

RESEARCH EXCELLENCE MASTERCLASS



MASTER YOUR RESEARCH. MASTER YOUR DATA.

REM EXECUTION GUIDE

TABLE OF CONTENTS **PAGE**

Section A: Mode Of Delivery	1 - 5
Section B: Terms and Conditions	6 - 7

**TWO-DAY HANDS-ON, REGIONAL, QUARTERLY, AND
INTENSIVE NATIONAL CAPACITY-BUILDING SESSIONS**

REM

EXECUTION GUIDE

SECTION A

MODE OF DELIVERY

(Operational Framework for the Research Excellence Masterclass – REM)

1.1) Program Overview

The Research Excellence Masterclass (REM) is a national capacity-building initiative organized by The Academic Times Journal to strengthen research competence, applied data analytics skills, and scholarly practice among postgraduate and professionals. REM is delivered as a two-day intensive, fully hands-on masterclass combining structured practical exercises, expert facilitation, real-time feedback, and applied data analytics training.

The masterclass focuses on:

- ✓ **Research Methods**
- ✓ **Data Analysis**
- ✓ **Interpretation and Academic Reporting**

Participants engage in guided practice rather than passive lectures, reflecting the hands-on pedagogy embedded in the REM training manual and activity-driven curriculum.

2) Delivery Structure

2.1) Mode of Delivery:

- ✓ Physical, in-person regional delivery
- ✓ Two-day intensive sessions
- ✓ Hands-on, activity-based learning
- ✓ Quarterly regional rollout
- ✓ National coverage
- ✓ Each regional session admits 50 registrants per region.

**TWO-DAY HANDS-ON, REGIONAL, QUARTERLY, AND
INTENSIVE NATIONAL CAPACITY-BUILDING SESSIONS**

REM

EXECUTION GUIDE

3) Participant Grouping & Seating Arrangement

To optimize collaboration, mentorship, and practical engagement:

- ✓ Registrants are organized into **ten (10) groups**.
- ✓ Each group consists of **five (5) participants** with similar academic disciplines or research backgrounds.
- ✓ Each group is allocated **one long working table** for collaborative activities, exercises, and software practice.
- ✓ Group composition ensures peer learning, interdisciplinary dialogue where appropriate, and focused facilitation.

This mirrors the group-based learning structure used throughout the masterclass activities and exercises in the REM guide.

4) Facilitation Model

Each session is supported by:

4.1) Lead Facilitator

A senior professor or experienced lecturer responsible for:

- ✓ Core content delivery
- ✓ Demonstrations
- ✓ Concept clarification
- ✓ Expert summaries
- ✓ Quality assurance

4.1) Group Research Assistants

Each group is assigned a **dedicated Research Assistant** whose academic background aligns with the group's discipline.

Responsibilities include:

- ✓ Supporting hands-on exercises

**TWO-DAY HANDS-ON, REGIONAL, QUARTERLY, AND
INTENSIVE NATIONAL CAPACITY-BUILDING SESSIONS**

REM

EXECUTION GUIDE

- ✓ Guiding software usage
- ✓ Clarifying instructions
- ✓ Supporting weaker participants
- ✓ Monitoring group progress

This ensures individualized support during practical activities and analytical exercises.

5) Learning Methodology

REM uses a **practice-driven learning model**, including:

- ✓ Guided practical exercises
- ✓ Small-group problem solving
- ✓ Live demonstrations
- ✓ Peer presentations
- ✓ Structured Q&A sessions
- ✓ Expert feedback loops
- ✓ Real dataset analysis
- ✓ Hands-on activities cover:
- ✓ Research problem formulation
- ✓ Research design
- ✓ Variables and hypothesis formulation
- ✓ Sampling strategies
- ✓ Data collection tools
- ✓ Descriptive and inferential analysis
- ✓ Qualitative and mixed-methods analysis
- ✓ Interpretation and reporting

This aligns with the activity-driven curriculum documented in the REM manual.

