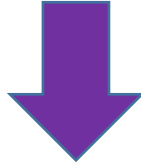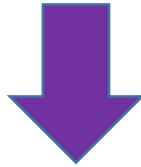# Upgrade overview

Six weeks before your deadline, the Doctoral School will contact both you and your supervisor so that you can schedule the meeting.
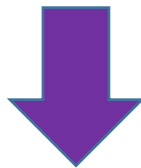
↓

You should submit your upgrade paperwork to your upgrade panel (cc Doctoral School) before your upgrade meeting.

↓

Your upgrade meeting takes place.

↓

A member of the upgrade panel returns the completed upgrade form to the Doctoral School.

↓

The Doctoral School processes your outcome and sends your upgrade letter and a copy of your upgrade form to you (cc supervisor, PGR Lead and Director of Postgraduate Education).