Upgrade Form

This form should be completed and submitted to the Doctoral School (doctoralschool@royalholloway.ac.uk) along with all relevant documents.

**Part 1 – Enrolment details:**

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| --- | --- |
| Student name and ID |  |
| Department: |  |
| Date of initial enrolment: |  |
| Date/Type\* of previous review meeting:  |  |
| Date of Upgrade meeting: |  |
| Submission deadline (or expected submission date if earlier) |  |

\*e.g. Upgrade, 9 month review etc.

**Part 2 – Details of student’s work:**

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| **Working thesis title:** |
| **Description of submission[[1]](#footnote-1):****Please attach a copy of the submission for the Doctoral School’s file** |

**Part 3: Ethical approval:**

Details of the University’s Ethical Approval Process can be found at:
<https://intranet.royalholloway.ac.uk/staff/research/research-and-innovation/research-enterprise/ethics/applying-for-ethical-review.aspx>.

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| Have you read the information on the [University’s Ethical Approval Process](https://intranet.royalholloway.ac.uk/staff/research/research-and-innovation/research-enterprise/ethics/applying-for-ethical-review.aspx) and discussed the ethical implications of your research with your supervisor? | YES/NO |

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| --- | --- |
| The ethical review form: |  |
| No action required\*: |  |

As an agreed outcome of that discussion, please indicate whether you have completed one of the following or whether no action was considered necessary:

\*It is recommended that all students apply for ethical review. However, however in certain cases where there are clearly no ethical concerns, it may be permissible for students to not complete this. All such cases must be confirmed in writing with the Doctoral School.

**Part 4: Generic skills training:**

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| Has the student completed the required 5 days\* of research skills training? | YES/NO |

\*10 days in the case of the RCUK-funded students

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| Please attach a copy of the [Generic Student Training Log](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/doc/new-research-log.docx) for the period since the last review. |

**Part 5: Supervisory meetings:**

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| Please attach a copy of the [Supervisory Meetings Log](https://intranet.royalholloway.ac.uk/doctoral-school/assets/docs/doc/pgr-record-of-supervisor-contacts.docx) for the period since the last review. |

**Part 6: Confirmation of Postgraduate Research Experience Survey Completion\*:**\* To illustrate full engagement with your programme (including feeding into programme developments), we encourage students to complete the PRES and attach your completion certificate in the documentation. Please check in your departmental guidance document whether your department requests this.

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| Please attach a copy of the confirmation of completion receipt of the latest PRES survey. |

**Part 7: Upgrade outcome:**

Please indicate the outcome of the upgrade meeting using the boxes below.

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|  | **Upgraded**The student has met the requirements for upgrade to the degree of PhD, as follows:* + The student has demonstrated an appropriate standard of academic work and sufficient proficiency in English language.
	+ The student has in prospect an adequate project of research to justify the upgrade and is expected to submit the thesis within four years of full-time study, or eight years of part-time study from the date of initial registration.
	+ The student has completed the required 5 days (10 days in the case of RCUK-funded students) of research skills training per year.
 |
|  | **Unsuccessful first attempt**The student has not met the requirements for upgrade to the degree of PhD on the first attempt, but is eligible for a ***second and final attempt*** at upgrade before the end of the second year of full-time study, or the fourth year of part-time study. |
|  | **MPhil only**The student has not met the requirements for upgrade to the degree of PhD on the second and final attempt, but has met the requirements to remain registered for the degree of MPhil.OrThe student has indicated that s/he wishes to remain registered for the degree of MPhil.The following conditions are satisfied:* + The student has demonstrated an appropriate standard of academic work and sufficient proficiency in English language.
	+ The student has in prospect an adequate project of research and can be expected to submit the thesis within three years of full-time study, or five years of part-time study from the date of initial registration.
	+ The student has completed the required 5 days (10 days in the case of RCUK-funded students) of research skills training per year.
 |
|  | **Unsatisfactory review – further assessment needed**The student has not demonstrated satisfactory progress in one or more areas. The student will remain registered for the degree of MPhil but it is recommended that a further review should be conducted within \_\_\_\_\_ months and that the Department/ School should consider whether to issue a formal warning. |

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| **REASONS FOR DECISION (To be completed in case of failed first attempt or failed transfer; please attached separate document if necessary):** |
| RECOMMENDED ACTION: |
| IF THE THESIS WILL BE SUBMITTED IN A FORMAT OTHER THAN A MONOGRAPH, PLEASE INDICATE HERE THAT THIS HAS BEEN DISCUSSED AND APPROVED: Please see Research Degree Regulations section 13, paragraph 16b for details:  |

**Part 8: Constitution of Panel and Signatures**

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| Name: | Role:(Supervisor / Advisor / Independent Panel Member) | Signature\*: |
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| **Departmental Postgraduate Research Lead (If Applicable):** |  |  |

\*Please note that we cannot accept solely typed signatures, if someone is unable to sign the form physically/electronically they will need to email their approval of the document to the Doctoral School (Doctoralschool@royalholloway.ac.uk)

**Part 9: Student’s comments on Upgrade process and outcome**

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| *If the student prefers, they can wait to provide their comments to the Doctoral School once they have received the official notification of the outcome.* |

1. This should comprise: **a)** a substantial piece of written work with a full bibliography, together with any other required pieces of work, or a piece of practice-based work relevant to their chosen topic of study; **b)** an ‘annual report’ of work done, including evidence of an understanding of the literature (e.g. a literature review or an appropriate piece of written work), with a timetabled research plan for the next year / completion. [↑](#footnote-ref-1)