**TWO-DAY HANDS-ON, REGIONAL, QUARTERLY, AND
INTENSIVE NATIONAL CAPACITY-BUILDING SESSIONS**

REM

EXECUTION GUIDE

6) Data Analytics Software Deployment

Each REM session focuses on **one data analytics software platform per session**, selected from:

- ✓ Python
- ✓ SmartPLS
- ✓ R
- ✓ Apache Spark
- ✓ Power BI
- ✓ Tableau
- ✓ SAS
- ✓ MATLAB
- ✓ Related tools

Participants work directly with datasets using the selected software to perform cleaning, analysis, visualization, and interpretation exercises.

7) Session Flow (Two-Day Model)

Day 1

- ✓ Orientation and onboarding
- ✓ Research methods practical sessions
- ✓ Group exercises and presentations
- ✓ Research design and data preparation
- ✓ Guided hands-on activities

Day 2

- ✓ Data analytics practical sessions
- ✓ Software-based analysis
- ✓ Interpretation workshops
- ✓ Group demonstrations

**TWO-DAY HANDS-ON, REGIONAL, QUARTERLY, AND
INTENSIVE NATIONAL CAPACITY-BUILDING SESSIONS**

REM

EXECUTION GUIDE

- ✓ Expert feedback
- ✓ Capstone exercises
- ✓ Reflection and closure

8) Geographic Coverage and Frequency

- ✓ REM operates across all regions nationally.
- ✓ Each region hosts quarterly sessions.

This ensures continuous national capacity development and equitable regional access.

9) Registration and Capacity Control

- ✓ Maximum of 50 participants per region per session.
- ✓ Admission is strictly based on confirmed payment and seat availability.
- ✓ Registration closes automatically when capacity is reached.

10) Certification and Participation

- ✓ Participants receive:
- ✓ Certificate of Participation / Completion
- ✓ Access to learning materials
- ✓ Participation recognition by The Academic Times Journal

**TWO-DAY HANDS-ON, REGIONAL, QUARTERLY, AND
INTENSIVE NATIONAL CAPACITY-BUILDING SESSIONS**

REM

EXECUTION GUIDE

SECTION B

TERMS AND CONDITIONS

(REM Participation Policy and Operational Compliance Framework)

1) Registration and Payment

The registration fee for the two-day hands-on masterclass is **GHS 850.00**.

- ✓ Payment is required to secure a participant's slot.
- ✓ Slots are allocated strictly on a **first-come, first-served basis**.
- ✓ Registration is confirmed only after payment verification.

2) Refund and Cancellation Policy

Payments are **non-refundable** once registration is confirmed.

If a participant cannot attend, substitution may be permitted subject to prior written approval.

3) Attendance and Participation

- ✓ Participants must attend both days fully to qualify for certification.
- ✓ Active participation in group activities is mandatory.
- ✓ Late arrival, absenteeism, or disruptive behavior may affect certification eligibility.

4) Code of Conduct

Participants must:

- ✓ Maintain professionalism and respect
- ✓ Follow facilitator instructions
- ✓ Respect intellectual property
- ✓ Avoid unethical practices
- ✓ Maintain a collaborative learning environment

**TWO-DAY HANDS-ON, REGIONAL, QUARTERLY, AND
INTENSIVE NATIONAL CAPACITY-BUILDING SESSIONS**

REM

EXECUTION GUIDE

5) Technology and Equipment Responsibility

Participants are responsible for:

- ✓ Bringing functional laptops
- ✓ Installed software where applicable

Specific software installation details will be provided upon registration.

6) Intellectual Property and Learning Materials

- ✓ All materials remain the intellectual property of The Academic Times Journal.
- ✓ Unauthorized reproduction, resale, or redistribution is prohibited.

7) Data Privacy and Confidentiality

- ✓ Participant data is handled confidentially.
- ✓ Any datasets used must respect ethical standards and privacy principles.

8) Photography and Media Consent

Participants consent to photography, video recording, and media usage for promotional and reporting purposes unless formally declined.

9) Modification Rights

The Academic Times Journal reserves the right to amend schedules, facilitators, venues, and program content as necessary.

**TWO-DAY HANDS-ON, REGIONAL, QUARTERLY, AND
INTENSIVE NATIONAL CAPACITY-BUILDING SESSIONS**