

SCHOOL OF LAW AND SOCIAL SCIENCES

Department of Politics, International Relations and Philosophy

Upgrade meeting requirements

- **Timeline:**

For PhD students **starting in September 2019 or later**, the upgrade from MPhil to PhD status takes place in May/June of the first year (second year for part-time students). For students who started **before September 2019**, the upgrade meeting takes place in May/June of the second year of full-time study (fourth year of part-time study).

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:**

According to the Research Degree regulations, the upgrade panel should be made up with a minimum of three members, with at least one member of your supervisory team as well as one independent member from the Department. In PIRP, you will submit your documents to your supervisors, the Advisory Panel (consisting of two other permanent members of academic staff), and the School Upgrade Panel.

- **Organising the meeting:**

Your supervisor will organise the meeting to take place in late May/early June and will liaise with you and the other members of the panel to find a suitable time.

- **Documentation required:**

If you started before September 2019, you should submit:

- A Research Statement/Design (approx. 2500-3000 words in length), consisting of:
 - Introduction: research question, background/context for the research;
 - Literature Review -- argument developed concerning existing studies;
 - Hypothesis/Argument and Theoretical Framework;
 - Research Methodology (if appropriate);
 - Research Contribution;
 - Conclusion/Summary;
 - Appendix 1: Chapter Outline of the Thesis;
 - Appendix 2: Monthly Timetable for the Project (formatted in a table);
 - Two chapters of the thesis, usually the Introduction and one other (this could be a theoretical, methodological or empirical chapter, depending on

the nature of the PhD research – this is a question to be decided in conjunction with supervisors);

- [Training Log](#);
- [Supervision reports](#);
- A screenshot of the confirmation message to show you have completed PRES.

If you started in September 2019 or after, you should submit:

- A Research Statement/Design (approx. 2500-3000 words in length), consisting of:
 - Introduction: research question, background/context for the research;
 - Literature Review -- argument developed concerning existing studies;
 - Hypothesis/Argument and Theoretical Framework;
 - Research Methodology (if appropriate);
 - Research Contribution;
 - Conclusion/Summary;
 - Appendix 1: Chapter Outline of the Thesis;
 - Appendix 2: Monthly Timetable for the Project (formatted in a table);
 - One chapter of the thesis, usually the Introduction;
- [Training Log](#);
- [Supervision reports](#);
- A screenshot of the confirmation message to show you have completed PRES.

- **When to send the documentation:**

You should send all of the requested documents at least two weeks before your meeting with your Advisory Panel in late April/early June. You should send your revised upgrade materials to the Upgrade Panel (copying in doctoralschool@royalholloway.ac.uk) at least two weeks before the upgrade meeting in May/early June.

- **The upgrade meeting:**

All students meet with their Advisory Panel in late April/early May. The purpose of the Advisory Panel meeting is for the Panel to offer advice on how to revise your submission to the Upgrade Panel. Following this meeting, the Advisory Panel forwards a report to the School Upgrade Panel.

Your meeting with the School Upgrade Panel will take place in May/early June. This meeting will consist of a succinct 10-minute oral presentation of your project based on the Research Statement (no PowerPoint or other audiovisual aids allowed), and 15-20 minutes of discussion, feedback, and questions from the School Upgrade Committee. At the end of the meeting, the Committee will decide whether you are permitted to upgrade from MPhil to PhD.

Your PGR Lead will forward the completed [upgrade 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.