



## SCHOOL OF PERFORMING AND DIGITAL ARTS

### Department of Media Arts

#### Upgrade: Process and Requirements

- **Timeline:**

You will be expected to have your first attempt at upgrade meeting 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.

Upgrade meetings will be organised in an ad-hoc basis, depending on your enrolment.

You are expected to give a short presentation of your work.

The upgrade interview will normally last about 45 minutes, intended to serve as preparation for the student's *viva voce* examination, with the supervisor taking a back seat. 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.

Your department 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.

- **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:**

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 liaise with you and the other members of the panel to agree on a suitable date.

- **Documentation required:**
  - A substantial piece or portfolio of work, which must include other forms of work which are appropriate to the project of research;
  - A list of dates of [supervision meetings](#);
  - A copy of your [training log](#);
  - A screenshot of the confirmation message to show you have completed and submitted the online student feedback survey, PRES.
  
- **When to send the documentation:**

All documents should be submitted by email to the members of your panel, copying in [doctoralschool@royalholloway.ac.uk](mailto:doctoralschool@royalholloway.ac.uk), at least a week prior to the meeting. Your upgrade panel might also request a hard copy of these documents.