

Thesis Advisor Handbook

This handbook has been developed to support Faculty who are or will be Thesis Advising students registered in the Master of Psychiatric Nursing Program (MPN) at Brandon University by clearly outlining responsibilities and processes involved in this role.

In order to be a Thesis Advisor in the MPN program, faculty must be an associate or full member in the Brandon University Faculty of Graduate Studies as per the membership guidelines; <https://www.brandonu.ca/mpn/files/Graduate-Studies-Membership-Criteria.pdf>

If a faculty member is from another Brandon University unit, it is advised to share thesis advising responsibilities with a faculty member from the Faculty of Health Studies when initially taking on an advising role.

To submit an application to the Faculty of Graduate Students please click on the following link: <https://www.brandonu.ca/graduate-studies/faculty-of-graduate-studies-committee-membership-application/>

Thesis Advisor Role

Once a student has approached a faculty member to be a thesis advisor and that faculty member has accepted, the next step is to seek the approval of the Faculty of Health Studies Graduate Health Studies Steering Committee.

The MPN student must write a professional letter to the MPN Steering Committee Chair person asking for approval of their chosen thesis advisor. The letter must contain the following information:

- Rationale for the student's choice in thesis advisor
- A brief description of the thesis topic

The letter can be submitted via email to the Program Administrative Assistant (PAA). Once the letter has been received, the request will be reviewed during a Steering Committee meeting. The MPN Steering Committee meets once a month. The decision of the Steering Committee is emailed from the PAA to the student and the thesis advisor.

As Thesis Advisor, you are responsible for:

- Ensuring you have reviewed and understand all of the MPN policies <https://www.brandonu.ca/mpn/student-resources/policies/>
- Participating in the MPN orientation which occurs annually in August.
- Ensuring you have reviewed the Graduate Calendar and MPN course descriptions and pre-requisites <https://www.brandonu.ca/calendar/>. The Advanced Readings course usually follows the students' completion of all of the core and stream courses, however, as Thesis Advisor you can give permission for students to take this course earlier in their program if appropriate.

- Ensuring completion of the Annual Progress Report by June 1 of every year
<https://www.brandonu.ca/mpn/student-resources/annual-progress-report/>
 You submit the completed report (with student and Advisor signatures) to the PAA and they will retrieve the Program Coordinator's signature. These reports are mandatory and the student's continuation in the program depends on the content in this report.
- Ensuring the students you are advising, are completing two scholarly activities per year. This will be tracked on the student's Annual Report.
- Ensuring timely communication with the student(s) you are advising.
- Ensuring you and the student are following the guidelines for thesis proposal, thesis, and abstracts (see attached document).
- Ensuring completion of the appropriate registration forms and notification for the Advanced Readings courses, Thesis course and Thesis Defense. Student's signatures for these forms are obtained by the PAA who then submits the completed forms to Finance and Registration for further processing. Copies of these forms can be obtained from the PAA. Once the student has completed all of the core courses and Readings course, they can register for their thesis. Email the PAA and advise them of the student name and the start date of the thesis. The PAA will fill out a form and arrange for the appropriate signatures and will then submit the completed form to Finance and Registration.
- When the student is ready for the Thesis Proposal Defense notify the PAA of any room booking/zoom booking needs, fill out the Thesis Proposal Defense form and submit it to the PAA (located at <https://www.brandonu.ca/mpn/student-resources/> under Thesis heading). When the student is ready to defend their Thesis, notify the PAA of the agreed upon date and time and have your student submit their Thesis title, biography and abstract to the PAA for the announcement. The PAA will complete all of the logistical planning and have the paperwork ready for the defense. Once the defense is completed, fill out the thesis forms that the PAA provides you with and send them back to them.

Thesis Committee Members

Please review the Thesis Advising Criteria Policy ([Thesis-Advising-Criteria.pdf \(brandonu.ca\)](#)) for the criteria for thesis advisors and committee members.

Once you and the student have approached a particular individual and they have accepted, the MPN student must write a professional letter to the MPN Steering Committee Chair person asking for approval of their chosen thesis committee member. The letter must contain the following information:

- Rationale for the student's choice in thesis advisor
- A brief description of the topic
- A statement saying their Thesis Advisor has approved of this individual

The letter can be submitted via email to the PAA. Once the letter has been received, the request will be reviewed during a Steering Committee meeting. The MPN Steering Committee meets once a month. The decision of the Steering Committee is emailed from the Program Administrative Assistant (PAA) to the student, the committee member, and the thesis advisor.

Students are to remain in regular contact with their committee members.

Credit Hours

As a Thesis Advisor, you will be allotted the following credit hours:

Readings Course – 1.5 credit hours

Thesis Start – 1 credit hour

Thesis End (successfully defended) – 1 credit hour

These credit hours need to be a part of your department workload. If it becomes overload, please coordinate payment/contracts with the Program Coordinator.

Post Thesis Defense Process

The supervisor forwards the following documents to the Graduate Studies Office prior to the entry of the final grade online: (a) Thesis Committee Approval Form , (b) The final pdf version of the completed thesis, which must include the Thesis Committee Approval Form inserted after the title page, and (c) The signed e-Thesis Permission Form.

Upon receipt of the final pdf version of the completed thesis, the Graduate Studies Office forwards it and the student's completed e-Thesis Permission Form to the BU Library for e-storage. **It is the student's responsibility to submit their completed thesis directly on-line.**

Please visit the IRBU Link available from the Library Homepage, and click "Submission".

Direct link: <https://irbu.arcabc.ca/content/submission>

From there, you will access the form to submit the thesis for processing.

Students with BUREC approval are responsible for submitting their BUREC Final Report Form (see BUREC guidelines at: <http://www.brandonu.ca/research/committees/burec/application-forms>).