Electronic Personal Development and Learning Plan:
Handbook for Students

Version	Author	Date Created/Updated
1.0	A.Stone	19/10/18

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1. Introduction

The Personal Development and Learning Plan (PDLP) is a record of a student's academic details such as the Supervisory Team, progress through formal milestones and changes to registration information.
The PDLP takes the form of a 'living' journal, accessible through the University's eVision system. It is a central electronic platform for a research student to record their individual ongoing developmental & training needs, a log of targets and objectives, thesis progress and a record of supervisory meetings during their journey towards their research degree.

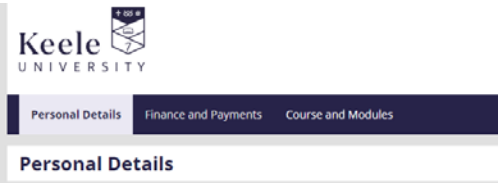
It is therefore essential that both the Student and the Lead Supervisor have a role in maintaining an oversight over the Students PDLP and keeping it up to date.

The electronic PDLP will be subject to periodic updates, such as format and additional features. Updated handbooks will be available from the Keele website: www.keele.ac.uk/research/currentpgrstudents/researchtraining/ when updates happen.

2. Accessing the PDLP

To Access the PDLP, you will need to log into your eVision account. Access to eVision is via: https://scims.keele.ac.uk/ where you will be asked to input your Keele username and password.

Click on the 'Course and Modules' tab.



Then click 'My PDLP Learning Plans':

Then click 'View Plan' and the main PDLP will appear:

3. Main PDLP Screen

From the main PDLP screen you will then be able to click on the tabs (as shown above) to access the different sections of the PDLP. You can also move from one tab to the next screen using the 'Next' button at the bottom of each screen.

4. Personal and Supervisory Details Tab

PDLP Section 1: Student details
This is the information that is held on your student record. If you believe that there are any errors please contact: studentrecords@keele.ac.uk

PDLP Section 2.1: Supervisory Team
These are the details of your Supervisory Team held on your student record.

To add details of your supervisors' expertise and contribution, choose from the drop down list the supervisor you want to add a description for.

Then in the 'Text to Add' box describe in detail the expertise your supervisor has in your research area. Consider how their expertise will contribute to your own research.

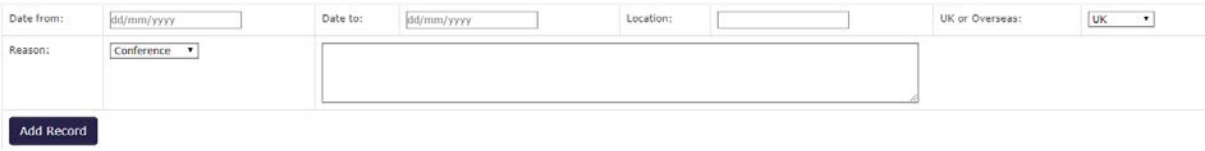
When you have added in your description, click the 'Update' button.

Note: After typing in your description, and before pressing 'Update', ensure that your information is correct. This cannot be changed after pressing the 'Update' button.

If you wish to add a further description, select the Supervisor from the drop down list. Then type in the 'Text to Add' box and click 'Update'. The most recent description added will be at the top of the Supervisor/ Co-Supervisor Expertise and Contribution field.

PDLP Section 2.2: Changes to Supervisory Team
Any changes to your Supervisor Team, following approval by the Faculty/ RI PGR Committee, will be shown here.

PDLP Section 2.3 Holiday Requests
This is a log of your holidays and time away from the University.

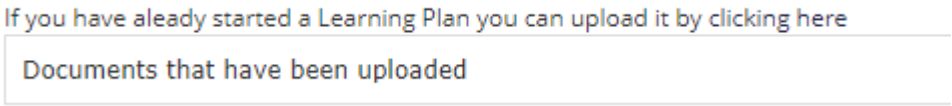


To record a holiday/ time away from the University input the date and information into the fields above using the calendar boxes, text boxes and drop down boxes.

