

**HOW TO MAKE STUDY
PLANS?**

OR

**HOW TO SUCCEED IN MY
DOCTOR'S DEGREE AND
ENJOY IT**



CONTENT

INTRODUCTION ○

My success plan ○

A simulated practice ○

Dissertation ○

Organization of a scientific paper ○

References ○

Work with worksheets ○

Make your own plan ○

Sum-up with group



THE KEY FOR ACADEMIC SUCCESS COMBINED WITH AN EXTRAORDINARY YEAR IS TO FIND THE RIGHT BALANCE BETWEEN:

- YOUR ACADEMIC RESPONSIBILITIES
- GOALS

- YOUR SOCIAL LIFE



- PURPOSE
- FIND THAT BALANCE BETWEEN YOUR STUDIES AND SOCIAL LIFE
 - STICK TO A WELL-SCHEDULED PROGRAMME

IN THAT WAY, **YOU WILL AVOID** UNPLEASANT REALITIES AT THE END OF YOUR STUDIES SUCH AS REASSESSMENT OR FAILURE TO GRADUATE, BECAUSE YOU WERE TOO BUSY PARTYING AND TRAVELLING AROUND

DO NOT FORGET YOUR GOALS AND THE PURPOSE OF WHAT YOU WANT TO ACHIEVE BY THE END OF THE YEAR. HERE ARE SOME SIMPLE AND EASY TO FOLLOW STEPS THAT COULD HELP YOU TO ACHIEVE YOUR GOALS WHILE STUDYING AND AT THE SAME TIME HELP YOU TO HAVE AN AMAZING YEAR!

My Success Plan

SUCCESS STARTS WITH HAVING A GOAL

- NO MATTER WHAT YOUR GOAL IS, WHEN YOU ATTAIN IT YOU HAVE ACHIEVED SUCCESS.
- YOU CAN START WITH SOMETHING SIMPLE, AND IT DOESN'T EVEN HAVE TO BE COMPLETELY CLEAR.
- JUST START WITH A ROUGH DRAFT, IT DOESN'T HAVE TO BE PERFECT.
- GET A PIECE OF PAPER AND LABEL IT (CAREER AND EDUCATIONAL GOALS) WITH THE (DATE)



A SIMULATED PRACTICE

Written practice

1. Go to a quiet place , where you can think without being interrupted.

2. Go through your life thoroughly.

What bothers me?

What should happen to me not to worry?"

What kind of events I do not want to see in my life?

What event I want to see in my life?

What I think the whole day?

What I want?

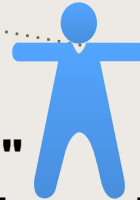
What is my gift?

What I want to be in the future?

Why I want something?

What is my passion? (i.e., something you would love to do even if you were not paid to do it.)

What are my career or educational goals?



Description of
the contents



3. WRITE DOWN ALL THE ANSWERS AND ANALYZE THEM.

- NEXT, CHOOSE THE MOST IMPORTANT THINGS;
- NUMBER THEM;
- MAKE A NEW LIST, IN ORDER FROM ONE TO TEN;
- RE-READ THIS LIST, WORD FOR WORD, AT LEAST THREE TIMES A DAY:



MOST OF THE PEOPLE

- **ACHIEVED THEIR DREAMS TOOK THE FIRST STEP TOWARDS ACHIEVING THEM: THEY WROTE THEM DOWN!**

If you don't know where you are going, you'll end up someplace else.

Yogi Berra

● **4. Plan a route to get there.**

- Write down whatever it will take you to reach your dream

● **5. Put your piece of paper where you can see it and remind yourself of your goals.**

● **6. Work your plan.**

- Put it into action by following the route to your dream. It may mean adjusting a lot of things in your life, but it will be worth it one day.

● **7. Dismiss negativity and begin to speak your future in the present.**

- This will assimilate into your mind and help you to persevere towards your dream.

