



RESEARCH AND PROFESSIONAL DEVELOPMENT PLANNING (RPDP)

Guide to using online RPDP Form

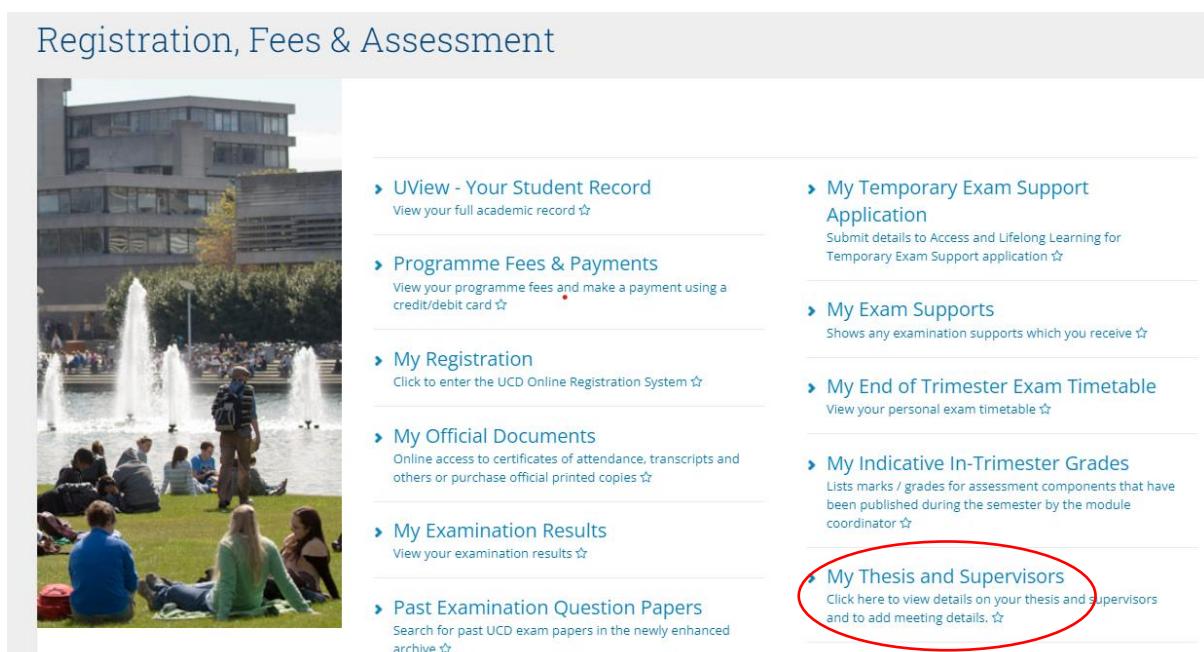
1. Introduction

Research and Professional Development Planning (RPDP) is an integral part of all research degree programmes at UCD. Its purpose is to ensure that your work is clearly focused on achieving your research and professional goals. The RPDP plays a major part in informing the trajectory of your research and in your training and development as a researcher. Your RPDP will help you develop key skills that will be invaluable for both your current research and your future career prospects.

Successive RPDP forms capture the outcomes of meetings between you and your Research Studies Panel (RSP). These outputs include agreeing a personal training or development plan, outlining your current research plan, tracking the progress you have made in your research, and maintaining a record of credit awards and any professional development activities undertaken.

2. Where to find the RPDP Form

a. *Student view*



Registration, Fees & Assessment

UView - Your Student Record
View your full academic record ☆

Programme Fees & Payments
View your programme fees and make a payment using a credit/debit card ☆

My Registration
Click to enter the UCD Online Registration System ☆

My Official Documents
Online access to certificates of attendance, transcripts and others or purchase official printed copies ☆

My Examination Results
View your examination results ☆

Past Examination Question Papers
Search for past UCD exam papers in the newly enhanced archive ☆

My Temporary Exam Support Application
Submit details to Access and Lifelong Learning for Temporary Exam Support application ☆

