



**School of Nursing
University of British Columbia Okanagan**

Responsibilities and Expectations for the MSN Thesis

Student's Responsibilities

- Identify a potential supervisor well before starting to plan for the research. This may involve consultation with the MSN program coordinator. You may also speak with several faculty members before determining your supervisor.
- Consult with your supervisor about appropriate or additional learning experiences required to complete your thesis.
- Consult with your supervisor to identify potential committee members to support the thesis project.
- Meet with the committee to discuss and finalize the thesis topic, including the following elements of the process
 - Identification of the research problem
 - Conceptual approach and methods
 - Tentative timetable including frequency of contact with supervisor and committee members
 - Clarification of expectations
 - Ethics training and approval processes
- Complete a Memorandum of Agreement regarding scholarly collaboration and intellectual property (Policy #85) with your supervisor.
- Submit materials for review allowing for a two-week response time unless otherwise negotiated
- To expedite processes and depending on the work plan established by the committee, you will normally work most closely with your supervisor until drafts of your proposal/chapters are ready for review by the other committee members.
- Present your thesis proposal to your committee for formal approval. Once the proposal is approved the supervisor must be given a complete copy of the proposal for his or her files and for the committee's future reference.

- Apply for ethical approval of your proposed research from the appropriate UBC Research Ethics Board, and if required, the applicable clinical agency research review committee.
- Submit evidence of completing the Research Ethics Certificate to your supervisor.
- Once ethical approval has been obtained, conduct your data collection and analysis as planned and consult your supervisor as needed and particularly if any modifications are required or difficulties are encountered. Ensure that your supervisor is aware of any changes to your research plan that may require amendments to your ethical approval.
- Provide progress reports to your supervisor at least every three months.
- Know the deadline dates for submission of theses.
- Ensure that you have formatted your thesis to conform to the College of Graduate Studies' requirements.
- Submit a copy of the approved thesis to the College of Graduate Studies along with the required forms. The necessary submission forms can be found on the College of Graduate Studies website.
- Participate in an oral examination. Details regarding the oral examination can be found on the College of Graduate Studies website.
- Make any required revisions to the thesis following the oral examination and submit copies of the completed thesis to the College of Graduate Studies, your supervisor and committee members, and the School of Nursing.

Supervisor's Responsibilities

- Work with the student to identify appropriate committee members to ensure that the student has the required substantive and methodological expertise.
- Submit a copy of the Thesis/Major Paper Committee form to the MSN Program Coordinator. The committee is reviewed by the Graduate Studies Committee.
- Oversee all aspects of the thesis planning, conduct and submission process.
- Complete a Memorandum of Agreement regarding scholarly collaboration and intellectual property with the student (Policy #85). Place a copy of the Memorandum in the student's file.
- Meet with the student and committee members to discuss and finalize the thesis topic, including the following elements of the process:
 - Identification of the research problem
 - Conceptual approach and methods

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- Tentative timetable including frequency of contact with supervisor and committee members
- Ethics training and approval processes
- Ensure that a completed Major Essay/Thesis Proposal Approval Form along with a 3-5 page summary of the accepted proposal is placed in the student's file.
- Assist the student to integrate the feedback received from the committee members.
- Assist the student to apply for research funding.
- Work with the student to submit and complete the appropriate documents to gain ethical approval from UBC and the appropriate clinical agency committee if required.
- Guide the student through the implementation, data collection, analysis and report-writing phases, seeking input from committee members as appropriate.
- Ensure that the student is aware that it is his or her responsibility to know the deadlines for thesis submission. Refer the student to the Master's Thesis Milestones and Timeline for Thesis Submission and Graduation document.
- Consult with the MSN Program Coordinator if any problems related to program completion arise.
- Determine, in consultation with committee members, when the thesis is ready so the student can go forward to the defense. Complete all the necessary forms.
- Assist the student to prepare for the oral examination.
- Participate in the oral examination.
- Assist the student to make final revisions to the thesis if necessary.
- Encourage your student to present or publish his or her work and provide guidance related to presentation and publication per the Memorandum of Agreement for Policy #85. Knowledge translations/dissemination is an expectation for thesis students.

Committee Member's Responsibilities

- Participate in the development and approval of the proposal.
- Review student material and offer feedback in a timely manner.
- Participate in meetings at the call of the student and/or supervisor.
- Determine, in consultation with the supervisor and other committee members, when the thesis is ready so the student can go forward to the defense.

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- Participate as required in the oral examination.

Expectations for the Thesis Proposal

The length and detail of the thesis proposal are negotiated between the student and the supervisor depending on the type of research, context of the study, and preference of the committee. Sufficient detail will be required to permit understanding of the problem, the purpose of the study, the methods that will be used, ethical considerations, and the anticipated significance of the study.

When the student's research is associated with another project, the proposal must include information about the primary project and the component for which the student will be responsible.

Thesis Formats

Please refer to CoGS information about your choice of thesis type. This clearly describes how, under certain conditions, original scholarly work might be presented in a form other than a printed paper thesis, and what would need to be done if published articles were being considered for use as part of the thesis.

Criteria for Evaluation

In the final evaluation of the thesis, the scholarly nature of the work, the process undertaken by the student, and the student's oral examination are taken into consideration. In relation to the former, the following criteria can serve as guides to evaluation.

Problem Identification

1. A researchable problem is identified.
2. The research problem is presented in the context of relevant research and theory.
3. The problem is stated clearly and explicitly.

Statement of Purpose

1. The statement of purpose:
 - a. Follows logically from the identified problem
 - b. Indicates clearly what will be studied.
2. All key terms are defined.
3. The assumptions underlying the study are stated.

Literature Review

1. The literature review section or chapter:
 - a. Is relevant and appropriate in scope to the identified problem
 - b. Offers an integrated review and critique of the state of knowledge in the

field, including gaps in knowledge and limitations to the methodological approaches undertaken.

Methods

1. The methods selected:
 - a. Are appropriate for the study of the problem.
 - b. Are adequately explained.
 - c. Ensure the protection of the rights of human subjects.

Analysis

1. The results of analysis:
 - a. Are presented clearly and comprehensively.
 - b. If tables and figures are used, they follow standard format and complement narrative material.

Interpretation of Findings

1. The interpretation of study findings:
 - a. Is supported by the results of the data analysis.
 - b. Reflects the theoretical framework or the research problem.
 - c. Is related to the general body of knowledge in the field of study.
 - d. Recognizes the limitations of the study.
2. Study implications are clearly and accurately derived from the analysis of study data.
3. The conclusions:
 - a. Are stated accurately, objectively and clearly.
 - b. Show the extent to which the study has addressed or clarified the research problem.
 - c. Provide recommendations that may relate to nursing practice, nursing administration, nursing education or health and social policy, where appropriate.
 - d. Describe directions for future research.