

STUDENT HANDBOOK



جامعة كالغاري في قطر
UNIVERSITY OF CALGARY IN QATAR



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UNIVERSITY OF CALGARY IN QATAR



Welcome to the University of Calgary in Qatar

A university education provides you with more than just a body of knowledge or an area of expertise. It provides the tools for a lifetime of learning and leadership.

At the University of Calgary in Qatar, our academic and professional nursing programs are created to prepare you for the opportunities and challenges of a nursing career in a changing healthcare system. This means we provide a multidisciplinary education in which you will see, appreciate and solve problems from a variety of different perspectives. As a UCQ student, you will be presented with opportunities to work side-by-side with leading scholars conducting real-world research and you will acquire comprehensive knowledge integrated with clinical experience in a variety of nursing practice settings.

Please visit our website, ucalgary.edu.qa, for complete information on all services available to you at UCQ - including academic life, clinical practice, learning resources, rules, and regulations.

It is your responsibility to read this planner and be familiar with the information it contains, as well as with the policies detailed in the University Calendar. The Calendar can be viewed online at ucalgary.ca/pubs/calendar or in Student Services on the UCQ campus. Please refer to this planner as you begin your progress through the years. If you require any clarification or additional information, please feel free to ask a Student Advisor.

We wish you every success in your program at UCQ and are here to support you in meeting your goals.



Message from the Dean & CEO

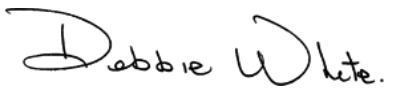
Welcome to the University of Calgary in Qatar (UCQ), the international branch campus of the University of Calgary in Canada. Not only have you enrolled at an internationally recognized university, but you have joined a global network of students, faculty and alumni.

You have chosen to study nursing because you care deeply and passionately about people and about your nation. You have chosen UCQ as your alma mater because you want to learn from the best health education professionals. You have met the rigorous entrance requirements set by the University of Calgary — and we know you have what it takes to become a nurse.

As a UCQ student you are an integral part of the future of nursing in Qatar. Your diligent approach to your studies and your desire to continue to learn more; your commitment to the health of people in Qatar, and your personal willingness give your time and energy to achieve excellence will result in you reaching your goals.

We look forward to accompanying you on your journey of learning and discovery about what it is to be a nurse in the 21st century. Nursing is a noble and evidence based profession where you can and will make a difference in peoples' lives as well as contribute to transforming care processes.

Enjoy every minute of your studies and know you are very warmly welcomed to the University of Calgary in Qatar.

A handwritten signature in black ink that reads "Debbie White." The signature is written in a cursive, flowing style.

Deborah White, R.N. PhD
Dean & CEO
University of Calgary in Qatar



Student Pledge

As a student and ambassador of the University of Calgary:

I will contribute to and maintain a culture of academic excellence;

I will conduct myself with honesty and integrity, taking responsibility for my actions, respecting the rights, opinions and dignity of all peoples;

I will strive to better my communities through good citizenship and active participation;

I will adhere to the highest standards of personal moral conduct and refrain from any form of academic dishonesty.

This handbook is an unofficial summary of the University of Calgary's policies and academic regulations. The University of Calgary Calendar is the official guide to all programs, services and regulations of the University of Calgary and can be found online at <http://www.ucalgary.ca/pubs/calendar/current/ucq.html>

Statement of Principles on Academic Integrity and Dishonesty

Statement of Principles of Conduct

Universities are places of higher learning where we seek truth, wisdom, and knowledge. As such, they expect that all members of the university community demonstrate the highest form of academic integrity.

Academic Integrity

Academic integrity is the commitment to behave with honesty, fairness, trust, respect, and responsibility in all academic work.

Academic Dishonesty and Misconduct

- Cheating: dishonest or attempted dishonest conduct at tests or examinations is considered an extremely serious academic offence
- Plagiarism: involves submitting or presenting work as if it were the student's own work when it is not
- Other acts that do not uphold the principles of academic honesty

Any student who voluntarily and consciously aids another student in the commission of one of these offences is also guilty of academic misconduct. Students are responsible for their own behavior and face severe penalties if they commit academic dishonesty.

What are the repercussions of academic misconduct?

- Failing grade
- Disciplinary probation
- Suspension
- Expulsion

Undergraduate policies (for Foundation and Bachelor of Nursing):

<https://www.ucalgary.ca/pubs/calendar/current/ucq-3.html>

Graduate policies (for Master of Nursing):

<https://www.ucalgary.ca/pubs/calendar/grad/current/gs-academic-regulations.html>

We strongly suggest that you explore more resources related to honesty in academics at [ucalgary.ca/honesty](https://www.ucalgary.ca/honesty) and plagiarism at [ucalgary.ca/honesty/plagiarism](https://www.ucalgary.ca/honesty/plagiarism).

Intellectual Honesty

To pass off contributions and ideas of another as one's own is to deprive oneself of the opportunity and challenge to learn and to participate in the scholarly process of acquisition and development of knowledge. It is for these reasons that the university insists on intellectual honesty in scholarship. The control of intellectual dishonesty begins with the individual's recognition of standards of honesty expected generally and compliance with those expectations.

University of Calgary in Qatar

Nursing Student Society in Qatar (NSSQ)

The mission and vision of NSSQ is to support nursing students in their academic journey, professional career, and to prepare future nursing leaders for active roles in their community. We will also provide support and advocacy in addressing student issues both socially and academically. Our focus is on promoting an environment of academic achievement and excellence among our peers. The NSSQ executive Council is elected yearly. More information about NSSQ and its executive council can be found on <https://www.ucalgary.edu.qa/current-students/campus-life/nssq>

Our aim is to serve students at the University of Calgary in Qatar through effective leadership. We seek to improve students' experiences through advocacy and representation, open dialogue, and encourage involvement and engagement.

You can contact us at nssq@ucalgary.ca or stop by the office in G54b.

UCQ Basics

Student ID Cards

Why do you need a UCQ student ID card?

- Access to library resources
- Identification in clinical placements
- Borrowing laptops
- Writing final exams
- Signing out recreational equipment
- Getting a locker

How do you get a UCQ student ID card?

- Please see Student Services

Lost or damaged card?

- You must request a new card at the front reception
- Replacement cards cost 75QAR

My UofC

For information on how to use your student centre, including how to print unofficial transcripts and check registration, visit <https://my.ucalgary.ca/>

Textbooks

- Textbooks are available from the bookstore (room G49) at the start of each semester
- Opening hours will be posted outside of the bookstore

Parking Passes

How do you get a parking pass?

- Visit security at main reception
- Bring ID and car registration

Conditions

- If card is lost, a replacement fee of 50QAR will be charged
- Passes must be returned to campus security when you graduate or permanently leave UCQ

Lockers

How do you get a locker?

- Visit the facilities office
- Bring your UCQ student ID card

Conditions

- Only one locker per student
- You may keep your locker for the duration of your academic study and return the key to the Facilities office before you graduate or leave UCQ.
- You must keep your locker clean and not store any perishable items.
- If the locker is damaged or the key is lost or not returned by the end of the academic year, a 100 QAR penalty will be charged to your student fees
- UCQ is not responsible for locker contents

Wireless on Campus

- Wireless internet is available on campus
- Visit the IT department in G38 for help connecting your laptop or PDA/Smartphone

Food/Drink

- Food and drink is available for purchase in the cafeteria during class hours
- There are male only, female only, and mixed dining areas
- Food is not permitted in any classroom or lab

Parking

Following rules must be observed, failure to comply may lead the towing of the vehicle at the owner's expense, reporting to police and when warranted, a disciplinary action by the university.

- Students driving personal vehicles to Campus and parking on site will be issued a non-transferable vehicle pass for the year. Contact campus security for requirements.
- Students who park unlawfully (e.g. in fire lane) or in unsafe manner will be asked to remove their vehicle. Vehicles are not allowed to be left overnight in the campus parking lots
- Speed limit: maximum speed limit on the campus is 15km/ hr.
- Vehicle Registration: All vehicles parked on campus must have valid registration and insurance
- All accidents and incidents (collusion, non-injury, injuries or property damage) must be reported to Campus Security immediately at telephone number 4406 5269
- The University is not responsible for vandalism or damage to any vehicles while they are parked on campus. Any such damages should be reported to the campus security for assistance in filing the necessary police reports
- Students with repeat violation of the parking program may face disciplinary action as outlined in non-academic misconduct policy.

Campus Life

Health and Wellness

The University of Calgary in Qatar is dedicated to promoting health and wellness for our students, faculty and staff, and general public. Our programs are designed to support the individual in acquiring and maintaining a healthy, proactive lifestyle relating to physical, mental, and/or social health leading to the development of the whole person prepared and fit to practice their profession.

Athletics/Recreation

Male Recreation Facilities and Programs	Female Recreation Facilities and Programs
Fitness Room	Fitness Room
Strength Building and Fitness Class	Zumba Classes
Football	Pound Class
Volleyball	Football
	Volleyball
Special Events Keep your eyes open for posters and emails advertising special recreation events throughout the school year including Student vs. Staff Competitions and UCQ Fitness Challenges.	

Not interested in participating in organized fitness events but still want to be active on campus?

- Workout at your own pace in the fitness rooms
- Get some friends and organize your own basketball, football, or volleyball matches - sports balls are available in the cabinets in the equipment room

If you have any suggestions or ideas for athletic/recreation activities that you would like to see offered on campus, talk to your NSSQ representatives or the Student Life and Recruitment Officer in Student Services.

Clubs

School is not just about studying, so why not join one of the clubs on campus? Share and explore your interests outside of the classroom!

Clubs Day

This is your opportunity to find out more about each club and sign up for those that interest you. 'Clubs Day' will be held early each year or semester.

Want to start a new club?

The Student Life Officer in Student Services can assist you in establishing a new club by providing general advice, access to additional club resources, and organizing events.

