Welcome to Graduate Studies at University College Dublin and STAGE 1 of your Structured PhD programme!

Your Research and Professional Development Plan (RPDP) is to help you with the development and advancement of your PhD research and your overall academic and professional education.

Your RPDP comes in two parts; one for STAGE 1 of your PhD Programme and the other for STAGE 2. This is your RPDP for STAGE 1, which will help you through the first year or so of your PhD at UCD, culminating in your Transfer Assessment.

Your supervisor will work with you on your RPDP, and will be there to help and guide you throughout your programme. Additional support will also be provided by your Doctoral Studies Panel, your School's Graduate Co-ordinator, your School Office and your Graduate School Office.

Further information can also be found on the RPDP website **www.ucd.ie/graduatestudies/rpdp**, including an overview of the RPDP process, copies of the RPDP document templates and a list of Frequently Asked Questions. Specific queries can also be sent by email to **rpdp@ucd.ie.**

The Graduate Schools take a special interest in the overall education and well-being of graduate students at UCD. We are here to help you with any problems you may have, as well as to celebrate your successes with you.

I wish you all the best in your graduate studies at University College Dublin!

Yours sincerely

Professor Michael P. Ryan
Dean of Graduate Studies and Postdoctoral Training

The RPDP was piloted last year on a group of first year PhD students, the majority of whom thought that the RPDP played an important role in helping them with their PhD programme. They also thought it would help them to gain employment when they have completed...

> *"It is useful to have documentation to show where my research is headed and where it is at now. Skills assessment and development will be vital for job hunting in the future. If I get used to identifying and professing my skills now it may give me an edge in job applications and interviews in the future."*
>
> UCD Ad Astra Research Scholar on the RPDP

> *"RPDP provides skills which include research/professional development skills, communication and presentation skills which are all important for future applications."*
>
> UCD Ad Astra Research Scholar on the RPDP

> *"The research plan was really good for me. Otherwise I might have been a bit directionless at the start, and considering how hard it's been for me to get started at these real goals, I'm glad I was forced to plot a course beforehand."*
>
> UCD Ad Astra Research Scholar on the RPDP

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Overview of Your RPDP

Your Research and Professional Development Plan (RPDP) is an integral part of the Structured PhD programme at UCD. The core of your work for a PhD is characterised by a significant original contribution to scholarship. UCD PhD graduates will be distinguished by their self-management skills, communication skills, team working and inter-personal skills and willingness to learn. These skills complement the doctoral experience and academic values.

During the course of your research, you will be encouraged to reflect critically on your research processes and on the diverse routes through which you might develop relevant professional skills. The framework provided by your RPDP will play a central role in enabling you to identify and acquire new skills.

The attributes of a UCD PhD graduate are described in more detail in a policy document **(www.ucd.ie/registrar/academicpolicy/pol_home.htm)**.

Your RPDP has been specifically designed for you to help in the planning, monitoring and completion of your PhD. The RPDP is a set of tools to aid in the planning and progress of your research and professional skills. It is owned by you, but is intended to be beneficial to both you and your supervisor. Your RPDP comes in two parts, to coincide with the two stages of the Structured PhD programme at UCD. This is STAGE 1 of your RPDP, which will help you through your first year or so of your PhD. You will undergo a Transfer Assessment between 12 - 18 months of your PhD if you are full-time, or between 24 - 36 months if you are part-time. Provided you transfer successfully, you will progress to STAGE 2 of your PhD. You will then use the STAGE 2 of your RPDP to help guide you through the remaining years of your PhD programme.

Your RPDP will play a major part in directing the course of your PhD research and in your training and development as a researcher. It will aid you in planning your research, will be a useful resource when it comes to writing up, and will also help you develop key skills which will be invaluable to both your current research and your future career prospects. Finally, STAGE 1 of your RPDP will be an important document in your Transfer Assessment at the end of your first year of doctoral studies at UCD.

Structure of your RPDP

Your RPDP is comprised of 5 main parts, each of which has a specific objective in terms of your research and professional development:

Student Summary

This is a short section in which you can record relevant details about yourself, your programme, your area of research and any pertinent funding details.

Research Plan

The **Research Plan** provides a means for you to agree with your supervisor the key objectives in your PhD research. The research plan provides a mechanism for reviewing your progress, assessing your priorities and determining the future direction for your PhD research work. The research plan can be updated as often as you like, so that it accurately reflects your research. It will aid in the planning of your PhD research and will help you complete on time. It will also be useful to refer to it when you start to write up and as you prepare for your *viva voce*. Finally it is also a valuable introduction into how to plan research, something that will be an integral part of your future career if you intend to continue in research after completing your PhD.

Professional Development Plan

The **Professional Development Plan** enables you to identify current skills and to plan for development in any relevant areas. Employers, both in academia and outside, are placing an increasing emphasis on skills and their development. It is therefore very important for you to be able to demonstrate that your skills have been actively developed over time. By developing these skills you will not only be a more productive researcher, but you will also be much better placed to compete for employment opportunities after completing your PhD.

