

## **Personal Development Planning (PDP) for BSc IMD Students**

This session covers Recording and Reflecting (on learning experiences, achievements, key skills, and meetings with your Advisor of Studies). It includes Planning (for self-improvement, skills and training) and the process for Creating and Sharing (ePortfolios, Journals and Calendars).

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## Introduction to PDP

### What is Personal Development Planning (PDP)?

- Process to help you gain the most from University life.
- Supports your academic, personal and career planning.
- It is an organised way of taking control over your learning, and indeed, your life as well.
- Quite simply PDP will help you to think “how do I get from A to B?”

Involves 5 steps:

- Self Evaluation
- Target Setting
- Action Planning
- Action & Practice
- Reflection



### Benefits to you:

- identify your strengths and those areas that require further development
- reflect and articulate on your learning
- value yourself and your achievements
- set and work towards your academic goals
- identify opportunities for personal development
- devise and implement a personal career plan
- be better prepared to seek employment
- record your progress as you plan activities to enhance your skill set
- practice psychometric tests used by major employers

**PDSytem** is an online application for the recording of PDP

**Key Features:**

- Set goals and action plans
- Record progress and experiences
- Create and share ePortfolios
- Communicate with your Advisor of Studies
- Add events to your personal calendar
- Carry out psychometric tests
- Carry out skills audits

# Using the PDSsystem to engage with PDP

## How to get started on PDSsystem

Go to the University of Ulster Home Page – <http://www.ulster.ac.uk>

Log on to the **PDSsystem** (click on the logo on the bottom left hand side of the page).



or

on the

**username** = Student ID

**password** = Your on-line password

Under **Course Team**, you should find the name of your Programme Director, and/or Supervisor and/or Studies Advisor.

Click on the **myPDS** section.

In the **Contacts** section, check if your Supervisor and/or Advisor of Studies are/is listed. If not, add details or contact your Programme Director, and/or Supervisor and/or Studies Advisor.

Click on the **myProfile** section:

Check and edit your **Personal Details** as necessary. Do the same for **Qualifications, Work Experience, Extra Curricular, Achievement**, as appropriate.

The PDSsystem is made up from a number of Web-based forms. Some of the elements of the form will be automatically inserted or updated for you. Others could be drop-down lists that you choose items from and some require you to enter text before being allowed to progress to the next screen. For any of these boxes they have a thin red line on the bottom edge of the text box. (See example below.)

Add Evidence: Produce A Paper  
Asked to submit a paper for the conference

Actions

Date and Time


Evidence [This will update automatically]  
Styling options **b** *i* u spelling Characters Remaining 3000

Timestamp

Attach an artefact?

Upload a new file?


Attach a new url?



## Task 1 – Complete a Skills Audit

Click on the **myDevelopment** section. Click on the **Skills** section.

There are **three** types of **Skills** available: **Personal**, **Cohort Specific** and **Generic**. The **Generic** skills are those required by any student and this tool should be used to assess your personal development skills. The **Cohort Specific** skills are those required by your programme of study. **Personal** skills may be extracurricular skills such as, for example, First Aid.

Complete the **Skills** section adding evidence where possible by clicking on the add evidence icon  under the **Actions** column.

### Ability to express oneself well in writing

1. Essays/Reports for School/University, Competitions, Scholarships, Work
2. Reports/Minutes from Committees/Clubs
3. Personal Statements/Covering letters for CV's, Application forms
4. Posters for forthcoming events or to present research gathered
5. Letters to gain Sponsorship/Support, Contact new friends/Old friends
6. E-mail contacts for any of the above

Actions

---

Date and Time

Evidence

Timestamp

Attach an artefact?

Upload a new file?

Attach a new url?

[This will update automatically]

Styling options **b** *i* u Characters Remaining 3000

[This will update automatically]

Information about each skill is shown below **Skill**.

The evidence that has been associated with this skill can be found in each category, and you can change category by clicking on the appropriate button.

