

## **SCHOOL OF HUMANITIES**

### **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. In the School of Humanities, this means the upgrade panel will normally consist of your supervisor(s), advisor and an independent chair.

- **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. Upgrade may be held at any time of the year.

- **Documentation required:**

- [Training log](#);
- [Supervisory log](#);
- Chapter-length piece of research writing;
  - For PhD by practice-based research, (i.e. creative writing and poetic practice), this should be a selection from both the creative and critical components of the thesis. The creative submission for prose writers should be a chapter of about 20 pages of fiction; for poetry and poetic practice, up to 15 pages of poetry or an equivalent textual project (digital media, bookwork, video, documentation of performance/installation). The critical submission should be 3,000-8,000 words. You should discuss what to submit for both elements with your supervisory team.

- Thesis abstract, an outline of the thesis, describing the different chapters and the material that will be used to write them, and a timetabled research plan for completion of the thesis;
- An introduction or a survey of critical literature in the field, as appropriate;
- A bibliography of the work to date;
- A screenshot of the confirmation message to show you have completed PRES.

- **When to send the documentation:**

It is your responsibility to ensure that the required material is submitted to the panel by email (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.

A member of the panel 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.