

## **SCHOOL OF ENGINEERING, PHYSICAL AND MATHEMATICAL SCIENCES**

### **Department of Computer Science**

#### **Upgrade meeting requirements**

- **Timeline:**

You are expected to have your first attempt at upgrade within 20 months after initial registration (40 months after initial registration for part time students).

If your first attempt at upgrade is unsuccessful, then you will be expected to have your final attempt by 24 months after initial registration (48 months after initial registration for part time students).

If you are unsuccessful the second time, then you will remain registered as an MPhil student.

- **Panel members:**

A minimum of three members, with at least one member of your supervisory team as well as one independent member from the Department.

- **Organising the meeting:**

Six weeks before your upgrade deadline, the Doctoral School will send an email reminding both you and your supervisor to organise the upgrade meeting. Your supervisor will organise the meeting and liaise with you and the other members of the panel to find a suitable time.

- **Documentation required:**

- Substantial technical report with bibliography;
- Students are expected to have done substantial amount of research towards their PhD, and to have a draft table of contents of the PhD with a clear idea of what remains to be done;
- [Training log](#) – the student should have completed a substantial part of the agreed research and training skills training programme;
- [Supervisory log](#);
- A screenshot of the confirmation message to show you have completed PRES.

It is highly recommended that you have given a technical talk within the department before your upgrade meeting, but this is not an essential requirement.

- **When to send the documentation:**

You should send all the requested documentation by email to your upgrade panel (copying in [doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk)) at least two weeks before the upgrade meeting.

- **The upgrade meeting:**

To this meeting, you should bring a copy of the [Upgrade form](#) (with Parts 1-6 completed), which will be signed by all present at the end of the meeting. Your supervisor will complete the outcome section after the meeting.

Your supervisor will forward the completed form to the Doctoral School and we will process and confirm your outcome, ideally within 2 weeks of your meeting. At this point, you will receive the upgrade form and your upgrade letter, and will be invited to add comments to the form, should you wish to do so.