1	2	3	4	5
---	---	---	---	---

Competence				
█	█	█	█	█

The competency level for a selected skill can be updated by clicking on the box beside the level you now believe you are at and the box will become green. For example to increase your competency to Level 2 – ‘You are underdeveloped in this area and have only limited knowledge and understanding of the skill. Your experience will be at a basic level but you can still provide specific supporting evidence’.

1	2	3	4	5
Competence				
█	█	█	█	█

Actions [add skill](#) [Personal](#) [Cohort Specific](#) [Generic](#)

Category: <b>Communication</b>				
Sub Category	Skill	Competence	Evidenced	Actions
Written	Ability to express oneself well in writing	<span style="background-color: green;">█</span> <span>█</span> <span>█</span> <span>█</span> <span>█</span>		


After:

Sub Category	Skill	Competence	Evidenced	Actions
Written	Ability to express oneself well in writing	<span style="background-color: green;">█</span> <span style="background-color: green;">█</span> <span style="background-color: green;">█</span> <span>█</span> <span>█</span>		

## Task 2 – Create an Action Plan

### Planning

Having recorded and reflected on your learning experiences, achievements, key skills, and/or meetings with your Advisor of Studies, the **Planning** section of the **PDSsystem** can be used to record your **Action Plans**. These plans can be based on several different types of **Goals**, such as Academic, Placement, Career and Personal.

Click on the **myDevelopment** section. Click on **Plans**. Click the  button to enter a new plan.

Give the new **Plan** a title (of not more than 100 characters) and associate it with a Goal. If you have already created a Goal previously, you will be able to select one from the drop down list. Otherwise, you can click on the add a goal link and create a new Goal such as:

- a) I will be ready to do my presentation one week before it is due
- OR
- b) I will produce the first draft of my assignment by the end of week 10.

Before setting your goal you need to have a realistic picture of yourself. You should record your achievements, skills and abilities. The PDSsystem can provide a framework to help you build up an accurate picture of yourself. It can also enable you to set short and long term goals and build associated action points. You can set target dates and monitor progress to achieving your goals.

## Setting Goals Effectively

Your goals and action plans need to be clear and concise. To achieve this it is recommended that you use **SMART** objectives.

### Specific

- Is your goal well-defined? Avoid setting unclear or vague action points; instead be as precise as possible.

### Measurable

- Be clear how you will recognise when you have achieved your goal. Using numbers, dates and times is one way to represent clear action points.

### Advantages

- What's in it for you? Without personal advantages, you won't be motivated towards success.

### Relevant

- Try and step back and get an overview of all the different areas of your life: Academic, Personal and Career. Consider how relevant each action point is to the overall picture.

### Timescale

- Set a time scale for completion of each goal. Even if you have to review this as you progress, it will help to keep you motivated.

### Evidence based

- So you can demonstrate you have achieved your objectives.

### ***Take it one step at a time***

If an objective looks daunting, don't panic. Just break it down into simple steps. It will soon seem much easier – imagine yourself at your goal and look back.

## Creating Goals

Follow the simple steps and examples below to set your goals.

### Step 1:

#### Goals

This area enables you to record your long and short term goals. The creation of a goal can form the first step in producing an action planning. The Planning section lets you create a plan associated with one of the goals listed below.

Actions [add](#)

There are currently no **Goals** listed.

Add your goal. Describe your goal clearly and concisely (Remember **SMARTER**)

### Step 2:

State if the goal is **short-term** or **long-term**

### Step 3:

From the drop down box select the goal type - academic, career, placement or personal. If you do not want to associate your goal with any of these, you can create your own category by typing in the space provided.

## Examples of Short-Term Goals

### a) Academic:

Short Term Goal - To complete a draft assignment within the next four weeks.

### b) Personal:

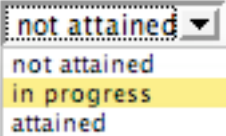
Short Term Goal - Within the next 3 months move from shared accommodation to a house/flat of my own

### Step 4:

Set a Status – for example:


Status

et Date



**Step 5:**


## Set a Target Date

This is the date you hope to have achieved the goal by. You can add a date to the system by clicking on the calendar image . Don't worry if through time you have to go back and edit the target date because circumstances change.