GOAL SETTING

BE FLEXIBLE

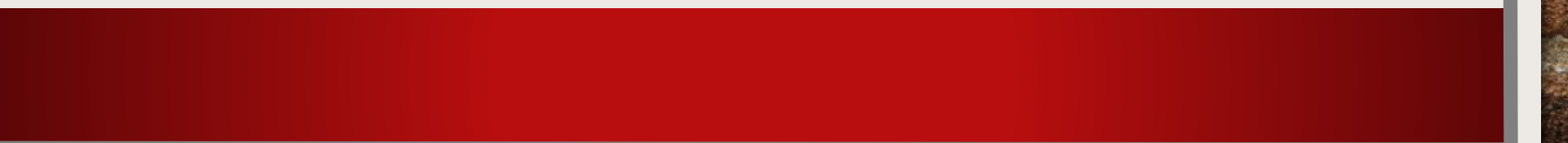
**ACTION PLAN:
ARTICULATE AN
ACTION PLAN**

**BE GRATEFUL FOR
EVERYTHING THAT
ALREADY IS AND
THAT WHICH IS
COMING!**

**REWARD YOURSELF
FOR YOUR
PROGRESS**

**SHARE YOUR GOALS
AND ACTION PLAN
WITH DATES, WITH
SOMEONE/ people
YOU TRUST**

STAY FOCUSED



I. GOAL SETTING:

- WRITE GOALS DOWN ON PAPER – DO NOT UNDERESTIMATE THE POWER OF DECLARATION. WHEN WE WRITE SOMETHING DOWN WE ALREADY BRING IT CLOSER INTO BEING BECAUSE WE HAVE ALREADY DISTINGUISHED IT FROM JUST AN IDEA. IT TAKES ON A PERMANENT FORM AND CAN BE ALSO BE VIEWED BY OTHERS MAKING IT EVEN CLEARER THAN JUST YOUR PRIVATE THOUGHTS THAT FREQUENTLY CHANGE THROUGHOUT THE DAY.
- ALSO, KNOW **WHY YOU WANT SOMETHING**. BE HONEST WITH YOURSELF HERE. THIS MAY LOOK LIKE, "**I WANT TO BE A DOCTOR BECAUSE I WANT TO HELP PEOPLE**", OR YOU MAY WRITE "**BECAUSE I WANT TO BE RESPECTED**" OR "**BECAUSE I WANT TO HAVE A GREAT INCOME**".
- EVERYTHING WILL FLOW WITH MORE EASE WHEN YOU DO.) REMEMBER YOU CAN ALWAYS CHANGE YOUR THOUGHTS THROUGH THE TIME

OR: "MY MAIN GOAL FOR THESE THREE (ONE, TWO ETC.) YEARS IS TO COMPLETE MY MASTER'S / DOCTOR'S DEGREE IN _____, WRITE A SCIENTIFIC PAPER ETC. BECAUSE I WANT _____"



II. ARTICULATE AN ACTION PLAN

TO GET MY MASTERS /DOCTOR'S IN SCIENCE, BEFORE _____ (WRITE DOWN A DATE) **I WILL:**

AN ACTION PLAN IS HOW YOU ARE GOING TO REACH YOUR GOAL.

- TALK TO MY COUNSELOR ABOUT MY DESIRE TO GET A DOCTOR'S DEGREE IN _____SCIENCE.
- TAKE THE NECESSARY CLASSES IN MATH, SCIENCE AND TECHNOLOGY AND COMPLETE ALL MAJOR COURSES FOR THE DEGREE BY _____(DATE).
- IDENTIFY A GENERAL TOPIC BY _____ (DATE)
- DO RESEARCH BY _____ (DATE)
- SUBMIT A WRITTEN PROPOSAL WITH PPT ON THE PROCESS AND PRODUCT OF MY DOCTOR'S PROJECT _____(DATE)
- PARTICIPATE IN ACADEMIC AND SOCIAL ACTIVITIES (MAKE A CALENDAR).
- **COMPLETE ALL DEGREE REQUIREMENTS** STEP BY STEP (SEE

BELOW).



III. SHARE YOUR GOALS AND ACTION PLAN WITH DATES, WITH SOMEONE / PEOPLE YOU TRUST ACCOUNTABILITY IS YOUR FRIEND.

- NOBODY GOES THROUGH LIFE ALONE. ESTABLISH A NETWORK OF PEOPLE WHOSE WISDOM, KNOWLEDGE AND CHARACTER YOU RESPECT TO HELP YOU ACHIEVE YOUR GOALS. THESE CAN BE RESPECTED FAMILY, FRIENDS, UNCLES, AUNTS, AND SPORTS COACHES-- JUST TO NAME A FEW.

