



SCHOOL OF LIFE SCIENCES AND THE ENVIRONMENT

Department of Psychology

Upgrade meeting requirements

- **Timeline:**

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), but the Departmental view is that the first attempt at upgrade could take place 16 months after initial registration.

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:**

A minimum of three members, consisting of your supervisor, advisor and at least one other academic who is external to your supervisory team. In Psychology, the additional academic is assigned by the PGR Lead.

- **Organising the meeting:**

Twelve weeks before the upgrade deadline agreed during your Year 1 Annual Review, the Doctoral School will send an email reminding both you and your supervisor to organise the upgrade meeting. You will be issued with a written invitation that states the work that you need to produce and the deadline by when it must be submitted.

- **Documentation required:**

- A completed [Upgrade form](#) (typically parts 1-6), which must include:
 - Working thesis title;
 - Description of submission providing a list of the information you have provided;
 - [Training log](#) showing all classes and workshops attended;
 - [Supervisory meeting log](#);
 - A summary of studies performed to date and confirmation that key benchmarks agreed at the first Annual Review have been met (e.g., studies

- completed, pilot data collected/analysed, or technical/organisational goals attained);
- A substantial piece of written work such as:
 - A literature review (approx. 5,000-6,000 words) which should be concise, structured and focused. It should contain the aims and objectives of the research project and would be expected to form the basis of the first chapter of the thesis; *or*
 - Other examples of written work, such as draft chapters of the thesis and/or journal papers or manuscripts, could be submitted in place of the literature review;
- An outline of studies remaining/still to be performed;
- A detailed outline of the thesis (concise chapter plan indicating what is drafted and/or completed);
- A timeline for completion (such as a Gantt chart) from the start to the end of the PhD (3 years full-time), with clear indication of what is completed and what is yet to come. An example can be found within the Student Information page in Moodle, but it can be presented in a different format if preferred;
- An abstract for your presentation at the Postgraduate Convention, as it is compulsory for you to present at the Postgraduate Convention **prior** to upgrade.

- **When to send the documentation:**

You should send all the requested documentation by email to your upgrade panel (copying in doctoralschool@royalholloway.ac.uk) one week before the upgrade meeting.

- **The upgrade meeting:**

As part of your upgrade requirements, you should give an oral presentation at the Departmental Postgraduate Convention before your upgrade meeting; confirmation of your presentation will be confirmed at the upgrade meeting.

The decision to upgrade rests with the chairing (Deputy) Department PGR Lead and will be made during the Upgrade meeting.

A member of the panel 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.