Current Clubs	
Best Buddies Club	Art & Music Club
SANAD Club	UCQ Student Communications
Public Health Club	Community & Environment Club (C&E)
Nursing Student Society Qatar (NSSQ)	Charity Week UCQ

Socializing

Locations

There are several locations on campus in which you can sit and talk with friends including the Student Lounge (F1), cafeterias, and seating areas located around the main building. Please be respectful of other students and use designated study areas for study only.

Events

Throughout the school year, you will have the opportunity to participate in activities on campus, such as Charity Week and International Day, and trips off-campus, such as beach days, bowling trips and skating events. If you have an idea for an event or trip contact your NSSQ representatives or the Student Life Officer in Student Services.

Why Get Involved?

Improve Your GPA

Research shows that students who are involved on campus are more likely to have a higher grade point average (GPA).

Make Lifelong Friends

You will meet other students that can help you in your academic work and support you through the triumphs and trials of being a student.

Leadership and Skill Development

You will learn how to better manage your time, build your leadership skills, problem solve, manage people, and work effectively as part of a team.

Make a Difference

Volunteer opportunities are available for you to help improve not only your campus community but the larger Doha community and the world!

Studying

Study Tips

- **Attend every class.** By attending class you will gain a better understanding of the course topics as well as the expectations and requirements for your homework and assignments.
- **Be organized.** Use this handbook to enter important dates and deadlines. Keep returned graded work. Save your work in two places, do not rely on one electronic copy.
- **Manage your time.** Do not overextend yourself by committing to too many things outside of your studies. Schedule study time into your week. Make “to do” lists and prioritize items.
- **Be successful in class.** Be prepared for each class. In your course outline you will be informed of what topics will be discussed in class. Prepare yourself by reading the required information prior to class.
- **Be on time to each class.** Punctuality lets your instructors know that you value their time. Being late can be disruptive to your learning process and that of your classmates.
- **Take good notes.** Be an active listener and focus on the speaker. Review your notes while the information from lecture is fresh in your mind.
- **Study smart.** Find a good place to study. Don't put your studying off until the night before. Work on the most difficult areas first. Review your notes, important concepts are repeated in the text, in lectures, and in your notes or assignments.
- **Reduce anxiety.** Study regularly and you will feel confident in your understanding of the course material. Remind yourself to relax before tests.
- **Use available resources.** Take initiative and ask for help. Don't hesitate to contact your instructor with any questions or concerns you may have.

Places to Study on Campus

- Locations with tables: Study Spaces (F2), Learning Commons (F3), Computer Lab (F4), Student Lounge (Room F1), Cafeteria
- Locations with computers: Computer Lab (F4)

Computers

Computer Labs

Students may use the computer labs as long as there are no previously scheduled classes or events. A printer is available for student use.

Learning Commons

Laptops are available in the Learning Commons for student academic use. They have wireless and printing capabilities, and can be used anywhere on UCQ campus.

Wireless

Both the main building and the Annex are equipped with wireless internet capability. Visit the IT department in G38 for help connecting your laptop or PDA/Smartphone.

Finances

Tuition

Nursing Foundations*	
Non-Sponsored	
Tuition varies based on courses required	1,500 - 9,000 QAR

Undergraduate*	
Non-Sponsored	
Each year (10 courses)	15,000 QAR

** Qatari students (holders of a Qatari passport) are exempted from Foundations and undergraduate tuition for their first attempt of a course. Should the student be required to repeat the course, either due to unsatisfactory grades or a course withdrawal, the student shall be assessed Qatar Resident fees for subsequent course attempts.*

Graduate*	
Course-Based (Sponsored)	2,000 QAR each course
Course-Based (Non - Sponsored)	2,000 QAR each course
Thesis-Based	
Year 1 and 2	15,500 QAR per year
After year 2	4,500 QAR per year

**All tuition fees are subject to change.*

Fees

Undergraduate and graduate tuition fees at UCQ are set by the State of Qatar.

Sponsored Students

- An invoice is issued directly to your sponsor for UCQ fees, and may include textbooks.
- Students are responsible for all fees not covered by their sponsor as well as immunizations, fees at clinical locations, and travel to and from clinical areas

Non-Sponsored Students

- An individual invoice will be issued to you about three weeks after the add/drop deadline each term; fees may include tuition, general fees, textbooks, uniforms, lab coat, stethoscope and CPR certification/re-certification
- Students are responsible for all fees relating to clinical placements including immunizations, fees at clinical locations, and travel to and from clinical areas

Non-payment – unpaid fees will result in a ‘hold’ on your account that will prevent further course registration and access to university services and resources.

Questions - See Financial Services located in G12

Payment Options

1. By cash or cheque to Finance Dept. (G 12) from 8:00 am to 12:00 noon and 1:00 pm to 3:30 pm
2. By direct deposit to university's bank account

ACCOUNT NAME	UNIVERSITY OF CALGARY IN QATAR
BANK NAME	Qatar National Bank
BANK ADDRESS	P.O. Box 1000, Doha, Qatar
ACCOUNT NUMBER	0013-014059-052
IBAN#	QA40QNBA000000000013014059052
SWIFT CODE	QNBAQAQA

Direct deposit can be done in 2 ways:

1. Bank to bank (instruct your bank to directly transfer money to the above university's account)
2. Cash/cheque deposit directly to the above university's account (at any QNB branch) stating student's name & invoice#

Sponsorship

UCQ continues to work with Qatar corporations and agencies in building additional sponsorship opportunities for students.

Please contact Student Services for current contact information.

Scholarships and Awards

UCQ offers four different types of financial support for students. There is a maximum amount of funding available to any individual student within one calendar year. Meeting the eligibility requirements does not guarantee receiving an award. Preference may be given to full-time students in university level courses.

Help and Resources

Breastfeeding Room	A private, comfortable, and safe environment in which mothers can feed, express, and store breast milk	F29
Campus Security – Call (-4406 5269)	Responsible for the security of people on campus and for the protection of university property Students must respect and follow the direction of security guards, inappropriate behaviour will be reported to university officials	Located around campus, including all major entrances
Academic Support	<ul style="list-style-type: none"> • Writing support services • Learning support services • Math support services • Peer mentor support services • Library support services 	Learning Commons
Clinical Simulation Lab	<ul style="list-style-type: none"> • Practice clinical skills • Development of new clinical skills 	F46A
Student Support Coordinator	<ul style="list-style-type: none"> • Nursing academic supports for struggling students • Coordinates academic supports for undergraduate students 	F31
D2L Online Resources	Find out more about important topics related to study skills and wellness. Easy 24/7 access to more than 300 resources (videos, articles, Apps, websites, toolkits etc.) At your pace and in all privacy.	D2L/UCQ Study, Health & Wellness Resources

Student Counselling	The student counsellor is available to support students with issues that impact their ability to study effectively. Privacy and confidentiality are ensured. Both academic support (managing time, stress, procrastination, exams etc.) and personal support (relationships, conflicts, balancing family & work, grief etc.) are available.	G23K
Finance Department	Invoicing Payment offers	G12
Information Technology (IT)	<ul style="list-style-type: none"> • Wireless internet help • Assistance with classroom technology • Questions about D2L 	G38
Learning Commons	<ul style="list-style-type: none"> • Research skills – help selecting appropriate research resources • Writing skills – academic writing assistance • Study space – quiet individual study areas • Group discussion rooms for project collaboration 	F46A
Marketing & Communications	<ul style="list-style-type: none"> • Volunteering for promotional materials and events 	G23G
Student Services	<ul style="list-style-type: none"> • Academic advising • Student advocacy • Registration help • Program progression and planning • Campus life • Awards and bursaries 	G23

Undergraduate Program

Bachelor of Nursing, Regular Track (BNRT)

Students starting **September 2019**.

Course List

Course Code	Title
Nursing 201	Introduction to the Nursing Profession (T)
Nursing 207	Perspectives & Influences of Health (T/L)
Nursing 221	Human Anatomy & Physiology I (T/L)
Nursing 223	Foundational Concepts I (T/L)
Nursing 211	Introduction to Health Assessment (T/L)
Nursing 222	Human Anatomy & Physiology II (T/L)
Nursing 224	Foundational Concepts II (T/C)
Nursing 202	Biochemistry & Microbiology for Nurses (T)
Nursing 306	Pathophysiology & Pharm Concepts (T/L)
Nursing 312	Introduction to Integrated Practice (C)
Nursing 309	Nursing Research (T)
Nursing 313	Nursing for Alterations in Health I (T/L)
Nursing 314	Families in Transition (T)
Nursing 316	Nursing Practice for Families (C)
Nursing 409	Acute Mental & Physical Health (T)
Nursing 410	Acute Mental & Physical Health Practice (C)
Nursing 413	Nursing for Alterations in Health II (T/L)
Nursing 408	Clinical Leadership & Management (T)
Nursing 412	High Acuity & Complex Health (T)
Nursing 414	Chronic & Life-limiting Conditions (T)
Nursing 416	High Acuity & Complex Health Practice (C)
Nursing 504	Critical Examination of Nursing Issues (T)
Nursing 505	Population and Global Health (T)
Nursing 506	Exploratory Nursing Practice (C)
Nursing 516	Transition to Nursing Practice Consolidation (C)

Course Code	Title
Statistics 205	Concepts of Statistics
UNIV 205	
PHILOSOPHY 313	Bioethics
SOC 201	Sociology
Academic Writing 303	
3 Senior Electives	300, 400, or 500 level courses

Fall Start

Course plan for students starting **September 2019**.

