

The Graduate School CMI Scholarship Application Guidance

The Graduate School CMI Scholarship application is made up of the following components:

- **Scholarship Application form**

Complete and submit the application form to gs.cmi@qub.ac.uk by 17:00 BST on Monday 11th December 2023.

- **Supporting Evidence**

Criteria for Award	Evidence
1. Evidence of commitment to personal and professional career development; what you have identified and how you found ways to develop your skills and found opportunities to put them into practice.	Video pitch (not more than 2 minutes) to explain why you are the best candidate for this scholarship.
2. How engaging with training and development opportunities at the Graduate School at Queen's will contribute to ongoing personal development and achieving your personal and professional ambitions.	Personal Development Plan (not more than 2 A4 (landscape) pages, completed on template provided in application form)

This document provides guidance for completion and submission of the Supporting Evidence.

1. Guidance on Video Pitch

Please ensure that your video can be opened and viewed by us using VLC media player. VLC media player supports many video file formats, and we would recommend MP4.

We would suggest using the WeTransfer programme <https://wetransfer.com/> to send your video and would ask that you test it to ensure that it can be opened, before sending.

The criteria for this element are not about high-quality production of a video – they relate to the quality of content, innovation and the quality of presentation skills.

Criteria for evaluation:

- How the skill is mapped to one of the 5 pillars for postgraduate development
- Evidence that the skill has been developed and applied, and impact
- Evidence of overcoming challenges in developing or applying this skill

- Communication skills demonstrated through video
- Innovation in pitch (delivery or content)

2. Guidance on Personal Development Planning

A Personal Development Plan (PDP) sets out what you need to do to achieve your personal, academic and career goals. Engaging with this process can help you to become more motivated and to take charge of your own learning and career development. It shows commitment to ongoing professional development, helps you gain a better understanding of your personal strengths, as well as areas you can improve on.

A typical personal development plan consists of the following categories.

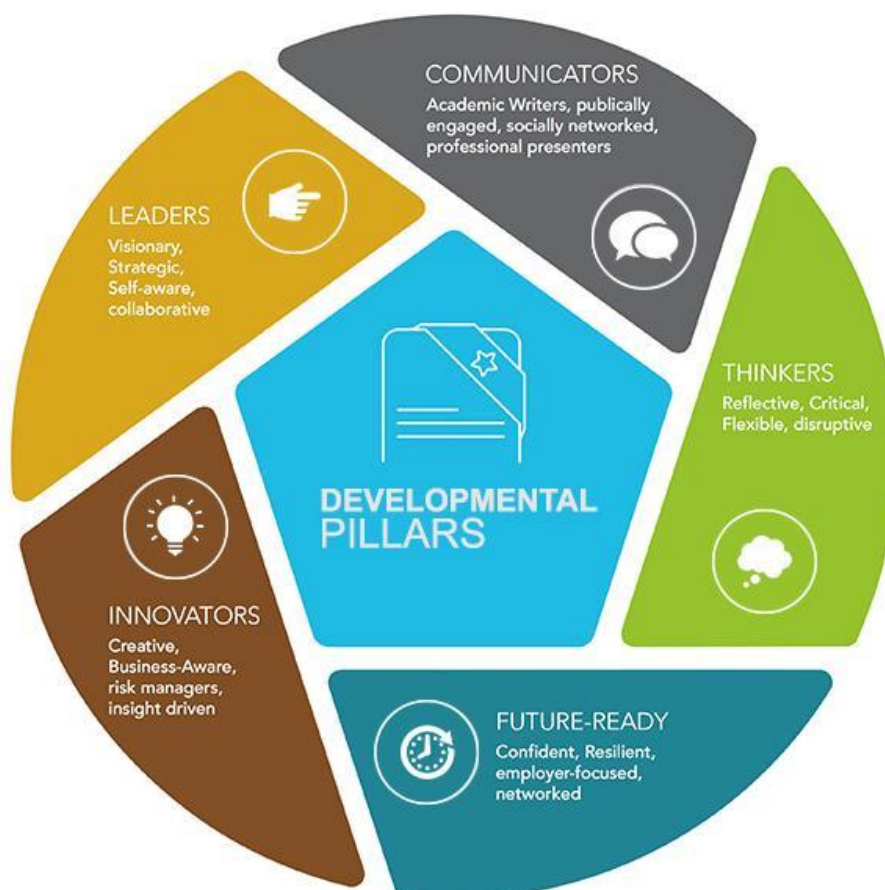
<p>Aims</p>	<p>These could include one of the five pillars for postgraduate development or a specific behaviour/s within one of the practices. It might be a skill e.g. project management, coaching, or a behaviour e.g. use of eye contact.</p>
<p>What will you develop?</p>	<p>It is very important to focus on a few key areas and not to <u>overstretch yourself by creating too many learning objectives.</u></p>
<p>Methodologies</p> <p>How will you develop?</p>	<p>This relates to the way/s in which you will develop.</p> <p>There are two broad categories which determine how you might develop:</p> <ol style="list-style-type: none"> 1. 'On the job', which may relate to your work or within your Degree Programmes (integrated learning). <p>Examples include:</p> <p>Projects; making presentations; attending meetings; leading, managing, mentoring and coaching others; attendance at events and activities; student-led initiatives; secondments and placements; shadowing others.</p> <ol style="list-style-type: none"> 2. 'Off the job' in the form of formal and informal training and development interventions. <p>Examples include:</p> <p>Training events; online learning; reading; networking events; voluntary work.</p> <p>It is important to consider your learning preferences (i.e. theoretical, reflective, active) and whether you want to learn according to your preferences or to disrupt your learning by becoming involved in approaches that you are not fully comfortable with.</p>
<p>Timescale</p> <p>What is your timeframe? When are you aiming to do this?</p>	<p>By what date will you have developed the area of focus? It may be that there are certain things that you want to develop on an ongoing basis, however it is better to set time scales or milestones which then allow you to review your progress. You</p>

