

Annual Cycle Begins

Stage 1

- ✓ Students/supervisors should arrange to discuss AMR at the next supervisory meeting. The questions are detailed at the [AMR webpage](#).
- ✓ Students should ensure that their [Training Needs Analysis](#) is up to date.

January

Stage 1

Student/Supervisor receive details about the AMR process

29/30th January - 28th February

Stage 2

Each student/supervisor gets an email with an AMR link to the MyPGR system

Stage 2

- ✓ Email reminders are sent by the PGR Support office and MyPGR ahead of the deadline (28th February)
- ✓ Post deadline, forms are collated
- ✓ Unsatisfactory Student Progress & Engagement (USPE) progress checks are sent to students who have not completed forms

Annual Monitoring Review (AMR)

March

Stage 3

The AMR Committee meets to review all forms submitted for each student in the department

Stage 3

- ✓ The AMR Panel consists of the FDPGR, DDPGR, PGR Manager and PGR Support Officer
- ✓ For those students deemed to be progressing satisfactorily, the PGR Support Office will inform them they can progress
- ✓ For those students for whom an interview or meeting is recommended, the student/supervisor will be contacted

April & May

Stage 4

The AMR Committee will review outcomes of interviews, outcomes sent to students

Stage 4

- ✓ The PGR Support Office will inform all students/supervisors of the outcome of the AMR process, outlining what needs to be achieved and detailing the support to be offered

Summer

Stage 5

Review of the AMR process. Improvements for the next cycle are developed.

Stage 5

- ✓ PGR Support review common themes in reports to update web pages, "you said, we did" and other AMR communications
- ✓ Systems and process improvements are considered, and changes implemented where necessary