YEAR 1	FALL (Sept - Dec)	NURS 201	NURS 207	NURS 221	NURS 223
	WINTER (Jan - April)	NURS 211	NURS 222	NURS 224	UNIV 205
	SPRING (May - June)	NURS 202	PHIL 313		

YEAR 2	FALL	NURS 306	NURS 312	SOCIO 201	STATS 205	ACWR 303
	WINTER	NURS 309	NURS 313	NURS 314		
	SPRING	NURS 316				

YEAR 3	FALL	NURS 409	NURS 410	NURS 413	
	WINTER	NURS 408	NURS 412	NURS 414	Elective
	SPRING	NURS 416	Elective		

YEAR 4	FALL	NURS 504	NURS 505	NURS 506	Elective
	WINTER	NURS 516			
	SPRING	Graduation Ceremony			

Bachelor of Nursing, Regular Track (BNRT)

Students starting **September 2020 and 2021.**

Course List

Course Code	Title
Nursing 202	Biochemistry & Microbiology for Nurses (T)
Nursing 206	Introduction to the Nursing Profession (T)
Nursing 221	Human Anatomy & Physiology I (T/L)
Nursing 208	Perspectives & Influences of Health (T)
Nursing 210	Nursing Concepts & Therapeutics I (T/L)
Nursing 222	Human Anatomy & Physiology II (T/L)
Nursing 306	Pathophysiology & Pharm Concepts (T/L)
Nursing 308	Introduction to Health Assessment (T/L)
Nursing 310	Nursing Concepts & Therapeutics II (T/L)
Nursing 312	Introduction to Integrated Practice (C)
Nursing 309	Nursing Research (T)
Nursing 313	Nursing for Alterations in Health I (T/L)
Nursing 314	Families in Transition (T)
Nursing 316	Nursing Practice for Families (C)
Nursing 409	Acute Mental & Physical Health (T)
Nursing 410	Acute Mental & Physical Health Practice (C)
Nursing 413	Nursing for Alterations in Health II (T/L)
Nursing 408	Clinical Leadership & Management (T)
Nursing 412	High Acuity & Complex Health (T)
Nursing 414	Chronic & Life-limiting Conditions (T)
Nursing 416	High Acuity & Complex Health Practice (C)
Nursing 504	Critical Examination of Nursing Issues (T)
Nursing 505	Population and Global Health (T)
Nursing 506	Exploratory Nursing Practice (C)
Nursing 516	Transition to Nursing Practice Consolidation (C)
Statistics 205	Concepts of Statistics
Philosophy 313	Bioethics

Course Code	Title
SOC 201	Sociology
Academic Writing 201	
Academic Writing 303	
3 Senior Electives	300, 400, or 500 level courses

Fall Start

Course plan for students starting **September 2020 and 2021.**

YEAR 1	FALL (Sept - Dec)	NURS 202	NURS 206	NURS 221	ACWR 201
	WINTER (Jan - April)	NURS 208	NURS 210	NURS 222	ACWR 303
	SPRING (May - June)	SOCIO 201	PHIL 313		

YEAR 2	FALL	NURS 306	NURS 308	NURS 310	NURS 312	STATS 205
	WINTER	NURS 309	NURS 313	NURS 314		
	SPRING	NURS 316				

YEAR 3	FALL	NURS 409	NURS 410	NURS 413	
	WINTER	NURS 408	NURS 412	NURS 414	Elective
	SPRING	NURS 416	Elective		

YEAR 4	FALL	NURS 504	NURS 505	NURS 506	Elective
	WINTER	NURS 516			
	SPRING	Graduation Ceremony			

Bachelor of Nursing, Regular Track (BNRT)

Students starting **January 2021 and 2022.**

Course List

Course Code	Title
Nursing 202	Biochemistry & Microbiology for Nurses (T)
Nursing 206	Introduction to the Nursing Profession (T)
Nursing 221	Human Anatomy & Physiology I (T/L)
Nursing 208	Perspectives & Influences of Health (T)
Nursing 210	Nursing Concepts & Therapeutics I (T/L)
Nursing 222	Human Anatomy & Physiology II (T/L)
Nursing 306	Pathophysiology & Pharm Concepts (T/L)
Nursing 308	Introduction to Health Assessment (T/L)
Nursing 310	Nursing Concepts & Therapeutics II (T/L)
Nursing 312	Introduction to Integrated Practice (C)
Nursing 309	Nursing Research (T)
Nursing 313	Nursing for Alterations in Health I (T/L)
Nursing 314	Families in Transition (T)
Nursing 316	Nursing Practice for Families (C)
Nursing 409	Acute Mental & Physical Health (T)
Nursing 409	Acute Mental & Physical Health (T)
Nursing 410	Acute Mental & Physical Health Practice (C)
Nursing 413	Nursing for Alterations in Health II (T/L)
Nursing 408	Clinical Leadership & Management (T)
Nursing 412	High Acuity & Complex Health (T)
Nursing 414	Chronic & Life-limiting Conditions (T)
Nursing 414	Chronic & Life-limiting Conditions (T)
Nursing 416	High Acuity & Complex Health Practice (C)
Nursing 504	Critical Examination of Nursing Issues (T)
Nursing 505	Population and Global Health (T)
Nursing 506	Exploratory Nursing Practice (C)
Nursing 516	Transition to Nursing Practice Consolidation (C)
Statistics 205	Concepts of Statistics

Course Code	Title
Philosophy 313	Bioethics
SOC 201	Sociology
Academic Writing 201	
Academic Writing 303	
3 Senior Electives	300, 400, or 500 level courses

Winter Start

Course plan for students starting **January 2021 and 2022.**

YEAR 1	WINTER (Jan - April)	NURS 202	NURS 206	NURS 221	ACWR 201
	SPRING (May - June)	ACWR 303	PHIL 313		
	FALL (Sept - Dec)	NURS 208	NURS 210	NURS 222	SOCIO 201

YEAR 2	WINTER (Jan - April)	NURS 306	NURS 308	NURS 310	NURS 312	STATS 205
	SPRING (May - June)	NURS 313				
	FALL (Sept - Dec)	NURS 309	NURS 314	NURS 316		

YEAR 3	WINTER (Jan - April)	NURS 409	NURS 410	NURS 413	
	SPRING (May - June)	NURS 408	Elective		
	FALL (Sept - Dec)	NURS 412	NURS 414	NURS 416	Elective

YEAR 4	WINTER (Jan - April)	NURS 504	NURS 505	NURS 506	Elective
	SPRING (May - June)	NURS 516			
	FALL (Sept - Dec)	Graduation Ceremony			

Undergraduate Grading Scale

If the percentage on your assignment is:	The grade on your assignment is:	Grade Point Value	Description
95.0 - 100	A+	4.00	Outstanding -- exceptional analysis and synthesis of subject matter.
91.0 - 94.9	A	4.00	Excellent -- superior performance, showing comprehensive understanding of subject matter.
87.0 - 90.9	A-	3.70	
83.0 - 86.9	B+	3.30	
79.0 - 82.9	B	3.00	Good -- clearly above average performance with knowledge of subject matter generally complete.
75.0 - 78.9	B-	2.70	
71.0 - 74.9	C+	2.30	
67.0 - 70.9	C	2.00	Satisfactory -- basic understanding of subject matter.
63.0 - 66.9	C-	1.70	Minimum passing grade for theory courses.
59.0 - 62.9	D+	1.30	
55.0 - 58.9	D	1.00	
54.9 - or less	F	0	

Nursing Practice Courses

CR = Completed Requirements

F = Fail

All Nursing Practice Courses are CR/F and are identified by the notation "Not Included in GPA" in the course description section of the University Calendar. The grades in these courses are not included in the calculation of the grade point average.

Approved by Nursing Council, December 12, 2016
Effective Winter Session 2017

Undergraduate Academic Standing

Program Requirements

See University Calendar at ucalgary.ca/pubs/calendar/current/ucq.html

Minimum Grades Required

Type of Course	Minimum Grade Required	What happens if you receive a grade below the requirement?
Lab Courses (L)	C	Course must be repeated before progressing
Clinical Courses (C)	CR	Course must be repeated before progressing (if F grade is received)
Non-Lab/Non-Clinical Courses (N)	C-	Course must be repeated before progressing
Support (S) and Elective (E) Courses	D	Support courses must be repeated Elective course may be repeated or another elective taken in its place
NURS 221/222	C-	

NOTE: Students who fail to attain satisfactory standing as defined above in either a clinical nursing course or a co-requisite theory nursing course may be required to repeat both courses. Students will also be required to meet with the Associate Dean to determine their progress through the program.

Academic Review

The academic performance of students is assessed at the end of each fall, winter, and spring term for Foundation and BNRT students.

PDBN students - an official academic review occurs upon the completion of 6, 10, and 15 university level courses.

NOTE: The GPA of Foundation courses (EAPP, biology, chemistry and math) are not used for progression in the nursing programs.

Satisfactory Academic Standing

Programs	Minimum GPA Required
BNRT (year 1 and 2)	2.00
BNRT (year 3 and 4)	2.50
PDBN	2.50

NOTE: Students will be advised in writing if they fail to maintain satisfactory academic standing.

Dean's List

The Dean's List recognizes outstanding academic achievement and is created annually at the end of the winter term. To be included on the Dean's List a student must achieve a grade point average of 3.60 or higher in at in three or more courses or equivalent in each of the previous fall and winter terms. This achievement is recorded on the student's transcript.

Unsatisfactory Academic Standing and Academic Probation

UCQ may refuse a student's course registration if the student shows a lack of educational attainment.

A student whose performance in the clinical area, classroom, tests, or final examinations is unsatisfactory, may at any time be required to withdraw from the program.

Academic Probation

Students will be placed on academic probation (for a maximum of one academic year) if:

- The following GPA is received:

BNRT (year 1 and 2)	1.70 - 1.99
BNRT (year 3 and 4)	2.00 - 2.49
PDBN	2.00 - 2.49

OR

- Are required to repeat any nursing course, regardless of GPA

NOTE: students will be allowed academic probationary status only once during their program.

Students on Probation

Registration - May be permitted to proceed to higher level non-clinical nursing courses with the consent of the Associate Dean.

Satisfactory Standing - Will be reinstated if the required cumulative GPA over all courses taken since and including those on previous review is achieved OR student successfully repeats required nursing course.

Required to Withdraw

Students will be required to withdraw from UCQ if:

- The following GPA is received:

BNRT (year 1 and 2)	Less than 1.70
BNRT (year 3 and 4)	Less than 2.00
PDBN	Less than 2.00

- A student on probation fails to achieve the required cumulative GPA over all courses taken since and including those on their previous review
- A student on probation fails to obtain satisfactory standing in any subsequent nursing course, regardless of cumulative GPA

NOTE: Students required to withdraw may not apply for re-admission for 12 months following their withdrawal. Written application must then be made to the Dean.