THE CRITERIA FOR THIS PERSON COULD BE: **SOMEONE YOU RESPECT WHO HAS THEIR LIFE TOGETHER AND WHO AGREES WHOLEHEARTEDLY WHEN YOU ASK THEM TO SUPPORT YOU IN THIS SPECIAL WAY.**



IV. STAY FOCUSED

- THIS IS WHAT SEPARATES THOSE THAT DO AND THOSE THAT DO NOT.
- EVERYONE HAS AT ONE POINT IN THEIR LIVES EXPERIENCED MAJOR DISTRACTIONS, WHETHER THROUGH SHORT-TERM IMPACTS OR LONG TERM CIRCUMSTANCES.
- HOW YOU ORGANIZE YOURSELF DURING AND/OR AFTER THESE ATTENTION-GRABBERS WILL DETERMINE WHOSE DREAMS YOU WILL ACTUALLY LIVE.



V. REWARD YOURSELF FOR YOUR PROGRESS

CHINA HAS SEVEN LEGAL HOLIDAYS IN A YEAR

Chinese people legally enjoy over 115 days off including 104 days of weekends and 11 days of festivals

Employees have 5 to 15 days of paid annual leave.

Students and teachers have summer and winter vacations for about three months.

Do not wait to give yourself presents and treats along the way. It builds confidence and adds fun and joy along the way. Keep in mind this is all about you having a great life. Enjoying the journey is one of the most important parts. **You deserve it!**

The summer vacation in China generally starts around July 1st and ends around August 31st, and the winter vacation usually falls on January or February according to the date of the Spring Festival.

VI. BE FLEXIBLE

YOU ARE NEVER TOO OLD TO SET ANOTHER GOAL OR TO DREAM A NEW DREAM. -C.S. LEWIS

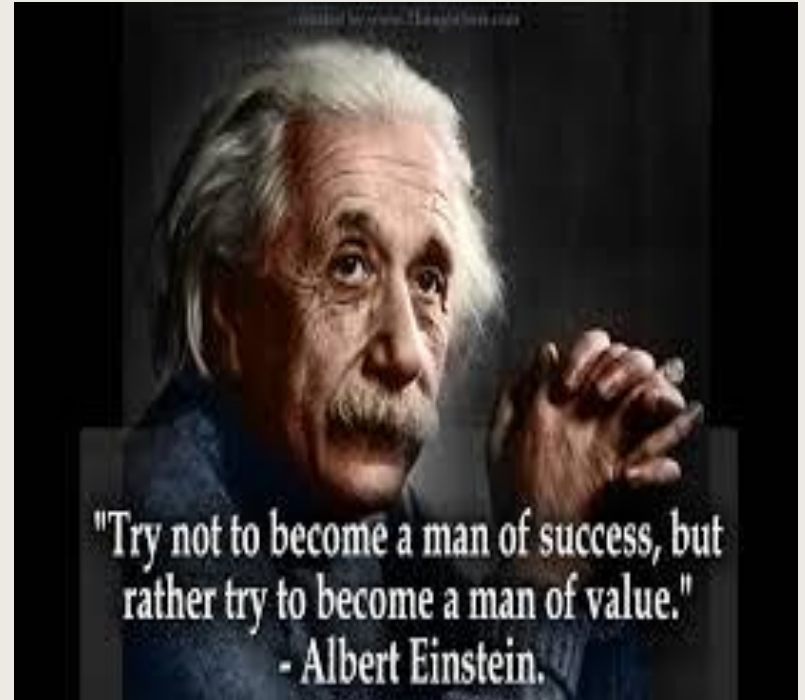
- ROME WAS NOT BUILT IN A DAY AND THERE WERE MANY SETBACKS.
- IF YOU FIND THAT YOU CANNOT ACCOMPLISH YOUR GOAL WITHIN THE TIME FRAME ORIGINALLY DESIGNED.



DON'T FRET JUST ADJUST!

