

## Department of Economics Procedures for PhD Annual Reviews and Upgrades

### The Need for Annual Review and Upgrade

Reviews are required on a regular basis to comply with the College's policy that every PhD student, whether full-time or part-time, who has not yet submitted their thesis should have an Annual Review.

In accordance with College Regulations, all students on the PhD programme are required to apply for upgrade from MPhil to PhD status within 18 months of their date of first registration (for full-time students) or within 36 months (for part-time students). Periods of interruption are disregarded for this purpose. If you are in Year 2 and due for upgrade, you need to discuss with your supervisor your preparedness for upgrade well ahead of the Annual Review/Upgrade.

### Review Procedures

The review process is described on the doctoral school website

[Annual review and upgrade process - Royal Holloway Doctoral School](https://intranet.royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/annual-review-and-upgrade/home.aspx)

<https://intranet.royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/annual-review-and-upgrade/home.aspx>

and is in accordance with the Universities research degree regulations

<https://intranet.royalholloway.ac.uk/students/assets/docs/pdf/academic-regulations/academic-regulations-2025-26/research-degree-regulations-202526.pdf>

Reviews are normally scheduled for a 30-minute period and maybe in person or on-line. You should make sure that your first and second supervisor are both able to attend the review. The PhD Programme Director will act as independent chair, except where he/she is your first or second supervisor, in which case he/she will make arrangements for someone else to act as independent chair.

You should complete the Annual Review Report form and supply the relevant information as described on the doctoral school website in accordance with the Universities research degree regulations

### Upgrade Procedures

The upgrade process is described on the doctoral school website and is accordance with the Universities research degree regulations

[Upgrade process - Royal Holloway Doctoral School](https://intranet.royalholloway.ac.uk/doctoral-school/pgr-student-lifecycle/annual-review-and-upgrade/home.aspx)

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The department may require PhD students to attend training courses in their first year. The academic performance in these courses will be taken into account by the review committee and failure to pass them (with 50% as a passing mark) will likely result in a negative upgrade outcome.

In addition to any first-year coursework, students applying for an upgrade are required to make a 30-minute oral presentation of their work. For students who are due to upgrade in the summer term this presentation will usually take place during the Department's Annual PhD Conference. Students who are due to upgrade before the Annual PhD Conference or at some other time of the year must be available to give an oral presentation at a different time.

The oral presentation is then followed by an upgrade meeting which is normally scheduled for a 30-minute period and maybe in person or on-line. As with the Annual review you should make sure that your first and second supervisor are both able to attend the meeting. The PhD Programme Director will act as independent chair, except where he/she is your first or second supervisor, in which case he/she will make arrangements for someone else to act as independent chair.