Ethiopian Civil Service University Director of Graduate Programs

Roadmap for the Successful Completion of the PhD Dissertation Research

Introduction and Purpose - This roadmap is designed to guide PhD students through the key activities necessary for the successful and timely completion of their dissertation research. It serves to enhance the overall quality of research, monitor student progress, and provide necessary support when required. Aligned with existing university guidelines and Senate Legislation, this roadmap offers a structured framework that enables students to focus effectively on their research.

The Roadmap - This structured roadmap provides a clear guide for navigating the PhD journey and ensuring the systematic execution of each phase. It comprises six sequential steps or processes, each intended to be completed within a designated semester, assuming that coursework is accomplished in the first year. Students are expected to finalize title selection, supervisor assignment, and related administrative tasks during the second semester of the first year.

The roadmap primarily focuses on activities undertaken during the research phase, including proposal development and defense, progressing to practical tasks such as field data collection and analysis. It then transitions into the dissertation write-up phase, incorporating supervisor feedback and a pre-submission seminar, culminating in the final submission and public defense.

Milestones- The roadmap outlines distinct milestones, each scheduled for completion within a specific semester, as detailed in the accompanying table. Key activities within each milestone are highlighted, recognizing that continuous feedback and interactions between students and supervisors are essential components of the research process. These milestones serve as the basis for tracking student progress and determining supervision payments to faculty members.

As per the graduate research policy and procedures, the milestones are as follows:

Milestone and period of execution	Details
Milestone 1: Proposal Development **(Second Year - Semester I)**	This milestone focuses on proposal development, specifically proposal writing, Colloquium I presentation and proposal defense to receive feedback
Milestone 2: Field Data Collection **(Second Year - Semester II)**	This stage begins with processing the research budget at the start of the semester, conducting field data collection, and preparing a comprehensive feedback report.
Milestone 3: Data Entry, Cleaning, and Analysis **(Third Year - Semester I)**	This milestone emphasizes data analysis, which includes data entry and cleaning, conducting analysis for each research objective, and presenting preliminary findings at Colloquium II.
Milestone 4: Dissertation Write-up and Supervisor Feedback **(Third Year - Semester II)**	This critical phase involves writing the dissertation and submitting the draft to the supervisor for feedback. Students must ensure that their document is in its final structure, including preliminary pages, all chapters, references, and annexes. Additionally, students are expected to prepare manuscripts for publication in consultation with their advisor
Milestone 5: Finalizing Write-up and Pre-submission Seminar **(Fourth Year - Semester I)**	This stage includes incorporating supervisor feedback, finalizing the dissertation in accordance with university guidelines, submitting the draft for a pre-submission seminar, and presenting at Mock defense.
Milestone 6: Final Submission and Open Defense **(Fourth Year - Semester II)**	The final milestone involves integrating feedback from the pre-submission seminar, submitting the final dissertation, and publicly defending it.

Note: This roadmap serves as a strategic plan to help PhD students successfully complete their research while ensuring academic rigor and adherence to institutional requirements.