VII. BE GRATEFUL FOR EVERYTHING THAT ALREADY IS AND THAT WHICH IS COMING!

- FEELING GOOD ABOUT YOUR LIFE AND WHAT YOU ARE CREATING IS A SURE WAY TO KEEP YOU MOTIVATED.
- **MOREOVER, IT IS FUN!**

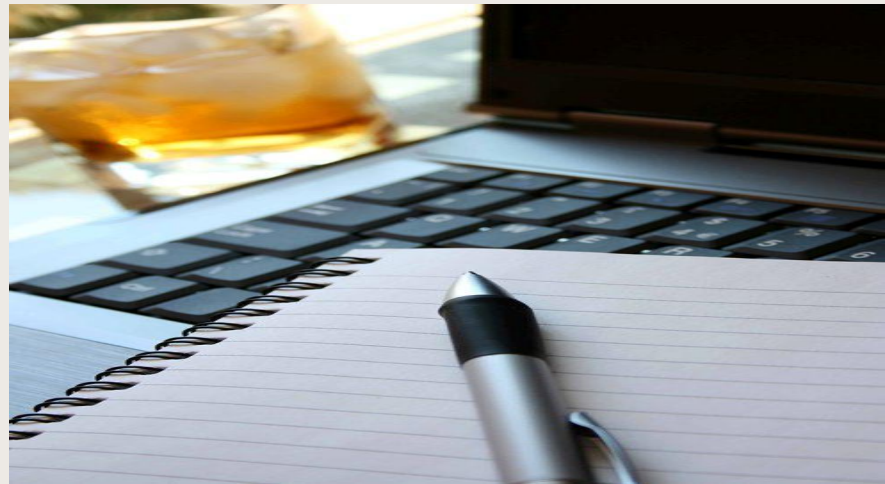


DISSERTATION

CHOOSE YOUR TOPIC AS EARLY AS YOU CAN. WHEN CHOOSING YOUR TOPIC, HAVE IN MIND THAT YOU WILL HAVE TO SPEND A LOT OF TIME RESEARCHING, READING AND WRITING ABOUT IT SO IT SHOULD BE SOMETHING THAT YOU ARE REALLY INTERESTED IN.

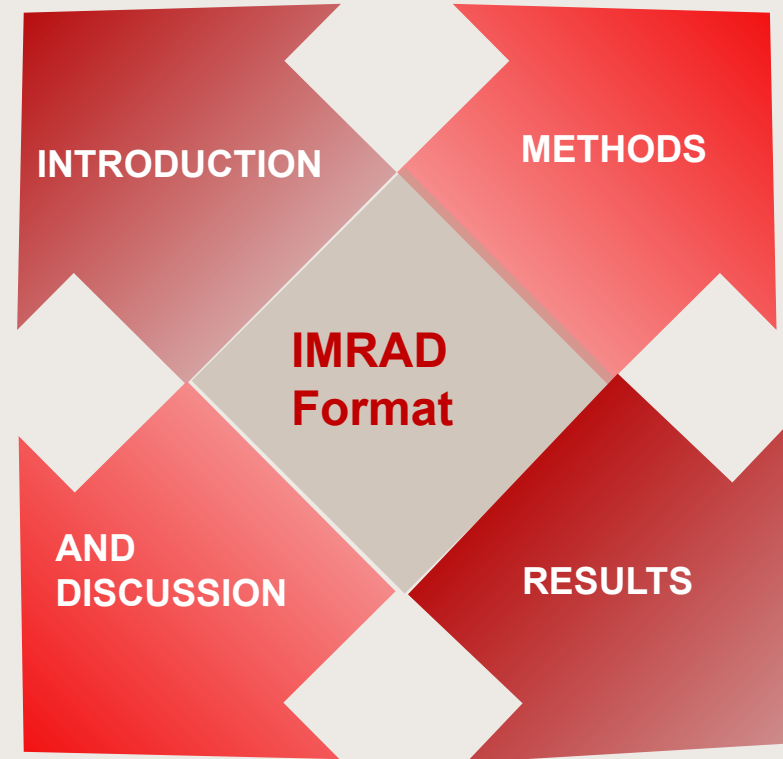
MAKE A SCHEDULE OF WHAT YOU WANT TO ACHIEVE FOR EVERY DAY, THE WORDS YOU WANT TO WRITE OR THE PARAGRAPHS THAT YOU NEED TO FINISH AND STICK TO IT.