Meetings

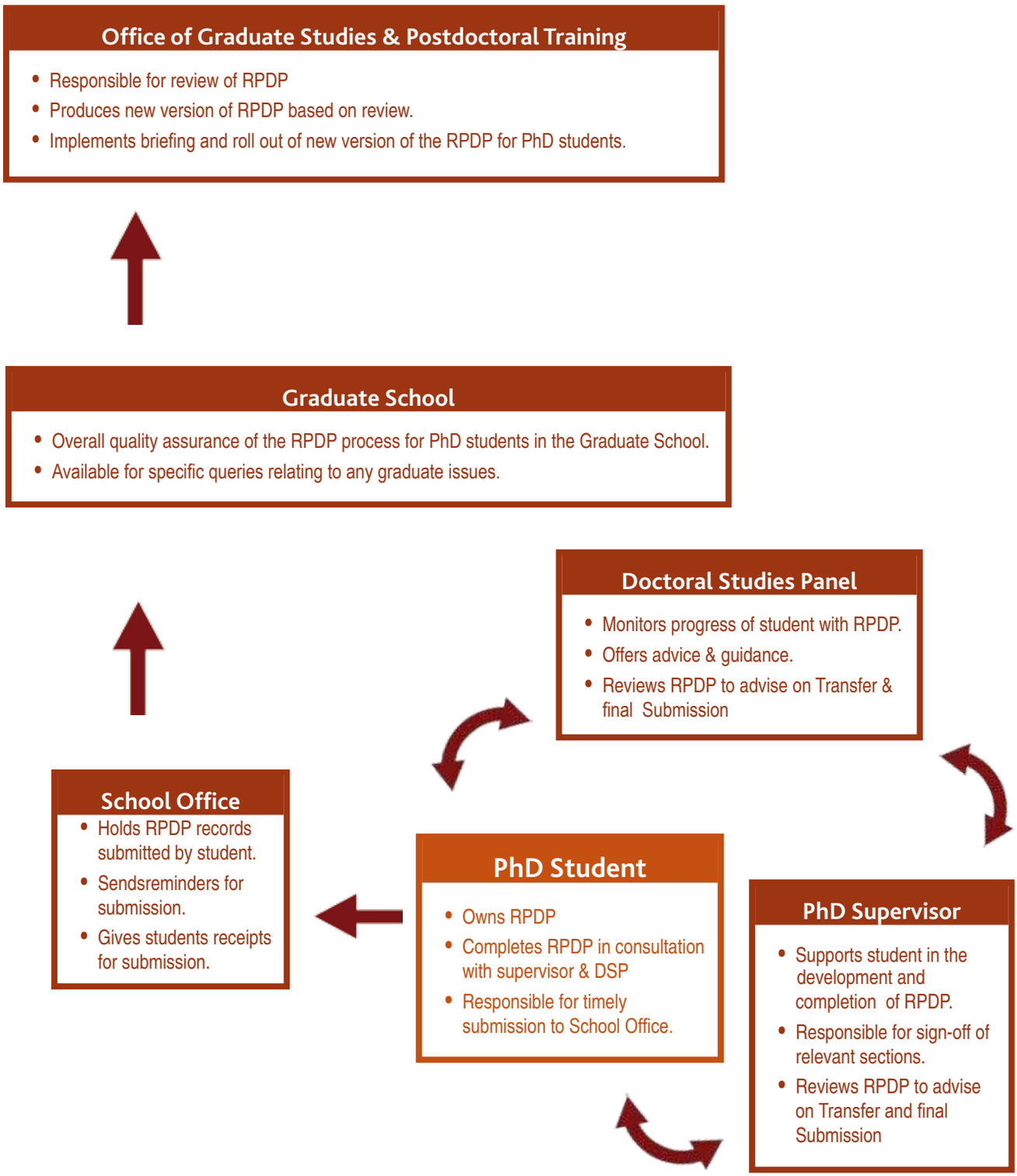
The RPDP process involves the formal documentation of a series of regular meetings between you and your supervisor to review your progress on both the research and the professional development plan. These meetings are held at important times during your PhD, although you will probably be meeting with the supervisor more often than these formal meetings. The meeting reports will help you capture key actions and decisions reached during these important meetings. A hard copy of the documents should be signed by yourself and your supervisor. You should keep the original for your records and send copies to your supervisor and your school office.

Skills Development Record

The **Skills Development Record** is the culmination of your RPDP. Here you can record all the things you have achieved during your research programme at UCD (e.g. modules/training courses attended, publications, seminars, conferences). It should be updated regularly and reviewed during your regular meetings with your supervisor. Your **Skills Development Record** will be a valuable resource when you come to applying for jobs after you complete your PhD - both in terms of writing your CV and at interviews.

Diagram of the RPDP process

There are many people who can help to support you throughout your PhD. In relation to your RPDP, you can get help from your supervisor, your Doctoral Studies Panel, your School Office, your Graduate School Office and the Office of the Dean of Graduate Studies & Postdoctoral Training.



Keeping Your RPDP Up-To-Date

Your RPDP is meant to be a dynamic document – it will change many times over the course of your PhD.

You will notice that at the top of each page of the sections you will complete, there is a place for you to type in your name and give each page a date and version number. This will help you keep track of each part as you up-date it. Prior to each of the prescribed review meetings you will need to re-visit, update and circulate your **Research Plan**, **Skills Development Plan** and **Skills Development Record**.

Your RPDP is to be completed in conjunction with your supervisor and there are numerous places in the document on which your supervisor will be requested to sign-off. After each of the formal meetings with your supervisor, you should complete the appropriate meeting template and get your supervisor to approve and sign it. A hard copy of the final document should be sent to your School Office and your supervisor and you should keep the original for your records. The members of your Doctoral Studies Panel may also want copies.

You should be aware that the RPDP is not intended to be a replacement for a formal lab book (or other method of storing data or results) and therefore should not be used to store any sensitive information, particularly in relation to issues of ethics or intellectual property.

Your RPDP and Taught Modules

By using your RPDP, you will identify particular skills, both research and professional skills, which you will need to develop over the course of your PhD. One way that you can develop these skills is by taking appropriate taught modules.

A maximum of 90 credits, the equivalent of one full calendar year (three semesters) of work, can be accrued from taught modules as part of the Structured PhD programme. It is important to note that your School, Graduate School or Doctoral Programme may have specific requirements in terms of the number of credits you will be required to earn and/or the courses you will have to take. You will be made aware of these requirements as you register, or you can check with your Graduate School Office.

