

**GHANA INSTITUTE OF MANAGEMENT AND PUBLIC
ADMINISTRATION (GIMPA)**

RESEARCH DEGREE DISSERTATION MONITORING FORM



To be completed by the Research Candidate and approved by the Supervisory Committee Chair ahead of progress evaluation meetings (PEMs). There shall be two (2) PEMs every year from the date of commencement of dissertation (i.e. constitution of Supervisory Committee)

PEM types

Intermediate/Interim PEM involving a Panel of members of the Supervisory Committee and the Doctoral Coordinator of the Student's Department. This should be done every six (6) months.

The **annual PEM** involving the Intermediate/Interim Panel and an independent member of the Graduate Programmes Committee.

PEM process

Step 1: Student's Report – Students prepare their review materials by completing form and submitting with this any written work/evidence of progress to be reviewed and approved by the Supervisory Committee.

Step 2: Supervisors' Report – Supervisory Committee reviews student's report on research progress by completing relevant sessions of the form and submits combined report to the Doctoral Coordinator, at least, two (2) weeks before PEM.

Step 3: PEM – Panel meets student to review evidence of progress; provides feedback to student; student reacts to Supervisory Committee's report; and all parties sign off evaluation form.

1. General information

Candidate's Full Name & ID Number	
Program (i.e. <i>Mres</i> or <i>PhD</i>) & Specialization	
Names of Supervision Chair & Co-supervisors	
Email address (Candidate)	
Start date (dd/mm/yyyy)	
Expected end date (dd/mm/yyyy)	
Date of self-evaluation (Candidate) (dd/mm/yyyy)	
Type of review (Select as appropriate)	<input type="radio"/> Annual <input type="radio"/> Interim

2. Status of research proposal

Title of research

Status of research proposal (Tick as appropriate)
<input type="radio"/> Still under development <input type="radio"/> Sent to Supervisory Committee for Approval <input type="radio"/> Approved by Supervisory Committee <input type="radio"/> Approved by Department/School after successful proposal defence <input type="radio"/> Other (specify)....

3. Research Progress & Personal Performance: evaluation of past period

Research objectives for evaluated period

Description of research activities, objectives and results for past period. Attach evidence for review		
No.	Activity, Objective or Result	% realized
Did you meet all the objectives that were specified for the past period? If Partly or Not, please clarify briefly below.		<i>Yes / Partly / No</i>
Explanation:		

Time schedule for evaluated period

Is your research on schedule? If Almost or Not, please answer the questions below	<i>Yes / Almost / No</i>
How much delay do you expect (approximately)? months
What are the main reasons for the delay? Please tick option(s) as appropriate	
<input type="radio"/> Project proposal was not clear or not focused enough <input type="radio"/> Research developed in different direction <input type="radio"/> Research required additional knowledge and/or expertise <input type="radio"/> Planned tasks took more time than expected <input type="radio"/> Technical problems with research equipment and/or problems with data collection <input type="radio"/> Mismatch in expectations between Supervisory Committee and Research Candidate <input type="radio"/> Other teaching/research/work obligations at my workplace <input type="radio"/> Illness <input type="radio"/> Pregnancy leave/Parental leave <input type="radio"/> Switch to part-time work <input type="radio"/> Other job <input type="radio"/> Other, (specify): ...	
How could the progress be improved in the next period(s)? Please tick option(s) as appropriate	
<input type="radio"/> Better planning/focusing <input type="radio"/> Better or more supervision of Supervisory Committee <input type="radio"/> Better or more technical support/equipment/software <input type="radio"/> Better co-operation with colleagues <input type="radio"/> Following in-depth course, skills courses or specific training <input type="radio"/> Improved participation in relevant scientific networks <input type="radio"/> Progress cannot be improved <input type="radio"/> Other (specify): ...	
Remarks:	

