# The Graduate School

**Professional Doctorate Student PERSONAL DEVELOPMENT PLAN (PDP) & RECORD (PDR)**

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| --- | --- | --- |
| **Date of Submission** | **Student Signature** | **Director of Studies Signature** |
|  |  |  |

**Part A: PROFD RESEARCH STUDENT SUMMARY INFORMATION**

1. **The Student**

|  |  |
| --- | --- |
| **1.1 Name:** |  |
| **1.2 Student ID no:** |  |
| **1.3 School/Division:** |  |
| **1.4 Email:** |  |
| **1.5 Tel:** |  |
| **1.6 Research location: (address where normally based for research study)** |  |

1. **The Supervisory Team (to be completed at Stage 2)**

|  |  |
| --- | --- |
| **2.1 Director of Studies**  | **Address:** |
| **Name:** | **Tel:** | **Email:**  |  |
| **2.2 2nd Supervisor** | **Address:** |
|  **Name:** | **Tel:** | **Email:** |  |
| **2.3 3rd Supervisor** | **Address:** |
| **Name:** | **Tel:** | **Email:**  |  |
| **2.4 Advisor (s)** | **Address:** |
| **Name:** | **Tel:** | **Email:**  |  |
| **2.5 Research Administrator** | **Address:** |
| **Name:** | **Tel:** | **Email:** |  |
| **2.6 Changes to supervisory team:**  |

1. **The Higher Degree Programme**

|  |  |
| --- | --- |
| **3.1 Intended Programme:** | Prof D |
| **3.2 Mode of Study:** | Part-time |
| **3.3 Give any details of any change to mode of study:**  | N/A |
| **3.4 Funding Category:** | (choose: University funded, School funded, externally funded, self-funded, Overseas)  |
| **3.5 Proposed Title of Research project:**  |  |

1. **Research Timescales**

|  |  |  |
| --- | --- | --- |
| **Milestones** | **Anticipated date of planned action** | **Actual date of submission**  |
| **Stage 1** |  |  |
| Matriculation (start) date | January of year 1 (Start) |  |
| Formative assessments for both Research Methods and Professional Development modules | February – August of year 1 |  |
| Summative Assessment 1 for Research Methods and Professional Development/PBMD modules | November and December of year 1 |  |
| Summative Assessment 2 for Research Methods and Professional Development/INS modules | March of year 2 – results confirmed April |  |
| Summative Assessment for Project Development Design and Management module | September of year 2 – results confirmed Oct |  |
| **Stage 2** |  |  |
| Registration of project proposal with Higher Degrees Committee (HDC) RDC1 Registration Application Form | Within 1 month of starting Stage 2 |  |
| Annual Reports:(to be submitted annually to the Graduate School) | 31 December of year 3 and 4 (Start + 3 years; + 4 years etc) |  |
| Approval of examiners RDC 5 Form | 30 September of year 4 (Start + 45 months) (Give name of external examiner, when appointed) |  |
| Expected Completion Date: Thesis Submission RDC 8 Form | 31 December of year 4 (Start + 4 years) |  |
| Viva Voce Examination | Submission date + c. 6 weeks  |  |
| Suspension/Extension period: (as approved by Programme Leader and HDC) Use RDC 3 Form if at Stage 2. If at Stage 1, discuss the process with the ProfD programme leader.  | (Please give details of planned action, if any) |  |
| Change of Supervisor RDC 4 form | (Please give details of planned action, if any) |  |
| End date of funding: (if applicable) |  |  |

