



**GHANA COLLEGE OF  
NURSES & MIDWIVES  
(GCNM)**

# **DISSERTATION POLICY**

2023

## **DISSERTATION POLICY**

### **1.0 Preamble**

This document outlines the Ghana College of Nurses and Midwives' (GCNM) policy regarding dissertation writing, supervision and submission at both membership and fellowship levels.

Research is treated as a core module (GCNM SCR 700) with twelve (12) credit load of dissertation for residents at the membership level. It fosters the support of residents and faculties to promote successful outcomes of specialist education/clinicians. The specific purpose of the policy is to:

- Clarify the procedure for dissertation writing
- Clarify the procedure for dissertation supervision
- Clarify the procedure for dissertation submission

### **2.0 Violation of the Policy**

The resident/faculty will be sanctioned according to the disciplinary policy of the College.

### **3.0 Procedure for Dissertation Writing**

#### **3.1 Research Proposal**

Residents shall submit to the satisfaction of GCNM Research and Ethics Committee proposal not more than 12 pages indicating the background, purpose, scope, methods and research instrument of the topic they propose to undertake and must be submitted for defense in the first Block of the third year. Residents shall defend the proposal to a panel or reviewers. Unsuccessful outcome of proposal defense will lead to a repeat defense.

### 3.2 Ethical Consideration

Research ethics review is required at all levels. Review generally entails prior approval of a research proposal by GCNM Research and Ethics Committee. Research dissertations that do not receive ethical approval shall not be submitted for examination. Copy of the Institutional Review Board (IRB) should be attached to the dissertation during submission.

### 3.3 Dissertation Requirements

The dissertation shall not be less than 120 pages and not more than 150 pages in length.

The dissertation:

- i. Must be satisfactory in arrangement and expression and must be typewritten by adopting the APA writing and referencing style. Font size must be 12 double spacing and the font style must be Times New Roman.
- ii. must be prefaced by an abstract prepared according to the guidelines approved by the GCNM Research and Ethics Committee
- iii. must show thorough knowledge of the approved subject and methods of the research, and evidence of independent critical thinking in the handling and interpretation of materials already known or newly discovered
- iv. must contain correct and proper acknowledgements of all sources
- v. must include a declaration that the work has not previously been submitted in whole or in part for the award of membership/fellowship/degree or certificate of any sort.
- vi. The College shall publish the dissertation on the Worldwide Web; however, residents can publish articles with their supervisors from the dissertation.
- vii. Residents are required to upload the dissertation and subject it to plagiarism detection software, for example Turnitin with an allowed score of twenty (20%) percent and a printed plagiarism report should be attached to dissertation on submission.

## 4.0 Procedure for Supervision

- i. Faculty chairs shall assign supervisors to residents.
- ii. Residents and supervisors are to agree on the research topic and work together.
- iii. The residents who fail to show up for scheduled meetings with the supervisor for three (3) consecutive occasions, shall face the disciplinary committee.
- iv. Residents who wish to cancel scheduled appointments are to seek permission at least 24 hours before the time except in verifiable emergencies.

### 4.1 Roles and Responsibilities of Supervisors

- i. Regular/timely feedback within 14-21 days of submission of dissertation
- ii. Conduct needs assessment of residents and help/refer for assistance.
- iii. Interact/discuss resident's progress.
- iv. Primary supervisor writes annual progress reports and submit to Faculty Chair (in case the supervisor is the faculty chair he/she submit reports to the Academic Director)
- v. Support residents to publish at least one article from the dissertation.

**Note:** Copies of all progress reports must be submitted to the Academic Director

### 4.2 Roles and Responsibilities of Residents

Residents must:

- i. Make personal effort to meet all deadlines given by the supervisor and the College.
- ii. Communicate with supervisors on regular basis, at most fourteen (14) days after feedback/meeting with the supervisor.
- iii. Write report of meetings with supervisor using the Dissertation Supervision Record form after each meeting.
- iv. Defend proposal and dissertation as recommended by the College.

- v. Submit Final dissertation at least one month before stipulated deadline by the College.
- vi. Develop Articles for publication from the dissertation and be published at least six (6) months after submission.

#### 4.3 Procedure for Change of Supervisors

- i. Residents who require a change of supervisor must submit a written request to the faculty chair stating reasons for the proposed change.
- ii. The faculty chair should engage the residents to ascertain the realities
- iii. The supervisor should be engaged to bring further clarity of the issue
- iv. The faculty chair should discuss and agree on alternative supervisor

**Note:** Where the faculty chair is the supervisor, the resident should request the change from the Academic Director.

#### 4.4 Procedure for Discontinuation of Supervision

- i. Supervisors who request discontinuation of supervision must submit a written request to the faculty chair stating reasons for the proposed discontinuation.
- ii. The faculty chair should engage the supervisor to ascertain the realities.
- iii. The resident should be engaged to bring further clarity of the issue.
- iv. The Faculty Chairperson should discuss and agree on alternative supervisors.

**Note:** Where the Faculty Chairperson is the supervisor, he/she should request the discontinuation of supervising the resident from the Academic Director.

## 5.0 Procedure for Dissertation Submission

Submission should be done upon the recommendation of the Supervisor in two phrases as follows:

- i. Submission for examination: residents submit word version and a soft bound copy of the approved dissertation for examination. After the examination, corrections are made based on the examiners' comments before final submission.

**Note:** Residents whose dissertations are returned after examination must submit the revised dissertations for the approval of the supervisor within six (6) weeks of receipt of examination report. Such resubmission must comply with the submission date.

- ii. The final dissertation must be submitted in Portable Document Format (PDF), word and a hard bound copy according to the specifications of the College. It must be signed by the supervisor and resident.

**Note:** Residents shall not graduate when they fail their dissertation. Affected Residents shall be given six (6) months to resubmit failed dissertation.

Submission of all dissertations should be made to GCNM approved email.

### 5.1 Dissemination of Findings

- i. Residents shall share or disseminate findings within six (6) months of final dissertation submission.
- ii. The College should be invited to the dissemination programmes.

## 6.0 Review of Document

This document shall be reviewed in-line with changes in policy directives, procedures and industry changes every three (3) years.

**Thank you!**