My Exam Supports
Shows any examination supports which you receive ☆

My End of Trimester Exam Timetable
View your personal exam timetable ☆

My Indicative In-Trimester Grades
Lists marks / grades for assessment components that have been published during the semester by the module coordinator ☆

My Thesis and Supervisors
Click here to view details on your thesis and supervisors and to add meeting details. ☆

Figure 1. The RPDP Form can be accessed by students in the 'My Thesis and Supervisors' Section of SISWeb

My Thesis and Supervisors

My Thesis

Student Name	Student No	Type	Thesis Title
Major Thesis Novel Population Genomics Approaches for Trait Mapping using the Thoroughbred Horse Model			

My Supervisors

Type	Supervisor
Primary Thesis Supervisor	+UCD@asparagus.ucd.ie
Thesis Co-Supervisor	+UCD@asparagus.ucd.ie

Supervisor Meetings

The student is expected to organise these meetings and to use the area below to record details on each meeting.

Add Meeting

Date of Meeting	Attendees	Notes	Attached Document	Click to
15 May 2023	me , my supervisor, chair and 2 advisors	Download.docx		Edit

RSP Meetings

Date of Meeting	Attendees	Attached Document	Click to	Add Meeting
15 May 2023	me , my supervisor, chair and 2 advisors	Download.docx		Edit

My Research and Professional Dev Plan

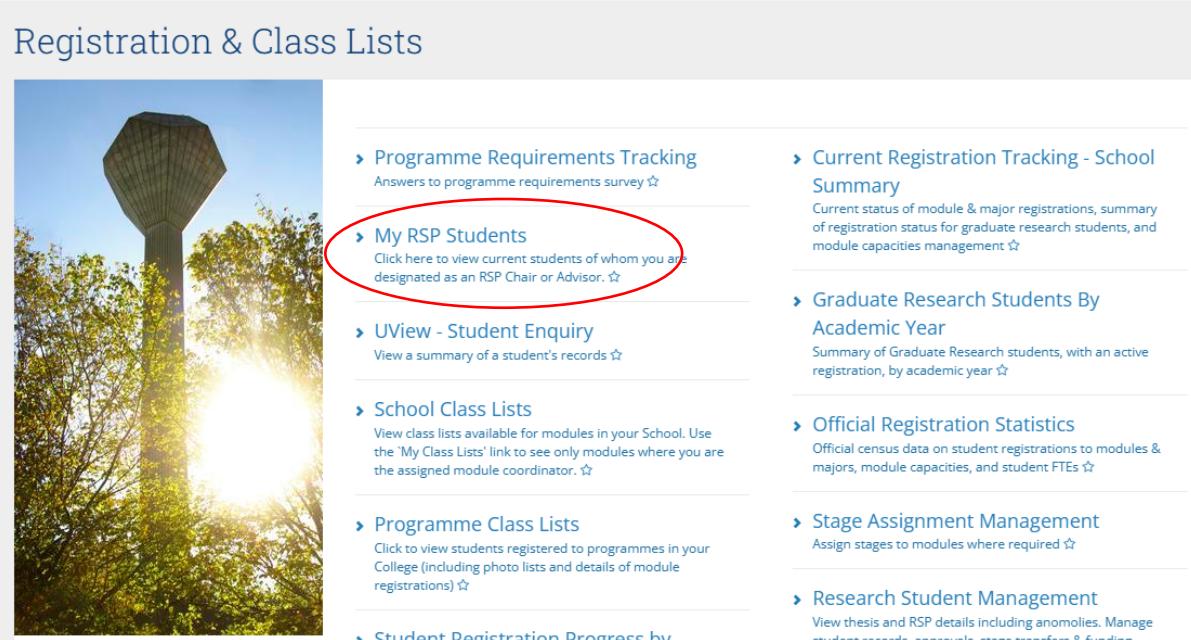
(This section is circled in red with an arrow pointing to the 'Add New Plan' button)

