***Students’ Guide to***

***Annual Monitoring of Postgraduate Research Students in 2021/2022***

**Introduction**

Your progress is formally reviewed each year in an “annual monitoring” procedure. The outcome

will determine whether you are entitled to re-register for the next year of study. The approval of AMR outcomes will be confirmed by St Mary’s University Research Degrees Committee.

**Process**

The outcome will largely depend upon three documents, listed below, together with your performance in a short interview with your supervisors, to discuss your review paper, conducted in a normal online supervision session. Your supervisors will complete a pre-populated report form\* which will be sent to them by Research Services.

**Documents**  
The documents listed below should be **emailed to your Director of Studies no later than Friday 27 May**, and your interview will be held, in person or, by Skype, Microsoft Team, Zoom or other agreed method, with your full supervisory team:

* an up-to-date *Research Skills Record*\*\*;
* a full *Supervisory Log*, indicating the content and outcomes of supervisions\*\*;
* a short *review paper* of up to 2,000 words], briefly summarising key conclusions, progress, achievements and challenges in 2020/21, and outlining an intended proposed programme of research, and issues to address, for 2021/22. Your Director of Studies will give you further guidance.

**Review**

In making its decision, St Mary’s Research Degrees Committee will consider the progress you are making towards:

* your thesis (indicated in the Supervisory Log) and the review paper, and,
* your development of research skills

If appropriate, the Committee will also consider whether your current project has been given ethical approval by the relevant body.

If your Supervisory Team is not satisfied that you have been making satisfactory progress, it is empowered either to recommend to defer a decision until you have undertaken further work over the summer, or, in very extreme cases, to require you to discontinue your studies.

**Training**

Research Services will hold an online training session on the AMR process for students on 4 May 11.00-12.00pm. Invitations will be sent to all students. A recording and slides will be uploaded to the Postgraduate Research Programme on Moodle (in the ‘Researcher Development Programme’ section).

*\*If you have been on interruption of studies for 6 months or more during the academic year, and have now returned, your supervisors will complete the ‘AMR light touch’ form.*

*\*\**[*https://www.stmarys.ac.uk/research/students/interim-and-annual-report-forms.aspx*](https://www.stmarys.ac.uk/research/students/interim-and-annual-report-forms.aspx)