	can set the same goal again if you have not completed the development fully.
Priority Level How important is this right now?	It is useful to identify a priority rating for each area you wish to develop as this will provide focus in relation to those which are high priority, and those which are desirable.
Support Requirements What support do you need, if any? Who can assist you?	We often need the support of others in order to develop ourselves. Therefore, it is useful to consider what this support might be and how we can access it.

A sample template is provided below. This is the same as the template you are being asked to complete for the CMI Scholarship.

The Graduate School's Five Pillars for Postgraduate Development

As a postgraduate at Queen's, you have the opportunity develop these attributes through our combination of specialist disciplinary study, and high-level, transdisciplinary skills training. We align different skills developed for postgraduate students to the five pillars set out below.



Advice for Completing the PDP Template:

- A good Personal Development Plan uses [SMART](#) objectives.

- A key element of your development is not only attending training sessions, but finding ways to apply your skills.
- Push yourself out of your comfort zone in terms of activities you try and how you propose to meet learning and development needs. This is where learning happens.
- Do research to make this as specific and relevant as possible. You may find it helpful to use the current [Graduate School Programme](#), and any other opportunities you see available to postgraduate students at [Queen's University Belfast](#), to build your Personal Development Plan. This provides examples of the types of training and development opportunities offered through the Graduate School at Queen's University Belfast, to help you to develop as a Leader, Thinker, Innovator and Communicator who is Future-Ready.
- Consider how many objectives it is realistic to pursue within the context of your degree programme. Quantity is not better than quality.
- Information beyond two A4 pages will not be considered as part of the scholarship application. Font should not be less than 11 point.
- You can also refer to online resources, and opportunities available to you more widely.
- Use the template provided with the CMI Scholarship application form.
- There is a lot of help and support available online for Personal Development Planning. A few that may be useful to you are available at:
<https://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/UsefullInformation/PersonalDevelopmentPlanning/PDPInformationforQueensStudents/#>

A sample PDP using the Scholarship template is set out in Appendix A.

Criteria for evaluation:

- Identifying needs for skills, knowledge, or competence to be developed
- Establishment of SMART objectives for skills development during postgraduate study at Queen's, including selecting appropriate development activities to meet identified needs

Sample Personal Development Plan (A4 landscape size)

Name:

Identify your learning and development need	What will you do to meet this development need?	What resources / support will you need?	What are your success measures? How will you know you have met your development need?	What is your timescale / milestones?	Priority Level
<i>EXAMPLE: Develop my leadership skills</i>	<ul style="list-style-type: none"> • Volunteer to lead a postgraduate-led initiative about ... 	<ul style="list-style-type: none"> • Seek leadership coaching from a relevant mentor • Read up on leadership styles 	<ul style="list-style-type: none"> • Project success – what will be achieved • Line manager feedback Project team feedback 	<i>Dec 2024</i>	<i>2 – will be advantage in job search</i>
<i>EXAMPLE: Improve my knowledge of project management</i>	<ul style="list-style-type: none"> • Attend a course in Project Management • Attend internal project management workshops 	<ul style="list-style-type: none"> • Course funding from employer • Support from more experienced colleagues 	<ul style="list-style-type: none"> • Satisfactory completion of course 	<i>Dec 2024</i>	<i>1 – will help immediate success on course</i>