Academic Appeals

The university acknowledges that there are some circumstances where students will wish to challenge grades or decisions. For official policies on academic appeals, please consult the appeals section of the University of Calgary Academic Calendar: <https://www.ucalgary.ca/pubs/calendar/current/ucq-3-6.html>

If a student wishes to submit an appeal, the student must begin by discussing their graded work with their professor within 15 days of being notified of the mark. The review of term work may cause the grade to be raised, lowered, or to remain the same.

If the student is not satisfied with the decision of their professor and wishes to appeal, the student will address a letter of appeal to the Dean within 15 calendar days of the unfavourable decision. The letter must clearly state the decision being appealed, the grounds for appeal, and the remedies being sought, along with any special circumstances which warrant an appeal of the review. The student should include as much written documentation as possible.

Types of Appeals

Please consult the following web pages within the Academic Calendar for information about each type of appeal:

Graded term work: ucalgary.ca/pubs/calendar/current/i-2.html

Final grade appeals: ucalgary.ca/pubs/calendar/current/i-3.html

Non-Academic Misconduct

The University of Calgary is a diverse community comprised of students, staff, and faculty. As a community, we strive to foster an environment that is safe, inclusive and promotes a successful student experience. The Non-Academic Misconduct Policy describes what is meant by non-academic misconduct and outlines the procedures that will be followed if a student engages in this type of conduct.

The University of Calgary in Qatar's Non-Academic Misconduct Policy applies to all undergraduate and graduate students. This policy applies when a student is on university property and while acting as a representative of the University of Calgary in Qatar off campus.

Please go to the following website for more information on the Non-Academic Misconduct policy at the University of Calgary in Qatar: <https://www.ucalgary.edu.qa/current-students/academics-undergraduate-program/non-academic-misconduct>

Course Registration

You MUST talk to your advisor in Student Services for any matters regarding registration.

Your Responsibilities

- Ensuring your registration is complete and accurate
- Ensuring the courses you register in can be used towards your degree program
- Ensuring all your fees have been paid with the Finance Office (outstanding fees will prevent you from registering)
- Attending only sections of a course in which you are officially enrolled
- Being aware of and following all registration policies, rules, regulations and deadlines (for more information please refer to the Academic Calendar ucalgary.ca/pubs/calendar)

Changing Course Registration

	Adding Classes	Dropping Classes
Prior to the Add/Drop Deadline	Allowed	Allowed
After the Add/Drop Deadline	Not Allowed	Dropped classes will be considered 'withdrawals' and will show on the transcript.

Drop and Withdrawal

	Drop	Withdraw
Transcript	No record of registration will appear	Course will appear with a grade of 'W'
Tuition	No tuition fees	Full tuition fees
Limit	No limit	Limited to ten courses with a grade of 'W'
Additional Notes		Normally students cannot withdraw to avoid a failing grade in a lab or clinical course. Students cannot withdraw from the same course more than once.

Repeating Courses

Limits	University level courses can only be repeated once
Transcript	Both grades (original and repeated) will appear on your transcript
GPA	Both grades (original and repeated) will be used in calculating your GPA

Course Load

	Full-time Students	Part-time Students
Fall	15 credits	6 credits
Winter	15 credits	6 credits
Spring	9 credits	3 credits

NOTE: Taking extra courses represent a large amount of additional work and may have a negative impact on overall performance and cumulative GPA.

Scheduling of Classes

Course Availability

Please note that not every course is available every term. For information about when courses are offered, please speak with an advisor in Student Services.

Course Cancellation

Any scheduled course may be cancelled due to unexpected circumstances. UCQ will make every effort to inform students of any cancelled courses as quickly as possible.

Your Schedule

Check your individual course schedule in your Student Centre prior to the start of your courses, as changes can occur.

Attendance Policy

- Attendance at lectures is not mandatory
- Attendance at all scheduled labs and clinical placements is mandatory
 - Absence may result in course failure
 - Contact your instructor immediately in case of illness or unforeseen circumstances that prevent your attendance

REMEMBER

- Attendance is not mandatory for lectures, but some courses will include participation marks that can only be obtained by attending class
- Non-attendance is linked to poor performance and lower grades
- Sponsors receive regular attendance reports
 - Justified absences are to be discussed with your sponsor, it is your responsibility to provide appropriate supporting evidence
 - Travel/social/recreational activities will not be accepted as justified reasons for absence

Dress Policy

General Policy	In keeping with the culture in Qatar, students will ensure coverage of shoulders, chest, upper legs, and knees at all times.
Laboratory	Uniforms must be worn for all clinical laboratory sessions. When you are handling sensitive materials or engaged in some clinical procedures you will be required to roll your sleeves up to just below the elbow. You are responsible for keeping your uniforms in good repair and for ensuring that they are freshly laundered and pressed for each clinical laboratory session.
Clinical	Please see Clinical ID and Dress Policy page 170

Clinical Placements

Clinical Experience

Important to remember:

- Students may be required to complete clinical experience at sites other than the location of their residence including urban or rural settings
- Clinical placements may be scheduled at various hours, including evenings, nights, and weekends
- Nursing students are responsible for all travel, parking, and accommodation costs related to clinical practicums

Policies

Participation

- Participation in all activities that are related to clinical courses is mandatory
- Failure to fully participate in clinical and tutorial sessions will be reviewed by the instructor and may result in a failing grade
- Missing one or more lab/clinical days will put you at risk of failing the course
- Non-attendance may result in your removal from the course

Registration

- Normally students will not be permitted to withdraw from a clinical/lab course in order to avoid a failing grade

Evaluation

- Assessment of clinical performance is based largely on day-to-day performance

Behaviour and Performance

Students:

- Are accountable for the standard of care they provide
- Are expected to have knowledge, skill, and judgment to perform safely, effectively, and ethically in the clinical setting
- Are expected to know and acknowledge the limits of their competence and to seek assistance, direction, and supervision as necessary
- Should be familiar with the policies and procedures of the clinical area
- Must not use mobile phones in the clinical area

Faculty members have the authority to remove a student from the clinical area for unsafe clinical practice or inappropriate behaviour. The Associate Dean will be consulted or informed about any such situation or action. A student who wishes to appeal such a decision will follow the appeals process as outlined in the Academic Calendar.

Confidentiality

The nurse to patient/client relationship places nurses and nursing students in a privileged position of accessing confidential information concerning patients, clients, and classmates. Nurses and nursing students have a professional, moral, and legal obligation to maintain strict confidentiality of any client/patient information or data. Students admitted to the University of Calgary in Qatar are required to sign a “Schedule B Acknowledgement and Undertaking” form.

CPR and Immunization

Cardio-Pulmonary Resuscitation (CPR) Certification

All students will be required to submit proof of current CPR Certification prior to the commencement of clinical practice courses. Students will be responsible for obtaining course training and certification. Students are responsible for re-certification every two years. Costs are the responsibility of the student.

Failure to provide adequate proof of CPR Certification by the add/drop deadline will prevent registration in clinical courses. Should CPR Certification lapse at some point during clinical courses and is not re-certified, this will result in your removal from clinical courses which may delay your graduation.

Immunizations

All students must complete the Appendix A- UCQ Immunization form. All listed immunizations and screening tests are necessary to work in hospitals or other health care facilities. You are expected to keep your immunizations up to date and must provide proof of such updates to UCQ.

Failure to provide adequate proof of immunizations by the add/drop deadline will prevent registration in clinical courses. Should immunizations expire during clinical courses and is not updated this will result in your removal from clinical courses which may delay your graduation.

Please talk to the Clinical Placement Coordinator if you have any questions or concerns regarding CPR or Immunizations.

ID and Dress Policy

Clinical Identification

Your UCQ student ID card is to be worn at all times while in the clinical area.

If you lose your UCQ student ID card or it needs to be replaced for any reason, please contact Student Services.

Clinical Placements Dress Policy

Hospital, Long-Term Care and Other In-Patient Centres:

Uniforms are required for practice in hospitals, nursing homes, and other care centres. Some clinical agencies may have unique unit-specific dress policies; specific instructions will be provided at orientation.

Home Care and Community Health Practice:

Students will be conservatively and appropriately dressed for all clinical activities in any health care setting. Please see course outlines or agency guidelines for specific details related to these expectations.

Shoes:

Must	Must Not
Be single coloured	Be athletic shoes
Have no heel	Be canvas shoes
Be non-slip	Be open toe

Socks:

Should be light weight and white	Should not be athletic socks or coloured
----------------------------------	--

Jewelry:

Permitted	Not Permitted
Watch	Jewelry in your tongue, eyebrow, nose, chin, lip
Wedding band	*All jewelry not mentioned in the "permitted" section
Ring (no stone)	
Plain stud earrings (max 2 per ear)	
Medical alert jewelry	

Personal Appearance:

Nails	Hair	Other
Keep short and clean	Controlled (must not interfere with work)	Tattoos must be covered
No artificial nails	Beards and moustaches must be neat	No chewing gum
No nail polish	Beards and moustaches must be able to be contained in a mask	No fragrances/perfume/ cologne

You are strongly encouraged to avoid wearing your uniform in public places and should cover the uniform before leaving the clinical setting.

Examinations

The Examinations Timetable will be posted around campus approximately one month before the examination period.