Your School, Graduate School or Doctoral Programme may recommend optional modules at the time of registration. A menu of transferable skills modules will be provided on the Office of the Dean of Graduate Studies and Postdoctoral Training website, **www.ucd.ie/graduatestudies**. Another way to find out what modules are available is to go to **www.ucd.ie/students** and click on the "Course Search" tab. Then click on the top choice to "browse Modules on offer, including Elective Modules" and tick the level 4 and level 5 options in order to search. Timetabling information is available from the relevant School. In consultation with your supervisor(s), you may select a unique set of modules that will benefit your research and professional development. Please note that you will need to register for any modules you wish to take.

Level: Most PhD students will find Level 4 academic and research skills modules most useful. However, a limited number of Level 1-3 modules (up to a maximum of 30 credits) may prove helpful in certain cases, particularly for inter-disciplinary research.

Taking Modules for Credit or Auditing Modules: You may opt to take a taught module for credit or simply to audit the module. In either case, you will be expected to attend all classes and associated seminars, practicals, etc., unless otherwise agreed with the module coordinator. Taking a module for credit involves undertaking all module assessments, while auditing a module simply requires attending classes without undertaking any assessment. While modules taken for credit and modules audited are both indicated on your academic transcript, only modules taken for credit count towards the credit value of your PhD. If you would like to audit a module, please first discuss this with the module co-ordinator.

Transferable Skills Modules: In addition to discipline-specific and research skills modules, there are also several Transferable Skills Modules available. These may be of particular help in developing your transferable skills, as identified by your Skills Self-Assessment. For the 2007/08 academic year, detail of the transferable skills modules on offer can be found at **www.ucd.ie/graduatestudies**.

Modules at other Institutions: You should also use your RPDP to record details of modules you may take outside of UCD. If you take modules for credit at other institutions you must notify your Graduate School Office so that it will show on your student record and transcript.

Role of STAGE 1 of Your RPDP in your Transfer Assessment

A doctoral research programme is an exciting but arduous course of study, and some students who embark upon a doctorate find that they are not suited to the domain of original research and scholarship. The Structured PhD programme contains a formal assessment point, the Transfer Assessment, early in the programme to ensure you are progressing satisfactorily and to explore the possible alternatives if you are not.

The Transfer Assessment is an assessment all PhD students at UCD must go through in order to transfer from Stage 1 of their PhD to Stage 2.

This normally occurs between 12 to 18 months after the start of your PhD if you are a full-time student (24 to 36 months if you are part-time). The Transfer Assessment process is described in detail in the "Policy on PhD Stage 1 Transfer" (please see **www.ucd.ie/registrar/academicpolicy/app_pol.htm**); please also consult and the specific guidelines provided by your School, Institute or Thematic Programme.

Your RPDP will play a role in determining when you are ready for the Transfer Assessment. This is something you can discuss in a meeting with your supervisor and your Doctoral Studies Panel. It will also most likely be a requirement of your School/Institute/Thematic Programme that the Assessment Panel review your RPDP as part of the Transfer Assessment process.

After your Transfer Assessment, you will meet with your supervisor and Doctoral Studies Panel to discuss the recommendations of your Assessment Panel – this is your **Meeting Subsequent to Transfer Assessment**. This meeting marks the end of STAGE 1 of your doctoral programme and this part of your RPDP. Once you have had this meeting, you will progress to using the STAGE 2 part of your RPDP.

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Your RPDP: Student Summary

The purpose of the **Student Summary** is to enable you to record general details about your programme, including key contacts, funding details and meeting dates.

The content of your **Student Summary** may change over time (e.g. updating the dates of meetings, documenting the outcome of a funding application), and the document can be revised to reflect any such changes.

Personal Details

This section can be used to record contact and course details, including any additional information that you consider relevant

Contact Details	
Name:	
UCD Student No.:	
Address:	
Telephone:	
UCD Email:	
Funding Details or Scholarship:	

Programme Details	
College:	
School:	
Research Institute (if applicable)	
Discipline/Subject (if applicable)	
Thematic Doctoral Programme (if applicable)	
Degree:	
Full/Part Time:	

Supervision

The purpose of this section is to record the name and contact details for your Principal Supervisor and, if applicable, your Second Supervisor. It may also be used to indicate any additional supervisor that you may have, or any changes that may occur during your research at UCD. Finally, you can record the members of your Doctoral Studies Panel.

Principal Supervisor

Name:

Affiliation:

Email:

Second Supervisor (if applicable)

Name:

Affiliation:

Email:

Additional Supervisor (if applicable)

Name:

Affiliation:

Email:

Change in Supervisor (if applicable):

If you have had any changes in your supervisory arrangements, you can record them here. However, this does not form part of your official student record. Any changes in supervision arrangements must have approval from the University and you must notify your Graduate School Office.

Name:

Affiliation:

Email:

Date of Change:

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Supervision: Doctoral Studies Panel

Members of Doctoral Studies Panel

Chair:	Affiliation:
Name:	Affiliation:
Name:	Affiliation:
Name:	Affiliation:

Your RPDP: Research Plan for STAGE 1

The purpose of your **Research Plan** is to enable you to establish a baseline for your research programme, against which you can measure and manage your research.

Below you will find eleven sections which are intended to cover all the major aspects in the planning, implementation, and dissemination of research. Depending on what stage you are at, different parts will be most appropriate to complete and, as you progress, previous parts may need to be up-dated or re-written. For example, at STAGE 1 of your PhD, it is unlikely you will complete all the sections. It is always important to review previous sections to ensure that your research stays on track. If a certain section does not apply to your particular area or stage of research, simply indicate this and move on to the next section.

You should prepare your **Research Plan** in discussion with your supervisor. It should be ready to be reviewed and agreed at your **Three Month Review Meeting**. You should think about the objective(s) that you wish to achieve through your research project and the milestones you will need to reach in order to achieve these objectives

SMART Guidelines

Keep in mind when you fill in each section that your objectives should be specific, challenging and achievable within a defined time frame. It may be helpful to refer to the SMART framework, which is widely used as a means of describing objectives in a way that makes them more useful and easier to review.