Add New Plan

Student	Stage	Meeting Date	Student Sign Off	Chair Sign Off
1	01 May 2023	Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	10 May 2023		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	15 May 2023	Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	17 May 2023	Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	23 May 2023	Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	21 Jun 2023		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 2. The RPDP Form is accessed under 'My Research and Professional Dev Plan' Section

a. Research Studies Panel view



Registration & Class Lists

Programme Requirements Tracking
Answers to programme requirements survey ☆

My RSP Students
Click here to view current students of whom you are designated as an RSP Chair or Advisor. ☆

UVIEW - Student Enquiry
View a summary of a student's records ☆

School Class Lists
View class lists available for modules in your School. Use the 'My Class Lists' link to see only modules where you are the assigned module coordinator. ☆

Programme Class Lists
Click to view students registered to programmes in your College (including photo lists and details of module registrations) ☆

Student Registration Progress by

Current Registration Tracking - School Summary
Current status of module & major registrations, summary of registration status for graduate research students, and module capacities management ☆

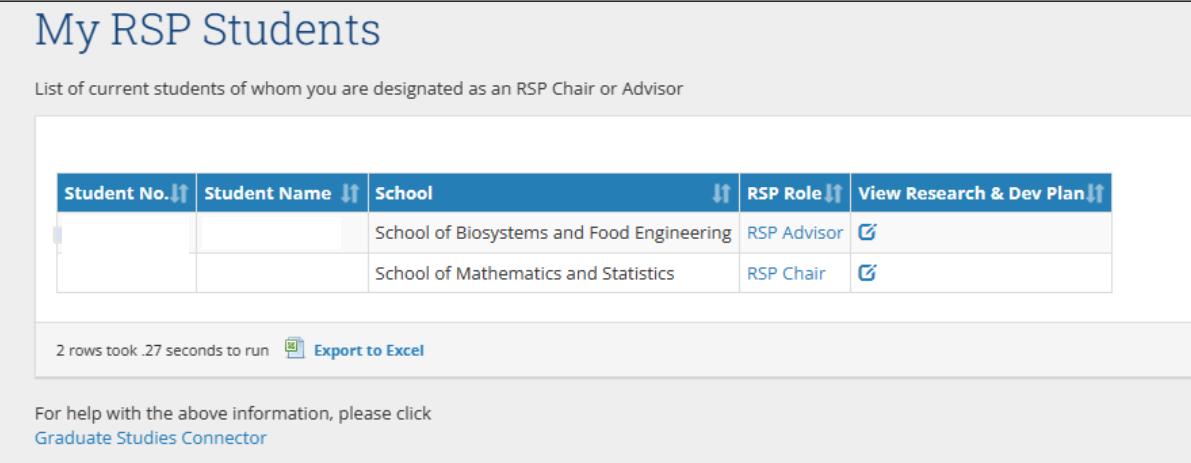
Graduate Research Students By Academic Year
Summary of Graduate Research students, with an active registration, by academic year ☆

Official Registration Statistics
Official census data on student registrations to modules & majors, module capacities, and student FTEs ☆

Stage Assignment Management
Assign stages to modules where required ☆

Research Student Management
View thesis and RSP details including anomalies. Manage student records, approvals, stage transfers & funding

Figure 3. The RPDP Form can be accessed by RSP members via 'My RSP Students' Section



My RSP Students

List of current students of whom you are designated as an RSP Chair or Advisor

Student No. ↑	Student Name ↑	School	RSP Role ↑	View Research & Dev Plan ↑
		School of Biosystems and Food Engineering	RSP Advisor	
		School of Mathematics and Statistics	RSP Chair	

2 rows took .27 seconds to run  [Export to Excel](#)

For help with the above information, please click [Graduate Studies Connector](#)

Figure 4. RSP members can view submitted RPDP Forms

3. RPDP Form is in Two Parts

Part 1 of the form is to be completed by the student prior to the Research Studies Panel (RSP) Meeting. Part 2 is completed by the Chair of the RSP after the RSP Meeting. The Chair will sign off the form on behalf of the RSP members. The student is the final signatory.