Did you take Courses, participate in seminar series (or conferences) or workshops in the previous period? If yes, please specify below; if not, why?				<i>Yes / No</i>
(Code and) Course/Seminar/Workshop Title	Year	Institution	Country	Credits hours
If not, why? <input type="radio"/> No relevant courses, seminar series available <input type="radio"/> Insufficient information about courses <input type="radio"/> Insufficient budget <input type="radio"/> I have spent enough time on these activities already <input type="radio"/> Other (specify): ...				
Supervisory Committee Chair's conclusion on total research performance in the previous period (descriptive)			Final conclusion	
			<input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> sufficient <input type="checkbox"/> moderate <input type="checkbox"/> weak	
Reaction of candidate to the supervisor (or chair's) final conclusion				

4. Training and Education: evaluation of past period

Were the taught courses sufficient to prepare you for the writing of your dissertation? If not , specify what type of additional courses should be organised:	<i>Yes / No</i>
Did you participate in teaching activities in the past period?	<i>Yes / No</i>

If yes, what kind of teaching activities? Please, indicate option(s) as appropriate		
No.	Teaching Activity	Time (in hours)

Please note that Research Candidates may be required to teach as part of their training and development.

Did you present your research results in the past period? If yes, specify what, when and where				Yes / No (No)
Oral or Poster	Title presentation at congress / conference / symposium/seminar	Date(s) dd/mm/yyyy	Location/Town	Country

Did you carry out any other academic training or activities (for instance research skills training or academic services, such as (co)-organising symposia, performing reviews, act as convener?) If Yes, please specify	Yes / No
Other training activities carried out in the previous period:	

Did you carry out any activities to prepare on your future career (such as career courses or professional skills courses)	Yes / No
Career activities carried out in the previous period:	

Supervisory Committee Chair's conclusion on training and education performance in the previous period (descriptive)	Final conclusion
	<input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> sufficient

	<input type="checkbox"/> moderate <input type="checkbox"/> weak
Reaction of Candidate to Supervisory Committee Chair's conclusion	

5. Planning Research, Training and Education: the next period

Description of research activities, objectives and results for the next period		
No.	Activity, Objective or Result	Estimated time (in weeks)
Description of training and education activities for the next period		
No.	Description of training and education activities (courses, seminars, presentations, skills training, attending congresses, symposia, seminars, etc.)	Estimated time (in weeks)

6. Supervision

Supervisory Committee Chair:	
Co-supervisor(s):	
Detailed agreements on supervision: different kind and frequency of meetings; meeting approach (face-to-face, skype, Zoom, email, etc.); maximum reply time on draft manuscripts; etc.	

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Are you satisfied with your supervision (e.g. time investment, academic freedom, good mentorship, integrity of co-authorship, career support, resolution of tensions and conflicts)?	Yes / No
If not, please explain why:	
If there have been any problems concerning supervision, what has been done by your Supervisory Committee to resolve them? Any joint plans to improve the supervision in the coming period?	

Please note: if you face any problems with your Supervisory Committee you want to discuss confidentially with an independent person, you are encouraged to contact the Head of Department.

7. PEM, Feedback to Student & Sign offs

PEM details (if applicable)	
Date of PEM: Present at PEM:	<input type="checkbox"/> 1st supervisor: [<i>Indicate name</i>] <input type="checkbox"/> 2nd supervisor: [<i>Indicate name</i>] <input type="checkbox"/> 3rd supervisor: [<i>Indicate name</i>] <input type="checkbox"/> 4th supervisor: [<i>Indicate name</i>] <input type="checkbox"/> Other reviewer(s) (specify names): [<i>Indicate name</i>]

The student's progress is ... (please tick)	
<input type="checkbox"/>	Satisfactory - on target to complete the research within the minimum period of study and submit their thesis within one year thereafter?
<input type="checkbox"/>	Satisfactory with certain reservations? (please give reason and action proposed below)
<input type="checkbox"/>	Unsatisfactory? (please give reason and action proposed below)

Feedback report (to be agreed by the review panel):

Points for action:

Signatures of PEM Panel

1. _____
2. _____
3. _____
4. _____

Signature of Student

I confirm that I have been issued with and read a copy of this report

_____ Date _____

Further comments by the Coordinator of Doctoral Programme

Signature of Coordinator of Doctoral Programmes

_____ Date _____

---END OF MONITORING FORM---