# ANNUAL REVIEW REPORT

For Postgraduate **Masters Research** Students only

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| **INFORMATION FOR STUDENTS****When do I complete the annual review process?*** Students who register for one year only do not need to complete an annual review report.
* September Registrants who pursue a 2-year Masters Research programme should complete their annual review no later than **June 30** of their first year.
* March Registrants should complete their annual review no later than end **January 31**.

**School of Medicine deadlines for returning reports for local review and approval.*** September Registrants should upload the report no later than **31st May.**
* March Registrants should upload the report no later than **6th January.**

**At what points in my study do I need to fill in an Annual Review Report Form?*** Masters Research students do not complete an Annual Review Report in their submission year. Only continuing students complete this form.
* Masters Research full-time: Year 1 (only if continuing to Year 2).
* Masters Research part-time: Years 1 and 2 (unless submitting in Year 2).

**How should I complete this document?** Students should complete Parts A and B of the annual review report and return the completed form to their Supervisor for signing no later than the date prescribed by their School. Students should upload their signed reports via a link available in CM8807 on Blackboard by the School’s deadline above. **Who should I contact if I experience difficulties completing this form?**Please contact your Supervisor or the Associate Director of Teaching and Learning [(PhD Studies](https://www.tcd.ie/medicine/education/postgraduate/welcome--postgraduate-team/)) or gradapps@tcd.ie. |
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| **PART A: GENERAL INFORMATION** |
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| **Student name**  |  |
| **Student ID number** |  |
| **Student TCD email** |  |
| **Name of degree registered for** |  |
| **Full-time or part-time** | Choose an item. |
| **School where registered** |  |
| **Year/month of starting** |  | **Month of registration** | Choose an item. |
| **Current year of study****(Year 1, 2, 3, …)** |  |
| **Do you have a funding source? If so, please specify.** |  |

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| **PART B: STUDENT**  |
| **Student’s self-assessment of progress made since September / March 20…** (*delete as appropriate*)Please submit to Supervisor for further engagement and discussion. Students should not hesitate to mention problems, setbacks etc., since these matters are important to the Supervisor, Director of Teaching and Learning (Postgraduate) and Head of School in monitoring progress and permitting extensions etc. |
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| **If relevant, please list any publications to date (published or submitted).** |
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| **If relevant, please list any conference presentations to date. Please list any research related activities e.g., application for funding and attendance at academic conferences.** |
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| **List any teaching activities undertaken and the number of hours of teaching you delivered since the last review.** (Please note, students on the Masters register do not routinely engage in teaching activities) |
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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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| **Signature of Student** |  | **Date** |  |

| **PART C: SUPERVISOR**  |
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| **Supervisor's comments to** **be discussed with the student**. The substance of these observations should be discussed with the student and should include information on the agreed plan of research for the next 12 months. In Schools that operate a quasi-thesis committee for Masters research students, the content of the report should be shared with that committee after the student has had a chance to review the report. |
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| **Has the student been undertaking their research in Trinity this year?**[**Off-site-Supervision-Research-Students-Policy.pdf**](https://www.tcd.ie/media/tcd/about/policies/pdfs/academic/Off-site-Supervision-Research-Students-Policy.pdf) | Choose an item. |
| **If the answer above is no, please state reasons for absence, place of study and supervisory arrangements.** |
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| **Has the student been given an opportunity to teach / demonstrate? How many hours of teaching did the student deliver since the last review?**  | Choose an item. |
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| **Please select the recommended outcome of the annual review***(Please tick as appropriate)* | **a)** | Continuation on the Masters Research register. |  |
| **b)** | Continuation on the Masters Research register after some minor changes have been made to the report. |  |
| **c)** | Transfer to the PhD register (NOTE: further application is required to formalise a request to transfer a student to the PhD register, see below) |  |
| **d)** | Not to continue as a postgraduate research student. |  |
| **If (b) is recommended, please state the conditions that must be satisfied by the student and a timeframe to meet the conditions before the registration for the next year of study can be recommended.** |
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| **Where applicable: Has transfer to the PhD register been recommended? If so, what transfer procedures were followed?***Please note that the Director of Teaching and Learning (Postgraduate) needs to notify the Dean of Graduate Studies separately of all transfers to the Ph.D. register.* |
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| **Where the student is in her/his final year of registration, do you foresee any problems which might prevent submission of the dissertation on or before the cessation date?** |
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| **Signature of Supervisor** |  | **Date** |  |

*The completed Annual Review Report should be kept by the School, and a copy provided to the student, Supervisor, and Director of Teaching & Learning (Postgraduate) – it should not be circulated further.*

*Only the* ***outcome*** *of the review should be communicated to Academic Registry by email to* researchprogression@tcd.ie in the format advised by Academic Registry.

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| **FOR OFFICE USE ONLY: DOCUMENT CONTROL - SCHOOL OF MEDICINE** |
| **Prepared by:** | **Majella Moloney (Deputy Postgraduate Manager, PG Office, School of Medicine)** |
| **Reviewed by:** | **Dara O'Mahony (Postgraduate Manager, PG Office, School of Medicine)** |
| **Approved by:** | **Stephen Maher (Director of Postgraduate Teaching and Learning, 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 May 2027.** |
| **VERSION HISTORY** | **Version 1 – May 2025** |