

# Electronic Personal Development and Learning Plan:

Handbook for PGRDs, Faculty/RI  
Administrators & Co-Supervisors

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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.

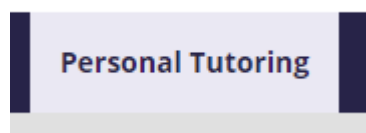
It is therefore essential that both the Student and the Lead Supervisor have a role in maintaining an oversight over the student's PDLP and keeping it up to date. It is also important that members of the broader supervisory team, as well as Faculty/RI PGR Administrators and Directors, have a means of accessing and viewing the PDLP (e.g. for members of the supervisory team: to see the updated PDLP before Annual Progress Review 2 or 3; for PGR Administrators and Directors: for discussion at a Faculty/RI PGR Committee meeting). Please Note: Your access to the PDLP is on a read-only basis.

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/](http://www.keele.ac.uk/research/currentpgrstudents/researchtraining/) when updates happen.

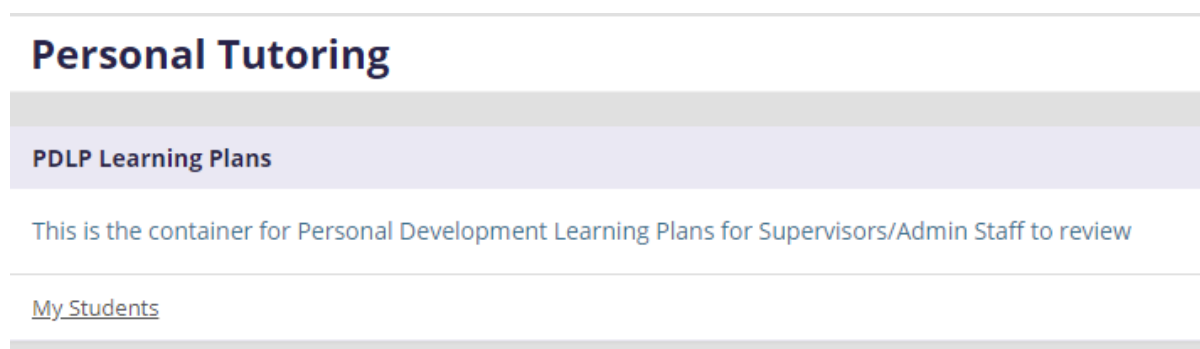
## **2. Accessing the PDLP**

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.

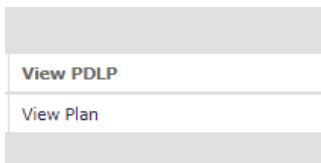
Click on the 'Personal Tutoring' tab.



Then click 'My Students':



Then click 'View Plan' for the student's plan you want to view from your list of students.



### 3. Main PDLP Screen

Postgraduate Research Student Personal Development and Learning Plan

Personal and Supervisory Details **Timetable** **Learning Needs and Skill Development** **Research Training** **Targets and Objectives** **Thesis** **Supervision Meetings**

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 for you to view. 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 the student's record. If you believe that there are any errors please contact [studentrecords@keele.ac.uk](mailto:studentrecords@keele.ac.uk)

#### PDLP Section 2.1: Supervisory Team

These are the details of the Supervisory Team held on the student record.

The student is able to add in the details of the Supervisory Teams expertise and contribution.

#### PDLP Section 2.2: Changes to Supervisory Team

Any changes to the Supervisory Team, following approval by the Faculty/ RI PGR Committee, will be shown here.

#### PDLP Section 2.3 Holiday Requests

This is a log of the student's holidays and time away from the University. The student will add these details into the Student version of the PDLP.

Date from	Date to	Location	UK or Overseas	Reason
				Holiday -
15/10/2018	19/10/2018	France	Overseas	Holiday - Holiday

#### Previous Plans and Hours

If the student has previously started a Paper/ Word Version of their PDLP, this can be uploaded to the electronic PDLP. If they have uploaded a document to view it will show in the 'Documents that have been uploaded' section.

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Documents that have been uploaded

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[Previous PDLP.pdf Uploaded on 19 Oct 2018](#)

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## **5. Timetable Tab**

### **PDLP Section 3: Timetable**

This information is held on the student's 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 the research studies. The actual date will be shown after each Formal Milestone has been completed.

**Please Note:** For Overseas Fee paying students the Course Start cannot be changed, due to Visa restrictions. Please contact student [studentrecords@keele.ac.uk](mailto:studentrecords@keele.ac.uk) if you have any queries about start dates.

#### **PDLP Section 3.2: Interim Progress Reviews**

This is pre-populated data that shows Target dates set and grades ratified by the 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 the maximum time as held on the student record.

#### **PDLP Section 3.4: Changes to Mode of Attendance (MOA)**

This is pre-populated data as held on the student's record that shows the 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 be able to view the student's analysis of their research needs and how they will develop their skills needed for their research.

The 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**

You will be able to view the student's learning needs, skills and development as per the RDF Domains.

## **7. Research Training Tab**

### **PDLP Section 5.0: Record of Research Training and Skills Development**

In this section, the student will record their 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 there are any previous research training and skills approved by the 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 the student's record that shows the Modules the student is taking at Keele.

### **PDLP Section 5.3: Research Training Log**

You are able to view the Student Research Training Log in Section 5.3.

## **8. Targets and Objectives Tab**

### **PDLP Section 6.0: Plan and Record of Research Activities**

In this section, the student will record their research activities, targets and objectives.

### **PDLP Section 6.1: Research targets and objectives to be achieved**

This is a list of the student's objectives and how they are tracking their targets to meet the objectives. Any changes to Objectives and Target dates are to be agreed in conjunction with the Lead Supervisor.

## **9. Thesis Tab**

### **PDLP Section 6.2: Thesis Chapters and progress with Thesis**

In this section, the student will record the Thesis Chapters and progress on their Thesis.

## **10. Supervision Meetings Tab**

### **PDLP Section 7.0: Record of Supervision Meetings/ Discussions**

In this section, the student will record the meetings and discussions with the Supervisory Team (including remote supervision).

On the Student PDLP there is a function to 'Email PDLP to Supervisor'. When the student clicks 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 has been recorded so far.

The email will state:

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The PDLP Learning Plan has been submitted by the student xxxxxxxx for review by you.

You can log into your eVision account at the following direct link (<https://scims.keele.ac.uk>) and click on Personal Tutoring tab, or through the Staff Keele Learning Environment (KLE) to review the PDLP.

Thanks.

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When the 'Email PDLP to Supervisor' button is clicked this will also add the current number of hours to the database. For administration purposes, to find the total number of hours on SCIMS go to UDF Field F on the SPR Screen.

## **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](mailto:it.service@keele.ac.uk) or use the Self Service Portal at <https://servicedesk.keele.ac.uk/tas/public/login/saml>