Your Responsibilities

- It is your responsibility to know the rules and regulations regarding exams
- You must be available for examinations up to the last day of the exam period
- Request to write an exam can be denied if you have not completed a substantial portion of the course work or if you are not official registered in the course

For complete exam policies visit: ucalgary.ca/pubs/calendar/current/g.html

Exam Process

Preparation	What should you bring? <ul style="list-style-type: none">• REQUIRED - UCQ Student ID card or Qatar ID• Pencils and pens• Items as directed by your instructor• A CLEAR plastic cup for drinking water<ul style="list-style-type: none">– No label– No other containers permitted	What should you NOT bring? <ul style="list-style-type: none">• Mobile phones• Cameras• iPods or other listening devices• Devices with wireless internet access• Good luck charms• Items prohibited by your instructor (e.g. notebooks)
Start of the Exam	<ul style="list-style-type: none">• Arrive at least 15 minutes before your scheduled exam• Exams will begin promptly at the time on the exam schedule• All exams will be written in the gym unless otherwise noted• All students MUST remain in the exam room for the first 30 minutes• If you are more than 30 minutes late you will not be allowed in the exam room	

During the Exam	You must NOT: <ul style="list-style-type: none"> • Speak or communicate with anyone other than the exam invigilators • Use prohibited items • Allow your answers to be seen by other students • Attempt to read and/or copy another student's answers 	PENALTIES for offences include: <ul style="list-style-type: none"> • Suspension • Expulsion • Other penalties as determined by the Dean
End of the Exam	<ul style="list-style-type: none"> • No student will be permitted to leave the room during the last 15 minutes • Students MUST stop writing when the invigilator indicates the exam is over - if a student continues to write, the exam may be rejected • Once your exam is handed in, you cannot request a cancellation for any reason • Once your exam is handed in, deferred examination requests will be denied • If leaving exam room early, do not create excessive noise while leaving 	

Guidelines for the Prevention of Cheating During Examinations

Academic misconduct

The University of Calgary in Qatar (UCQ) considers cheating during examinations a serious academic misconduct with serious implications for students' academic standing at UCQ.

The term "examination" also includes classroom tests or other forum whether student knowledge/skills are being assessed, tested or evaluated.

What constitutes cheating during examinations?

Examples include:

1. Speaking to other students or communicating with them under any circumstances whatsoever;
2. Bringing into the examination room or making use of any textbooks, notebooks, memorandum, other written material not authorized by the instructor/examiner;
3. Bringing into the examination room or making use of any mechanical or electronic device or equipment not authorized by the instructor/examiner; such devices or equipment may include, but are not limited to: calculators, cameras, electronic dictionaries, cell-phones, computers, laptops, ipads, head sets, pagers, MP3 players, and PDAs;
4. Leaving examination papers intentionally exposed to view by other students; and
5. Attempting to read other students' test or examination papers.

Actions by invigilators or examiners upon suspecting cheating

Bring student's behaviour to another invigilator's or Instructor of Record's attention. If concerns are verified,

1. The instructor will confiscate (seize, remove) the examination paper(s);
2. The instructor will ask the student to leave the examination room;
3. Those who witnessed the incident will document it; and
4. The Instructor will report the incident to the Associate Dean in writing.

Consequences of Cheating

Consequences of cheating, if proven, may include a combination of the following penalties:

1. Getting a zero or reduced grade in the examination;
2. Being suspended from UCQ; OR
3. Being expelled from UCQ.

Actions to Prevent Cheating

1. Instructors will share these guidelines with students;
2. Instructors will post these guidelines on D2L;
3. Student Services will place these guidelines in UCQ's Student Handbook;
4. Instructors will review them in class;
5. Prior to examinations, students will be requested not to bring food or personal belongings to the examination room; they will be reminded at exam time to place their personal belongings at the front of the exam room (example: purses, handbag, backpacks)
6. Instructor or invigilator will review these guidelines before the commencement of examination; and
7. These guidelines will serve as the cover page of mid-term and final exams printed in YELLOW. This version will have a signature line for the students to sign and date.

Items Students Allowed to Bring into Examination Room

The only item students will be allowed to bring into the examination room will be water in a clear plastic bottle.

Deferred Exams

Deferred examinations are allowed for:

- Illness
- Religious conviction
- Domestic situations
- Having three final exams within a 24 hour period

Deferred examinations are not allowed for:

- Misreading of the examination timetable
- Travel/vacation plans
- Any reason not expressly included in the 'allowed list'

If you are unable to attend an examination at the scheduled time you must notify the instructor prior to the examination time. Please note that you may be required to submit supporting documentation (e.g. doctor's note).

The final authority to grant or deny a deferred final examination lies with Students Services. For more information on deferral of examinations, please visit Student Services.

Graduation Requirements

BNRT students - must maintain a minimum grade point average of 2.00 in first and second year and 2.50 in third and fourth year to be awarded the degree of Bachelor of Nursing (BN)

Degrees “with Distinction”

The notation “with Distinction” will be inscribed on the transcript and graduation parchment of all BN students whose grade point average is 3.60 or better in their most recent 60 credits (45 credits for PDBN) taken at the University of Calgary in Qatar.

Graduating Awards

Medals presented at convocation are among the most prestigious of university awards. It is the intention of the University of Calgary to uphold the standard of these medals as they reflect the highest academic distinction that a student can aspire to in a particular discipline.

A Gold Medal is awarded to the student graduating from the BNRT program with the highest distinction.

No application is required. Medals are based entirely on academic standing.

Graduate Program

Course List

Course Code	Title
Nursing 605	Philosophical Knowledge and Advanced Nursing Practice
Nursing 609	Applied Statistics for Nursing Research
Nursing 611	Theoretical Knowledge and Advanced Nursing Practice
Nursing 621	Quantitative Designs and Analysis
Nursing 627	Academic Scholarly Writing (1.5 credits)
Nursing 629	Evidence-Based Nursing (1.5 credits)
Nursing 633	Leadership in Advanced Nursing Practice and Practicum I
Nursing 634 A/B	Advanced Nursing Practice: Practicum I and II
Nursing 683	Qualitative Designs and Analysis
2 Nursing Electives	Specialization Elective

Graduate Grading Scale

If the grade on your assignment is:	The percentage will be taken from:	If the total for all assignment is:	Your final grade will be:	
A+	4.0	3.95 - 4.00	A+	Outstanding <i>Elegant exposition of publication quality work that would make a significant, scholarly contribution to the area of investigation.</i>
A	4.0	3.85 - 3.94	A	Excellent - superior performance, showing comprehensive understanding of subject matter <i>Exceptional performance that goes beyond the specified requirements of the assignment, and demonstrates a comprehensive understanding of the subject matter that includes the ability to critically assess and creatively apply knowledge to new situations.</i>
A-	3.7	3.50 - 3.84	A-	Very good performance <i>Clarity of thought and expression that reveals the rich meaning of and complex relationship between assumptions, ideas and actions, and includes a critical examination of the topic. Relevant reference material has been correctly documented and effectively integrated into a well-developed line of thought.</i>
B+	3.3	3.15 - 3.49	B+	Good performance <i>Subject matter is generally understood at the literal level. Wide reading, critical questioning and creative insights may be absent. Prose style reveals a clear, logical, concise and coherent expression of ideas. Work displays conventional grammar, punctuation and spelling, with a minimum of errors.</i>
B	3.0	2.85 - 3.14	B	Satisfactory performance Note: The grade point value (3.0) associated with this grade is the minimum acceptable average that a graduate student must maintain throughout the program as computed at the end of each registration anniversary year of the program. <i>Subject matter is generally understood, but the work displays minimum scholarship. Some gaps in knowledge and inconsistencies in thinking may be evident. Lapses in clarity of expression and the development of a clear line of thought might be evident. Work may display consistent errors in conventional form and require heavy editing on the part of the instructor.</i>
B-	2.7	2.50 - 2.84	B-	Minimum pass for students in the Faculty of Graduate Studies <i>Work submitted at this level lacks understanding, absence of clarity of expression or insufficient command of conventional form such that content cannot be effectively conveyed.</i>

C+	2.3	2.15 - 2.49	C+	All grades below B- are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. A student who receives a grade of F will normally be required to withdraw unless the program recommends otherwise.
C	2.0	1.85 - 2.14	C	
C-	1.7	1.50 - 1.84	C-	
D+	1.3	1.15 - 1.49	D+	
D	1.0	0.50 - 1.14	D	
F	0	0.00 - 0.49	F	

Academic Standing

Academic standing will be reported each term to the sponsor of any students under scholarship and study leave from their sponsor.

Minimum Grades Required

An annual cumulative GPA of 3.0, with no grade below B-.

Unsatisfactory Academic Standing

Normally, a student who displays poor academic standing will be required to withdraw from the program unless the program recommends otherwise and the recommendation is approved by the Dean of the Faculty of Graduate Studies.

Poor academic standing is:

- Receiving a grade of "C+" or lower in any one course
- Achieving a GPA of less than 3.00 within the last 12 months in the thesis-based program (academic performance is assessed each May)
- Achieving a GPA of less than 3.00 annually in the course-based program (academic performance is assessed yearly at the time of the student's registration anniversary)

When any instance of poor academic standing arises, the program must submit a notice informing the Dean of Graduate Studies of its recommendation

Repeating Courses

- At the discretion of the Graduate Programs Committee, a student may be allowed to repeat a failed course
- If allowed to repeat, the second grade will replace the initial grade in GPA calculations for program progression
- Both the original grade and the repeated grade will appear on the transcript

Required to Withdraw

The Graduate Programs Committee may recommend to the Faculty of Graduate Studies that a student be required to withdraw for lack of satisfactory progress in either course work or research. The Faculty of Graduate Studies, after consultation with the graduate program and/or supervisory committee concerned, may initiate the withdrawal of a student.

Academic Appeals

There may be times when a student disagrees with the faculty on matters of grading and/or academic disciplinary measures. In these instances the appeal process is an opportunity to have these decisions reviewed.

Where to appeal to:

- Appealing a final grade = Appeals Committee at UCQ
- Probation, suspension or expulsion = Faculty of Graduate Studies Appeals Committee

How to appeal:

- An appeal must be initiated within 15 days of the receipt of the grade or letter notification of probation, suspension or expulsion
- The appeal must be in writing, addressed to the chairperson of the appropriate committee
- The appeal must state:
 - The decision that is being appealed
 - The grounds for the appeal
 - The remedy being sought

Course Registration

Registration Status

All registered Master of Nursing (MN) students are considered full-time, regardless of number of courses taken per term. Registration in classes is done by Student Services and can be viewed using the online Student Centre at MyUofC. Questions about course registration can be referred to Student Services.

