

Completing Your Postgraduate Skills Record



The *Postgraduate Skills Record* has been designed to help you collect and retain a record of some of the key information you will need to produce as you progress through your research degree.

You will need to complete and submit the *Research Student-Supervisor Agreement*, *Project Planning and Postgraduate Induction* parts within one month (two if part-time) of initial enrolment.

The *Research Action Plan* is completed and submitted within the first two months of initial enrolment (four if part-time), then reviewed annually thereafter to support your annual progress review.

The *Research Progress Monitoring* sheets are to be completed and submitted after each **formal** engagement with your supervisor(s).

The different components of the *Postgraduate Skills Record* should be downloaded and saved for future use. The *Research Action Plan* in particular should be updated each year to provide a cumulative record of your development as a researcher.