Personal Career Development Plan

Guidelines for preparation of InnoCyPES career plan:
The purpose of this career plan is to create transparency in the researcher's academic career track, and to promote the researcher's professional development at an early career stage.

This document should be prepared at the first 2 months of the employment.

The ESR and the IST (International Supervisor Team) will hold an annual meeting to evaluate the researcher's development and status in accordance with this career plan. The annual evaluation is therefore based on this document, and the parties enter what is discussed and agreed upon in the form for the year in question at the bottom of this document. After each annual evaluation, the employee saves the new version of the document and send to the project manager who will forward to the ESRs training manager.

The contents of this document are dynamic and can be updated in accordance with changes in the ESR's tasks, career interests, and expectations of the IST. In the following, text in italics is meant as inspiration and points of attention, and non-relevant proposals for the specific employment can be disregarded.

The development plan should be made for 5 years. This gives a long-term perspective when planning of the development goals of the ESRs. The ESRs may also view their career development according to different stages, such as short-term, 1 year, mid-term, 2-3 years, and long-term, 5 years.

Background information	
ESR Name:	
PhD title	
Hiring institute	
Department/section	
Starting date of employment	
End date of employment	
Supervisors:	
Document version:	

Expectations connected with all ESR positions from the network

Areas	Expectations from the Network
Research	*You are expected to publish average of 1-2 times per year in the 3 years of employment in reputable scientific journals or conferences, and be the lead author of most of them;* *You are expected to be an expert ready to lead in the respective field of your ESR topic upon finishing the training;* *You are expected to explore your research topic actively by contributing new ideas, thoughts, and identify new problem formulations and methods in collaboration with IST;* *It is highly recommended for ESRs to actively participate in one or more working groups organized by standardization bodies or stakeholder platforms (eg European Technology & Innovation Platform) from the beginning of their study in agreement with IST;*
Teaching and supervision	*You are expected to gain pedagogical-didactic experience during your project through participating in organizing activities in training schools and local training;* *You are expected to develop 3-5 project proposals for MSc/BSc students in collaboration with partners in the network or external partners;*
Collaboration	*Focus on establishment of solid research collaboration with the partners involved in the ESR project and the network partners;* *You are expected to actively establish contacts with other universities and research units from the industry;*
Innovation	*Pay attention to the innovation potential of activities in ongoing research projects, which are protected against further use by patents or other protection.*

Personal career development items

Areas	Skills can be acquired
Research competence	*Technical knowledge from specific field relevant to the ESR project* *General research formulation skills, eg develop research method* *Ethical issues to be aware in development of research activities*

Publication skills	*How to write high quality journal publications, structure, format, etc* *How to read efficiently scientific publications* *Ethic issues in publication, eg authorship and referencing* *Understand the editorial process* *Develop journal publications*
Project management	*Learn the theory of project management* *Take project management course* *Practice the tools in the own ESR project management*
Funding proposal writing	*Participate in funding writing at the end of the ESR projects* *Develop proposal for European researcher night*
Education in University Teaching	*Take teaching and learning courses* *Practice teaching through providing training courses and seminars within the network and beyond*
Leadership in innovation	*Develop innovation skills through course training* *Learn to use patent search engines* *Understand the process of patenting in the local institute*
Entrepreneurship skills	*Methods on market analysis* *Business plan and the relevant tools for developing the analysis* *Pitching*

Agreement concluded on

ESR
Date and signature

Supervisor
Date and signature

	First year
Research	
Teaching and supervision	
Collaboration	
Innovation	
Personal career development	
Other	

Annual evaluation performed by [ESR] and [Principal Supervisor] on [date].

	Second year
Research	
Teaching and supervision	
Collaboration	
Innovation	
Personal career development	
Other	

Annual evaluation performed by [ESR] and [Principal Supervisor] on [date].

	Third year
Research	
Teaching and supervision	
Collaboration	
Innovation	
Personal career development	
Other	

Annual evaluation performed by [ESR] and [Principal Supervisor] on [date].

