

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.

All thesis advisors and internal and external committee members must hold Membership in the Brandon University Faculty of Graduate Studies as outlined in [Membership in the Faculty of Graduate Studies](#).

To submit an application to the Faculty of Graduate Studies, please click 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 Health Studies Graduate Steering Committee.

The MPN student must write a [professional letter](#) to the Health Studies Graduate Steering Committee Chairperson 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 Health Studies Graduate 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 [MPN policies](#)
- Participating in the MPN orientation which occurs annually in August.
- Ensuring you have reviewed the [Graduate Calendar](#) including MPN course descriptions and pre-requisites.
- Ensuring completion of the [Annual Progress Report](#) by June 1 of every year.

You submit the completed report (with student and Advisor signatures) to the PAA and they will obtain the Program Coordinator's signature. These reports are mandatory and the student's continuation in the program depends on the content of this report.

- Ensuring the students you are advising complete two scholarly activities per year as outlined in the [Scholarly Activities Policy](#), which are tracked on the student's Annual Report.
- Ensuring timely communication with the student(s) you are advising.
- Ensuring that the [guidelines](#) for thesis proposal and thesis are adhered to.
- Ensuring a [Tutorial/Topics/Thesis/Special Course Offering](#) Form is completed for the Advanced Readings and Thesis course. The PAA will arrange for the appropriate signatures and will then submit the completed form to Finance and Registration for processing.
- 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 the logistical planning and have the paperwork ready for the defense. Once the defense is completed, fill out the [Thesis and Oral Defense Form](#), obtain signatures, and submit it to the PAA following the Thesis Defense.

Thesis Committee Members

Please review the [Thesis Advisor and Committee Member Policy](#) 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 Health Studies Graduate Steering Committee Chairperson asking for approval of their chosen thesis committee member.

The letter should be submitted via email to the PAA. Once the letter has been received, the request will be reviewed during a Steering Committee meeting. The Health Studies Graduate Steering Committee meets once a month. The decision of the Steering Committee is emailed from the PAA to the student, the committee member, and the thesis advisor. Students are to remain in regular contact with their committee members.

Committee members are responsible for reviewing the thesis proposal and thesis and participating in the proposal and thesis defense. Any additional duties (e.g., support with ethics applications) should be discussed and agreed upon before requesting Steering Committee approval.

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 must be included as part of your departmental workload. If overload is required, please coordinate payment/contracts with the Program Coordinator.

Post Thesis Defense

The Advisor forwards the following documents to the PAA prior to the entry of the final grade online:

- [Thesis and Oral Defense Final Report Form](#),
- The final pdf version of the completed thesis, which must include the Thesis and Oral Defense Final Report form inserted after the title page (page 2).

It is the student's responsibility to submit their completed thesis directly to [Brandon University's Institutional Repository \(IRBU\)](#).

Students with BUREC approval are responsible for submitting their [BUREC Final Report Form](#), as well as any other ethics or institutional approval forms required in addition to BUREC (if applicable).

Following completion of these steps, the Advisor should enter a "pass" grade into BU Information Query.