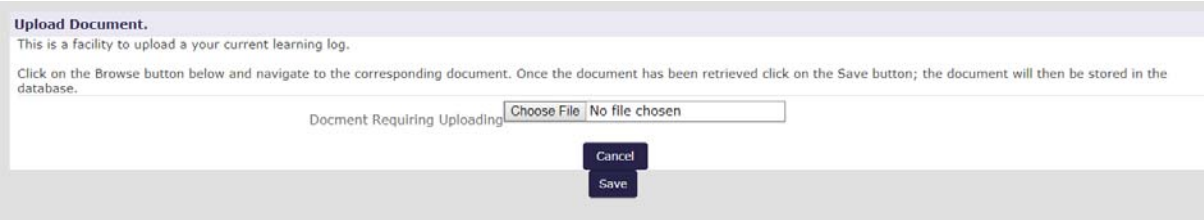
When you have added in the details and have checked the content, click 'Add Record.'

Note: After typing in your information, and before pressing 'Add Record', ensure that your information is correct. This cannot be changed after pressing the 'Add Record' button.

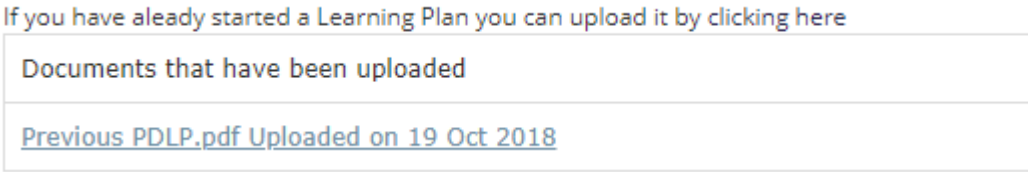
Previous Plans and Hours
If you have previously started a Paper/ Word Version of your PDLP, this can be uploaded to the electronic PDLP by clicking on the words 'clicking here.'



You can then upload your document on the next screen, by selecting the file you wish to upload.



Your previous plan will then be uploaded as a document attachment and would show in the 'Documents that have been uploaded' field, as shown below.



Note: Ensure that you upload the correct file to the electronic PDLP, as you will be unable to remove it.

5. Timetable Tab

PDLP Section 3: Timetable
This information is held on your student record and is automatically generated from the University's system.

PDLP Section 3.1: Formal Milestones
Formal Milestones are key events that show the progression of your research studies. The actual date will be shown after each Formal Milestone has been completed.

For those students who require Ethical Approval, you can enter the target date for Ethical approval. Enter the date and then click update.

The Target date for Ethical Approval will then show in the Formal Milestone section:

13/11/2018	Ethical approval sought (if applicable*)

To update the Target date for Ethical Approval, follow the same process as above.

PDLP Section 3.2: Interim Progress Reviews
This is pre-populated data that shows Target dates set and grades ratified by your Faculty/RI PGR Committee.

PDLP Section 3.3: Request for LOA or Extensions
This is pre-populated data that shows formal Leave of Absences (LOAs) and extensions to your maximum time as held on your student record.

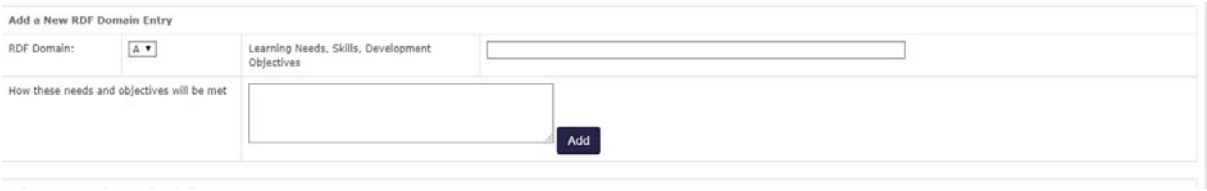
PDLP Section 3.4: Changes to Mode of Attendance (MOA)
This is pre-populated data as held on your student record that shows your Mode of Attendance and any changes.

6. Learning Needs and Skill Development Tab

PDLP Section 4: Learning Needs and Skills Development Objectives
In this section, you will log your analysis of your research needs and how you will develop your skills needed for your research.

Your learning needs and skills can be categorised into four Research Development Framework (RDF) Domains (A-D) with a fifth (E) for other additional considerations. RDF Domains A-D each have subsets (1-3). See https://www.vitae.ac.uk/vitae-publications/rdf-related/researcher-development-framework-rdf-vitae.pdf/view for further details.

PDLP Section 4.1: Analysis of Needs and Objectives
To add a new RDF Domain Entry, from the drop down box choose the appropriate RDF Domain (A-E). Add in text in the 'Learning Needs, Skills, Development Objectives' field provide the RDF sub category and brief title. For example: 'A1 - Knowledge Base, Subject Knowledge'.
Then complete the 'How these needs and objectives will be met section.
When you have finished your description, click the 'Add' button.



