



SCHOOL OF LAW AND SOCIAL SCIENCES

Department of Social Work

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).

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, with at least one member from your core discipline as well as one independent member from the Department. The Chair of the Departmental Upgrade Committee is the Departmental Lead for Postgraduate Research.

- **Organising the meeting:**

Ten weeks before your upgrade deadline, the Doctoral School will send an email reminding both you and your supervisor to organise the upgrade meeting. The Departmental Lead for PGR will organise the meeting and liaise with you and the other members of the panel to find a suitable time.

- **Documentation required:**

- [Training log](#);
- [Supervisory log](#);
- Brief report, written by the student, which summarises the progress which has been made during the period under review and the extent to which the objectives have been met, and sets out a draft schedule of future work;
- A substantial piece or portfolio of work, which must include written work but may also include other forms of work which are appropriate to the project of research;
- A screenshot of the confirmation message to show you have completed PRES.

- **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.

- **The upgrade meeting:**

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 Departmental PGR Lead will complete the outcome section after the 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.