

SCHOOL OF PERFORMING AND DIGITAL ARTS

Department of Drama, Theatre and Dance

Upgrade: Process and Requirements

- **Timeline:**

You will normally be considered for upgrade at the end of your first year of research (or second year if you are part time).

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.

The process for upgrade involves a presentation and an interview.

You are expected to give a short presentation of your work, at the end of the summer term prior to the upgrade interview.

The upgrade interview will normally last about 45 minutes, intended to serve as preparation for the student's *viva voce* examination, with the supervisor taking a back seat. To this meeting, you should bring a copy of the [Upgrade form](#) (with Parts 1-6 completed by you), which will be signed by all present at the end of the meeting. Your supervisor will complete the outcome section after the meeting.

Your department 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.

- **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:**

The department and the Doctoral School organise the times and dates of the upgrades. You will be notified of the dates during the Spring term and sent a detailed timetable of the upgrade arrangements during the summer term (for upgrade presentations) and during the summer holiday (for the interviews).

If upgrade will be taking place at another point in the year, your supervisor will liaise with you and the other members of the panel to agree on a suitable date.

- **You need to submit the following in advance of the Upgrade meeting in September:**
 - Chapter-length piece of writing (7-10,000 words);
 - An annotated bibliography of up to ten resources that have informed your research to date (e.g. books, journal articles, chapters);
 - A provisional outline structure of the thesis including a chapter breakdown;
 - A brief statement on your progress over the year, and your plans for the year ahead;
 - A brief statement about your research that can be uploaded onto the departmental website via Pure;
 - A list of dates of supervision meetings;
 - A copy of your training log;
 - A screenshot of the confirmation message to show you have completed and submitted the online student feedback survey, PRES.

- **When to send the documentation:**

You should submit a *draft* of your chapter-length piece of writing directly to your supervisor, at a date agreed in advance (normally around the beginning of August).

The chapter-length piece of writing and all other documents should be submitted by email to your supervisor and advisor, copying in doctoralschool@royalholloway.ac.uk, **by the first working day in September**. Your upgrade panel might also request a hard copy of these documents.