



GHANA COLLEGE OF PHYSICIANS AND SURGEONS

CHECKLIST FOR WRITING OF FELLOWSHIP DISSERTATION

Name of Resident:

Resident Number:

Name of Supervisor:

Department:

Training institution

Date of commencement of Fellowship training:

No.	Activity	Proposed Timelines	Date Achieved	Signatures of Resident and Supervisor
1.	Submission of proposed research areas to HOD and training coordinator	First two weeks of admission into Fellowship programme		
2.	Assignment of research conceptualization supervisors by HOD	Before end of first month of admission into Fellowship programme		
3.	Conceptualization phase	First two months of admission into Fellowship programme		
4.	Presentation of research topic and research questions to department	By end of second month of first year of Fellowship programme		
5.	Assignment of research supervisors by HOD	Middle of third month of first year of Fellowship Programme		
6.	Zero draft of proposal submitted to supervisors.	By end of fourth month of First year of Fellowship programme		
7.	Supervisors' comments to candidates	By end of fifth month of first year of Fellowship programme		
8.	Submission of revised proposal to supervisors.	By end of sixth month of first year of Fellowship programme		

9.	Submission of final approved proposal to HOD.	By second week of seventh month of first year of Fellowship programme		
10.	Submission of dissertation proposal to Rector by HOD.	By end of seventh month of first year of Fellowship programme.		
11.	Final proposal approved by College	Within 3 months after submission to Rector's office		
12.	Submit proposal to Ethics Review Committee.	By end of first year of Fellowship programme		
13.	Data collection and writing of dissertation	First eight months of second year of Fellowship programme		
14.	Submission of dissertation draft to supervisors	By middle of 9 th month of second year of Fellowship programme		
15.	Supervisors' comments to candidates	By middle of tenth month of second year of Fellowship programme		
16.	Submission of final draft to supervisors	By middle of eleventh month of second year of Fellowship programme		
17.	Submission of dissertation to HOD	By end of second year of Fellowship programme		
18.	Submission of Dissertation to Rector by HOD.	By September 30 th for exams in following March By March 30 th for exams in following September		
19.	Defence of Dissertation	March and September Examinations of College		
20.	Submission of Final Approved Version of Passed Dissertation to the College	Two months after dissertation defence		