* **CASP action plan template**

**Instructions for using this template:**

This generic template has been designed to assist you in the creation of your action plan template.

It meets all of the requirements set out in the [HDR Action and Support Procedure](https://www.rmit.edu.au/about/governance-and-management/policies/hdr/action-support-procedure), however is not discipline-specific and may not cover all topics that you wish to include on a standard Candidate Action and Support Plan (CASP).

The text under each heading on the template provides some indication of the issues to be addressed. This is for guidance and may be modified or removed from your template.

Last updated: January 2020

**Instructions:**

Progress is monitored through the milestones and [regular supervisory meetings](https://www.rmit.edu.au/students/student-essentials/information-for/research-candidates/beginning-your-candidature/getting-started/working-with-your-supervisors). Candidates who are flagged as [requiring additional support](https://www.rmit.edu.au/students/student-essentials/information-for/research-candidates/managing-your-candidature/candidature-progress-and-milestones/action-and-support) are invited to attend an action and support meeting, at which their progress will be discussed and a [Candidate Action and Support Plan](https://www.rmit.edu.au/students/student-essentials/information-for/research-candidates/managing-your-candidature/candidature-progress-and-milestones/action-and-support/candidate-action-and-support-plan) (CASP) developed.

Every CASP must have an action plan attached. This should include **clear, detailed** and **specific** tasks that must be completed by the CASP end date. Completing the tasks by the end of the CASP will result in the at risk status being lifted. Failure to complete the tasks to the satisfaction of the HDR Coordinator will result in a referral to a Research Candidate Progress Committee (RCPC).

A copy of the CASP, including this action plan, must be provided to the candidate and saved to the candidate’s e-file.

Date:

Candidate name:

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| **Task** | **Deadline** | **Responsibility** |
| Tasks should be clear, detailed and specific. The more detailed and specific the task is, the easier it is for the candidate to demonstrate that they have completed the task and the easier it is for the HDR Delegated Authority (DA) to review progress and determine whether a referral to a College Review is required. It should also be noted that this is the formal record of the tasks that are required – informal discussions about the tasks and what they actually mean will not be considered during progress reviews or the SGR if a review of the CASP is required (i.e. statements such as “but everyone knew what we meant when we wrote ‘chapter 4’ on the action plan” will not be accepted – did you mean that chapter 4 needed to be drafted? Rewritten or expanded? Did additional data analysis need to be completed and included? What did the candidate need to do with chapter 4?).  | Deadlines should be achievable and realistic – you cannot put a deadline in place that you know is not reasonable (e.g. come up with a whole new PhD topic and present your revised Confirmation of Candidature, including a comprehensive literature review, in 4 weeks).  | Tasks can be created for candidates and for supervisors (e.g. providing feedback within a set period) |
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**Acknowledgement**

This document must be provided to the candidature, supervisory team and HDR DA as a part of the CASP and there must be a record of this. This record could be a signature on the CASP form, an email with the CASP and this action plan attached or an acknowledgment that the CASP and action plan have been received.