The SMART guidelines indicate that objectives should be:

Specific	specific and clear statements about what is to be achieved.
Measurable	quantitative and/or qualitative (if objectives are not measurable then it is difficult to determine whether they have been achieved).
Achievable	objectives need to be realistic, challenging and motivating.
Relevant	linked to other relevant objectives and goals where appropriate.
Time bound	include a time-scale for final completion of objectives.

Your **Research Plan** is a dynamic document and should be updated to reflect any changes in the direction of your work. Each time there is a change in your research, you can create a new electronic version of your **Research Plan**. Changes and updates are most likely to occur as you prepare for your regular meeting with your supervisor. When you progress to STAGE 2, you will naturally be updating your **Research Plan** in relation to the outcomes of your Transfer Assessment.

Name:
Date:
Version:

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Your Research Plan for STAGE 1

Formulating your Research Questions and Hypotheses, Setting Objectives and Timelines

What questions are you asking in your research programme? What hypotheses are you testing?

Reviewing the Literature

How will you review the relevant literature and when will this be done?

Reviewing possible methodologies

How will you review the possible methodological approaches and select the most appropriate?

Designing how to test your research questions/hypotheses

How do you propose to answer your research question and test your hypotheses?

What approaches or methods will you use?

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Your Research Plan for STAGE 1

Collecting your data

How and when will you collect your data (sources, documents, surveys, experiments, etc)?

Organising and analysing your data

How and when will you organise and analyse these data?

Interpreting your data

How and when will you interpret your data?

Reviewing your findings

How and when will you review your data and determine what further work needs to be done?

Name:
Date:
Version:

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Your Research Plan for STAGE 1

Disseminating your research

How and when will you disseminate your research findings?

Drawing conclusions

What conclusions can you draw from your work to date?

Given your results and conclusions to date, what further work needs to be done?

Funding

You can use this section to record a summary of any applications you and/or your supervisor make for funding for your research. This can include major sources of funding as well as applications for Graduate School research funding, conference attendance and other sources.

Application Details

Source: Date:

Details:

Outcome:

Application Details

Source: Date:

Details:

Outcome:

Application Details

Source: Date:

Details:

Outcome:

Research Visits

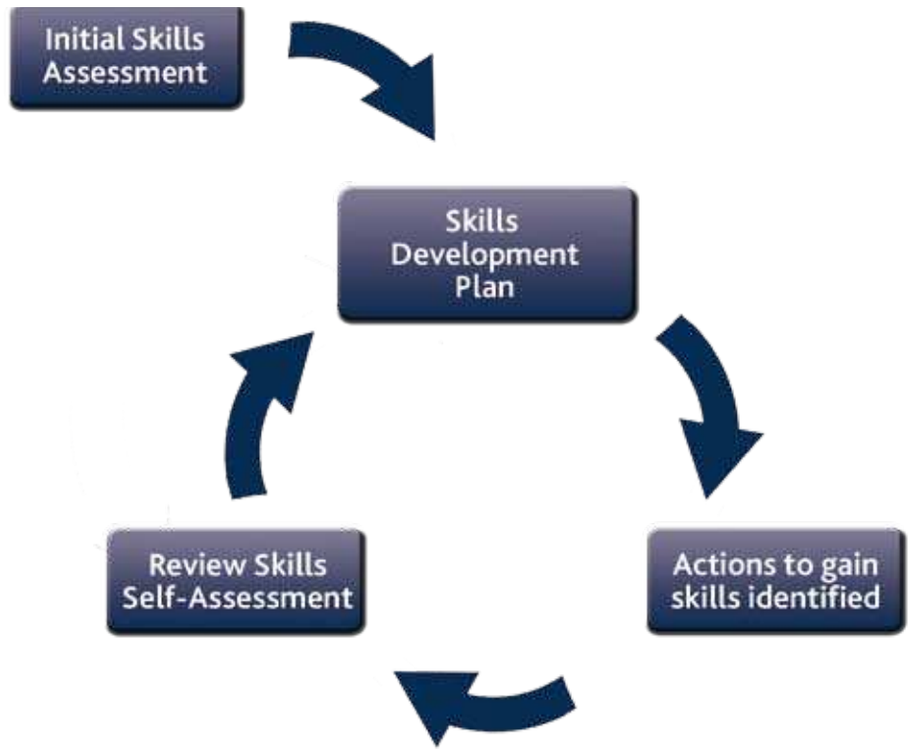
You can use this section to record the details of any research visits that you take during the course of your research programme. A research visit may involve conducting research at another institution or location for an extended period of time. Please note if your research visit is going to be longer than one semester in duration, you will need to apply for permission from your Graduate School Board.

Destination and purpose of visit	Start Date	End Date

Your RPDP: Professional Development Plan for STAGE 1

The Professional Development part of your RPDP consists of two sections; the **Skills Self-Assessment** and the **Skills Development Plan**. The development of academic, research and key transferable skills forms an important part of your research programme.

This part of the RPDP is meant to be an iterative process. You will do an initial **Skills Self-Assessment** to inform your **Skills Development Plan**. You will then take action to develop the skills you have identified. At the end of each year, you will then re-do your **Skills Self-Assessment** to inform your **Skills Development Plan** for the following year.



Skills Self-Assessment for STAGE 1

The **Self-Assessment Summary** is designed to provide a profile of your current skill base at a particular time and used to inform the **Skills Development Plan** for the next phase. For example, if you have identified a range of software packages which are of value to your research, in this section you can log whether you are already up to speed or whether there is a need for training. The skills development plan can be used to identify how the needs can be met and how this activity can become part of your work plan.

Below you will find a set of skills which represent a consensus view of those a PhD graduate should attain. It is important to keep these in mind as you go through your **Skills Self-Assessment**.

Research Skills and Techniques

To be able to:

- Demonstrate the ability to recognise and validate problems.
- Show original, independent and critical thinking, and ability to develop theoretical concepts.
- Have knowledge of recent advances within your field and in related areas.
- Show an understanding of relevant research methodologies and techniques and their appropriate application within one's research field.
- Analyse critically and evaluate one's findings and those of others.
- Summarise, document, report and reflect on progress.
- Demonstrate effective library and information literacy skills.
- Use appropriate information technology for database management, recording and presenting information.
- Record and organise your research.

