

Research Degree Student Review

Upgrade Form

- ✓ The original form should be filed in the Department, together with the written submission and the training log.
- ✓ Copy should be given to the student.
- ✓ Electronic copy of the form (**not of supporting upgrade documents**) should be sent to researchdegrees@rhul.ac.uk or posted to Student Administration.

Part 1 – Enrolment Details

Department:	
Student name:	Student ID:
Date of initial enrolment:	Expected submission date:
Degree for which registered at outset of review (circle as appropriate): MPhil / PhD	Date of Annual Review / Upgrade:

Part 2 – Details of Student Work

Working thesis title:
Description of submission*:
Please attach a copy of the submission for Department's file.

Part 3 – Generic Skills Training

Please attach a copy of the Generic Student Training Log for the past year.

* This should comprise: **a)** a substantial piece of written work with a full bibliography, together with any other required pieces of work, or a piece of practice-based work relevant to their chosen topic of study; **b)** an 'annual report' of work done, including evidence of an understanding of the literature (e.g. a literature review or an appropriate piece of written work), with a timetabled research plan for the next year / completion.

Part 4 – Supervisory Meetings

Please attach a copy of the Supervisory Meetings Log for the past year.

Part 5 – Outcome of Upgrade

Please circle a), b), c) or d):

a) Upgraded

The student has met the requirements for upgrade to the degree of PhD, as follows:

- ✓ The student has demonstrated an appropriate standard of academic work and sufficient proficiency in English language.
- ✓ The student has in prospect an adequate project of research to justify the upgrade and is expected to submit the thesis within four years of full-time study, or eight years of part-time study from the date of initial registration.
- ✓ The student has completed the required 5 days (10 days in the case of RCUK-funded students) of research skills training per year.

b) Failed First Attempt

The student has not met the requirements for upgrade to the degree of PhD on the first attempt, but is eligible for a **second and final attempt** at upgrade before the end of the second year of full-time study, or the fourth year of part-time study.

c) MPhil Only

The student has not met the requirements for upgrade to the degree of PhD on the second and final attempt, but has met the requirements to remain registered for the degree of MPhil.

Or

The student has indicated that s/he wishes to remain registered for the degree of MPhil.

The following conditions are satisfied:

- ✓ The student has demonstrated an appropriate standard of academic work and sufficient proficiency in English language.
- ✓ The student has in prospect an adequate project of research and can be expected to submit the thesis within three years of full-time study, or five years of part-time study from the date of initial registration.
- ✓ The student has completed the required 5 days (10 days in the case of RCUK-funded students) of research skills training per year.

d) Unsatisfactory Review further assessment needed

The student has not demonstrated satisfactory progress in one or more areas. The student will remain registered for the degree of MPhil but it is recommended that a further review should be conducted within ____ months and that the Department/ School should consider whether to issue a formal warning.

REASONS FOR DECISION (To be completed in case of failed first attempt or failed transfer; please attached separate document if necessary):	
RECOMMENDED ACTION:	
IF THE THESIS WILL BE SUBMITTED IN A FORMAT OTHER THAN A MONOGRAPH, PLEASE INDICATE HERE THAT THIS HAS BEEN DISCUSSED AND APPROVED: Please see Research Degree Regulations section 13, paragraph 13b for details:	
Student's signature:	Supervisor's signature:

Part 6 – Constitution of Panel and Signatures
(Please ensure that names are legible as they need to be logged in Banner)

NAMES	SIGNATURES
Student:	
Supervisor 1:	
Supervisor 2:	
Adviser:	
Director of Graduate Studies/ Independent staff member	

Part 7 – Consideration of Review Outcome by PG Committee / Research Committee
(Please note that the outcome of the Upgrade must be ratified formally by a Departmental Committee to be valid)

Date of consideration:

Action to be taken:

_____ Signature of HoD/

DoGs:

Part 8 – Student's Comments on Upgrade process and outcome