



SCHOOL OF PERFORMING AND DIGITAL ARTS

Department of Music

Upgrade: Process and Requirements

- **Timeline:**

You are expected to have your first attempt at upgrade 18-20 months after initial registration (24-36 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 in the Music department tend to take place in May, but if you have a non-standart start date then your upgrade meeting will be organised ad-hoc.

The process for upgrade involves a presentation and an interview.

You are expected to give a short presentation of your work, prior to the upgrade interview. This may take place on a Departmental Postgraduate Day or may be given immediately before the Upgrade interview. You may invite fellow PGRs to this if you wish.

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. The Chair of the interview 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, normally comprising your supervisory team, advisor, and one independent member from the Department who will act as Chair.

- **Organising the meeting:**

During the Spring term, you will be informed of the 2 days in May on which the upgrade meetings will be taking place and will be expected to block these days in your calendar. The PGR Lead and the Doctoral School will put together a schedule that will be circulated in advance.

If taking place at another point in the year, your supervisor will liaise with you and the other members of the panel to agree on a suitable date.

- **You need to submit the following in advance of the Upgrade meeting:**

For all Music students other than Composition students:

- a detailed plan of chapters of the proposed PhD thesis, together with a brief abstract containing an overall summary of the intended work;
- one or more complete sections consisting normally of not less than 12,000 words in total, which it is intended will form (with appropriate revisions) a part of the PhD thesis (this material should be representative of the content of the final thesis, and should not solely comprise, though may include, a literature review);
- a timetable for the completion of the research and writing-up;
- their copy of the completed Research Training Log from the previous year, a log and brief notes of all supervision meetings since the previous review meeting (or upgrade) (max. two A4 sides of compiled notes), and a screenshot of the confirmation message to show you have completed and submitted the online student feedback survey, PRES.
- a copy of the [Upgrade form](#) – please complete Parts 1–6

For Composition students:

- *either* a complete composition or complete sections of a composition *or* a collection of compositions written in the period since initial MPhil registration, with a duration of 10-15 minutes
- a recording of the above music;
- an extended (c.2000 words) commentary on the structure and compositional methods employed in the piece;
- a detailed plan of the contents of the proposed PhD portfolio, with timings, and with some technical comments for each proposed piece;
- a timetable for the completion of the portfolio and its accompanying documents and recordings.
- their copy of the completed Research Training Log from the previous year, a log and brief notes of all supervision meetings since the previous review meeting (or upgrade) (max. two A4 sides of compiled notes), and a screenshot of the confirmation message to show you have completed and submitted the online student feedback survey, PRES.
- a copy of the [Upgrade form](#) – please complete Parts 1–6

- **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. Your upgrade panel might also request a hard copy of these documents.