Research, Partnerships & Innovation.



**Name: Registration No: Department:**

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| --- | --- | --- | --- |
| **Signature (Student)** |  | **Date:** |  |

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| **Approved by Supervisor or PGR Tutor** |  | **Date:** |  |

**Faculty of Social Science**

The DDP ePortfolio Summary is required to be completed by all University of Sheffield PhD students, to comply with our regulatory requirements. The DDP Summary provides you with the opportunity to reflect upon the professional skills you have developed during your research studies.   
  
We would advise that you use key, reflective sections of your recorded research training to help you complete this form, plus refer to this [Faculty guidance document](https://docs.google.com/document/d/105_CUnwFpESmOBf-aVAMCXlP1AdLb4k3pg0vTRF3Ong/edit).

**Further content that is also appropriate to help complete your ePortfolio is as follows:-**

• List of training courses attended (both within and without the University)

• List of completed and submitted items of work (e.g. Literature review)

• List of seminars and conferences attended and whether you presented at these

• List of any outreach activities undertaken

• List of any extracurricular activities you wish to note

* Followed by a reflective paragraph on how these points have contributed to your personal and professional development.

**PLEASE RETURN COMPLETED FORM TO:** [**eportfolio@sheffield.ac.uk**](mailto:eportfolio@sheffield.ac.uk) **. Failure to submit this form prior to the submission of your thesis could result in your award being withheld. (You may scan this page after gaining all the necessary signatures and submit it electronically by email).**

*For official use only:* **Approved by the Faculty**

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| **Signature**  **( Faculty Lead)** |  | **Date:** |  |

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