	Fourth year
Research	
Teaching and supervision	
Collaboration	
Innovation	
Personal development	
Other	

Annual evaluation performed by [ESR] and [Principal Supervisor] on [date].

	Fifth year
Research	
Teaching and supervision	
Collaboration	
Innovation	
Personal development	
Other	

Annual evaluation performed by [ESR] and [Principal Supervisor] on [date].

Study plan

ESR student _____

Date of birth _____

Place of hiring _____

☐ This is a revised study plan.
* A letter with a description of all changes must be enclosed as a cover page to the study plan

On DD/MM/YYYY this study plan is accepted by the following:

ESR student's signature _____

Supervisor's signature _____

Training manager's signature _____

Title of the ESR project _____

Date of commencement _____

Date of completion _____

Main Supervisor _____
* Title, name, department

Co-supervisor 1 _____
* Title, name, department/company

Co-supervisor 2 _____
* Title, name, department/company

Study plan

ESR student   _____

Date of birth   _____

Place of hiring   _____

Project description

* Should be a one to two-page description of the scientific content of the project including background, hypothesis, objectives and means for the project. In the description it must be clearly stated which research activities will be conducted by the ESR and what the expected outcome of them are. References must be included in the description. An in-depth description may be enclosed as an attachment.

Study plan

ESR student   _____

Date of birth   _____

Place of hiring   _____

Study plan

ESR student   _____

Date of birth   _____

Place of hiring _____

Secondment plan
* Please state the research objective and the activities that will be conducted by the ESR during the secondment and the expected outcome of them based on the agreement with the host(s).

Study plan

ESR student

_____

Date of birth

_____

Place of hiring

_____

Educational Plan

* Local courses: offered by the enrolled PhD programme.
* Network-wide training courses: offered by the network.
* External courses: offered anywhere else
* Transferrable: courses to enhance the skills applicable to different contexts, eg careers, jobs, etc.
* Course content and amount of ECTS points (1 ECTS equals 28 hours), workload in hours, method of examination and course provider. If the official description does not detail this information, an official statement should be obtained from the course provider (not assessed by the ESR student). The total number of ECTS points should be about 30, corresponding to approximately 840 working hours.

Local training courses

ECTS no.		Couse no.	Technical or Transferrable	Course title
	ECTS			
	ECTS			
	ECTS			
	ECTS			
	ECTS			

Network-wide training courses
* Network-wide training courses following the project description.

External courses (A **print** of the official course description for each course _must_ be enclosed – **attached** to the study plan **but not** pasted into the study plan)

ECTS no.		Technical or Transferrable	Course title
	ECTS		
	ECTS		
	ECTS		
ECTS on Technical skills			
ECTS on Transferrable skills			
ECTS points in total			

Study plan

ESR student   _____

Date of birth   _____

Place of hiring   _____

Communication and Dissemination Plan
*You are expected to actively implement the communication and dissemination plan of the network.

Study plan

ESR student   _____

Date of birth   _____

Place of hiring   _____

Time Schedule

* The time schedule should include courses, planned publications, dissemination activities, external research stay, time for detailed descriptions of subprojects, and for completing the ESR thesis (a short description per half year is strongly recommended). Complete the time schedule even if the later parts of the project are uncertain. It is expected to fill more than one page and may be included as an attachment. It may also be sent in as a Gantt table.

Short description of the extent of the supervision

* Please state the expected frequency of meetings etc. between ESR and supervisor (Meetings must as a minimum be held every two weeks). Nature and frequency of other communication with supervisor should also be described to match the expectations of each part.

Study plan

ESR student   _____

Date of birth   _____

Place of hiring   _____

Patents and innovations plan
Do you expect that the project will result in patentable technologies or software? * If yes, please illustrate the idea and pathway.

Yes		No

Other matters
* Any activity that is not covered by the above categories but need to be aware of

Guidelines for preparation of InnoCyPES study plan

As part of the InnoCyPES ESR study programme, the ESR must prepare a study plan in consultation with their principal supervisor.