Time Limits

- Thesis-based students – must complete all degree requirements within four registration years
- Course-based students – must complete all degree requirements within six registration years

It is expected that course-based students will study full-time at UCQ and will complete all degree requirements within two registration years. Thesis-based registration is reviewed on an individual basis.

Program Transfer

All program changes, including transfer of specialization and transfer between course-based and thesis-based programs, require the approval of the Graduate Program Director and the Dean of the Faculty of Graduate Studies.

For more information about transferring programs, visit Student Services.

Leave of Absence

Leaves of absence may be granted for a minimum of one term and up to one year. Proper documentation must be supplied when applicable (i.e. medical leaves).

Acceptable reasons to request a leave of absence:

- Bereavement
- Care-giving responsibilities
- Maternity
- Medical requirements
- Military service
- Parental responsibilities
- Political service

Course availability is limited each semester. Taking a leave of absence will result in prolonging a student's program and can delay graduation. All leaves of absences must be discussed with the Graduate Program Coordinator and sponsors (if applicable).

Requesting a leave of absence:

- Start by discussing this decision and its implications with your supervisor
- The request should be made in advance of the anticipated leave
- Submit the 'Leave of Absence' form to Student Services along with all supporting documents
- Leaves will be granted to coincide with the start and end dates of academic terms
- All requests must be approved by the program as well as the Faculty of Graduate Studies

Course Withdrawal

- Students may withdraw from a course by submitting the 'Change of Course Registration' form to Student Services
- Students are not permitted to withdraw more than once from the same course
- All withdrawals after the add/drop deadlines will be recorded on the transcript

The decision to withdraw from a course will result in prolonging the program and can delay graduation. All withdrawals must be discussed with the Graduate Program Coordinator and sponsors (if applicable).

Program Withdrawal

Withdrawing from the Master of Nursing program is the removal from all course work and research associated with study, with no intent of immediate return.

Withdrawing from the program:

- All withdrawals must be discussed with the Graduate Program Coordinator and sponsors (if applicable).
- If you would like to proceed with the withdrawal, submit a 'Graduate Withdrawal' form to Student Services.
- It is the student's responsibility to negotiate with their sponsoring agency the repercussions of this decision.

Readmission

Students who voluntarily withdrew from the program but wish to return must reapply for admission. There is no guarantee of acceptance. Transcripts must be submitted for any academic work completed since the student's last registration.

Progress Reports

Course-based students are required to complete a progress report with their supervisory at the beginning of each term, beginning with their first term of registration. Thesis-based students are required to complete an annual progress report which is sent through the Student Center at MyUofC each May. All progress reports are reviewed the Graduate Program Coordinator.

Supervision

All students in a thesis-based program are required to have a supervisor or an advisor. Students may be assigned an interim advisor until they have had an opportunity to become familiar with faculty members and their research interests. Normally a supervisor will be appointed prior to admission. Course-based students will be appointed a supervisor by the program usually within their first year of study.

Resolving problems between students and supervisors:

- The Graduate Program Director should be consulted as soon as the conflict arises
- If the supervision problem(s) cannot be resolved within the program, the relevant Associate Dean and/or Dean of the Faculty of Graduate Studies may assist

The Handbook of Supervision and Examination is available online at: ucalgary.ca/pubs/calendar/grad/current/gs-handbook.html

Graduation Requirements

A student must complete all program requirements and obtain a minimum cumulative GPA of 3.0 in order to graduate.

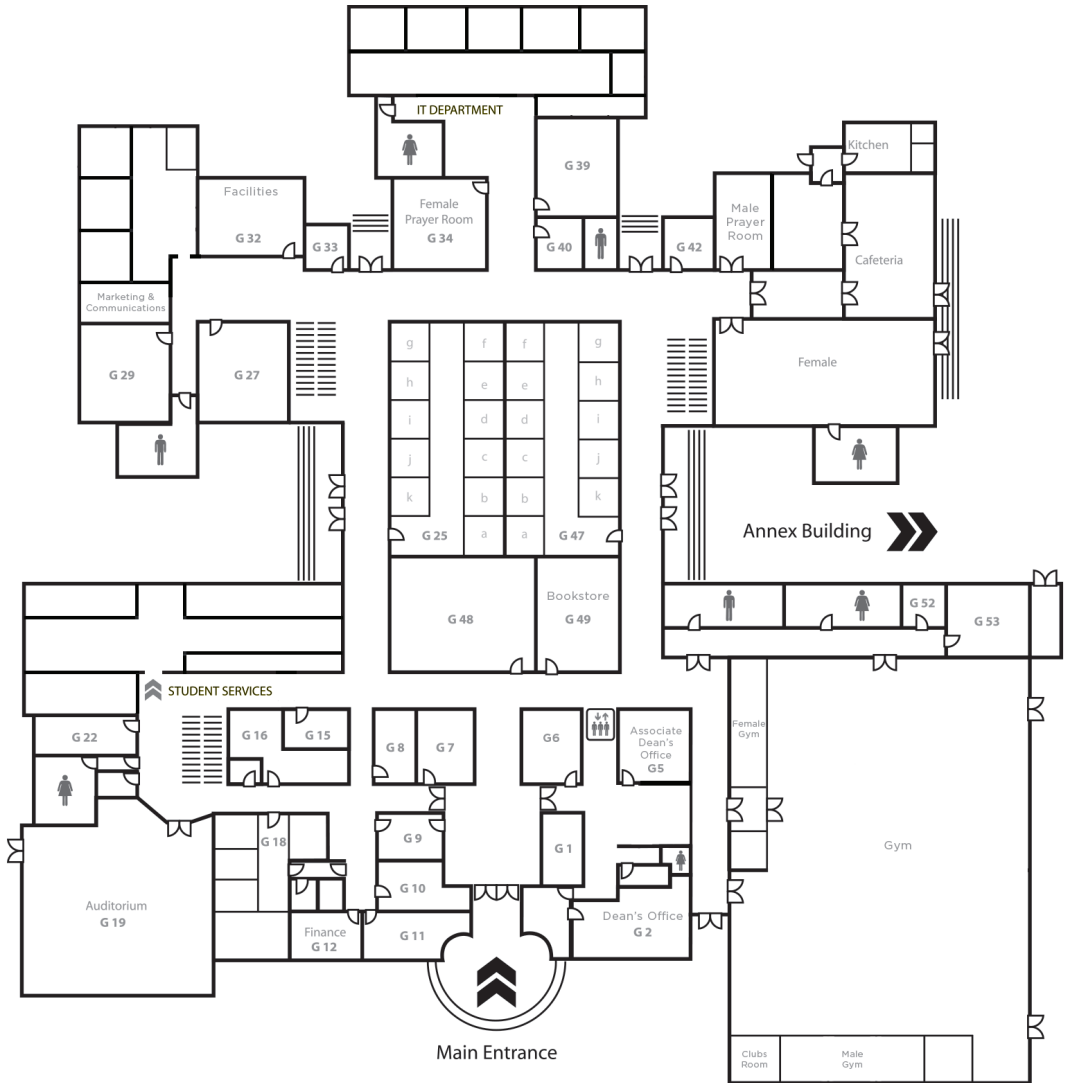
Students completing a course-based program are required to complete a final comprehensive examination.

Students completing a thesis are required to follow the Faculty of Graduate Studies Thesis Guidelines, available at: grad.ucalgary.ca/current/thesis. More information can be obtained online or through Student Services. Thesis-based students must also successfully pass a final thesis oral examination.

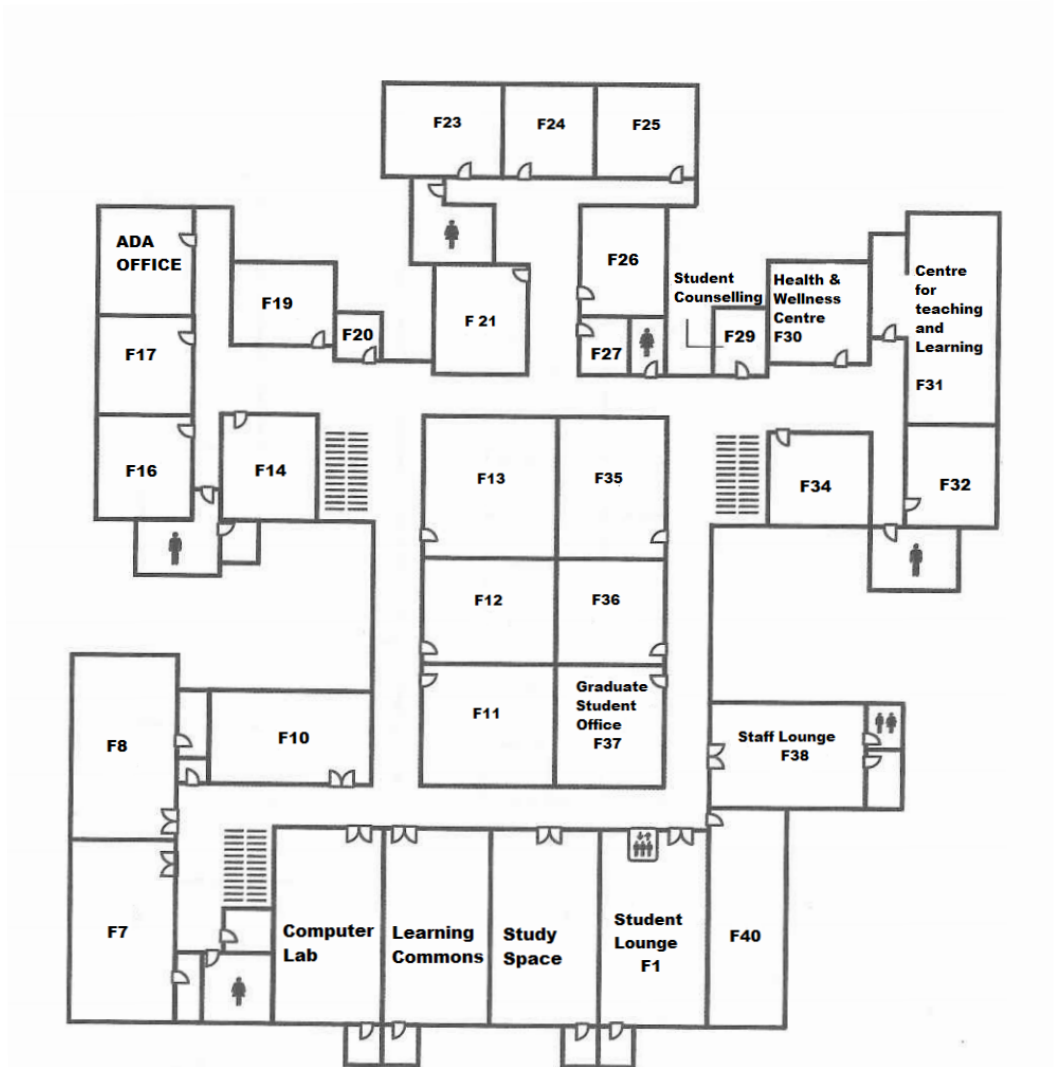
Campus Maps

Administration Building (Ground Floor)

In case of emergency evacuate the building using your nearest exit. Emergency Exits are clearly marked and maps are located at various locations within the university.