**Add Goal**

Add a goal in the form below and click the *add* button to confirm the details or click the *cancel* button to cancel the operation.

Actions [cancel](#)

		<a href="#">add</a>
Term	<input type="text" value="short-term"/>	
Type	<input type="text" value="Academic"/>	
Other Type	<input type="text"/>	
Goal	<input checked="" type="checkbox"/> Styling options <b> b i u </b> Characters Remaining <b>243</b> <input checked="" type="checkbox"/> To complete a draft assignment within the next four weeks	
Status	<input type="text" value="in progress"/>	
Target Date	<input type="text" value="22-09-2008"/> 	
		<a href="#">add</a>





**Step 6:**

Add the Goal

When you are satisfied with the information you have input for your goal click




. This will add the goal(s) that you have set within the system.

short-term	Academic		To complete a draft assignment within the next four weeks	in_progress	Sep 22, 2008	   
------------	----------	--	---	-------------	--------------	---

**Step 7:**

Editing

To edit your goals click on the edit  icon in the goals section. By editing your goal the system also gives you the option of selecting the status of your goal from the drop down box. You can select if the goal is **not attained**, **in progress** or has been **attained**. This enables you to monitor your progress. Take the examples short-term goals (a and b), presented earlier and edit them to suit your own needs.

When you are satisfied with the information you have input for your goal click



. This will retain the goal(s) that you have set within the system.

If you only want to set a goal, you may stop now.

**OR**

Continue with the next stage in goal setting which is **Plans**.

## Creating an Action Plan

After setting your goals it is important to design an action plan to help achieve your goal(s).

myPDS | myProfile | myProgramme | **myDevelopment** | myCareer | myPlacement | myPortfolios |

Skills | Goals | **Plans** | Journals | Learning Styles

---

**Plans**

This section is used to record your action plans. These plans can be of several different types, the main types are: Aca Career and Personal. Click the add button to enter a new plan.

---

Actions [add](#)

There are currently no **Plans** listed.

### Step 1:

Give your Action Plan a title, e.g., Assignment Plan

### Step 2:

You may give a short description of the Action Plan, for example –  
An overview to the next semester

### Step 3:

Select from the drop down box the goal you would like to associate the action plan with.

**Add Plan**

Enter the plan details below and click the *add* button to confirm or the *cancel* button to cancel the operation.

---

Actions [cancel](#)

	<a href="#">add</a>
Title	✓ Assignment Plan
Description	✓ Styling options <b> b i u </b> Characters Remaining 268 An overview to the next semester
Associated Goal	<div style="border: 1px solid gray; padding: 2px;"> <div style="border-bottom: 1px solid gray; padding: 2px;">Meet more people</div> <div style="background-color: yellow; padding: 2px;">To complete a draft assignment within the next four weeks</div> </div>
Start Date	
Target Date	
	<a href="#">add</a>

---

Below are examples of goals with associated action plan titles.

**a) Academic:**

Short Term Goal - To complete a draft assignment within the next four weeks

**Action Plan Title** – Create a first draft of Assignment


**b) Personal:**

Short Term Goal - Within the next 3 months move from campus accommodation to a house in Belfast

**Action Plan Title** - House Hunting and Rental


**Step 4:**

Select a Target Date

You can add a date to the system by clicking on the calendar image .

**Step 5:**


Add your Details

When you are satisfied with your action plan title click . This will add the action plan that you have created within the system.


Assignment Plan	An overview to the next semester	To complete a draft assignment within the next four weeks	Sep 30, 2008	   
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**Step 5:**

Editing

You may want to change the title of your plan to something different. You can do this by clicking on the edit  icon under the action column in the planning section.

When you are satisfied with the information you have input for your plan click

. This will retain the plan that you have set within the system.


With the action plan title completed the next step is to add action points to your plan.

**OR**

If you are happy with just setting a goal and a plan, you may stop now.

## Creating an Action


Actions detail exactly what you are going to do to help you achieve your goals.

To add an action to an action plan you need to go to the add action  icon of a specific plan. Before adding an action always remember **SMARTER** objectives - **S**pecific, **M**easurable, **A**dvantages, **R**elevant, **T**imescale and **E**vidence-based. Don't try to be too ambitious: set yourself achievable goals.