You will then see your learning need in the corresponding RDF domain.

Note: Each time you add a new field it will be given a sequence number.

To edit a previously saved learning need, from the 'Select RDF Domain' drop down box choose the learning need you intend to edit.

Select RDF Domain to Update/Edit		
Select RDF Domain	A-4-A1 - Knowledge Base	Select

The text of the learning need can then be edited in the 'Update/ Edit Selected RDF Domain' section.

Update/Edit Selected RDF Domain	
Learning Needs, Skills, Development Objectives	A1 - Knowledge Base
How these needs and objectives will be met	Seeking out information on Research Topic Create a Bibliography and find further sources of information Update RDF Domain

When you have finished editing, click on the 'Update RDF Domain' button.

If you have selected the incorrect learning need to edit, click the 'Clear Fields' button.

Clear Fields

7. Research Training Tab

PDLP Section 5.0: Record of Research Training and Skills Development
In this section, you will record you research training and development.
PhD students enrolled on or after August 1st 2013 must complete a minimum of 200 hours training in personal development and employability skills (through accredited Keele modules (10 credits is equivalent to 100 hours), non-accredited courses in a variety of formats, or a mixture of both) plus any subject-specific requirements set by the Research Centre (see 5.2).

PDLP Section 5.1: Research training and skills development prior to registration
If you have any previous research training and skills approved by your Faculty/ RI PGR Committee this will show in this section.

PDLP Section 5.2: Record of Compulsory and Optional credit-bearing Modules
This is pre-populated data as held on your student record that shows the Modules you are taking at Keele.

PDLP Section 5.3: Research Training Log
To add a new module or training activity, complete each field, adding text in the boxes as appropriate in the 'Add a new module or training activity' Section.
When you have finished your description, click the 'Add' button.

Add a new module or training activity:

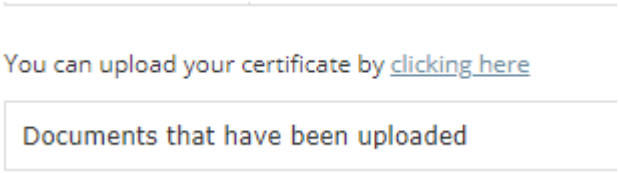
Module title or activity(*MANDATORY*)	
Module Code (if applicable)	
Credit/Hours	Hours
Add Date Started	dd/mm/yyyy
Add Date Completed	dd/mm/yyyy

Add

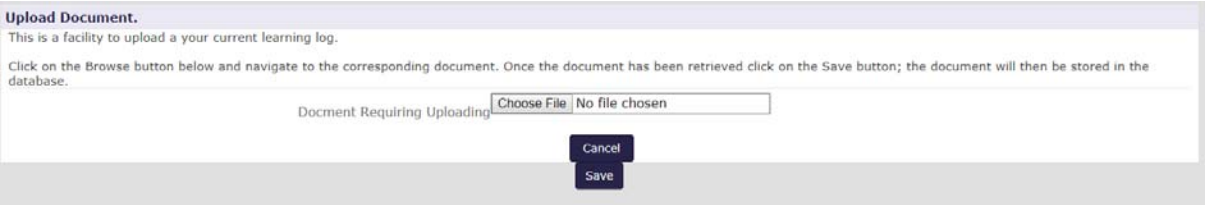
When the new module or training activity has been added it will show in the main track.

Note: New module or training activities will be ordered by date added.

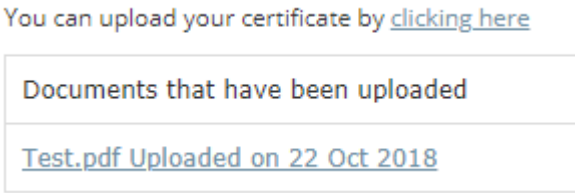
If you have received a certificate or evidence of attending research training, you can upload documents to the module or training activity. Click on upload link 'clicking here'.



You will then be prompted to upload your document from its location.



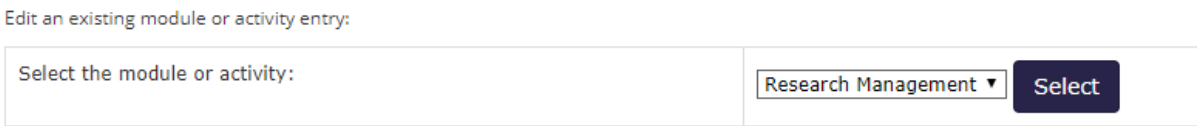
When uploaded you can click on the document to view.



