**ANNUAL REVIEW REPORT**

**M.D./M.Ch. Students**

**Please complete this form together with your supervisor. More information can be found in the Postgraduate Handbook.**

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| **When do I return this form?*** January registrants Return by end of Nov.
* July Registrants Return by end of May.

**At what points do I need to fill in an Annual Review Report Form?**MD/M.Ch registered after Mar 2020 (Yr. 1, 2). (Except on the year of Thesis submission; exact date will be specified at each cycle).**How should I return this document?** A single document should be emailed to the Director of Postgraduate Teaching and Learning (maherst@tcd.ie) and Ms Majella Moloney (molonem5@tcd.ie). You MUST CC your primary supervisor on the submission. All requested signatures are required.Please label your form using the following file name format: *APR\_[MMMYYYY]\_ [your name]\_[your surname]\_[your student number].* |
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| **PART A: GENERAL INFORMATION** |
| **Student Name** |  |
| **Student TCD Email** |  |
| **Student Number**  |  |
| **Student Signature** **(scan acceptable)** |  |
| **Year/Month Started** |  |
| **Current Year on programme****(Yr. 1, 2,)** |  |
| **Provisional Title of Thesis** |  |
| **Expected Final Thesis Submission Date** |  |
| **Funding Source(s)** |  |
| **Primary Supervisor Name**  |  |
| **Primary Supervisor Email** |  |
| **Name(s) of Additional Supervisors** **(If any)** |  |

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| **PART B: ECTS COMPLETED** |
| **List module(s) taken or in progress.** *M.D./M.Ch students (registered after 2020) need to complete at least 5 ECTS.* |
| **Module Name** | **Module Code** | **Month & Year Taken** | **Credits****(list if completed)** |
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| **Total credits taken** |  |
| **PLEASE READ THE FOLLOWING INFORMATION**These can be modules set up by the School specifically for PhD students, modules from taught masters programmes (running in your School or in another School with permission) or modules provided by non-academic units in College for PhD students. In addition, there are courses run by the Innovation Academy. The Teaching and Supporting Learning Module is also popular.Successful completion of modules will be recorded in SITS, and annual progression will be contingent on this. If the required ECTS are not completed at the time of submission, examination of the thesis will not be permitted. Students should discuss their module choices with their supervisor.These credits will be recorded in the student's transcript form, and progression is contingent on credit accumulation. Please see the following link for more information. [Taught Courses - Medicine | Trinity College Dublin](https://www.tcd.ie/medicine/education/postgraduate/taught-courses/)Please note that Certificates or Diplomas gained during your MD/M.Ch are stand-alone and will not be considered as part of ECTS requirement. Modules taken from the PG Cert in Statistics without gaining the certificate award can be counted toward the ECTS needs of your MD/M.Ch. |
| **PART C: CANDIDATE SECTION (max 2 pages)** |
| **Candidate's self-assessment of work completed and accomplishments since last report.**  |
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| **Please list any publications to date (published or under review)**  |
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| **Please list any conference presentations made to date (indicate whether poster or oral or other)** |
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| **Please mention any problems, setbacks, etc.,** *These are important to the PG team in monitoring progress and permitting extensions etc.* |
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| **Please provide details of the plan of research that has been agreed for the next 12 months.** |
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| **PART D: SUPERVISOR SECTION (max 1 page)** |
| **Supervisor's comments to be discussed with the candidate.**  |
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| **Is progress satisfactory** and do you recommend continuing registration?  |
| Progress is satisfactory, recommend continuing registration. | 🞎 |
| Progress unsatisfactory, do not recommend continuing registration. | 🞎 |
| If unsatisfactory, a meeting with the student, supervisory team and Director of Postgraduate Teaching and Learning for Studies will be convened.  |
| **Signatures (please note scan acceptable)** |
| **Primary Supervisor Signature**  |  |
| **Remote supervision.**Has the candidate been working and studying remotely this year? Yes or No; if Yes please provide details. |
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| **CHECKLIST (for your reference)** |

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| **[ ]  Do I need to submit Annual Review Report?****MD/M.Ch Students:** Students registered before March 2020 do not need to submit an Annual Review Report. Students registered on/after March 2020 will be required to submit an Annual Review Report by 30 December, January registrants by end of November; July registrants by end of May; except in the year they are submitting their thesis (**in this case** **an intention to submit form must be submitted in place of the APR**).  |
| **[ ]  Have all questions been answered, and all sections completed?** Please make sure you complete the form fully. If item is not relevant, insert N/A. |
| **Have I [ ] , and has my supervisor [ ]  signed the form?**Electronic signatures are allowed. |
| **[ ]** Please use this format for **file name:** *APR\_[MMMYYYY]\_[your name]\_[your surname]\_[your student number].* |
| **[ ]  Finally,** A single document should be emailed to the Director of Postgraduate Teaching and Learning (maherst@tcd.ie) and Ms Majella Moloney (molonem5@tcd.ie)  |

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| **FREQUENTLY ASKED QUESTIONS**  |

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| **I intend to submit this year. Am I still required to submit a review report?** |
| You will not need to submit a review report as you are intending to submit your thesis. However, you need to notify Academic Registry by completing an **INTENTION TO SUBMIT FORM**, otherwise they may assume that you have failed to progress. You can retrieve this form at the following site: [PG Handbook, Key Forms and Guides - Medicine | Trinity College Dublin](https://www.tcd.ie/medicine/education/postgraduate/pg-handbook-key-forms-and-guides/) |

**FOR OFFICE USE ONLY: DOCUMENT CONTROL**

**SCHOOL OF MEDICINE**

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| **FOR OFFICE USE ONLY: DOCUMENT CONTROL - SCHOOL OF MEDICINE** |
| **Prepared by:** | **Prof Declan Byrne (Associate Director M.D Studies, PGTL, School of Medicine)** |
| **Reviewed by:** | **Prof Stephen Maher (Director of Postgraduate Teaching & Learning, PGTL, School of Medicine)** |
| **Approved by:** | **Dara O'Mahony (Committee Member, PGTL, School of Medicine)** |
| **Next Review Date** | **This document was approved by the Postgraduate Teaching and Learning Committee (PGTL), School of Medicine who will review every two years. This document may be subject to quality appraisal such as the School review. The next review date of this document will be September 2027** |
| **VERSION HISTORY** | **Version 1 – September 2024, Version 2 – July 2025** |