Research Environment including Ethics

To be able to:

- Show a broad understanding of the context in which research takes place.
- Demonstrate awareness of issues relating to the rights of other researchers and of research participants (e.g. confidentiality, attribution, copyright, ethics, malpractice, plagiarism, ownership of data and the requirements of the Data Protection Act).
- Understand relevant health and safety issues and demonstrate responsible working practices.
- Understand the processes for funding and evaluation of research.
- Understand the process of academic or commercial exploitation of research results.

Research Management

To be able to:

- Apply effective project management through the setting of research goals, intermediate milestones and prioritisation of activities.
- Design and implement systems for the acquisition, collation and analysis of information.
- Avail of opportunities for knowledge transfer and innovation.

Skills Self-Assessment for STAGE 1

Personal Effectiveness

To be able to:

- Demonstrate a willingness and ability to learn and acquire knowledge.
- Be creative, innovative and original in one's approach to research.
- Demonstrate flexibility and open-mindedness.
- Demonstrate self-awareness and the ability to identify your own training needs.
- Demonstrate self-discipline, motivation, and thoroughness.
- Recognise boundaries and draw upon/use sources of support as appropriate.
- Show initiative, work independently and be self-reliant.

Communication Skills

To be able to:

- Write clearly and in a style appropriate to purpose, e.g. progress reports, published documents, and thesis.
- Communicate coherent arguments and articulate complex ideas clearly to a range of audiences, formally and informally through a variety of techniques.
- Constructively defend research outcomes at seminars and *viva voce* examination.
- Justify your own research to the funding bodies and promote the public understanding of your research field.
- Effectively support the learning of others when involved in teaching, mentoring or demonstrating activities.

Networking and Team working

To be able to:

- Develop and maintain co-operative networks and working relationships with supervisors, colleagues and peers within the institution and the wider research community.
- Understand one's behaviour and impact on others when working in and contributing to the success of formal and informal teams.
- Listen, give and receive feedback and respond perceptively to others.

Career Management

To be able to:

- Appreciate the need for and show commitment to continued professional development.
- Take ownership for and manage your career progression, set realistic and achievable career goals, and identify and develop ways to improve employability.
- Demonstrate an insight into the transferable nature of research skills to other work environments and the range of career opportunities within and outside academia.
- Present your skills, personal attributes and experiences through effective CVs, applications and interviews.

Skills Self-Assessment

The **Skills Self-Assessment** consists of a series of questions to help you highlight and identify academic and research skills and transferable skills you already possess and/or may wish to develop over the course of your doctoral studies.

Once you have completed the **Skills Self-Assessment**, you can use it to identify areas for development over the course of your research programme. Your **Skills Development Plan** is used to select one or two areas which you wish to develop in the coming year.

Your **Skills Self-Assessment** will develop over a number of discussions with your supervisor starting at your **Initial Supervisory Meeting**. The final draft of your **Skills Self-Assessment** can be discussed at your **Three Month Review Meeting**, and any relevant changes incorporated into a final version of the document.

You should repeat the **Skills Self-Assessment** when you progress to STAGE 2 of your RPDP, in order to inform your **Skills Development Plan** for the subsequent year of your research programme.

Skills Self-Assessment: Academic and Research Skills

The **Academic and Research Skills Self-Assessment** consists of eight questions to help you identify areas you may wish to develop during the course of your PhD. In terms of what evidence to use, this can be anything you deem appropriate - a course you've attended, details of a conference presentation, a publication, a particular experiment/piece of research you have conducted, a class you teach, a certificate you hold, an example of a project/experience you have that shows evidence of the skill in question.

Do I have the skills to critically evaluate the published work of others?

What skills do I have at present in this area?

What do I need to do to enhance my skills in this area?

Do I have the skills to critically evaluate and understand the relevant research methodologies?

What skills do I have at present in this area?

What do I need to do to enhance my skills in this area?

Do I have the skills to analyse and synthesise any data I will gather?

What skills do I have at present in this area?

What do I need to do to enhance my skills in this area?

Do I have the necessary record keeping skills?

What skills do I have at present in this area?

What do I need to do to enhance my skills in this area?

Skills Self-Assessment: Academic and Research Skills

Do I have the technical skills used in my discipline and needed for my research?
What skills do I have at present in this area?
What do I need to do to enhance my skills in this area?
Do I have the necessary information literacy skills to facilitate my research (see www.ucd.ie/library/research)?
What skills do I have at present in this area?
What do I need to do to enhance my skills in this area?
Do I have the necessary skills to present my research work and results to others?
What skills do I have at present in this area?
What do I need to do to enhance my skills in this area?
Are there any other research skills I need to develop further?

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Version:

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Skills Self-Assessment: Key Transferable Skills

The Key Transferable Skills Self-Assessment consists of six questions to help you identify areas you may wish to develop during the course of your PhD. In terms of what evidence to use, this can be anything you deem appropriate - a course you've attended, details of a conference presentation, a publication, a particular experiment/piece of research you have conducted, a class you teach, a certificate you hold, or an example of a project/experience you have that shows evidence of the skill in question.

Do I have the skills to manage my time appropriately and to monitor my progress throughout my PhD programme?
What skills do I have at present in this area? **What do I need to do to enhance my skills in this area?**
Do I have the necessary IT and computing skills for my research?
What skills do I have at present in this area? **What do I need to do to enhance my skills in this area?**
Do I have the necessary communication skills to converse effectively with students and other individuals about complex ideas?
What skills do I have at present in this area? **What do I need to do to enhance my skills in this area?**

Skills Self-Assessment: Key Transferable Skills

Do I have the necessary teamworking skills to be able to work in cooperative partnerships with my supervisors, team leaders, and peers and support staff?
What skills do I have at present in this area? **What do I need to do to enhance my skills in this area?**
Do I have the skills to take effective ownership of my career progression and to develop my CV?
What skills do I have at present in this area? **What do I need to do to enhance my skills in this area?**
Are there any other transferable skills that I need to develop further?

