Candidate Development Plan: Guidelines for Administrators

All candidates are expected to complete a Candidate Development Plan (CDP) twice a year; in May and November. These reports are completed online using ResearchMaster. Below are guidelines for monitoring online CDPs for School, Faculty and FGR administrators:

1. Accessing the system:
   a) Log into ResearchMaster at https://rme6.vuw.ac.nz/RME6/
      i. Use your normal Victoria login and password
      ii. Contact progressreports@vuw.ac.nz if you have trouble with your login
   b) Click on Manage Progress Reviews in the Online Forms menu at the right of the homepage

You will see a list of students you have access to (eg. those associated with your School or Faculty). If the student has not created their CDP yet (the first step), your will not see their supervisor or which stage they are currently at.

2. Viewing all reports for a round:
   In Manage Process Reviews you can change the dates to show all reports for a particular round. To do this:
   a) Click on the plus symbol at the top left of the screen (see left)
   Change the dates to cover the due dates of the round
   eg. for the November 2016 round change to 1/11/2016 to 31/12/2016
   b) You can also view all reports on screen by going to the bottom of the screen and changing the page size to be the maximum (see right)

3. Workflow statuses:
   There are five workflow statues:
   a) Blank status (the candidate has not created the form yet)
   b) Draft (candidate has started their section)
   c) Meeting (candidate and supervisors are ready for the meeting)
   d) Student Sign-off (ready for candidate to sign-off meeting comments)
e) School review (ready for comments from the Head of School or delegate)

f) Faculty review (ready for comments and sign-off from the Associate Dean (PGR))

These statuses should help you to see where CDPs may be stuck and help to progress them through the workflow.

The FGR will email candidates and advise when they can start their CDP at the beginning of the round. A follow up email will then be sent after one week to those who have not yet started their CDP.

School and Faculty administrators will then shepherd forms through the rest of the workflow.

4. Problem solving:

a) If someone can’t log in to ResearchMaster
   i. Everyone should use their normal Victoria login to access ReasearchMaster
   ii. Candidates who are also staff members can try their staff login if their student login doesn’t work
   iii. Contact progressreports@vuw.ac.nz and advise which login ID they are trying to use and this can be resolved

b) Supervisors are incorrect
   i. If the supervisors are listed incorrectly they need to be updated by Faculty advisors in ResearchMaster. If the primary supervisor is not showing on screen then there is something not right in the record in ResearchMaster, this can be corrected by Faculty advisors
   ii. Once supervisors are updated the form can be refreshed (see below, refresh using the icon on the main list of students) and the supervisors should then appear correctly

\[
\begin{array}{|c|c|}
\hline
\text{Due Date} & \text{Date Created} \\
\hline
31/11/2016 & N/A \\
31/11/2016 & 27/10/2016 \\
31/11/2016 & 27/10/2016 \\
\hline
\end{array}
\]

\[\text{Supervisor Name:}\]

\[\text{Department:}\]

\[\text{Role:}\]

\[\text{Contact:}\]

\[\text{Tel:}\]

\[\text{Email:}\]

\[\text{For further information, please contact}\]

\[\text{progressreports@vuw.ac.nz}\]

\[\text{and advise which login ID they are trying to use and this can be resolved}\]

c) A candidate has advised that their thesis title has changed or is incorrect
   i. This can be updated in ResearchMaster by Faculty advisors, however this will not refresh in the current form. If the CDP is at draft stage, the candidate can delete the form and create a new one if they want their thesis title to update. Otherwise this will stay as it until the next CDP round

d) If the wrong Head of School or delegate has been selected
   i. Click on the Review tab on the top left of the page
   ii. Click on HoS or delegate
   iii. You can search for the person by either first or last name (whichever is least common). The quickest way to search is using the person code – this is the first 6 letters of the last name and the first 2 letters of the first name, eg. Peter Whiteford would be WHITEFPE. If you can’t find the correct person email progressreports@vuw.ac.nz to have them added
   iv. Once you’ve found the right person click on their name to add them
If you come across any other problems or have any feedback or questions, please forward to progressreports@vuw.ac.nz.

5. Printing the form:

To print the form, open it and click on the Reports icon in the dark blue horizontal ribbon of icons near the top of the screen. Select whether you want to view the form as a PDF or HTML, and click on OK. The form will open in a new tab. You can then download and save a soft-copy or print a hard-copy.

If the form doesn’t print, ensure you don’t have a pop-up blocker active.