



SCHOOL OF LIFE SCIENCES AND THE ENVIRONMENT

Department of Geography

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:**

Twelve weeks before your upgrade deadline, the Doctoral School will send an email reminding both you and your supervisor to organise the upgrade meeting. You will be issued with a written invitation that states the work that you need to produce and the deadline by when it must be submitted.

- **Documentation required:**

- A substantial piece of written work, fully referenced with a bibliography;
- A report of work done up to that point;
- A plan of work for the next 12 months (or to completion);
- [Training log](#);
- [Supervisory log](#).

- **When to send the documentation:**

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

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.