Additional Requirements for your Research

Are there any additional requirements you will need to complete your PhD research?
You can include details of these below along with when and how you plan to meet these needs.

Taught Modules

See your Graduate School website and www.ucd.ie/graduatestudies for more information

Details of training:	Date	Result:
1.		
2		
3		
4.		
5.		

Technical/IT Training

See www.ucd.ie/itservices/

Details of training:	Date	Result:
1.		
2		
3		
4.		
5.		

Health & Safety

See www.ucd.ie/safety/

Details of training:	Date	Result:
1.		
2		
3		
4.		
5.		

Additional Requirements for your Research

Ethical Approval

See www.ucd.ie/research/ethics/

Details of training:	Date	Result:
1.		
2		
3		
4.		
5.		

Intellectual Property

See www.ucd.ie/nova/newsandevents/news/ucd_2006_ip_policy_procedures.html

Details of training:	Date	Result:
1.		
2		
3		
4.		
5.		

Skills Development Plan for STAGE 1

The **Skills Development Plan** is designed to encourage you to prioritise your skills development activities into one or two areas for each year of your PhD. You can use your completed Skills Self-Assessment to help you to identify the most appropriate skill areas for consideration.

Your **Skills Development Plan** will develop over a number of discussions with your supervisor, including your **Initial Supervisory Meeting**. The final draft of your **Skills Development Plan** can be discussed at your **Three Month Review Meeting**, and any relevant changes incorporated into a final version of the document.

Your **Skills Development Plan** should be updated, as your project progresses, to reflect any changes in your skills or professional development requirements. It should be discussed at your regular review meetings with your supervisor.

Name:
Date:
Version:

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Skills Identified for Development in STAGE 1

Skill Area:
How do you intend to further develop this skill area? (e.g. by taking a module, conducting an experiment, doing a project, attending a conference)

Skill Area:
How do you intend to further develop this skill area? (e.g. by taking a module, conducting an experiment, doing a project, attending a conference)

Skill Area:
How do you intend to further develop this skill area? (e.g. by taking a module, conducting an experiment, doing a project, attending a conference)

Your RPDP: Meetings for STAGE 1

STAGE 1 of your RPDP incorporates five meetings – **the Initial Supervisory Meeting, Three Month Review Meeting, Six Month Review Meeting, Twelve Month Review Meeting** and the **Transfer Review Meeting**. These review meetings will be between yourself and your supervisor. Any of these meetings may also involve your Doctoral Studies Panel if you or your supervisor wishes. However, the **Meeting Subsequent to Transfer Assessment** should involve your Doctoral Studies Panel. The outcome of these meetings should be recorded in the document templates provided. In addition, there is a more generic 'Supervision Meeting' template which is available if you wish to document the outcome of other relevant meetings with your supervisor.

The purpose of the **Initial Supervisory Meeting** at STAGE 1 is for you to meet with your supervisor to discuss the start-up and "housekeeping" issues related to your PhD programme. You and your supervisor can look through your RPDP and start work on your **Research Plan** and your **Professional Development Plan**. The meeting will also cover things like ensuring you are correctly registered, that you are attending the relevant modules and any other details specific to your PhD programme.

The purpose of the **Three Month Review Meeting** is to finalise your **Student Summary**, **Research Plan**, **Skills Self-Assessment** and **Skills Development Plan** so it is intended that you will draft these in conjunction with your supervisor in the period prior to this meeting.

In the case of the subsequent review meetings, the intention is that you will complete the 'Research Progress' and 'Skills Development Progress' sections and circulate them to your supervisor for review prior to the meeting.

The **Meeting Subsequent to Transfer Assessment** will occur after your **Twelve Month Review Meeting** and after your Transfer Assessment itself. This meeting will involve you, your supervisor and your Doctoral Studies Panel. In it you will discuss the outcome of your Transfer Assessment, any recommendations you received from your Assessment Panel, and your plans for the future of your PhD research and professional development. These plans should be incorporated into STAGE 2 of your RPDP.

Following each meeting, you should complete the template and get your supervisor to approve and sign it. A hard copy of the final document should be sent to your School Office and your supervisor and you should keep the original for your records. The members of your Doctoral Studies Panel may also want copies.

Record of Meetings for STAGE 1 of Your RPDP

The table below can be used to record the dates of any relevant meetings held between you and your supervisor(s) or Doctoral Studies Panel (the main meetings associated with the RPDP process are already included in the table).

Meeting	Scheduled Date	Actual Date
Initial Supervisory Meeting		
Three Month Review Meeting		
Six Month Review Meeting		
Twelve Month Review Meeting and preparation for Transfer Assessment		
Transfer Assessment with Assessment Panel		
Meeting subsequent to Transfer Assessment with Supervisor & Doctoral Studies Panel		

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Initial Supervisory Meeting for STAGE 1

Date:

Those present:

PhD Programme Set-up:

There are various things you will need to sort out at the beginning of your time at UCD. You may need to discuss some of the following issues with your supervisor. Below is a list of some items which may be relevant to your PhD programme.

Are you fully REGISTERED with your fees paid?

Yes ☐ No ☐

Do you have your STUDENT CARD?

Yes ☐ No ☐

Are you aware of what MODULES you may be required to take by your College/School/Thematic Programme?

Yes ☐ No ☐ There are no required modules ☐

Are you aware of how many CREDITS your College/School/ Thematic Programme requires you to earn?

Yes ☐ No ☐ There is no credit requirement ☐

Do you know who your School's Graduate Coordinator is?

Yes ☐ No ☐ Name: _____

Do you know who your College's Graduate School Director is?

