

## 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 AMR process

### **January – February, Stage 2:**

Each student & supervisor gets an email with an AMR link to MyPGR

### **Stage 2**

Email reminders are sent by the PGR Support office and MyPGR ahead of the deadline. 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) Annual Cycle

### **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