

Masters of Science in Health Sciences

These checklists are to assist supervisors and their students. Use the provided links for further information

Application Deadline January 15th https://www2.unbc.ca/apply/graduate		https://www2.unbc.ca/admissions/graduate/graduate-application-requirements https://www2.unbc.ca/apply/graduate/international-admission-requirements				
Application Process and Requirements						
	Student	Supervisor	HHSC Admin	School of HSc	Chair of HSc	Grad Admissions
Application Fee paid before deadline	X					
Application Package: -Submit scanned transcripts -Submit statement of Academic interest -Name and contact info for references -Reference Letters (x3) -Proposed Supervisors Name -Provide evidence of confirmation of supervision ** Student will only be considered upon confirmation by a UNBC faculty as supervisor.	X					
-International applicants submit English Language Proficiency Requirement	X					
Local Criminal record check						X
Package Received by Administrative Assistant from Grad Admissions and notifies selection committee.			X			Upload pkg to SharePoint
Confirmation of Supervisory support		Reply to AA	Email listed Supervisor			
Review of Application				X		
Graduate Admission Application Evaluation form, including committee decision			Send to Chair		Complete and Fw to graduate-admissions@unbc.ca	
Admission Decision letter	Reply to letter within 30 days					Send to Student Cc Admin

https://www2.unbc.ca/graduate-administration https://www2.unbc.ca/graduate-programs/graduate-forms https://www2.unbc.ca/registrar/forms	Average completion time is 3 years. MSc Students are required to complete all degree requirements within five years (60 consecutive months) from the date of the first registration in the Master's degree. (some exceptions, Grad Calendar 4.2.1)			
Progression through Program				
	Student	Supervisor	HHSC Admin	HSc Chair
Supervisory Committee Approval form (submit within the first semester)	Complete form, have committee sign, send to AA	Sign	Fw form to Chair for signature. Then send to grad-office@unbc.ca	Sign
Supervisory Committee Revision	Complete form, have committee sign, send to AA	Sign	Fw form to Chair for signature. Then send to grad-office@unbc.ca	Sign
Program Approval Form (submit within the first semester)	Complete with Supervisor fw to AA Retain a copy.	Sign	Fw form to Chair. Then send to grad-office@unbc.ca	Sign
Progress Report (must be completed by June 30 each year)	Complete with Supervisor fw to AA Retain a copy.	Sign	Fw form to Chair. Then send to grad-office@unbc.ca	Sign
Grad Registration Form (complete prior to each semester)	Complete and send to registration@unbc.ca & cc AA			
Application for Graduation (link is below, on page 5)	Complete and send to grad-office@unbc.ca			
Request for oral examination (min 6 weeks before) Link below, page 5	Complete, have committee & supervisor sign. Send to grad-office@unbc.ca			

Additional helpful information:

MSc HSc Students are required to take 20 credits of coursework, as well as the 12 credit Thesis.

Required Courses:

- PSYC 600-4 Univariate Statistics OR EDUC 602-4 Quantitative Research Design and Data Analysis
- HHSC 601-3 Principles of Epidemiology
- HHSC 700-3 Advanced Techniques in Epidemiology OR HHSC 703-3 Qualitative Research Approaches in Health and Human Sciences. Or a course as chosen in consultation with the supervisory committee, and approved by the Chair of Health Sciences.
- HHSC 795-3 Graduate Seminar in Health Sciences
- HHSC 796-1 Health Research Seminar Series
- 6 credit hours of electives as chosen in consultation with the supervisor, examples of courses that could be taken;
 - BCMB 702-3 Chemical Biology Theory and Techniques
 - BIOL 625-3 Applied Genetics and Biotechnology
 - DISM 609-3 Professional Ethics in Health Care Management
 - ECON 610-3 Health Economics
 - HHSC 602-3 Organization and Financing of Canadian Health Care
 - HHSC 603-3 Community Research Methods
 - HHSC 606-3 Health Promotion
 - NURS 604-3 The Healing and Well-being of Indigenous Peoples
 - NURS 701-6 Advanced Clinical Practice Nursing
 - POLS 603-3 Social and Health Policy in the Context of Health and Health Care
 - PSYC 605-4 Multivariate Statistics
 - PSYC 609-3 Health Psychology
 - SOCW 610-3 Wellness: Alternate Approaches
 - HHSC 440/640 Indigenous perspectives of Water
 - HHSC 405/640 Pathophysiology

*Note we cannot guarantee all listed courses will be scheduled, please consult with your supervisor for your course selection.

Reach out to the Health Sciences AA to find out what courses are being offered under the Health Sciences

1. Before the END of the first semester, students will meet with their supervisor, and complete a **Program Planning and Approval** form;

<https://www.unbc.ca/sites/default/files/sections/graduate-administration/mschealthsciencesprogramapprovalform.pdf>

- Both the student and the supervisor must sign the form, then forward it to the Administrative Assistant. The AA will obtain the Chair's signature and send the form to the Office of Graduate Administration; grad-office@unbc.ca, copying the supervisor and student on the email.
- Students must follow the agreed upon plan (Program Planning and Approval) and use this as a guide when registering in their courses each semester.
- If any changes are made to the Program Plan, a **Revision to Program and Approval** form must be submitted;

<https://www.unbc.ca/sites/default/files/sections/graduate-administration/program-revision-form-0724.pdf>

Please follow the same signature path as above (**student, supervisor> AA> Chair> Graduate Office**)

2. All forms pertaining to your graduate program are found on the Office of Graduate Administration website:

Graduate forms: <https://www.unbc.ca/graduate-administration/graduate-forms>

- Other links on this site you could be of interest are under 'Manage your Program' (example: Leave of Absence, Withdrawal with permission etc) Please review this site for any information you may require.
- If a student is applying for a Leave of Absence, remember to drop any courses registered for during the semester of the leave. Failure to drop the course prior to the Add/Drop date, will result in a partial or complete charge of enrollment fees.

3. Course registration opens every July/August for the Fall and Winter terms, and every March for the Spring/Summer terms. Be attentive to the student portal and UNBC email for information of when registration officially opens.

- **Registration form** (use this for either adding or dropping a course) and the **Special Topics form** for Independent study/Directed readings can be found here: <https://www.unbc.ca/registrar/forms>

4. **Please include the Administrative Assistant on any forms related emails, as they try to keep an up-to-date file for your progression through the program. Any forms that require the Chair's signature must go through the Administrative Assistant.** School-healthsciences@unbc.ca

5. Important forms and information to graduate:

- Ensure that the student is registered in the semester they are planning to defend, and have applied to graduate. **Application for Graduation form:**
<https://www.unbc.ca/sites/default/files/sections/graduate-administration/applicationforgraduationaugust2019.pdf>
- Submit a **Request for Oral Examination (Masters) form** at least 6 weeks prior to the first date selected;
https://www.unbc.ca/sites/default/files/sections/graduate-administration/masters-req-defence-07-24_1.pdf
- The Chair of the examining committee will use the following guide for the oral defence:
https://www.unbc.ca/sites/default/files/sections/graduate-administration/masters-chairs-guidelines-defences_3.pdf
- The Chair of the examining committee will complete the **Result of Oral Examination Form**, and each committee member will sign the approval page. They will then send the **Result of Examination Form** to the Office of Graduate Administration grad-office@unbc.ca

6. Additional helpful sites;

<https://www.unbc.ca/graduate-administration/student-support>

<https://www.unbc.ca/services>

<https://nbcgss.unbc.ca/>

[Grad Workshops Weller Library](#)

[HSc Databases](#)

[Graduate Academic Calendar](#)