2.1 Part 1 of RPDP Form

Part 1 is for the research student to outline their research plan, research progress, plans for the future, credits awarded to date, and any professional development activities undertaken. When completing Part 1 of the form the research student can save their work using the 'Save' button and return as often as is required. Once Part 1 is complete the student can submit the form online using the 'Submit' button. When Part 1 is submitted, it will be visible to the members of your RSP and they will receive an email alert that it has been uploaded.

Part 1 of the form is comprised of the following sections:

- **Record of Ongoing Research:** to provide updates on research progress
- **Future Plan:** to provide updates on the research plan for the following year
- **Credit-bearing Module Details:** record any credit-bearing modules completed or currently registered to. Please include the title, module code and ECTS value
- **Recognition of Prior Learning (RPL) where applicable:** record of any RPL awarded that is contributing to the University 30 credit requirement
- **Professional and Career Development Activities:** record and structured or unstructured activities
- **Research Integrity Training:** record of any Research Integrity Training undertaken
- **Other Relevant Activities:** Any additional information not covered in the sections above

When Part 1 is completed it can be saved by clicking the 'Save' button.

****Please note that the document must be saved before it can be submitted . ***

Research and Professional Development Plan

Part 1 of the form is to be completed by the student prior to the RSP Meeting.
Part 2 is completed by the Chair after the RSP Meeting.
The Chair will sign off the plan on behalf of the RSP Members.
The student is the final signatory.

Student Details

Student*

Sign Off

Student Sign Off

Chair Sign Off

Part 1: to be completed by student

Meeting Date*

e.g. 01 Sep 2023

Record of ongoing research*

Please provide updates of your research progress

3000 characters left

Future Plan*

Please provide updates of your research plan for the following year

3000 characters left

Credit Bearing Module Details

Record any credit bearing modules that you have completed & those you are currently registered to. Please include the title, module code & ECTS value.

2000 characters left

Recognition of Prior learning (where applicable)

Please record of any Recognition of Prior learning that you have been awarded that is contributing to the University 30 credit requirement.

2000 characters left

Professional & Career Development Activities

Record of professional and career development modules / workshops / activities

3000 characters left

Research Integrity Training

Please record any Research Integrity Training undertaken.

2000 characters left

Other Relevant Activities

Please provide any additional information not covered in the sections above.

3000 characters left

Figure 5. Part 1 of the RPDP Form to be completed by the student.

Once the student has completed and submitted the RPDP Form, an email will automatically be sent from a noreply@ucd.ie email address to all RSP members, including the Supervisor. The email will contain the following text:

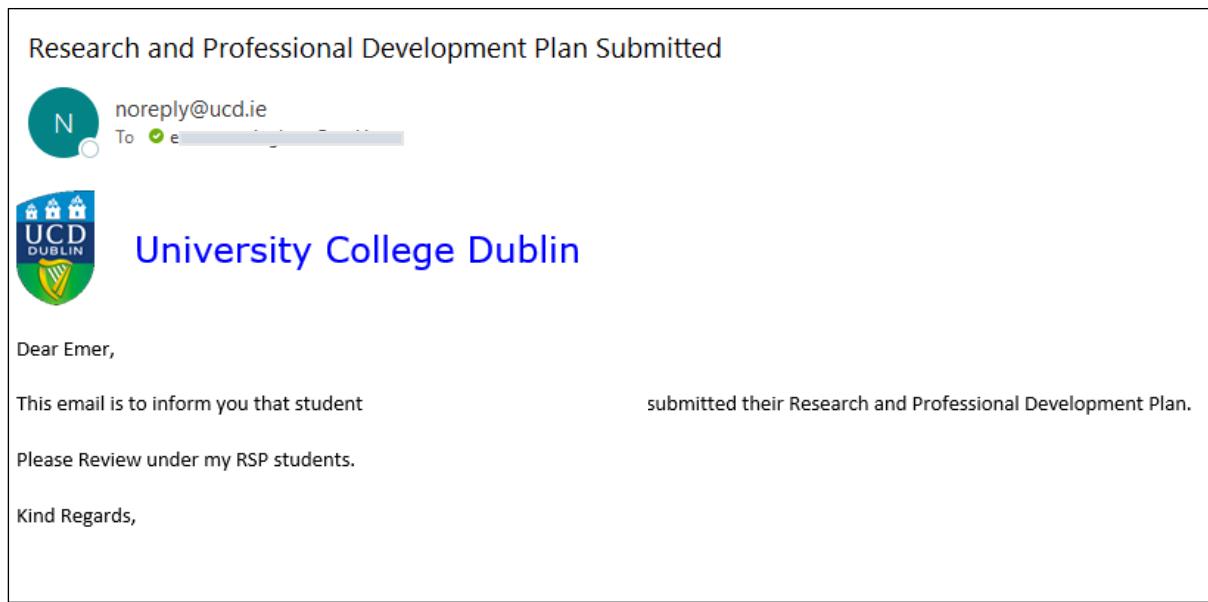


Figure 6. Notification email received by RSP Panel members.

If the RSP member has the role of 'Chair' they can view and edit Part 2 of the RPDP Form. If the RSP member has the role of 'Advisor' they can only view the RPDP Form. RSP members can download the RPDP Form prior to the RSP meeting as a PDF. This document will be the basis of the RSP meeting. An RSP meeting is held to provide advice, monitor your progress and make recommendations to the research student on their research trajectory.

3.2 Part 2 of RPDP Form

Part 2 of the RPDP Form outlines the consensus of the RSP on your progress to that point and their recommendations going forward, and is completed by the Chair of the RSP, who will sign off the form on behalf of the RSP members.

Part 2 of the form is comprised of the following areas:

- **Progress Report:** the RSP's opinion of the progress the student has made since the last RSP meeting (or since the student began their programme)
- **Recommendations for the Future:** the RSP's recommendations to the student
- **Comments:** any additional comments not covered above



The image shows a screenshot of the RPDP Form. At the top, a blue header bar features the text 'RPDP' in white. Below this, a white section is titled 'Part 2: to be completed by Chair'. This section contains three text input fields: 'Progress Report', 'Recommendations for the Future', and 'Comments'. Each field has a small blue asterisk (*) to its left, indicating it is a required field. The 'Comments' field is notably larger than the others. The entire form is set against a light gray background.

Figure 7. View of Part 2 of RPDP Form, completed by the Chair of the RSP.

Once the RPDP Form has been submitted and signed off by the Chair on behalf of the RSP members, the student will receive an email notification that the RPDP has been completed and a request that they sign off.

3.3 Sign Off

The Chair of the RSP will sign off the document on behalf of the RSP members. This will trigger an email notification that the RPDP has been completed and a request that they sign off.

Research and Professional Development Plan

Part 1 of the form is to be completed by the student prior to the RSP Meeting.
Part 2 is completed by the Chair after the RSP Meeting.
The Chair will sign off the plan on behalf of the RSP Members.
The student is the final signatory.

Student Details	
Student*	<input type="text"/>
Sign Off	
Student Sign Off	<input type="checkbox"/>
Chair Sign Off	<input type="checkbox"/>
Part 1: to be completed by student	
Meeting Date*	<input type="text"/>

Figure 8. Sign off section is at the top of the RPDP Form.

3.4 Record

The RPDP Form can be downloaded as a PDF. The Form will remain accessible to the Student and RSP members for duration of the student's research programme.