The study plan is a good management tool to manage your project. It will give you the opportunity to follow up on whether the activities are carried out in the planned way and research objectives are explored and achieved adequately, or whether the project has changed direction or progress has stalled. The plan may be regarded as a mutual statement of intent between the supervisor and the ESR and should continuously be revised and sent to the training committee for approval, when significant changes are made.

The study plan should be used to ensure coherence between the InnoCyPES activities, career development plan and the final PhD thesis.

Purpose
The study plan has several purposes, including:

1. *To ensure that the principal supervisor and the ESR project carefully consider and formulate the purpose of the studies, contents, and time schedule of the study.*
2. *To form the basis for the half-yearly study report and plan for the remaining part of the study period.*
3. *To provide a basis for the PhD committee (at the completion of the studies) to assess whether the achieved results are in accordance with the planned course of study.*

Efforts should be made to present a clear description of the contents, the original contribution, and the expected result of the project (1 to 2 pages).

Secondment plan
The ESRs are expected to implement the secondment plan as per project description. Risk of change of the secondment plan must inform the principal supervisor and the project coordinator at the early stage.

Course requirements
According to the project, the PhD student must follow courses to an extent corresponding to about 30 ECTS-points (1 ECTS-point corresponds to about 28 working hours).

Courses planned in InnoCyPES projects should be approved by the enrolled PhD programme. The number of ECTS points is estimated and finally approved.

Please make sure that your study plan is up to date before the conclusion of the PhD programme in order to ensure, among other things, that the activities planned in InnoCyPES have been completed.

Communication and dissemination
The PhD student must gain experience in communicating knowledge, either by teaching within his/her academic subject or through dissemination of research results, e.g. articles, presentation at conferences, etc.

The study and project plan must specify which activities the student wishes to have approved as department work and dissemination activities, as well as an estimate of the time needed to carry out the activities.

Time schedule for the three-year study programme
The study plan must contain a time schedule which forms the basis for the half-year study reports on whether the studies are progressing satisfactorily. The duration of the PhD studies is three years.

Approval of and changes to the study plan
The study and project plan must be submitted to the ETM (ESR Training Manager) of InnoCyPES no later than two months after the date of commencement. The study plan must be approved by InnoCyPES supervisory board; however, the individual institute may also have special requirements for the plan.

If any essential changes are made to the study and project plan, a revised plan must be prepared and submitted. The revised plan must be approved by the project management team.

Half-year study report

ESR name _____

Project title _____

Hiring institute _____

Supervisor _____

Co-supervisor 1 _____

Co-supervisor 2 _____

Half-year report number _____

Number of ECTS earned so far _____

According to the project description, the project must regularly assess whether the ESR's research education is progressing satisfactorily. In InnoCyPES this is done by the submission of study reports, in which the progress is evaluated by the supervisor and the PhD student in unison.
Please submit this half-year study report to the project manager.

The supervisor evaluation is that the progress of study is

☐ satisfactory
The student is following the study plan as well as the personal career development plan.
Any adjustments made to the study plan must be mentioned.

☐ not quite satisfactory
Problems have occurred in respect to the time schedule but the supervisor and the ESR expect the project to be completed with a positive result within the usual course of the study programme. If this is the case then a plan for remedying deficiencies must be briefly outlined including the root cause analysis of the problem. The enclosed plan demonstrates how deficiencies in the course of study will be corrected. By signing this report, the ESRs' training manager confirm that the project has approved the proposed plan of action.

☐ Unsatisfactory
By signing this report, the ESR accepts an offer by the project to rectify the situation within a period of three months. Please enclose a copy of the recovery plan.

Please note that an academic evaluation must be enclosed

ESRs training manager
Date and signature _____

ESR
Date and signature _____

Supervisor
Date and signature _____

ESR name _____

Performance evaluation
Refers to courses, project work, publications, secondment, dissemination, communication, and any changes to the schedule. Please remember to enclose course certificates for external courses

Performance assessment of the previous six months

Supervision during the previous six months

Activities planned for the next six months including schedule

Plans for supervision during the next six months

ESR name

Is everything going according to study plan? If no, please provide explanation and justification.