



SCHOOL OF ENGINEERING, PHYSICAL AND MATHEMATICAL SCIENCES

Department of Electronic Engineering

Upgrade meeting requirements

- **Timeline:**

During your second year, you are expected to present a conference-style poster at the Annual Departmental Postgraduate Convention.

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:**

The panel should consist of your supervisor(s), advisor and at least one other academic who is external to your supervisory team, ideally the PGR Lead. The independent member will chair the meeting.

- **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:**

- The Upgrade form, produced in consultation with your supervisor, should include the following information:
 - A working thesis title;
 - A Hypothesis in the form of a statement of the research 'problem' in a single sentence; additional text can be added that expands on individual elements of the Hypothesis. The thesis itself then proves or disproves the "hypothesis";

- A description of pilot experimental work that has been carried out to demonstrate that the Hypothesis can be tested experimentally as being proved or disproved as appropriate;
- A literature review that describes previous work in the area of interest that is properly referenced to appropriate research papers, books and other sources as appropriate;
- A timeline for completion (Gantt chart), including allowing for writing-up time. An example can be found within the [Postgraduate Research Student Information page](#) in Moodle. This is just an example, the same information can be presented in a different format if preferred;
- A [training log](#) showing all classes and workshops attended;
- [Supervisory log](#);
- A screenshot of the confirmation message to show you have completed PRES.

- **When to send the documentation:**

- **Poster:**

During your second year, you are expected to present a conference-style poster at the Annual Departmental Postgraduate Convention.

- **Upgrade paperwork:**

You should send all the requested documentation by email to your upgrade panel (copying in doctoralschool@royalholloway.ac.uk) no later than 10 working days before the upgrade meeting.

- **The upgrade meeting:**

To the upgrade 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.