Research & Professional Development Plan

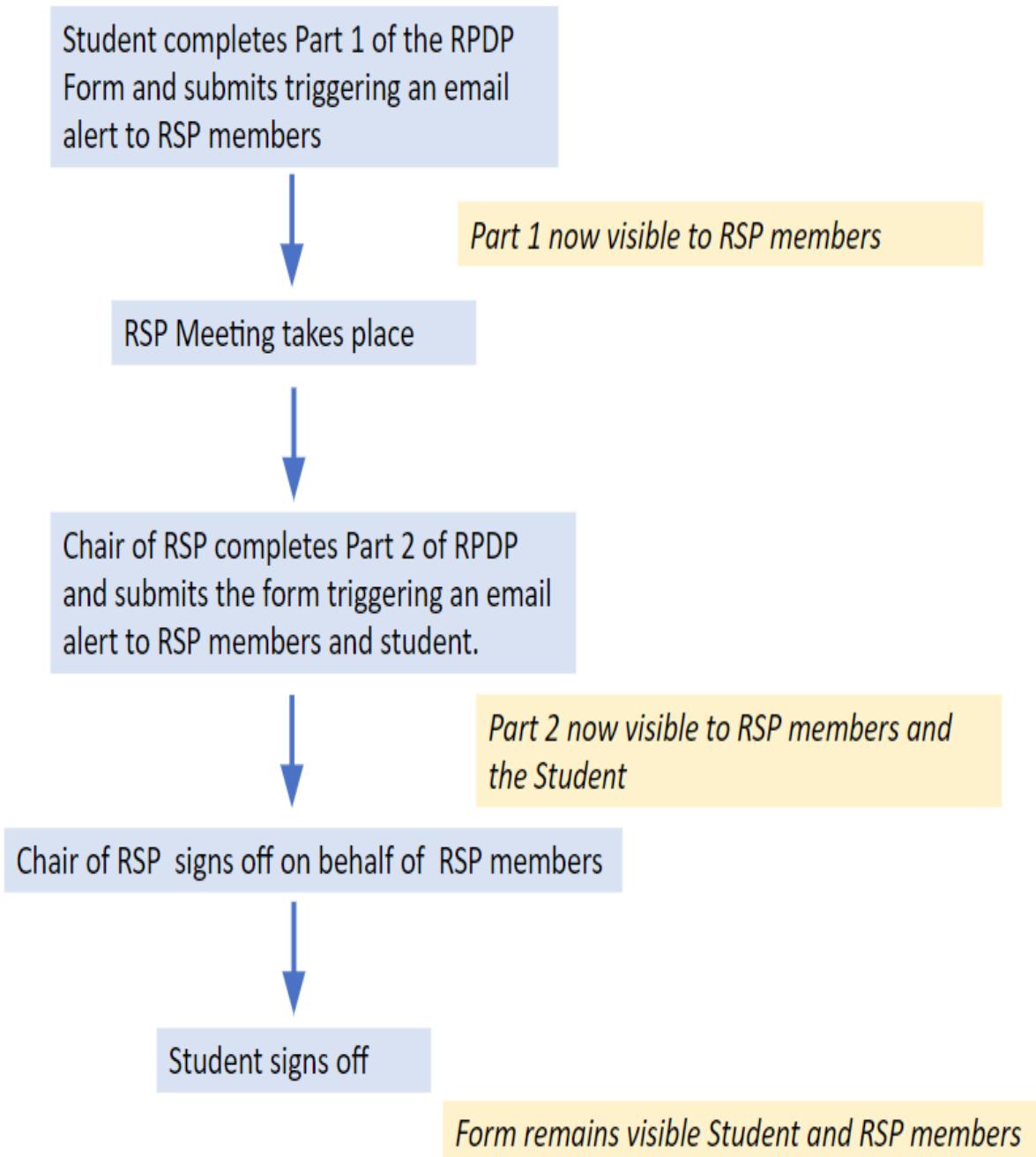
Printed on 1 September 2023
by Ksenia Makaimova

