

1.1. Initially PhD students are registered for the MPhil degree. If they wish to proceed to a PhD, their registration must be changed accordingly. The purpose of the upgrade is t

3.2 Time Frame

UCL Research Degree Regulations state that upgrade cannot be done less than nine months after initial registration for the MPhil degree for full-time students. There should be two possible attempts at upgrade – the first between 9 and 18 months and, if the student fails at the first attempt, the second between 15 and 24 months. The period between the first and second attempt should normally be no more than 6 months. There are a number of 4-year MPhil/PhD programmes, and for these programmes upgrade should be between 9-18 months after the start of the research project, with a second attempt if necessary between 15-24 months after the start of the research project.

For part-time students, whose programme of study is typically 5 years, the first possible attempt at upgrade should take place between 15 and 30 months and, if the student fails at the first attempt, the second between 25 and 40 months. The period between the first and second attempt should normally be no more than 10 months.

It is expected that most students will successfully upgrade on the first attempt. Two attempts only will be permitted.

3.3 Components of Upgrade

The process of assessment is implemented by means of written reports from student and Principal Supervisor, and viva, outlining the work accomplished so far, and the programme of further work that will lead to a successful thesis. These components will be considered by an upgrade panel.

3.3.1 The Student's Upgrade Report

The precise form of material considered as part of the upgrade will vary across Departments and disciplines. The student should draft his/her Upgrade Report in consultation with the Principal Supervisor and the Subsidiary Supervisor.

Whilst it is recognised that the exact nature of the report submitted by the student will depend on discipline, it should cover at least the following components (not necessarily as discrete items).

The purpose of the viva is to ascertain, in conjunction with the student's upgrade report and the report by the Principal Supervisor, that the above criteria (see 2.1, above) have been met. The viva

It should be made clear that a second failed attempt at upgrade will mean that the student will remain registered with MPhil status. This may lead to the submission of a thesis for the MPhil which must be done in accordance with the UCL Research Degree Regulations, or the student may be referred to the Faculty for initiation of the formal Academic Insufficiency process.

4.2 A written joint report on the outcome should be signed and submitted by the Chair of the Upgrade Panel to the Departmental Graduate Tutor for signature. This report should be sent to Student and Registry Services, copied to the Student, Supervisors, and the Head of Department. A standard template for this report is provided herewith: Upgrade Panel Report

The student may request further oral feedback from the Panel.

September 2016