**Guidance for completion of the 2000-word report for the Annual Monitoring Review**

The AMR report should cover a review/reflection of the year and consider progress made, challenges faced, achievements, areas of development, as well as identifying targets and areas to progress going forwards.

Some indicative headings to help you structure the report are provided below, but you should discuss with your DoS/supervisors and they should offer advice too. For the review/reflection, you can write in first person.

1. **Progress and Achievements**: In this section you should reflect on things that you have made progress since the previous AMR or since you have started your PhD. You may also include training that you have attended and what you have learned that you did not know before. You should also mention what you have achieved this year, whether it was something small such as getting ethics approval for your study or something bigger, such as having a paper published.
2. **Challenges**: Discuss any challenges that you might have encountered in the last year, how you have managed to overcome them and/or what the consequences of these challenges were and/or what you have learned from these challenges.
3. **Future Plans**: In this section you will need to talk about your future plans with regards to your PhD and potentially any skills that you would like to develop.  You may wish to distinguish between short- and long-term goals.

KM/KW 2022