### Add Action

To add an action, complete the form below and click the *add* button.

Actions

	<input type="button" value="add"/>
Action	Styling options <b>b</b> / <u>u</u> spelling Characters Remaining 300 <input style="width: 100%; height: 60px;" type="text"/>
Target Date	<input style="width: 100%; height: 20px;" type="text"/> 
	<input type="button" value="add"/>

#### Step 1:

Enter an action (**NB** You can only add one action in at a time).

For the example goals used throughout this trail, possible actions are as follows:

#### a) Academic:

Short Term Goal - To complete a draft assignment within the next four weeks.

**Action Plan Title** – Create a first draft of Assignment

#### Actions -

- I will complete an online search of the literature within the next week
- I will gather relevant journal articles within the next two weeks
- I will complete critical appraisal of journal articles within the next three weeks
- I will create first draft within the next four weeks

## b) Personal:

Short Term Goal - Within the next 3 months move from campus accommodation to a rented house/flat in Belfast


**Action Plan Title** - House Hunting and Rental

### **Actions** -

- I will make a list of all the areas that I would consider renting a house in by the end of the next semester
- I will ask family and friends if they recommend any Estate Agents and will ensure that I have a list of them by the end of the next semester
- I will telephone the Estate Agents to make appointments for outside university time etc

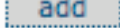
### **Step 2:**

Set a Target Date

You can add a date to the system by clicking on the calendar image .

### **Step 3:**

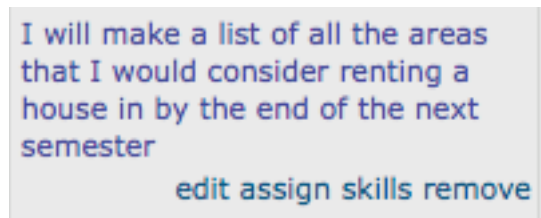
Add your Action

When you are satisfied with your actions click . This will add the action points that you have created within the system.

### **Step 4:**

Assigning Skills & Editing

For example:



Click [assign skills](#) in the **Actions** column to assign skills you hope to develop with your actions. This is however optional. The PDSsystem gives you the ability to identify and record skills that you may develop whilst achieving your actions.

Skills are categorised as follows:

- Generic - 'Core' employability skills that all students need to develop.
- Cohort Specific - Skills that have been directly identified as core skills for research students to develop.
- Other Skills - Skills you can add to the system that are not included in the generic and course specific skills.

## Editing


Clicking on the **assign skills** link will also give you the opportunity to edit an action and its target date.


***Congratulations, you have now set yourself goals, action plans and actions for a specific area in your life.***

The next step is to review your goals, plans and actions and provide evidence for each of them.


## Adding Evidence

The PDSsystem will enable you to add evidence to your action plan, action points and goals. Adding evidence allows you to record if you achieved what you set out to do.

You can add evidence to your action plan and actions by clicking on the action plan/points title and clicking the  button. You can also attach existing or new artifacts (documents, images etc) to evidence by either selecting an existing artifact from the appropriate drop down box in the evidence section or by adding a new artifact (follow the simple steps detailed below).

**N.B.** You can directly add evidence to your goal even if you have not associated an action plan and action points by clicking the  button under the **Actions** column.

To add an artefact to the PDSsystem you must first have an artefact to upload. This could be the draft assignment you plan to submit. You should name this using the following convention – *<meaningful\_title\_your\_university\_email\_name>* for example *assignment1\_kelly-g8*, go to the **Home** section, click on the

**Artifacts Files** or **URLs** subsection. Click  to add your **MyPortfolio** documents (click **Browse** to locate these documents). Click **OK** to confirm and

**add** to complete the upload. This information can now be shared with your Advisor of Studies. You will learn how to Share your ePortfolio with others later.

**Add Artefact File**

Click the **add** when you are finished or the **cancel**.