Note: Ensure that you upload the correct file to the electronic PDLP, as you will be unable to remove it.

To edit a previously saved module or training activity, select the module or training activity to be edited in the 'Edit an existing module or activity entry' Section. Select the module or training activity to be edited from the drop down box.

The text of the module or training activity can then be edited in the 'Edit an existing module or activity entry' section.



The module or training activity to be edited will appear in the 'Add a new module or training activity' Section.

Add a new module or training activity:

Module title or activity(*MANDATORY*)	Research Management
Module Code (if applicable)	
Credit/Hours	7 Hours
Add Date Started	10/11/2018
Add Date Completed	10/10/2018

Update Module

When you have finished editing, click on the 'Update Module' button.

If you have selected the incorrect module or training activity to edit, click the 'Clear Selection' button.

Clear Selection

8. Targets and Objectives Tab

PDLP Section 6.0: Plan and Record of Research Activities
In this section, you will record your research activities, targets and objectives.

PDLP Section 6.1: Research targets and objectives to be achieved
This is a list of your objectives and how you are tracking your targets to meet your objectives. Any changes to Objectives and Target dates are to be agreed in conjunction with your Lead Supervisor.

To add a Research Target, complete each field, adding text in the boxes as appropriate in the 'Add a new Research Target' Section. When you have finished your description, click the 'Add Target' button.

Add a new Research Target:

Date Objective Set:	dd/mm/yyyy *Mandatory	Target Date:	dd/mm/yyyy	Status:	In Progress	Date Completed:	dd/mm/yyyy
Target Note:		Objective:					

Add Target

The Research Target will then show in the track, highlighted in Green for active Targets. Each target will be assigned a sequence number.

6	ACTIVE	22/10/2018	22/12/2018	Historiography	Write a Historiography of my subject area.	IN PROGRESS

To edit a previously saved Research Target, select the Research Target sequence number to be edited in the drop down box in the 'Edit an existing Research Target' Section. (Only Active Research Targets can be edited).

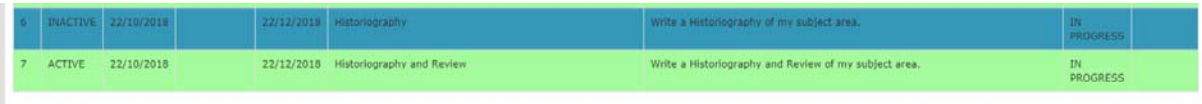
Edit an existing Research Target above:

Select a Research Target:	6 Select

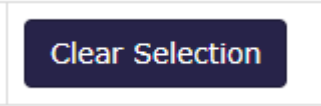
The text of the Research Target can then be edited in the 'Add a new Research Target' section.

When you have finished editing, click on the 'Update Activity' button.

Note: When editing a Research Target, the original target will not be deleted from the track. The most recent version of the target will supersede this. The previous target will be marked in blue, as 'Inactive', and the updated version will be in green, as 'Active'.



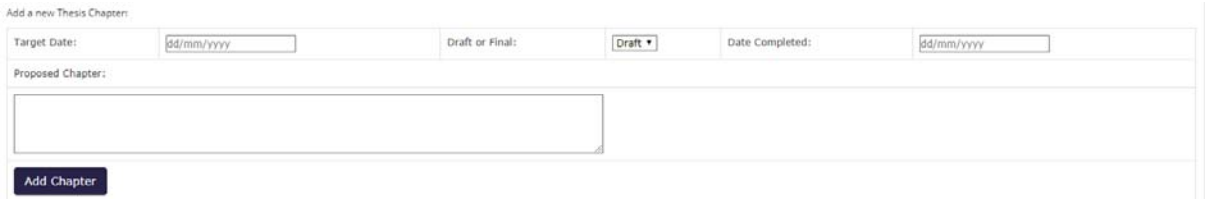
If you have selected the incorrect Research Training to edit, click the 'Clear Selection' button.



9. Thesis Tab

PDLP Section 6.2: Thesis Chapters and progress with Thesis
In this section, you will record your Thesis Chapters and progress on your Thesis.

To add a Thesis Chapter, complete each field adding text in the boxes as appropriate in the 'Add a new Thesis Chapter' Section. When you have finished your description, click the 'Add Chapter' button.



