**Candidate Development Plan (CDP) — November 2023**

Six monthly report for doctoral candidates at Te Herenga Waka—Victoria University of Wellington

**Instructions**

This form is designed to be completed electronically on a computer. All the boxes stretch to accommodate whatever text you type in.

**Students**: Please complete Part 1, then email this form to your primary or university supervisor.

**Supervisors**: Please arrange to meet with your student, then complete Part 2.

**Postgraduate coordinators**: If a student or supervisor emails this form to you, please look it over and consider whether there is any action you need to take, which may include escalating issues to the Associate Dean (PGR) in your Faculty.

**Part 1 (Student to complete)**

Student ID: \_\_\_\_

Student name: \_\_\_\_

Student email: \_\_\_\_

Thesis title: \_\_\_\_

School/Institute/Centre: \_\_\_\_

Supervisors’ names: \_\_\_\_

**Research progress**: Describe the progress you’ve made on your research since your last CDP. Review the specific goals you set last time, and evaluate your progress against them. If you did not completely achieve your goals, what were the obstacles to your progress?

**Goals**: Re-read your self-review from your last CDP, and set three specific goals for the next period. Each of these goals should be ‘SMART’ (Specific, Measurable, Achievable, Realistic and include the Time by which you will achieve them).

**Accomplishments**: Describe any other achievements or accomplishments since the last CDP. Include any externally recognised achievements (awards, poster presentations, etc.) and any other achievements (such as the skills you’ve developed since your last CDP).

**Work experience**: In the last six months, have you engaged in any tutoring , teaching or other related work experience (research assistance, conference organisation, student representation)? If so, describe what you have done and reflect on it.

Overall how do you assess your progress?

[ ]  Excellent

[ ]  Very good

[ ]  Good

[ ]  Satisfactory, but I have some concerns

[ ]  I have minor concerns

[ ]  I have major concerns

**Concerns**: If you ticked a box indicating that you have concerns, you can explain them here.

*If you have concerns that you do not wish to discuss with your supervisor(s) then please contact one of the following for advice:*

* *The Postgraduate Coordinator (PGC) in your School/Institute/Centre[[1]](#footnote-2)*
* *The Associate Dean in your Faculty[[2]](#footnote-3) who is responsible for Postgraduate Research (PGR) Students*
* *A Postgraduate Research Student Advisor in the Faculty of Graduate Research*(fgr-postgrads@vuw.ac.nz)
* *The VUWSA Student Advocacy Service which is independent of the University*(advocate@vuwsa.org.nz)

**Save this document and email it to your supervisors.** Ask them to set up a meeting to discuss this with you.

**Part 2 (Supervisor to complete)**

Please arrange to meet with your student to discuss their work over the past six months, their plans for the next six months, and the comments they have made in Part 1. Then complete the rest of this form.

Which supervisor completed this Part of the form: \_\_\_\_

Date of meeting between student and supervisors: \_\_\_\_

Please list the people present at the meeting:

**Progress**: Please comment on your candidate’s progress.

Overall, how do you assess your candidate’s progress?

[ ]  Excellent

[ ]  Very good

[ ]  Good

[ ]  Satisfactory, but I have some concerns

[ ]  I have minor concerns

[ ]  I have major concerns

**Goals**: Please comment on your candidate’s goals for the next 6 months

**Supervisory arrangements**: Briefly describe the supervision arrangements (i.e meeting frequency, mode of meetings).

**Issues**: If any issues remain unresolved, please describe them.

**Email the completed form to the student and all of their supervisors**. If either you or the student have indicated that you/they have concerns, please forward this form to the Postgraduate Coordinator (PGC) in your School/Institute/Centre for their consideration[[3]](#footnote-4).

1. See the list of PGCs at <https://www.wgtn.ac.nz/fgr/apply/postgraduate-coordinators> [↑](#footnote-ref-2)
2. For these purposes the Ferrier Research Institute and the Antarctic Research Centre are looked after by the Faculty of Science, while the Robinson Research Institute is looked after by the Faculty of Engineering [↑](#footnote-ref-3)
3. See the list of PGCs at <https://www.wgtn.ac.nz/fgr/apply/postgraduate-coordinators> [↑](#footnote-ref-4)