Yes ☐ No ☐ Name: _____

Do you know who your Graduate School Office Manager is ?

Yes ☐ No ☐ Name: _____

Are you aware of the UCD Code of Ethics for Research and do you agree to implement these in your UCD study?

Yes ☐ No ☐

Are you aware of the UCD Health and Safety Policies and do you agree to implement these in your UCD study?

Yes ☐ No ☐

Are you aware of the UCD Policy on Intellectual Property and do you agree to implement these in your UCD study?

Yes ☐ No ☐

Have you read the UCD General Regulations for the Degree of Doctor of Philosophy (www.ucd.ie/registrar/academicpolicy/phd_regs.pdf) and supporting policy (www.ucd.ie/registrar/academicpolicy/app_pol.htm)?

Yes ☐ No ☐

Name:
Date:
Version:

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Initial Supervisory Meeting for STAGE 1

RPDP Documentation Review:

You will need to discuss the following RPDP documents with your supervisor and prepare them for agreement at your **Three Month Review Meeting.**

- **Student Summary Record**
- **Research Plan**
- **Skills Self-Assessment**
- **Skills Development Plan**

Supervisor Comments

Space is provided below for any comments that your supervisor may wish to include in the meeting template.

Confirmation

After your **Initial Supervisory Meeting**, you should complete the template and get your supervisor(s) to approve and sign it. A hard copy of the final document should be sent to your School Office and your supervisor and you should keep the original for your records. The members of your Doctoral Studies Panel may also want copies.

Student:	Date:
Principal Supervisor:	Date:
Second Supervisor: (if applicable)	Date:

Name:
Date:
Version:

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Three Month Review Meeting

Date:

Those present:

Documentation Review:

Please use the tick boxes to indicate that your RPDP documentation has been reviewed and finalised:

- **Student Summary Record** ☐
- **Research Plan** ☐
- **Skills Self-Assessment** ☐
- **Skills Development Plan** ☐

Taught Credits earned to date: _____

Agreed Research Activities

Based on the review of your **Research Plan**, you can use this section to describe any research activities which you intend to undertake before your next review meeting.

Research Activity	Timeframe

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Three Month Review Meeting

Agreed Skills Development Activities

Based on the review of your Skills Development Plan, you can use this section to describe any skills development activities which you hope to undertake before your next review meeting (e.g.: training courses, presentations, seminars).

Skills Development Activity	Timeframe

Supervisor Comments

Space is provided below for any comments that your supervisor may wish to include in the meeting template.

Confirmation

After your **Three Month Review Meeting**, you should complete the template and get your supervisor(s) to approve and sign it. A hard copy of the final document should be sent to your School Office and your supervisor and you should keep the original for your records. The members of your Doctoral Studies Panel may also want copies.

Student:	Date:
Principal Supervisor:	Date:
Second Supervisor: (if applicable)	Date:

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Six Month Review Meeting

Date:

Those present:

Documentation Review:

Please use the tick boxes to indicate that your RPDP documentation has been reviewed and circulated to those attending prior to the meeting and also detail briefly the major updates involved:

Research Plan:

Circulated: Yes ☐ No ☐

Major Developments:

Skills Development Plan:

Circulated: Yes ☐ No ☐

Major Developments:

Taught Credits earned to date: _____

Agreed Research Activities

Based on the review of your **Research Plan**, you can use this section to describe any research activities which you intend to undertake before your next review meeting.

Research Activity	Timeframe

Has your **Research Plan** been updated? Yes ☐ No ☐

Name:
Date:
Version:

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Six Month Review Meeting

Agreed Skills Development Activities

Based on the review of your Skills Development Plan, you can use this section to describe any skills development activities which you hope to undertake before your next review meeting (e.g.: training courses, presentations, seminars).

Skills Development Activity	Timeframe

Has your **Skills Development Plan** been updated? Yes ☐ No ☐

Has your **Skills Development Record** been updated? Yes ☐ No ☐

Preparation for Transfer Assessment
When do you think you will be ready to transfer?
What documents need to be prepared for your Transfer Assessment?
What further work needs to be done to prepare you?

Six Month Review Meeting

Supervisor Comments

Space is provided below for any comments that your supervisor may wish to include in the meeting template.

Confirmation

After your **Six Month Review Meeting**, you should complete the template and get your supervisor(s) to approve and sign it. A hard copy of the final document should be sent to your School Office and your supervisor and you should keep the original for your records. The members of your Doctoral Studies Panel may also want copies.

Student:	Date:
Principal Supervisor:	Date:
Second Supervisor: (if applicable)	Date:

Name:
Date:
Version:

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Twelve Month Review Meeting and preparation for Transfer Assessment

Date:

Those present:

Documentation Review:

Please use the tick boxes to indicate that your RPDP documentation has been reviewed and circulated to those attending prior to the meeting and also detail briefly the major updates involved:

Research Plan:

Circulated: Yes ☐ No ☐

Major Developments:

Skills Development Plan:

Circulated: Yes ☐ No ☐

Major Developments:

Taught Credits earned to date: _____

Agreed Research Activities

Based on the review of your **Research Plan**, you can use this section to describe any research activities which you intend to undertake before your next review meeting.

Research Activity	Timeframe

Has your **Research Plan** been updated? Yes ☐ No ☐

Name:
Date:
Version:

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Twelve Month Review Meeting and preparation for Transfer Assessment

Agreed Skills Development Activities

Based on the review of your Skills Development Plan, you can use this section to describe any skills development activities which you hope to undertake before your next review meeting (e.g.: training courses, presentations, seminars).

Skills Development Activity	Timeframe

Has your **Skills Development Plan** been updated? Yes ☐ No ☐

Has your **Skills Development Record** been updated? Yes ☐ No ☐

Preparation for Transfer Assessment

When do you think you will be ready to transfer?

What documents need to be prepared for your Transfer Assessment?

What further work needs to be done to prepare you?