- **TOPIC**
- **SCOPE AND CONTENT**
- **TIMING AND SCHEDULE**
- **FINAL PRESENTATION**
- **WRITTEN PAPER**
- **PRESENTATION**
- **COMPLETION OF DEGREE**



ORGANIZATION OF A SCIENTIFIC PAPER

- **I = INTRODUCTION**, WHAT QUESTION (PROBLEM) WAS STUDIED
- **M = METHODS**, HOW WAS THE PROBLEM STUDIED
- **R = RESULTS**, WHAT ARE THE FINDINGS
- **A = AND**
- **D = DISCUSSION**, WHAT DO THESE FINDINGS MEAN
- **M + R = EXPERIMENTAL SECTION**
- **R + D = RESULTS AND DISCUSSION SECTION**



BEFORE STARTING TO WRITE THE PAPER:

- RECORD YOUR READINGS (RESULTS)
- MAKE TABLES
- DRAW GRAPHS
- KEEP FILE TO RECORD SUMMARIES OF RESULTS AND ANY OBSERVATION HOWEVER INSIGNIFICANT
- DATE THE FILES
- REVISE YOUR READINGS
- WRITE IDEAS WHEN EVER THEY



COME TO YOU

COMPONENTS OF A PAPER FOR MASTER'S DEGREE

| Section | Purpose |
|----------------------------|--|
| Title | Clearly describes contents |
| Authors | Ensures recognition for the writer(s) |
| Abstract | Describes what was done |
| Key Words (some journals) | Ensures the article is correctly identified in abstracting and indexing services |
| Introduction | Explains the problem |
| Methods | Explains how the data were collected |
| Results | Describes what was discovered |
| Discussion | Discusses the implications of the findings |
| Acknowledgements | Ensures those who helped in the research are recognised |
| References | Ensures previously published work is recognised |
| Appendices (some journals) | Provides supplemental data for the expert reader |

