

Evidencing your development: Guidance for pre-2020 starters

For students who started their studies before 1 September 2020, there are two options for completing your Doctoral Development Programme:

1. Complete the TNA and ePortfolio summary, using the [Vitae Researcher Development Framework \(RDF\)](#) to reflect on and structure your own development. Please note that you **do not** need to submit a copy of your TNA alongside your DDP summary. More information to guide you through Option 1 can be found below.
2. Complete the Training Needs Analysis (TNA) and Evidencing Development summary, in line with the revised eight core competencies that were introduced from 1 September 2020. **As a Faculty, we strongly encourage you to take this option.** If so, [please follow the guidance for post-September 2020 students](#).

Please remember that engaging with the DDP and demonstrating this - either through the ePortfolio summary (option 1) or the Evidencing Development summary (option 2) - is a condition of being awarded your PGR degree. Your thesis alone is not sufficient. You can find further information about the DDP and the process for submitting your summary [here](#).

Guidance and tips to help you complete the ePortfolio summary (option 1):

- The purpose of the ePortfolio summary is to demonstrate that you have met your training needs by evidencing the skills identified in your TNA. Please ensure that you have explained *how* you developed each of the skills noted in your TNA. Simply including a list of activities is not sufficient. Further guidance on taking a reflective approach is available [here](#).
- When collating your ePortfolio, think big! Alongside a list of training courses, don't forget to include wider activities such as seminars and conferences attended (please specify whether you presented at these), and any outreach or extracurricular activities you have taken part in.
- Please do not list or reflect upon the University-wide mandatory training sessions listed [here](#) as these do not count towards the DDP.
- Try to be specific. Please identify the scale of your training and developmental activities: are they academic modules, training sessions, discussion groups, or something else? Being vague and referring to 'various seminars' or 'a workshop' does not demonstrate engagement in relevant training; you need to outline the topic of these activities so that their relevance to your development can be seen.
- When writing your reflection, consider *how* the training and development activities you undertook impacted upon your development and served to meet the needs you identified in your training needs analysis. For example, if your TNA included research data management skills, outline *how* the skills you developed contributed to the professional skill of how you managed your project data
- Keep your reflection as focussed as possible on your *training and development* activities; you don't need to discuss your entire PGR experience
- In addition to your reflection, don't forget to include a list of completed and submitted items of work
- Remember that your development is unique to you, and your reflection ought to reflect this. For example, if you already have some expertise in academic writing you might want to focus on how you have developed your professional skills in other ways. Try not to be swayed by what others have included in their reflections.

- Finally, think of the big picture! Being an accomplished researcher is about more than writing your thesis. During your PGR studies you will have gained and developed a range of wider skills that are valuable in academia and beyond. For example, you may have learned how to work collaboratively, to respond with resilience to setbacks, or to use certain computer programs. Don't overlook these!
- The word limit for your reflection (excluding your list of completed and submitted items of work) is 1,500-2,000 words. Submissions outside the word limit will be returned to you for editing