Maximum file size that can be uploaded is: 4M

Actions **cancel**

**add**

File	assignment1_smith-j12.doc <input type="button" value="Browse..."/>
Description	Styling options <b>b</b> <i>i</i> <u>u</u> Characters Remaining 300 <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Group	<input type="text"/>
Modified	[This will update automatically]
Created	[This will update automatically]

**add**

**Plan: Assignment Plan**

**Type:** Academic

**Description:** An overview to the next semester

**Associated Goal:** To complete a draft assignment within the next four weeks

**Target Date:** 2008-09-30

**Actions**

Actions **add** **back**

- edit - remove

Date and Time	Evidence	Attachments	Actions
2008-09-01 11:40:08	This is the latest draft of my assignment.	assignment1_smith-j12.doc	

**Add Evidence: Assignment Plan**

An overview to the next semester

Actions **cancel**

**add**

Date and Time	[This will update automatically]
Evidence	Styling options <b>b</b> <i>i</i> <u>u</u> Characters Remaining 2958 This is the latest draft of my assignment. <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
Timestamp	[This will update automatically]
Attach an artefact?	assignment1_smith-j12.doc <input type="button" value="Browse..."/>
Upload a new file?	<input type="text"/> <input type="button" value="Browse..."/>
Attach a new url?	<input type="text"/>

**add**

### Task 3 – Create an ePortfolio

The PDSsystem enables you to create an ePortfolio and share it with your Programme Director and/or Supervisor, Advisor of Studies, other students, and third party users.

ePortfolios are selective and purposeful collections of students' work made available to third parties. They present *dynamic* information that is selected from the PDSsystem by you. You must however be careful because information you change in the PDSsystem can be viewed in the portfolios that you have shared to third parties.

To create an ePortfolio follow the steps below.

#### Step 1:

Ensure that you have the appropriate information completed within the PDSsystem before you begin to create your ePortfolio. For example if your Programme Director, Supervisor or Advisor of Studies asks you to share your goals and plans as an ePortfolio you must ensure that you have these created.

#### Step 2:

Click on the **myPortfolios** section.



#### Step 3:

Click  to create your ePortfolio.

#### Step 4:

Give your portfolio a **Name** e.g. Assignment Plan

#### Step 5:

Give it a description e.g. This portfolio contains my Personal Details, Goals, Plans and Action Points for my Assignment.

Your Supervisor or Advisor of Studies may ask you to attach a photo of yourself to your portfolio. To do this click in the **Photo** box. You must however have a photo added to the Personal Details section of the system.

**Step 6:**

Select the information you want to share in your ePortfolio. For example click in the boxes beside the titles goals and plans. You will notice beside these titles the word 'all'. This means that your portfolio will include all the goals and plans you have created within the PDSystem. You may however, only want to share specific goals and plans.

Click  to take you to the next step.

**Step 7:**

When you click  you will be able to identify the specific sub components for your ePortfolio.

Before

**Step 2 - Identify the specific sub components for your e-portfolio.**

Actions

		<input type="button" value="finish"/>
<b>Goals</b>		
	Meet more people Long-term Personal	<input type="checkbox"/>
To complete a draft assignment within the next four weeks short-term Academic		<input type="checkbox"/>
		<input type="button" value="finish"/>

After






**Step 2 - Identify the specific sub components for your e-portfolio.**

Actions

		<input type="button" value="finish"/>
<b>Goals</b>		
	Meet more people Long-term Personal	<input type="checkbox"/>
To complete a draft assignment within the next four weeks short-term Academic		<input checked="" type="checkbox"/>
		<input type="button" value="finish"/>

**Step 8:**

You will return to the main portfolio page. A table will form with the following headings:

 - view  - edit  - remove  - send  - add note

Student	Email	Name	Description	Style	Notes	Comments	Actions
---------	-------	------	-------------	-------	-------	----------	---------


The **Comments** column indicates the number of comments the person you shared an ePortfolio with has made about your portfolio. The larger number indicates the total number of comments created and the bracketed smaller number reflects the number of messages unread.

### Step 9: Editing

To edit a portfolio click the  icon under the action column.