• **TITLE:** DESCRIBE CONCISELY THE CORE CONTENTS OF THE PAPER

ESSENTIAL PARTS OF A SCIENTIFIC

• **ABSTRACT:** SUMMARIZE THE MAJOR ELEMENTS OF THE PAPER

• **INTRODUCTION:** PROVIDE CONTEXT AND RATIONALE FOR THE STUDY

• **MATERIALS:** DESCRIBE THE EXPERIMENTAL DESIGN SO IT IS REPRODUCIBLE

• **METHODS:** DESCRIBE THE EXPERIMENTAL PROCEDURES

• **RESULTS:** SUMMARIZE THE FINDINGS WITHOUT INTERPRETATION

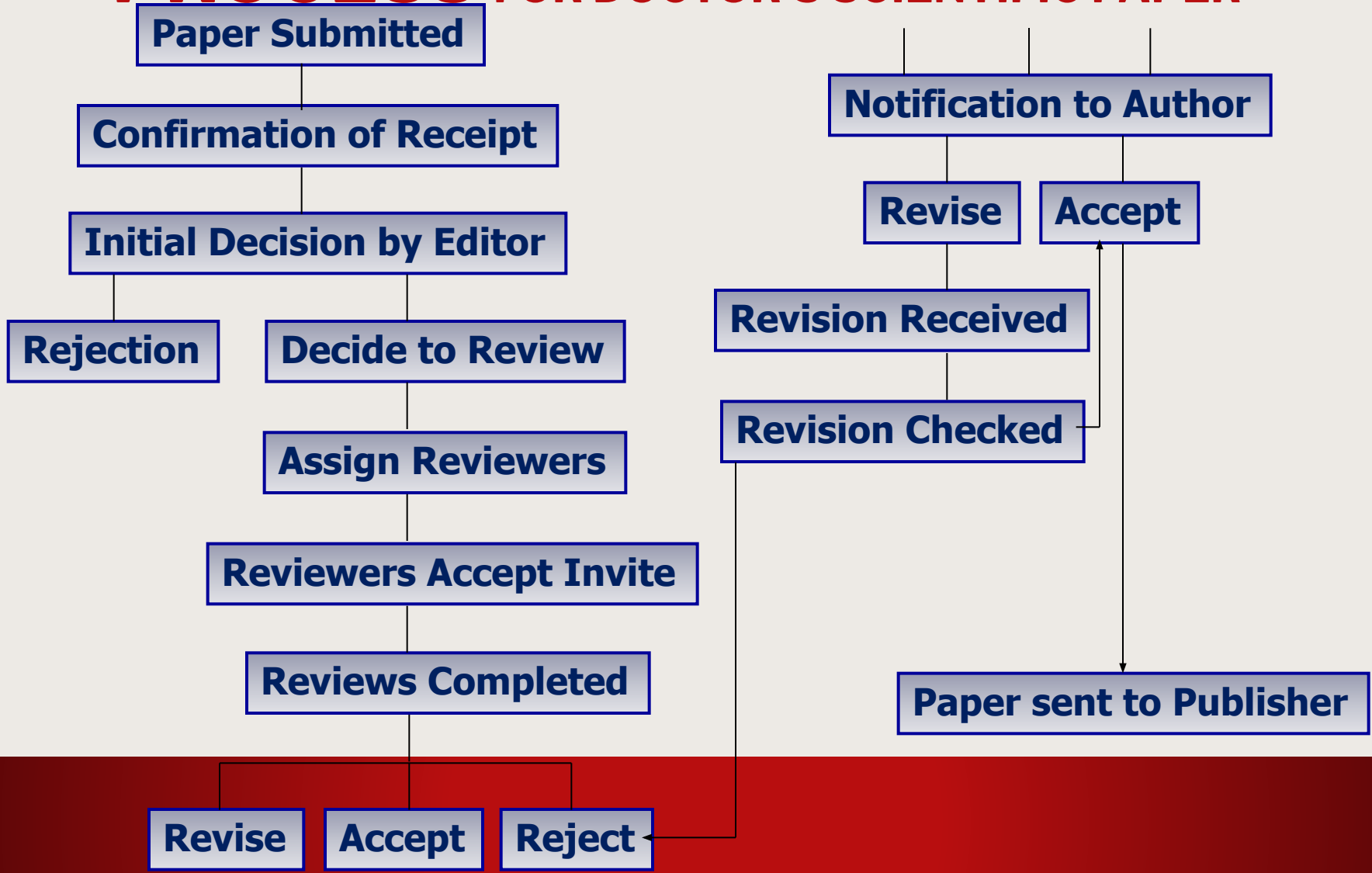
• **DISCUSSION:** INTERPRET THE FINDINGS OF THE STUDY

• **SUMMARY:** SUMMARIZE THE FINDINGS

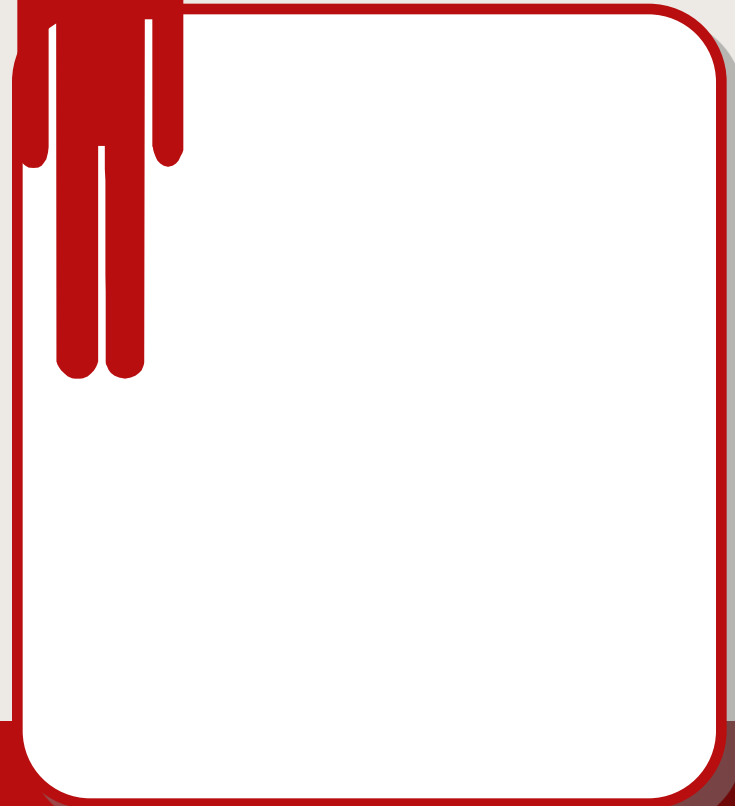
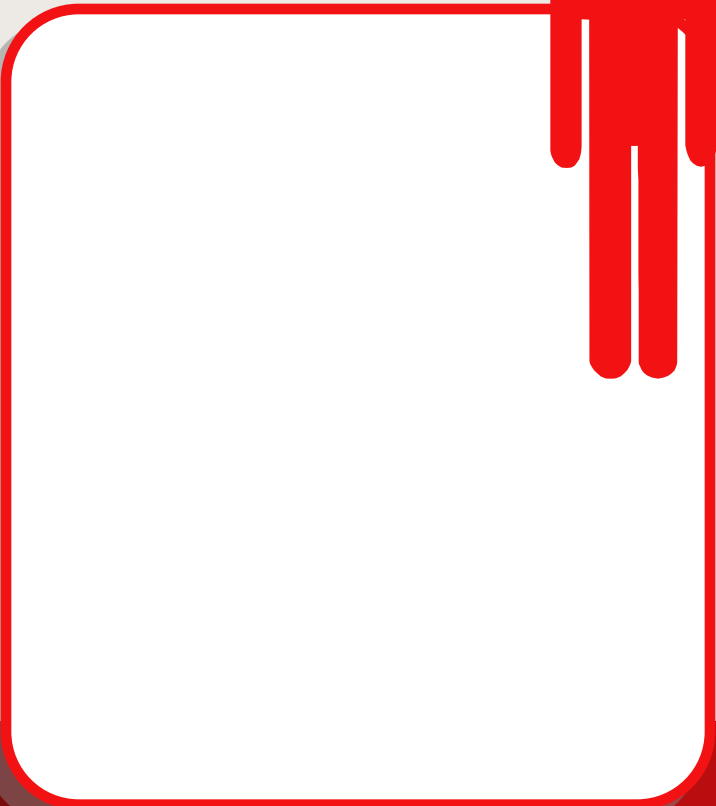
• **ACKNOWLEDGEMENT:** GIVE CREDIT TO THOSE WHO HELPED YOU

