



SCHOOL OF ENGINEERING, PHYSICAL AND MATHEMATICAL SCIENCES

Department of Mathematics

Upgrade meeting requirements

- **Timeline:**

For students who have made excellent progress in their first year and have a reasonable idea of the direction of their future research work (and final thesis topic) already, the first attempt at upgrade meeting can take place at their first year annual review meeting.

Most students will have their first attempt at upgrade sometime during their second year within 20 months after initial registration (40 months after initial registration for part time students). If this is the case, it is common for targets to have been set during the first year Annual Review that must be met in order to enable upgrade to take place.

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 three members, with at least one member of your supervisory team and one member of staff who is completely independent of your supervisory team.

- **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:**

- Short (around two pages) written Annual Review covering the research work that has been conducted over the past year, plans for the next year and mention of all research training and development activities that have been undertaken as well as plans for completion of the thesis;
- [Research Training Log](#) and research training needs for the next year;
- [Supervisory meeting 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) before the upgrade meeting.

- **The upgrade meeting:**

The upgrade meeting will commence with a short presentation (e.g. 15 minutes) covering research work that has been conducted over the past year, plans for the next year and mention of all research training and development activities that have been undertaken as well as plans for completion of the thesis. You should expect to answer questions from the panel during this presentation.

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.