The Thesis Chapter will then show in the track. Each entry will be assigned a sequence number.

To edit a previously saved Thesis Chapter, select the sequence number to be edited in the drop down box in the 'Edit an existing Thesis Chapter' Section.

Edit an existing Thesis Chapter above:

Select a Thesis Chapter:	1 ▾ Select

The text of the sequence can then be edited in the 'Add a new Thesis Chapter' section.

Add a new Thesis Chapter:

Target Date:	30/10/2018	Draft or Final:	Draft ▾	Date Completed:	dd/mm/yyyy
Proposed Chapter:					
Chapter 15 Outline - investigations and analysis into chapters					
Update Chapter					

When you have finished editing, click on the 'Update Chapter' button. The updated details will then show in the track.

3		30/10/2018	Chapter 15 Outline - investigations and analysis into chapters Update - add a review also.	FINAL	31/10/2018

If you have selected the incorrect sequence number to edit, click the 'Clear Selection' button.

Clear Selection

10. Supervision Meetings Tab

PDLP Section 7.0: Record of Supervision Meetings/ Discussions
In this section, you can record your meetings and discussions with your Supervisory Team (including remote supervision).

To add a Meeting, complete each field adding text in the boxes as appropriate in the 'Add a new Record of Supervision Meeting/ Discussion' Section. When you have finished your description, click the 'Add Meeting' button.

Add a new Record of Supervision Meeting/Discussion:

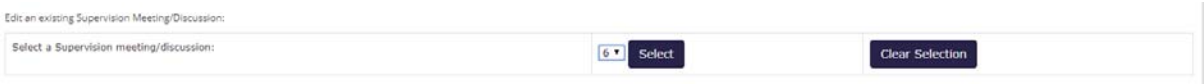
Meeting Date:	dd/mm/yyyy	Meeting Time:	hh:mm	People present:	
Key Points and decisions made:					
Add meeting					

The Meeting will then show in the track. Each entry will be assigned a sequence number.

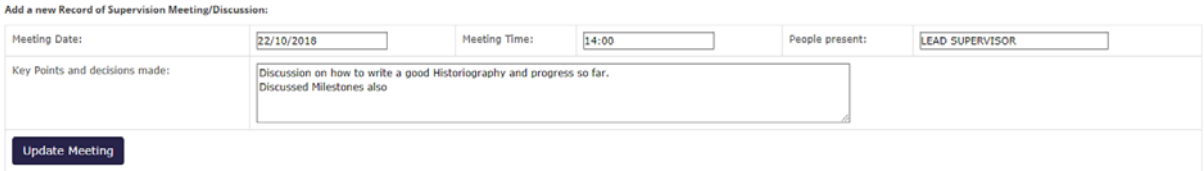
6	22/10/2018	14:00	Lead Supervisor	Discussion on how to write a good Historiography and progress so far.

Meetings added will be displayed in chronological order, not by sequence number.

To edit a previously saved Meeting, select the sequence number to be edited in the drop down box in the 'Edit an existing Supervision Meeting/ Discussion' Section.



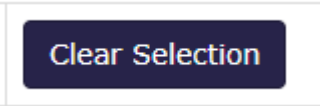
The text of the sequence can then be edited in the 'Add an existing Supervision Meeting/ Discussion' section.



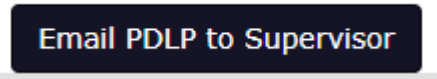
When you have finished editing, click on the 'Update Meeting' button. The updated details will then show in the track.

Note: Your Supervisor will be able to comment on the meeting/ discussion records you have added.

If you have selected the incorrect sequence number to edit, click the 'Clear Selection' button.



The 'Email PDLP to Supervisor' function is available at the bottom of the Supervision Meeting Section.



By clicking the 'Email PDLP to Supervisor' button, an email will be sent to the Lead Supervisor to log into the Supervisor Version of PDLP, to review what you have recorded so far.

Your Supervisor is able to add comments/ updates to the following sections:

- Learning Needs and Skills Developments
- Research Training
- Research Targets and Objectives
- Supervision Meetings

11. Troubleshooting

If you are experiencing any issues with logging into or accessing the PDLP from eVision, please contact IT Services at it.service@keele.ac.uk or use the Self Service Portal at https://servicedesk.keele.ac.uk/tas/public/login/saml

If you have any queries about information that is held on your student record or if you believe that there are any errors with your student record, please contact: studentrecords@keele.ac.uk