## Task 4 - Share an ePortfolio

### Step 1:

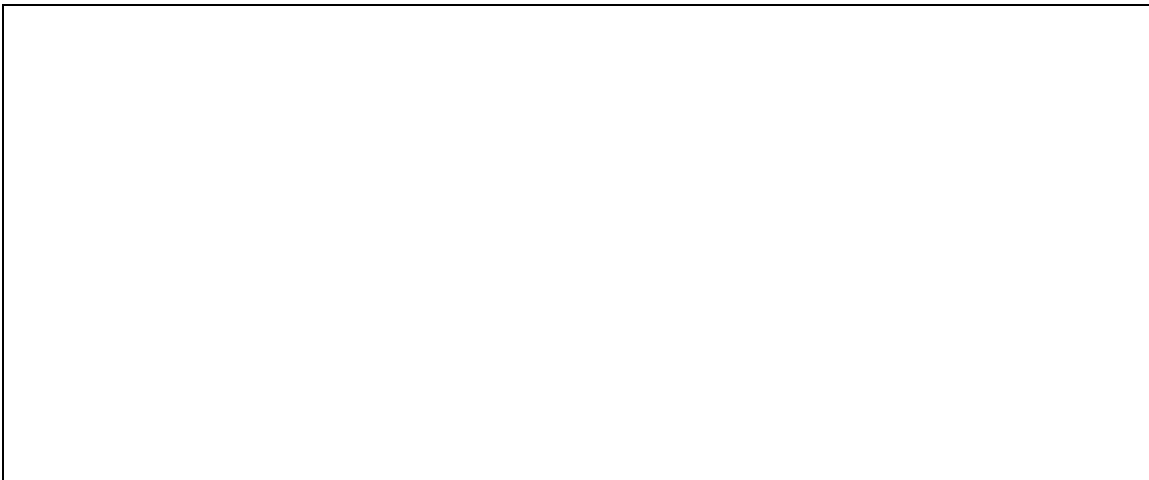
Click the send  icon under the action column.

Enter the email address of the your Supervisor and Studies Advisor.

You can specify a start and end date for this shared or submitted portfolio. (*A submitted portfolio is a **static** version of your portfolio and **can not be edited** after submission.*)

Shared portfolios are **automatically updated** as you modify the contents of the PDSsystem.

If you start to type the user's email address, or part of it, the PDSsystem will attempt to find their details. If the correct address appears, simply click on their name in the drop-down list to add their email to the email input box.



### Step 2:

In sharing an ePortfolio you can select a start date for when you want the portfolio to be available from. Click  to select a date. Now select an end date. This is the date the portfolio will be removed from the person's account.

Again click  to select a date. If you don't select a start and/or an end date you will always have the ability to return to the PDSsystem to delete the portfolio. To do this click the [Remove](#) link.

**Step 3:**

When complete click . Your portfolio will be shared/submitted to the appropriate person.

Go to [myPortfolios](#). Click  and select the artifacts **Name** the artifact "Research Article.pdf", or something meaningful to you, and whatever **Style** you prefer. Scroll down the page and under **Step 1** and select the following:

- My Name
- Email
- Mobile
- Skills
- Goals
- Plans
- Artifacts

Actions [cancel](#)

[step 2](#)

Name	<input type="text" value="Assignment Plan"/>
Description	Styling options <b> b i u </b> Characters Remaining 360 <div style="border: 1px solid #ccc; padding: 5px;">This portfolio contains my Personal Details, Goals, Plans and Action Points for my Assignment.</div>
Style	<input type="button" value="default"/>
My Name	<input type="button" value="yes"/>
Dob	<input type="button" value="no"/>
Mobile	<input type="button" value="yes"/>
Emails	<input type="button" value="yes"/>
Home Address	<input type="button" value="no"/>
Term Address	<input type="button" value="no"/>
Qualifications	<input type="button" value="no"/>
Work Experiences	<input type="button" value="no"/>
Extra Curriculars	<input type="button" value="no"/>
Achievements	<input type="button" value="no"/>
Publications	<input type="button" value="no"/>
Conferences	<input type="button" value="no"/>
Transcript	<input type="button" value="no"/>
Skills	<input type="button" value="some"/>
Goals	<input type="button" value="some"/>
Plans	<input type="button" value="some"/>
Learning Style	<input type="button" value="no"/>
Journals	<input type="button" value="no"/>
Personal Statements	<input type="button" value="no"/>
Cvs	<input type="button" value="no"/>
Photo	<input type="button" value="no"/>
Artefacts	<input type="button" value="some"/>

[step 2](#)

When you click [step 2](#) you will be able to identify the specific sub components for your ePortfolio.

**Step 2 - Modify the specific sub components for your e-portfolio.**


Actions cancel

finish

Skills		
	personal	<input type="checkbox"/>
	cohort specific	<input type="radio"/>
	generic	<input checked="" type="checkbox"/>
Goals		
	Meet more people Long-term Personal	<input type="checkbox"/>
To complete a draft assignment within the next four weeks	short-term Academic	<input checked="" type="checkbox"/>
Plans		
	House Hunting and Rental	<input type="checkbox"/>
	Assignment Plan	<input checked="" type="checkbox"/>
	Networking	<input type="checkbox"/>
Artefacts		
	assignment1_smith-j12.doc	<input checked="" type="checkbox"/>
	example.bmp	<input type="checkbox"/>
	Networking Overlaps.bmp My current networks	<input type="checkbox"/>
	cave_rescue_exercise.doc The order I would save people ?	<input type="checkbox"/>
	Networking Overlaps.bmp	<input type="checkbox"/>

finish

Click finish .

Finally, under **Actions**, click send  icon to share the ePortfolio with your **Supervisor** and **Advisor of Studies** (you will need their email addresses).

## Task 5 - Create a Private Journal

Private journals are used to record information and reflect on your learning for your own personal use. This information should always remain confidential to you and therefore, it **cannot** be shared with anyone else.

**Journals**

Journals are used to record information and reflect on your learning. The PDS creates a System Journal that automatically records your system usage. You can add your own journals. To add a new journal click the add button. To view a journal click the journal name link, to add an entry click the add entry link.

Actions [add journal](#)

- edit - remove - view - add an entry

Title	Description	Private	
Private		no	
System		yes	
My Networks - Reflection		no	

To create a Private Journal, follow the steps below.

### Step 1:

Click on the **myDevelopment** section and go to the **Journal** subsection.

### Step 2:

Click [add journal](#) to begin creating your journal.

### Step 3:

Give your journal entry a name e.g. "Private Reflections" and click

### Step 4:

To add an entry to your journal click **add entry** under your journal name.

### Step 5:

Give the entry a title, e.g., Private Reflections.

**Step 6:**

Enter a brief description if appropriate, e.g. "These are private reflections on meetings with my Advisor of Studies"

**Step 7:**

Select "yes" to ensure that your journal remains only viewable to yourself.

**Step 7:**

You can also make text bold, underlined and italic by highlighting the appropriate text and clicking the buttons. You can also check the spelling.

Actions

			<input type="button" value="add"/>
Title	✓	<input type="text" value="Private Reflections"/>	
Description		Styling options <input type="button" value="b"/> <input type="button" value="i"/> <input type="button" value="u"/> Characters Remaining 232 <input type="text" value="These are private reflections on meetings with my Advisor of Studies"/>	
Private		<input type="button" value="yes"/>	<input type="button" value="add"/>

## Task 6 – Create a Meeting Record

Click on the **myProgramme** section. Click on **Meetings**.

You will now make an electronic copy of your last meeting with your Advisor of Studies.

Click on the **Date** button to see the calendar and insert the date. In the next field, record the **Duration** of the meeting, e.g, one hour. Record **the Issues Discussed** and **Suggested Further Work**

Once you are satisfied that the meeting record is complete you can then **sign** it. This allows your Supervisor or Advisor of Studies to sign it also and the form becomes **locked**. Only sign a meeting record once you are happy with the content, as it can not be un-signed, unless a supervisor makes a change to the content. If a Supervisor or Advisor of Studies changes the content of a form, after you have signed it, the form will be un-signed and you will have to sign it again, this is to ensure you get an opportunity to view all changes made by your Supervisor or Advisor of Studies.