Name:
Date:
Version:

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Twelve Month Review Meeting and preparation for Transfer Assessment

Supervisor Comments

Space is provided below for any comments that your supervisor may wish to include in the meeting template.

Confirmation

After your **Twelve Month Review Meeting and Preparation for Transfer Assessment**, you should complete the template and get your supervisor(s) to approve and sign it. A hard copy of the final document should be sent to your School Office and your supervisor and you should keep the original for your records. The members of your Doctoral Studies Panel may also want copies.

Student:	Date:
Principal Supervisor:	Date:
Second Supervisor: (if applicable)	Date:

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Meeting Subsequent to Transfer Assessment

Date:

Those present (to include Doctoral Studies Panel):

Documentation Review:

Please use the tick boxes to indicate that your RPDP documentation has been reviewed and circulated to those attending prior to the meeting and also detail briefly the major updates involved. Please also indicate the results of you Transfer Assessment and that you have circulated your Transfer Assessment Report:

Transfer Assessment Report:	Circulated:	Yes ☐	No ☐
	Transfer approved?	Yes ☐	No ☐

School requirements for transfer:

Research Plan:

Circulated: Yes ☐ No ☐

Major Developments:

Skills Development Plan:

Circulated: Yes ☐ No ☐

Major Developments:

Agreed Research Activities

Based on the outcome of your Transfer Assessment and a review of your **Research Plan**, you can use this section to describe any research activities which you intend to undertake before your next review meeting. These should be incorporated into your **Research Plan** in STAGE 2 of your RPDP.

Research Activity	Timeframe

Meeting Subsequent to Transfer Assessment

Have you prepared your **Research Plan** for STAGE 2 of your RPDP?

Yes ☐ No ☐

Agreed Skills Development Activities

Based on the outcome of your Transfer Assessment and a review of your **Skills Development Plan**, you can use this section to describe any skills development activities which you hope to undertake before your next review meeting (e.g.: training courses, presentations, seminars). These should be incorporated into your Professional Development plan in STAGE 2 of your RPDP.

Skills Development Activity	Timeframe

Have you prepared your **Skills Development Plan** for STAGE 2 of your RPDP?

Yes ☐ No ☐

Have you prepared your **Skills Development Record** for STAGE 2 of your RPDP?

Yes ☐ No ☐

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Meeting Subsequent to Transfer Assessment

Supervisor Comments

Space is provided below for any comments that your supervisor may wish to include in the meeting template.

Confirmation

After your **Meeting subsequent to Transfer Assessment**, you should complete the template and get your supervisor to approve and sign it. A hard copy of the final document should be sent to your School Office and your supervisor(s) and you should keep the original for your records. The members of your Doctoral Studies Panel may also want copies.

Student:	Date:
Principal Supervisor:	Date:
Second Supervisor: (if applicable)	Date:

Name:
Date:
Version:

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Generic Meeting Template

In addition to the formal review meetings associated with the RPDP process (e.g. **Initial Supervisory Meeting, Three Month Review Meeting**), you may also have many other meetings and discussions with your supervisors throughout your research project (e.g.: routine weekly/monthly meetings, preparation meetings for RPDP reviews).

The purpose of this Supervision Meeting template is to provide a structure for documenting the outcome of these meetings. The template is generic in nature, so that it can be used for most types of supervision meetings that will take place. You do not need to do this for every meeting, only for formal meetings where a record is required.

Record of Meeting

In this section you can provide a summary of the main points of the meeting (e.g.: progress in your research work since your last review meeting, alterations/updates to your Research or Professional Development Plan etc.)

Main Points Discussed:

Generic Meeting Template

Agreed Activities

You can use this section to document any detailed activities that you hope to complete before your next supervision meeting.

Activity	Timeframe

Confirmation

If you and your supervisor wish to maintain a record of meetings other than the formal RPDP meetings, this template may be used.

Student:	Date:
Principal Supervisor:	Date:
Second Supervisor: (if applicable)	Date:

Skills Development Record for STAGE 1

Your **Skills Development Record** is the culmination of your RPDP. Here you should record everything you have achieved during your research programme at UCD e.g. modules/training courses attended, publications, seminars, conferences.

It should be updated regularly and reviewed during your regular meetings with your supervisor. Your **Skills Development Record** will be a valuable resource when you come to applying for jobs after you complete your PhD - both in terms of writing your CV and at interviews.

Courses/Modules Attended During STAGE 1

Course Title:			
Date:		School/Other:	
Learning Outcomes:			
Skills Developed:			

Course Title:			
Date:		School/Other:	
Learning Outcomes:			
Skills Developed:			

Course Title:			
Date:		School/Other:	
Learning Outcomes:			
Skills Developed:			

Course Title:			
Date:		School/Other:	
Learning Outcomes:			
Skills Developed:			

Courses/Modules Attended During STAGE 1

Course Title:			
Date:		School/Other:	
Learning Outcomes:			
Skills Developed:			

Course Title:			
Date:		School/Other:	
Learning Outcomes:			
Skills Developed:			

Course Title:			
Date:		School/Other:	
Learning Outcomes:			
Skills Developed:			

Course Title:			
Date:		School/Other:	
Learning Outcomes:			
Skills Developed:			

Conference Presentations During STAGE 1

Conference Title:			
Date:		Location:	
Presentation Type:			
Presentation Title:			

Conference Title:			
Date:		Location:	
Presentation Type:			
Presentation Title:			

Conference Title:			
Date:		Location:	
Presentation Type:			
Presentation Title:			

Conference Title:			
Date:		Location:	
Presentation Type:			
Presentation Title:			

Papers Published During STAGE 1

Journal Title:			
Date:		Vol. (No.):	
Authors:		Pages:	
Title:			

Journal Title:			
Date:		Vol. (No.):	
Authors:		Pages:	
Title:			

Journal Title:			
Date:		Vol. (No.):	
Authors:		Pages:	
Title:			

Other Achievements Made During STAGE 1

Please detail these below: