

Candidate Development Plan (CDP) FAQ

- for VUW Doctoral students

What is a CDP?

A Candidate Development Plan is an online form where you record your progress on your Doctoral programme. This happens every May and November and every student needs to complete one (except those who are on suspension for the month of November). The form will be completed by you and your supervisor and it will be read by your Head of School, your Associate Dean and in some cases the Dean of the Faculty of Graduate Research.

Why complete a CDP?

Doctoral progress reporting is required by the Ministry of Education, so this is something that you have to do as part of your candidature. CDPs are also used as supporting evidence for other processes, such as applying for suspensions and extension. CDPs can be a useful way for you to document your progress, plan your future goals and are a good opportunity to honestly reflect on how things are going because your supervisors and Head of School will read these at the very least, so if there is any additional support or resources that you need to be productive in your study, this is a good way to raise that formally.

What is the CDP process?

There are 5 short sections you must complete:

1. Candidate's information
2. Thesis information
3. Self review
4. Meet with your supervisors
5. Sign off on the meeting notes

You will complete sections 1 – 3 yourself and then submit this to your supervisor. This is due **16 May/16 November**. You then need to organise a meeting with your supervisor and your supervisor will fill out section 4. After that you must review the information in the meeting section and sign off section 5. This is due by **31 May/30 November**.

Any further questions please email fgr-postgrads@vuw.ac.nz