



SCHOOL OF ENGINEERING, PHYSICAL AND MATHEMATICAL SCIENCES

Department of Physics

Upgrade meeting requirements

- **Timeline:**

The first year annual review process is often used to advise/decide whether you should really write up an MSci report.

The Upgrade decision is usually considered alongside the second year annual review. 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:**

At the start of your PhD programme you will have been allocated a supervisor (with responsibility for day-to-day supervision of your project), an advisor (a member of academic staff with technical knowledge of your subject), and an independent moderator (a member of academic staff with no in-depth knowledge of your subject area).

The supervisor has responsibility for the administrative aspects of the Upgrade process.

- **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 from you:**

- Student Report (approx. 3000-5000 words) including a statement on the anticipated contents of the thesis with a timeline for completion before the submission deadline;
- [Training log](#);
- Pure entry;
- A screenshot of the confirmation message to show you have completed PRES.

- **When to send the documentation:**

You should send the documentation by email to your supervisor, advisor and moderator (copying in doctoralschool@royalholloway.ac.uk) by the deadline in the Doctoral School reminder email.

- **The upgrade meeting:**

Prior to the upgrade meeting, your supervisor will send a single-page report on your progress during the year to the advisor and moderator.

During the upgrade meeting, your advisor and the moderator will examine you orally (a 'mock viva'), they will write a report on this meeting and send it to your supervisor. Together, the supervisor, advisor and moderator will come to an agreement as to whether they recommend your upgrade from MPhil to PhD and complete the [Upgrade form](#) accordingly.

Your supervisor will forward the completed Upgrade form and copies of the supervisor and advisor/moderator reports to the Doctoral School. The Doctoral School will process and confirm your outcome, ideally within 2 weeks of your meeting. At this point, you will receive a copy of the upgrade form and your upgrade letter, and will be invited to add comments to the Upgrade form, should you wish to do so. You will also receive copies of the supervisor and advisor/moderator reports.