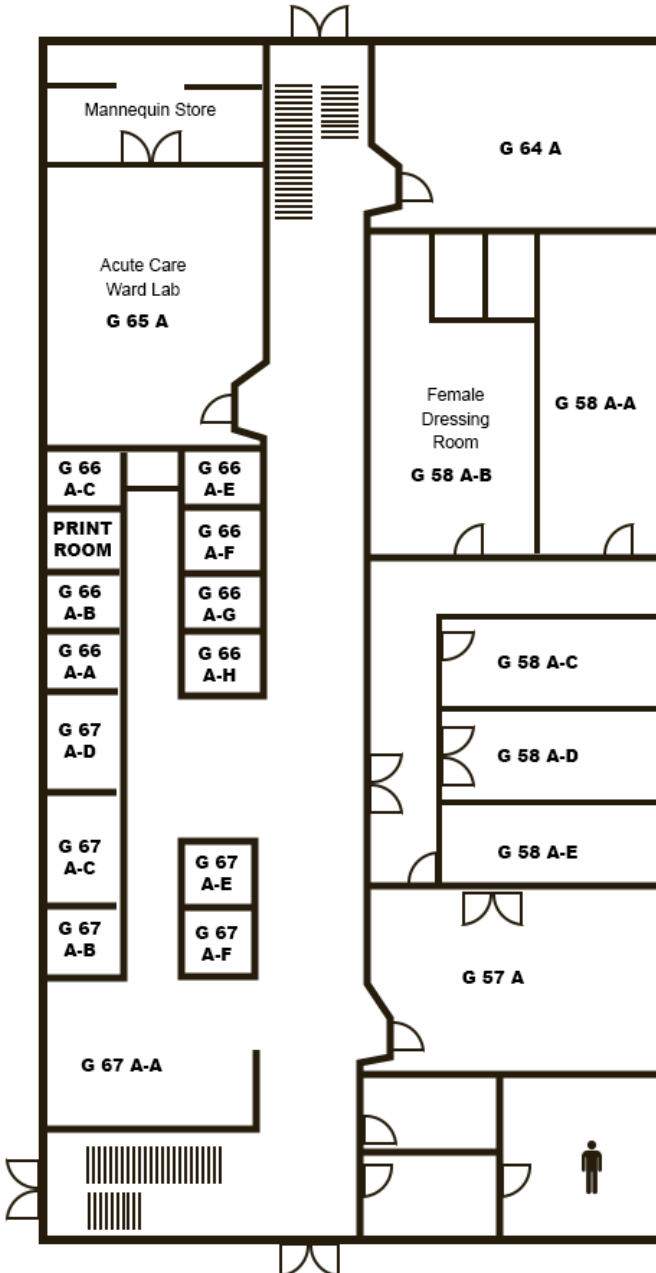


Administration Building (First Floor)

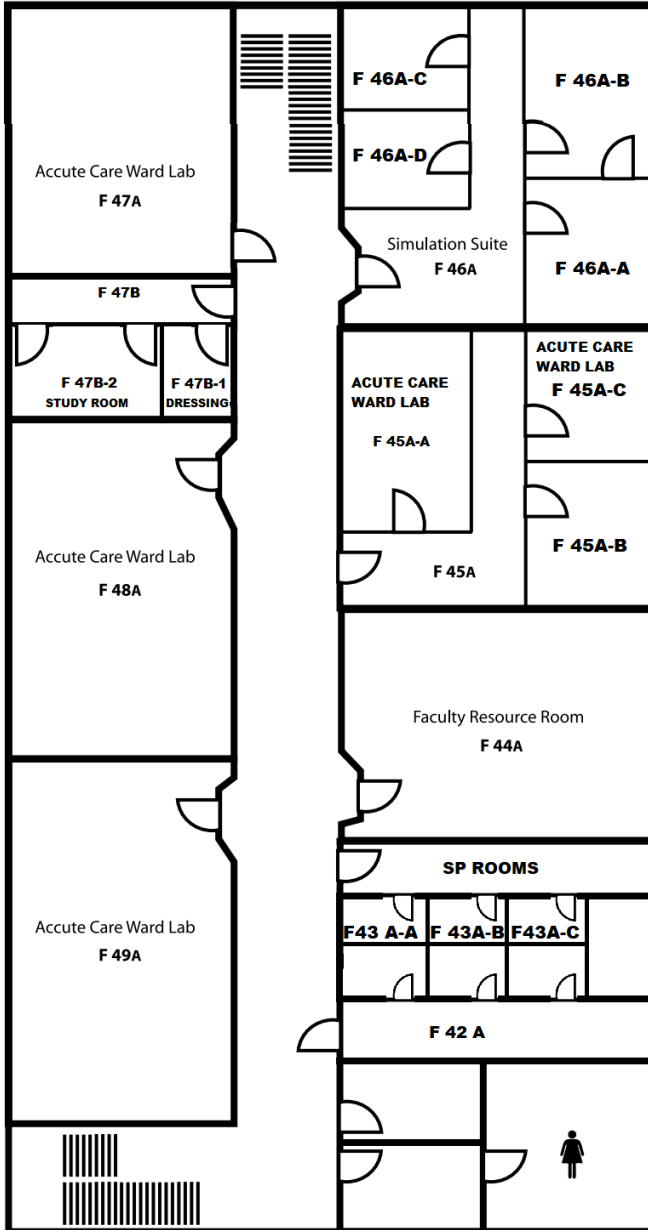


Annex A Building (Ground Floor)

In case of emergency evacuate the building using your nearest exit. Emergency Exits are clearly marked and maps are located at various locations within the university.

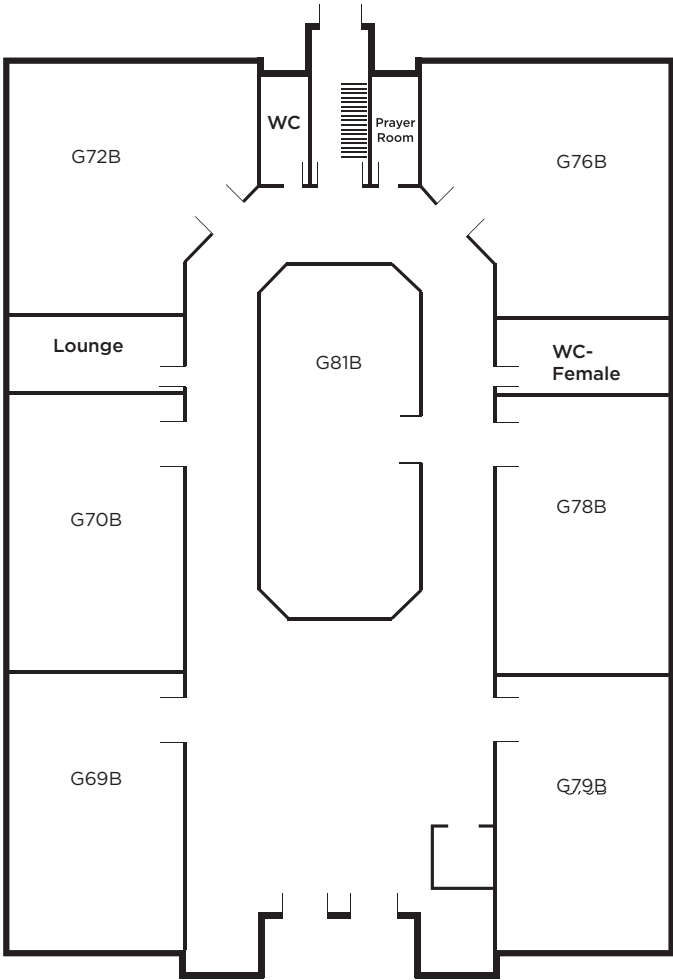


Annex A Building (First Floor)

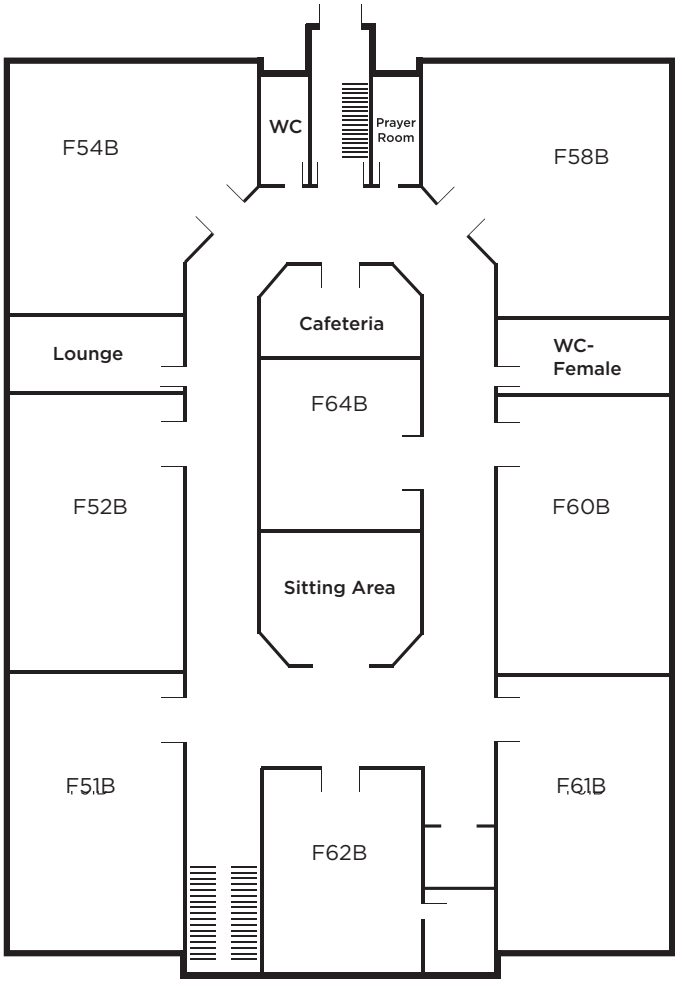


Annex Building B (Ground Floor)

In case of emergency evacuate the building using your nearest exit. Emergency Exits are clearly marked and maps are located at various locations within the university.