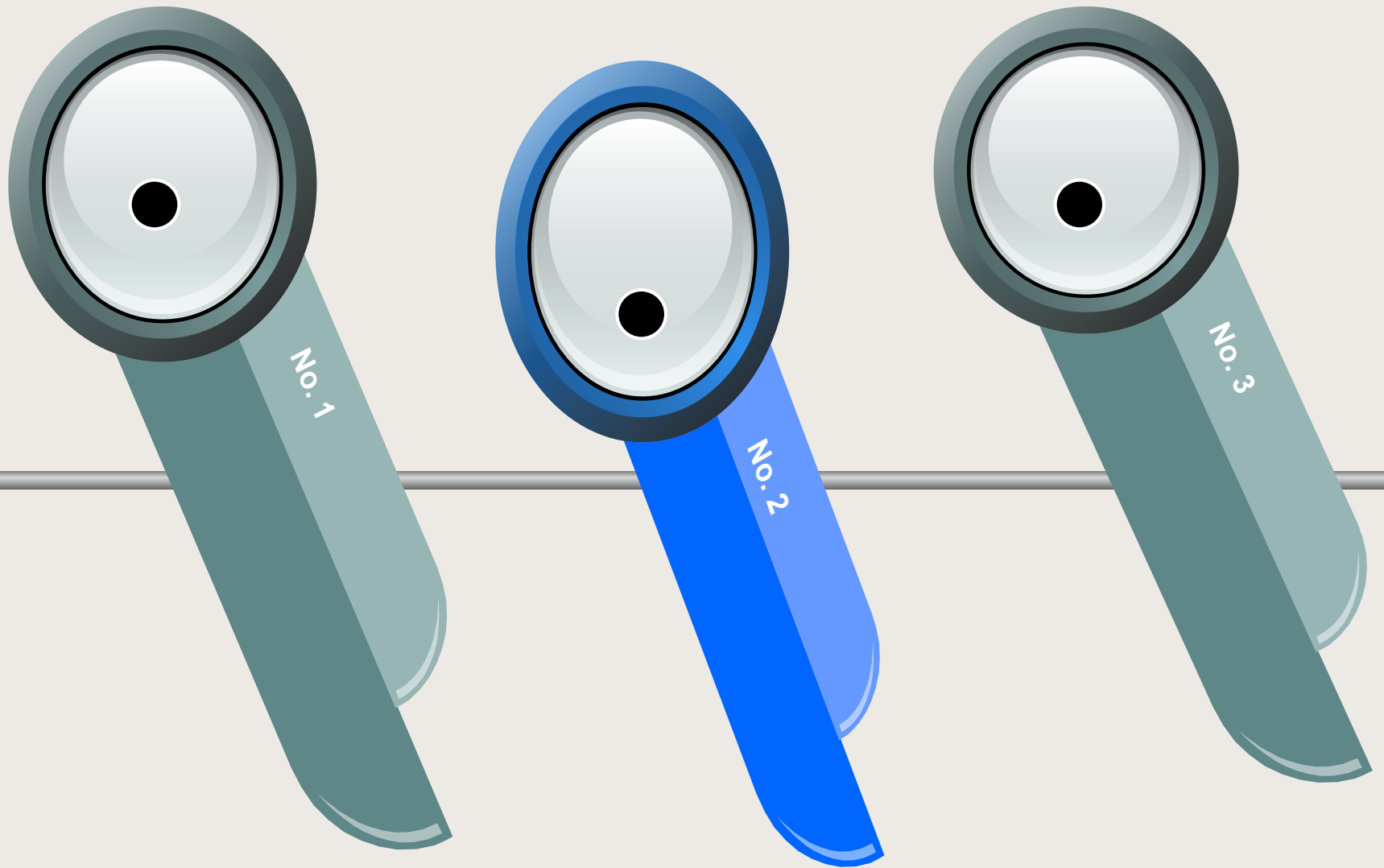
• **REFERENCES:** LIST ALL SCIENTIFIC PAPERS, BOOKS AND WEBSITES THAT YOU CITED

OVERVIEW OF PEER REVIEW PROCESS FOR DOCTOR'S SCIENTIFIC PAPER



CREATE A QUESTION, ANSWER and COMMENTS BOARD
between
SUPERVISOR and CANDIDATE FOR DOCTOR'S





FIND AT LEAST THREE SOLUTIONS FOR THE OBSTACLES

KEEP IN MIND SOME OFFICIAL PARTS!

- THE PLAN OF STUDY SERVES TWO MAIN PURPOSES.
- BY DEFINING A STUDENT'S COURSE OF STUDY, IT PROVIDES FOCUS PROGRAM AND IT CONSTITUTES AN AGREEMENT THAT SUCCESSFUL AND DIRECTION TO HIS OR HER GRADUATE DEGREE COMPLETION OF THE PROPOSED COURSE OF STUDY AND THE GENERAL DEGREE REQUIREMENTS WILL RESULT IN THE AWARDING OF THE DEGREE.
- EACH STUDENT WORKING FOR A DEGREE IS REQUIRED TO FILE A PLAN OF STUDY WITH THE COLLEGE OF GRADUATE STUDIES.
- IN THE END, IT IS ONLY UP TO YOU HOW MUCH EFFORT YOU WANT TO PUT INTO YOUR DOCTOR DEGREE AND WHAT YOU WANT TO ACHIEVE FROM YOUR EXPERIENCE OF STUDYING.
- **BUT THE MORE EFFORT YOU PUT INTO IT, THE MORE BENEFITS YOU WILL GAIN.**

References:

Davis, Martha (2005) “Scientific Papers and Presentations”, 2nd Edition. Academic Press (ISBN 0-12-088424-0)

Grossman, Michael (2004) “Writing and Presenting Scientific Papers”, 2nd edition, Nottingham University Press, (ISBN 1-897676-12-3).

Robert Day (1995): How to write and publish a scientific paper. 4th Edition, Cambridge University Press

HINARI Publishing Skills Web-bibliography 11 2007

Additional material adapted from “Journal Development” – Authors’ workshop material: INASP June 2005

<http://www.healthnet.org/essential-links/publishing-skills.html>

http://www.library.uq.edu.au/training/citation/harvard_6.pdf

http://www.anglohigher.com/magazines/magazine_detail/71/34#ixzz2uoMfWMyE

**THANK YOU FOR THE
ATTENDANCE!
IT IS TIME TO CREATE YOUR OWN
PLAN! ENJOY IT AND MAKE IT FUN!**

