SEAS FELLOWS

Personal Career Development Plan (PCDP)

IMPORTANT: Instructions/User guide

As a minimum all SEAS fellows are to update their PCDP's every 6 months. Please name the file before sending to the SEAS office: YYYY_MM_DD_surname_name_PCDP

Parts 1 - 4 are to be agreed upon by the fellow and their supervisory panel. By returning the completed PCDP to seas@uib.no, the SEAS fellow is confirming that all supervisors have been engaged in the development of the plan and agree on the details. All supervisors must be cc-ed in the email when sending the completed form to the SEAS office.

In addition to returning this official PCDP, all SEAS fellows are obliged to answer a questionnaire on working conditions and general feedback. This is not an anonymous questionnaire, as the SEAS office will collect and read the answers. Any information SEAS fellows share with us will however be treated confidentially. If your answers indicate that you could do with some advice or help, we will contact you directly. *We will not act on any of this information without consulting you.*

Part 1 - Basic information

Date of sending this completed PCDP to the SEAS-office	
Your name	
Start date of work contract	
Current *end date* of work contract	
If your contract has been prolonged, explain why	
Department	
Name of your research project	
Research group affiliation(s)	
Main supervisor(s)	
Co-supervisor (name and department/institution)	
Mentor - name and workplace (if you have one) (if you don't have one, would you like to have one?)	

PART 2 - Update on progress

Give us some details about your progress so far (approx. 1 page). E.g., Results, conferences, outreach, courses, training, published papers etc? Have there been any deviations from your original research plan? - Give details.

PART 3 - Upcoming plans/results – the next year (or so)

What are your aims for the next year (or so)? For example:

Research - anticipated publications?	
Research - anticipated conference, workshop, courses attendance, and/or seminar presentations?	
Research - skills and techniques (anticipated training in specific new areas, or technical expertise etc)	
Research management (any funding applications planned for grants, travel awards) (any organisational/management tasks)?	
Communication skills and/or techniques?	
Other professional training planned (course work, teaching activity)?	
Other activities (community, etc) with professional relevance planned?	
Other things?	

PART 4 - Requirements

Are there any courses or training you feel like you need? This can be anything from standard UiB provided courses (e.g., teaching) to more specialist training requirements.