Annex Building B (First Floor)



Health, Safety and Security

General Safety Rules

1. Students must take care of their own health and safety as well as that of others
2. Do not tamper with, activate/deactivate, damage, remove or inappropriately use emergency and safety equipment and control devices
3. Observe warning, prohibition and obligation signs posted all over the campus
4. Follow, cooperate and obey the safety rules and emergency evacuation procedures
5. Immediately inform the supervisor of any hazards, risk and dangerous situations
6. Emergency Contacts: Ensure your current mobile number is registered with Student Services so in the event of an emergency or incident on campus that may have impact on your safety and security, they can contact you or provide any updates
7. In case of fire: if you detect fire, pull the fire alarm in order to alert internal and/or external emergency teams, evacuate the building through nearest exit and report to an assembly point.
8. In case of evacuation: when a fire alarm sounds - evacuate immediately through your nearest exit route and proceed to assembly point A or B or as directed by your supervisor, campus security or the wardens, Don't re-enter the building until given an "all clear" signal by appropriate personnel
9. Assembly Points (A: on west side wall & B: on east side boundary wall) identified with signs

Shelter-In-Place: In situations when it may be dangerous to be outdoors, the decision to Shelter-In-Place may be given. Such situations may include extreme weather, violent or criminal behavior, or potentially dangerous air quality due to the release of hazardous materials. When the Shelter-In-Place order is given, don't leave the building until you are informed otherwise by authorized personnel, check your email and messages regularly for updates, follow instructions from your supervisor and Campus Security.

First Aid and AED: UCQ have trained first aiders and first aid kits are installed strategically on campus. Ask your supervisor to locate your closest one. AEDs are mounted on all floors of buildings, locate your nearest one.

Incident, Accident, Near Misses and Hazard Reporting: All incidents, accidents, any crime, emergency or non-emergency must be reported to campus security immediately in person or by a phone call. They may also be reported confidentially to Student Services or Health and Safety office in Facilities Management. UCQ requires investigation of all incidents, including "near misses" where there is or was a potential for an injury.

Suspicious/Inappropriate Behavior: Report all suspicious and inappropriate behaviors, threats of violence or harassment to campus security and director student services as soon as possible. Collect all relevant information e.g. the description of the person(s) involved, location, time, witnesses, and provide to campus security and student services.

Security of Personal Belongings: Ensure security of your personal belongings, do not leave valuables, purses, phones, computers or any personal items unattended and unsecured for any length of time. Be mindful of personal safety and immediately report any incidents or suspicious behavior to the security.

Visitors: If students are inviting a guest visitor to campus, note that all visitors MUST sign in at the main Reception Security desk, present a photo ID and receive a visitor badge. The photo ID will be retained by Security until the visitor leaves the building. Anyone under the age of 12 must be accompanied all time by an adult.

The host person is responsible for the actions of their guest and will also ensure that the visitor is escorted at all times and is aware of the site emergency response procedures.

UCQ Smoking Policy: Smoking in any enclosed UCQ facility and high traffic outdoor areas or within 25 feet of an entrance, open window, air intake, or similar feature is prohibited. Smoking is allowed only in Designated Smoking Area. Contact campus security for the location of designated smoking area.

Fire Safety

If you discover a fire or smoke remember “**C-A-R-E**” Procedures:

Contain the fire by closing all doors as you leave

Activate the nearest fire alarm

Report the fire to campus security by calling 4406 5269 or 999 from a safe location

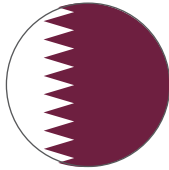
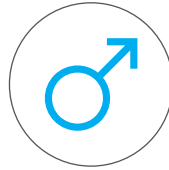
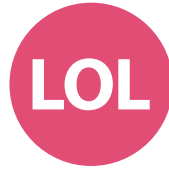
Evacuate the building via the nearest exit and report to Assembly Point A or B

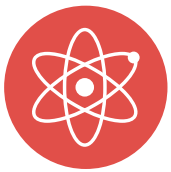
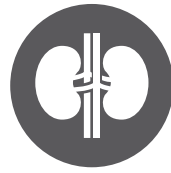
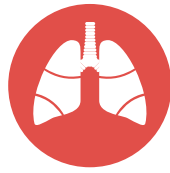
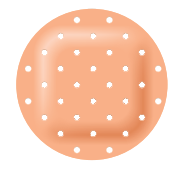
In the Event of an Emergency (for police, fire or ambulance) call 999

If life threatening situation (e.g. medical emergency) call 999 first and notify the campus security.

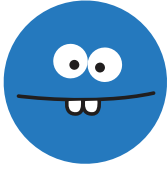
Address: University of Calgary Al Rayyan Campus, Al-Furuosiyah Street Opposite Horse Race track Beside Rayyan Health and Emergency Centre. For any safety and security concern contact campus security at: 4406 5269

When making an emergency telephone call provide the above campus address and exact location of the emergency (e.g. where the person is who requires medical attention).









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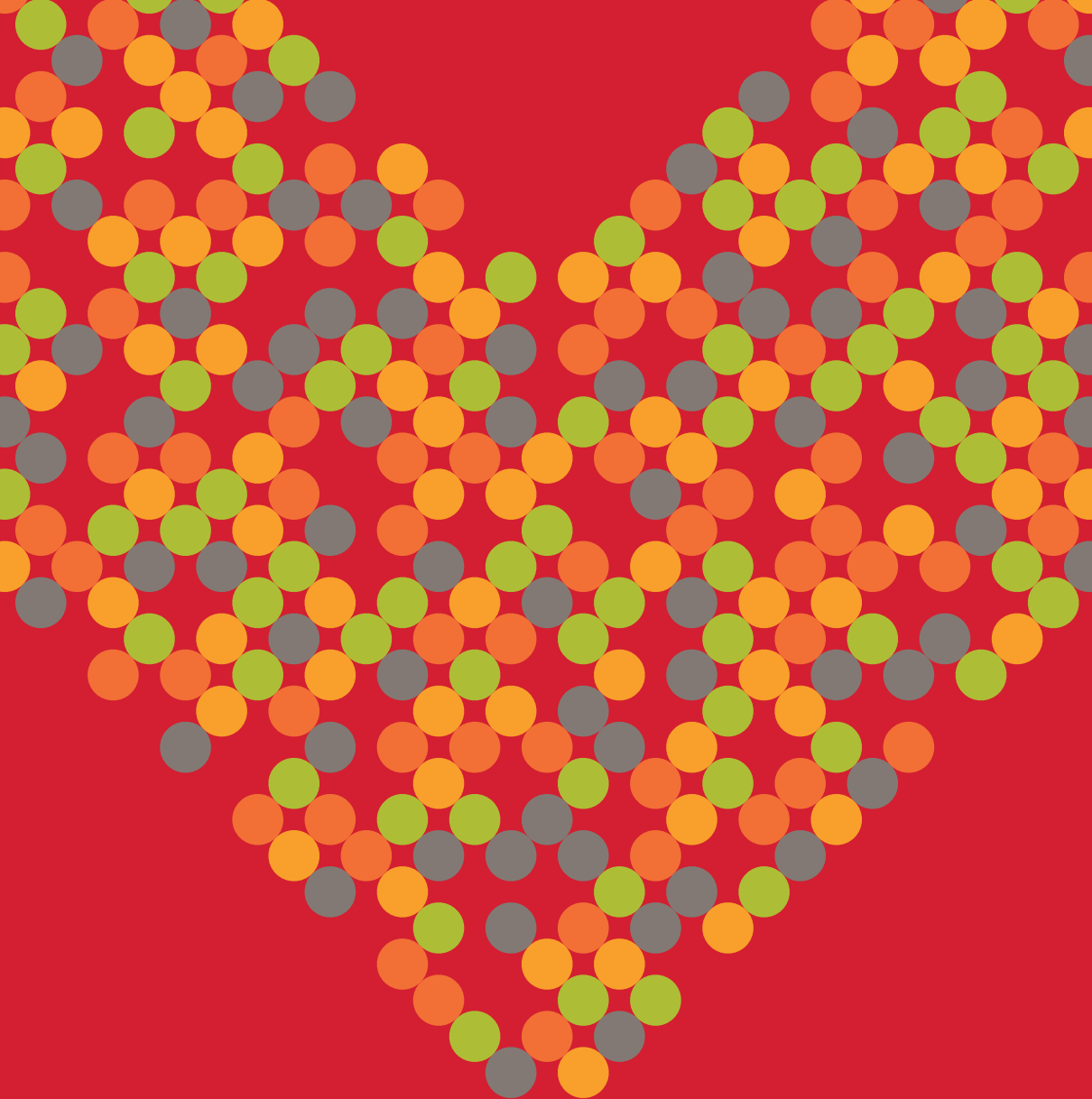
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