Student Research and Professional Development Plan

User:	
Date of Meeting:	25 May 2023
Student Sign Off:	Y
Chair Sign Off:	Y
Record of Ongoing Research:	<p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer eget dolor vitae velit volutpat tincidunt vel ut tellus. Mauris luctus et ante quis feugiat. Nam justo arcu, viverra at rhoncus ut, efficitur eget purus. Fusce at lacus mollis, convallis libero at, lobortis diam. Cras eget lorem nec arcu consequat molestie ut quis felis. Quisque tempus nibh mauris, ac suscipit turpis varius vel. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Etiam tincidunt nulla eget arcu faucibus fringilla. Curabitur aliquet urna eu lorem fermentum, vel accumsan mi vestibulum. Suspendisse porttitor at metus in rutrum.</p> <p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer eget dolor vitae velit volutpat tincidunt vel ut tellus. Mauris luctus et ante quis feugiat. Nam justo arcu, viverra at rhoncus ut, efficitur eget purus. Fusce at lacus mollis, convallis libero at, lobortis diam. Cras eget lorem nec arcu consequat molestie ut quis felis. Quisque tempus nibh mauris, ac suscipit turpis varius vel. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Etiam tincidunt nulla eget arcu faucibus fringilla. Curabitur aliquet urna eu lorem fermentum, vel accumsan mi vestibulum. Suspendisse porttitor at metus in rutrum.</p>
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Credit Bearing Modules:	<p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean vel velit ut libero feugiat consectetur. Nullam bibendum lacus sed quam auctor, sed facilisis leo semper. Nullam vestibulum erat iaculis felis ornare feugiat. Ut sodales dolor et mauris condimentum, nec suscipit est consequat. Quisque sed turpis eu augue ultricies ultricies.</p>
Prior Learning Award:	<p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer eget dolor vitae velit volutpat tincidunt vel ut tellus. Mauris luctus et ante quis feugiat. Nam justo arcu, viverra at rhoncus ut, efficitur eget purus. Fusce at lacus mollis, convallis libero at, lobortis diam. Cras eget lorem nec arcu con</p>
Career Development Activities:	<p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean vel velit ut libero feugiat consectetur. Nullam bibendum lacus sed quam auctor, sed facilisis leo semper</p>
Research Integrity Training:	<p> Lorem ipsum dolor sit amet, consectetur adipiscing elit.</p>
Other Relevant:	
Progress Report:	<p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer eget dolor vitae velit volutpat tincidunt vel ut tellus. Mauris luctus et ante quis feugiat. Nam justo arcu, viverra at rhoncus ut, efficitur eget purus. Fusce at lacus mollis, convallis libero at, lobortis diam. Cras eget lorem nec arcu consequat molestie ut quis felis. Quisque tempus nibh mauris, ac suscipit turpis varius vel. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Etiam tincidunt nulla eget arcu faucibus fringilla. Curabitur aliquet urna eu lorem fermentum, vel accumsan mi vestibulum. Suspendisse porttitor at metus in rutrum.</p>
Recommendations:	<p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer eget dolor vitae velit volutpat tincidunt vel ut tellus. Mauris luctus et ante quis feugiat. Nam justo arcu, viverra at rhoncus ut, efficitur eget purus. Fusce at lacus mollis, convallis libero at, lobortis diam. Cras eget lorem nec arcu consequat molestie ut quis felis. Quisque tempus nibh mauris, ac suscipit turpis varius vel. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Etiam tincidunt nulla eget arcu faucibus fringilla. Curabitur aliquet urna eu lorem fermentum, vel accumsan mi vestibulum. Suspendisse porttitor at metus in rutrum.</p>
Comments:	<p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer eget dolor vitae velit volutpat tincidunt vel ut tellus. Mauris luctus et ante quis feugiat. Nam justo arcu, viverra at rhoncus ut, efficitur eget purus. Fusce at lacus mollis, convallis libero at, lobortis diam. Cras eget lorem nec arcu consequat molestie ut quis felis. Quisque tempus nibh mauris, ac suscipit turpis varius vel. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Etiam tincidunt nulla eget arcu faucibus fringilla. Curabitur aliquet urna eu lorem fermentum, vel accumsan mi vestibulum. Suspendisse porttitor at metus in rutrum.</p>

Figure 7. Completed RPDP Form

Appendix 1: Flowchart





FAQs

Can a student refine wording in Part 1 after the RSP meeting?

Yes, the student can make amendments to Part 1 before signoff. The Chair cannot edit the student's words after submission. The student cannot edit the Chair's words after submission.

Can RSP members have access to the RPDP before and after signoff by the student?

Yes, all RSP members have access to the form prior to sign off and will have ongoing access while the student is registered to UCD