



SCHOOL OF LIFE SCIENCE AND THE ENVIRONMENT

Department of Health Studies

Upgrade meeting requirements

Timeline:

- You are expected to have your first attempt at upgrade within 18 months after initial registration (36 months after initial registration for part time students), but the Departmental view is that the first attempt at upgrade could take place 12 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.

Organising the meeting:

Twelve 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 liaise with you and the other members of the panel to agree on a suitable date.

Documentation required:

As part of the Annual Review Process, you are expected to submit a written report showing your progress to date. The exact structure and format of this report should be discussed with your supervisor. In addition to this, you will be required to submit the following documents at least two weeks prior to your meeting taking place:

- [PGR Student Training Log](#)
- [Supervisory Meetings Log](#)
- [Ethical Review Form \(If Required\)](#)
- 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.

A substantial piece of written work is considered to be:

- 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;

In addition, students will be expected to provide:

- 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.

When to send the documentation:

All documents should be submitted by email to the members of your panel, copying in doctoralschool@royalholloway.ac.uk, at least a week prior to the meeting.

The upgrade meeting:

- As part of your upgrade requirements, you should give an oral presentation.
- 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.