submission and approve it for submission to the Faculty of Nursing Ethics Committee. The proposal will then be reviewed by the Chair of the Nursing Ethics Committee or their delegate and approved for submission to the UNB REB. If the research project also requires submission to an outside agency e.g., Regional Health Authority Research Ethics Board, the Faculty of Nursing Ethics Committee Chair will consult with UNB REB to determine whether UNB REB or outside agency approval ought to be sought first. Please note, if the student is being supervised by a UNB Saint John Nursing GAU faculty member, applications should be forwarded to UNB Saint John REB ([reb@unb.ca](mailto:reb@unb.ca)) and if being supervised by a UNB Fredericton Nursing GAU Faculty member, applications should be forwarded to UNB Fredericton REB ([ethics@unb.ca](mailto:ethics@unb.ca)). Ethical forms for downloading can be found at <http://www.unb.ca/research/vp/ethics.html>. 2

Ethical approval may not be necessary for MN Reports dependent on the nature of the report. Students are however expected to negotiate the project with the agency and to develop a written agreement with the agency regarding the project, including the scope of the project, the time-line, who will own the data and on what basis publication of the report may occur. These elements of agreement may also be engaged using a Memorandum of Understanding developed in collaboration with the UNB Office of Research Services.

### **Thesis/Report Final Examination Process**

Completion of the Master's thesis or the Project with Report in Nursing must demonstrate the candidate's competence to undertake research or collaborative inquiry, with the guidance of a committee, that enables them to learn and apply the research process using various methods of inquiry. The Thesis or Report must demonstrate a comprehensive understanding of the current knowledge in the chosen field of study; it must show that the candidate is fully aware of the pertinent published material; and it must be written in a satisfactory literary style. As well, it should be free of typographical and other formatting errors.

Submission of a thesis or report is the decision of the student in consultation with their supervisor. If there is a discrepancy in the readiness of the paper for submission between the student and the supervisor, the student may consult with the Associate Dean Research and Graduate Studies.

The student will provide the Associate Dean Research and Graduate Studies with an electronic copy of the thesis/report (Microsoft Word document).

The Associate Dean Research and Graduate Studies will appoint the External Reader. The following statement shall accompany requests for External Readers and shall also be transmitted to the Internal Reader.

“Submission of a thesis or report is the decision of the student in consultation with their supervisor. External and Internal Readers shall judge whether the thesis/report is ready to proceed to defense based on the merit of the thesis or report.”

Copies of the thesis/report are sent by the Associate Dean Research and Graduate Studies to the internal and external examiners for review. This typically occurs with copies of the thesis or report being sent simultaneously to Internal and External Readers. However, in some instances, the Internal Reader from the Nursing GAU may be asked to complete her/his examination in the first instance, with the External examiner completing her/his examination next in sequence. The examiners will be given 3-4 weeks to read the thesis/report. If the examiners do not consider the thesis/report ready for defense, they will meet with the supervisor and the Associate Dean Research and Graduate Studies identifying changes that are required prior to defense.

If the examiners judge the thesis/report suitable for examination, a minimum of ten (10) working days notification of the defense shall normally be required.

Students are strongly urged to attend thesis or report defenses prior to their own to familiarize themselves with the process and to increase opportunities for scholarly interaction with nursing

colleagues. Please note that all students are expected to be physically present for their defense here in Fredericton. See SGS Regulations at <https://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/regulations/masters-degree-regulations.html>

The Examination will proceed according to the process outlined below; the thesis or report will, in the first instance, be examined by the GAU-Nursing committee (comprised of supervisor and committee member (s) and, if approved, the thesis or report will then be submitted to an Examining Board appointed by the Associate Dean Research and Graduate Studies of the GAU-Nursing. The Examining Board will consist of three voting members:

- (1) Only one of the members of the GAU-Nursing committee, determined by that committee;
- (2) The Internal Reader who will be a non-supervising member of the Examining Board from the GAU-Nursing,
- (3) The External Reader who must be from a GAU other than that in which the candidate has studied.

The Chair of an Examining Board, normally the Associate Dean Research and Graduate Studies-Nursing, will be a member of the candidate's GAU and will not have been formally involved in the supervision of the candidate.

Following approval of the thesis by the Examining Board, the candidate, who will be physically present here in Fredericton, will be examined orally. The oral examination will be chaired by the Associate Dean Research and Graduate Studies in the student's GAU, who will not vote. The oral examination is open to the public and members of the university. At the discretion of the chair of the oral defense, members of the public and the university will be permitted to question the candidate but will have no vote. The Associate Dean Research and Graduate Studies of the specific GAU will report the decision of the Examining Board to the Dean of Graduate Studies.

### **Examination Process**

1. The Chair will introduce the student and the Examining Board.
2. The student will have 30 minutes to orally present the thesis.
3. The Examining Board will then examine the student, beginning with the External Reader, followed by the Internal Reader and GAU-Nursing committee member. Generally, there will be two rounds of questions.
4. At the conclusion of questions from the Examining Board, the Chair will accept questions from the audience in the following order: GAU-Nursing committee members, GAU-Nursing members, others in attendance.
5. The audience and student will be excused, and the Examining Board will meet to render their final decision.
6. The student will be invited back to the table to hear the decision and for feedback.

