

Master's Thesis Milestones and Timeline for Thesis Submission and Graduation

NOTE: links to the forms, and documents that appear in **bold** are at the end of the document

Milestones	Forms/ Activities to be Completed	Notifications / Completed forms submitted to the Student File in the SON
<p>Committee Supervisor identified and assists student to identify two additional committee members (committee is minimum of 3 persons; to include a content and method expert)</p>	<p>Student registers in N599: Research Thesis every term until graduation. Program Coordinator submits a "T" grade at the end of each term which means thesis is ongoing and is required for continued registration.</p> <p>Supervisor completes the Thesis/Major Paper Committee form.</p> <p>Responsibilities and Expectations for the MSN Thesis document is reviewed with all committee members and student.</p>	<p>Supervisor submits a copy of the Thesis/Major Paper Committee form to the MSN Program Coordinator and the committee is reviewed by the Graduate Studies Committee. After the review, the Supervisor places a copy on the student's file and a copy is sent to the College of Graduate Studies (CoGS).</p>
<p>Student develops the proposal, which may be short or long (i.e., 1st three chapters of thesis). Entire Committee involved in development and approval of the proposal. The proposal may be developed in context of a research course requirement (e.g. Qualitative Methods). If so, be aware of relevant timelines.</p>	<p>Thesis Proposal Approval Form</p> <p>Policy 85 Memorandum of Understanding Form developed and signed</p>	<p>Supervisor places copies of the Approval Form and the Memo of Understanding on the student file.</p>
<p>Student submits evidence of completing Research Ethics certificate.</p>		<p>Supervisor places a copy in student file.</p>
<p>Student lays out a tentative timeline for each step in the process including expected graduation date.</p>		
<p>Ethical approval obtained for research to begin.</p>		
<p>Data Collection and Data Analysis Student meets regularly and</p>	<p>Annual Progress Form completed each June by student and supervisor.</p>	<p>Graduate Program Assistant places a copy on student's file and sends one to CoGS.</p>

works with supervisor and committee members. Annual progress reports completed.		
Milestones and Dates in Preparation of the Defense and Submission of the Thesis	Spring Graduation (deadlines will vary slightly depending on convocation)	Fall Graduation (deadlines will vary slightly depending on graduation)
Student sends hard copy draft of the completed thesis to each committee member for review	December 10	June 25
Committee meets to review for suggestions and agreement that the thesis is strong and 'defensible.' Student makes revisions as necessary.	January 10 Masters Thesis Recommendation for Examination Form submitted to the Program Coordinator then placed on student file	July 25 Masters Thesis Recommendation for Examination Form submitted to the Program Coordinator then placed on student file
Draft of Thesis submitted to College of Graduate Studies. Supervisor assists student to prepare for defense.	February 10 Masters Examining Committee Selection Form sent to CoGS to request setting the defense date and offer suggestions for selecting the external examiner.	August 25 Masters Examining Committee Selection Form sent to CoGS to request setting the defense date and offer suggestions for selecting the external examiner.
Defense of the Thesis	March 10 Expect some revisions	September 25 Expect some revisions
Final date for submitting Final Thesis to Graduate Studies	April 10	October 10
Graduation	June 6 Convocation	November 30

Terms of Reference

Date the committee struck is the time when the student has the first meeting with the supervisory committee.

Defense means an oral presentation and answering questions raised by the examining committee as well as audience. This follows the guidelines developed by the CoGS.

Guidelines

Responsibilities and Expectations for the MSN Thesis

<http://web.ubc.ca/okanagan/nursing/programs/graduate/forms.html>

List of Graduate Studies and School of Nursing Forms to be Completed and filed in the SON and with the College of Graduate Studies

1. Thesis/Major Paper Committee Form

<http://web.ubc.ca/okanagan/nursing/programs/graduate/forms.html>

2. Thesis Proposal Approval Form
<http://web.ubc.ca/okanagan/nursing/programs/graduate/forms.html>
3. Policy 85 Memorandum of Agreement
<http://web.ubc.ca/okanagan/nursing/programs/graduate/forms.html>
4. MSN Annual Report
<http://web.ubc.ca/okanagan/nursing/programs/graduate/forms.html>
5. Masters Thesis Recommendation for Examination Form
<http://web.ubc.ca/okanagan/gradstudies/forms.html>
6. Masters Examining Committee Selection Form
<http://web.ubc.ca/okanagan/gradstudies/forms.html>

Please note: Faculty supervisors are highly encouraged to invite and mentor inexperienced faculty into the committee process and the supervisory/committee member roles.