1. **Any Special Needs**

**Part B: PERSONAL DEVELOPMENT PLAN**

|  |  |  |
| --- | --- | --- |
| **Actions** | **Date Started** | **Date Completed** |
| **Project Specific Training and Research aims** |  |
| 1. *Guided Reading*
 |  |  |
| 1. Write the first draft of RDC1
 |  |  |
| **Research skills, methodologies and techniques**  |  |
| (1) Continuous reading on current literature and discussions with the supervisory team. List.  |  |  |
| (2) Look for attending appropriate courses and conferences in order to develop a wide understanding in the research field. List. |  |  |
| (3) Enrol in Graduate School courses, workshops. The following are recommended core workshops for all research students: Stage 1 – Year 2:Attend one day workshop “How to become an effective researcher” organized as part of the block 5 Module Project Development, Design and Management.Stage 2 - Year 3:1st year PhD writing – 5 x sessions (1a-1e)Stage 2: Year 4:2nd year PhD writing – 6 x sessions (2a-2f)Final year - PhD writing workshopThesis Writing RetreatGRADSchool: Looking to your future career – 3 days |  |  |
| **Research environment and Ethical Issues**  |  |
| (1) Make a list of UK and non UK research groups in the field.  |  |  |
| (2) Understand health and safety issues by reading corresponding HR web pages. |  |  |
| (3) Attend Research Methods module Unit 1 workshops on ethical issues. List.  |  |  |
| (4) Read relevant web pages and understand various sources of research funding. List.  |  |  |
| **Research Management and Collation of Information**  |  |
| (1) Set up a log book containing short summary of all meetings with supervisory team.  |  |  |
| (2) Collect research related information from online databases, journals and Libraries |  |  |
| **Personal Effectiveness**  |  |
|  |  |  |
| **Communication skills, Language skills, Teaching assistance and scientific writing**  |  |
| (1) Start writing drafts of thesis chapters and work towards publishing chapters as papers. List.  |  |  |
| **Networking and Teamworking**  |  |
| (1) Participate in university research discussion forums |  |  |
| (2) Attend the Professional Doctorate Student Conference in years 3 and 4.  |  |  |
| (3) Attend the GCU/Graduate School event “Annual Research Celebration” and participate in the poster competition |  |  |
| **Career Management** |  |
| (1) Attend Graduate School Career workshop. |  |  |
| (2) Prepare a detailed and self reflecting CV. |  |  |

**Part C: PERSONAL DEVELOPMENT RECORD SUMMARY**

1. **Scholarships, Grants, bursaries obtained**

**Total funds obtained: \_\_\_\_\_\_\_\_\_**

1. Name of award, Funding Body, award period, amount. Brief description of reason for the award.

(2)

**(B) Courses/Workshops Attended** (For ProfD, include any in addition to the Stage 1 of the programme).

**Total number:** \_\_

**International courses/Summer Schools** \_\_

**National courses/Summer Schools** \_\_

**Graduate School courses/workshops (include induction)** \_\_

**School courses/workshops/seminars (include induction) \_\_**

**Other related courses of study undertaken** \_\_

(1) Workshop/course type as above, title, lecturer, event name, location, date, number of lectures, award if any.

(2)

**(C) Conferences Attended**

**Total number:** \_\_

**International Conferences** \_\_

**National conferences** \_\_

(1) Conference type as above, title, location, date.

(2)

**(D)** **Publications**

**Total number published:** \_\_

**Conference Proceedings** \_\_

**Journal Papers** \_\_

 **Papers published**

(1) Paper type as above - authors, year. Title of paper, journal/conference proceedings/book, publisher, pages.

(2)

**Papers submitted and accepted by referee**

(1) Paper type as above - authors, year. Title of paper, journal/conference proceedings/book, publisher, pages.

(2)

**Papers submitted but not yet accepted by referee**

(1) Paper type as above - authors, year. Title of paper, journal/conference proceedings/book, publisher, pages.

(2)

**(E)** **Presentations**

**Total number:** \_\_

**International Conference presentations** \_\_

**National Conference presentations** \_\_

**Local seminars/lectures** \_\_

**International Poster presentations** \_\_

**National Poster presentations** \_\_

**Local Poster presentations** \_\_

1. Poster/conference presentation type as above, title, event name, location, date.

**(F) Esteem indicators**

1. Any Special honours

**(G) Other academic related activities carried out eg Teaching, laboratory duties**

1. Time period, Course, level of course, number of students taught, average number of hours worked per week

**(H) Outline of the Thesis/portfolio**

**Overall Summary**

\_\_\_\_% of research completed, \_\_\_\_ % of thesis/portfolio written

Expected submission date: \_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| *Chapter* | *Research (% complete, please give details)* | *Writing status (% complete, Number of drafts, please give details)* | *Date completed*  |
| 1) Chapter 1 title |  |  |  |
| 2) Chapter 2 title |  |  |  |
| 3) Chapter 3 title |  |  |  |
| 4) …. |  |  |  |
| 7) Future Work |  |  |  |
| Final draft of whole thesis submitted |  |  |  |