The thesis must conform in all respects to the regulations governing the presentation of theses approved by the School of Graduate Studies. The dates for presentation of Master's theses to

the GAU, posted on the website and available from the School of Graduate Studies, should be noted. However, theses may be submitted at any time of the year.

Forms required to graduate are provided at the time of the thesis defense by the MN Program Assistant. Deadlines for submission for spring and fall graduation are available from the School of Graduate Studies and students should plan their deadlines with these dates in mind. Only in exceptional circumstances will the Associate Dean Research and Graduate Studies request the external and Internal Readers to shorten the time frame for setting the thesis defense. It is the student's responsibility to complete all required paperwork and submit required copies of the thesis to the Graduate School.

**23. CONFIDENTIALITY, SECURITY AND RELEASE OF STUDENT ACADEMIC RECORDS**

[Refer to SGS Requirements and Regulations](#)

**24. REVIEW OF GRADES**

[Refer to SGS Regulations and Guidelines](#)

**25. PETITION FOR RELIEF FROM GRADE RELATED REGULATIONS**

[Refer to SGS Regulations and Guidelines](#)

**26. REPEATING COURSES**

[Refer to SGS Regulations and Guidelines](#)

**27. ACADEMIC APPEALS**

[Refer to SGS Regulations and Guidelines](#)

**28. PETITION FOR RELIEF - GENERAL**

[Refer to SGS Regulations and Guidelines](#)

**29. ACADEMIC OFFENCES**

[Refer to SGS Regulations and Guidelines](#)

**30. SENATE REVIEW**

[Refer to SGS Regulations and Guidelines](#)

**31. GENERAL REGULATIONS ON CONDUCT**

[Refer to SGS Regulations and Guidelines](#)

**32. GENERAL**

[Refer to SGS Regulations and Guidelines](#)

## Appendix A

### Guidelines for Establishing & Completing Nurse Practitioner Program Clinical Practicums

#### Guidelines for Determining Preceptor Type and Setting

Socialization to the Nurse Practitioner (NP) role and acquiring skills and abilities that support inter-professional collaboration are foundational to the development of professional and competent NPs and NP practice. We recognize that, at times, it may be challenging to arrange clinical practicums with suitable Preceptors associated with competition with other NP and medical programs and/or geographic location. To ensure that all students have opportunities to work in various settings that best prepare them for the role of Primary Health Care Nurse Practitioner, the following guidelines must be followed when arranging clinical practicums.

Over the course of the program, all NP students require:

- At least two clinical practicum with a NP preceptor
- At least one clinical practicum in a clinic that supports interprofessional practice OR at least one clinical practicum with a Physician Preceptor
- The majority (>50%) of the NURS 6219, Final Clinical Practicum be completed with a NP Preceptor

#### Guidelines for Completing and Logging Clinical Practice Hours

The UNB faculty of Nursing must provide the Nurses Association of New Brunswick (NANB) with confirmation that each student has completed the NP program including 700 required hours of clinical practice. Students who have not completed 700 hours will not be eligible to write the registration exam, the Canadian Nurse Practitioner Exam or register with NANB. For this reason, it is very important that each student accurately log and submit all practice hours for each clinical practicum. The following guidelines apply to logging clinical hours:

- Logs must be submitted at the midway and final points of EACH clinical practicum.
- Only patient contact hours are counted toward the 700 required practice hours. This includes time spent with patients, on-site collection of relevant data, collaboration with health care professionals and documentation related to patient care. Hours logged must represent reasonable contact time. As student skills and abilities progress in the program, it is expected that contact time with each client will decrease. For example, during NURS 6212, Advanced Health Assessment practicum, which is the first clinical practicum course student complete, students might spend 60 minutes doing a thorough health assessment during a routine patient visit. As knowledge, skills, and abilities develop over the course of the program, by the time students progress to NURS 6219, Final Clinical Practicum, most will spend 30 to 40 minutes completing this same

assessment which would include time for collaboration and documentation of the visit. What constitutes a 'reasonable' amount of time per patient visit during a rotation is assessed by the Preceptor, student and Instructor of Record.

- When opportunities arise, attending professional development including continuing medical education (CME) events is encouraged. These hours cannot however, be counted as clinical practicum practice hours.
- Meeting with pharmaceutical representations do not count as clinical practicum practice hours. Students should always consult with the Instructor of Record if they are unsure whether clinical experiences and/or encounters are considered direct contact hours.
- For the clinical practicum courses NURS 6214 Primary Health Care Management Adult I, NURS 6216 Primary Health Care Management Pediatric, and NURS 6218 Primary Health Care Management Adult II, 50% (50 hours)<sup>3</sup> of the required 100 hours must be completed with clients in the area of the course focus. To ensure a minimum of 100 hours in each focused age group across the program, the remaining hours (the other 50%) can be achieved in any of the other four clinical practicum courses that students complete. It is sometimes necessary to complete more than 100 hours to achieve 50 hours of practice in the focussed age group during each course. Hours logged during any of these clinical practicum courses with individuals who do not fit the client demographic associated with the course, and that are in excess of the 100 required hours for the course, will be carried forward to NURS 6219, Final Practicum.

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<sup>3</sup> Changed from 75% to 50%, March 2021 (based on consultation with NP schools, NANB and NP faculty)