UCL Student and Registry Services

UCL, Gower Street London WC1E 6BT

researchdegrees@ucl.ac.uk

# Upgrade Panel Report: from MPhil Degree to PhD Degree

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| **Student Details** | | | | |
| **Surname:** | |  | | |
| **First Names:** | |  | | |
| **Student Number:** | |  | | |
| **Supervisory Team and Thesis Title** | | | | |
| **Principal Supervisor:** | | |  | |
| **Subsidiary Supervisor:** | | |  | |
| **Thesis Title:** | |  | | |
| **Composition of the Upgrade Panel** | | | | |
| **Chair:** |  | | | |
| **Other Members:**  (Please enter full names of each member of the panel, including their role in relation to the student) | | | |  |
| **Date of Upgrade:** | |  | | |

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| **Section A: Summary of Upgrade Outcome** | |
| The Upgrade Panel confirmsthat it has reviewed the Upgrade Reports submitted by the student and by the Principal Supervisor, and has also examined the student orally. |  |
| **The Upgrade Panel further confirms: (Please check the box against the following criteria for Upgrade)** | |
| 1. Is committed to pursuing research at UCL leading to the PhD degree |  |
| 1. Has achieved satisfactory progress in the work, so far |  |
| 1. Has demonstrated sufficient awareness of the context of the work and completed such tasks as a review of the relevant literature and bibliography |  |
| 1. Has demonstrated the ability to formulate a viable hypothesis or research question that could be completed within the normal time frame of the PhD programme |  |
| 1. Has achieved satisfactory technical and generic skills development (students funded by funding bodies, such as the Research Councils, must meet the specific requirements stipulated by those bodies) |  |
| 1. Has formulated a viable plan for the work |  |
| 1. Has considered the research ethics dimensions of the project and applied for ethics approval from the relevant Research Ethics Committee if appropriate |  |
| 1. Has completed the appropriate sections of the Research Student Log |  |
| 1. Has demonstrated English Language proficiency, both written and spoken |  |
| 1. Meets any other Faculty or Department criteria |  |

**Please comment in Section B below, and provide feedback if you are not satisfied in any of the above.**

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| **The upgrade panel have confirmed ONE of the following:** | |
| **Upgrade – First Attempt** | |
| 1. The Student has met the criteria for the Upgrade and is recommended for upgrade to PhD status |  |
| 1. The Student has NOT met the criteria for the Upgrade and should be referred to a specific date,  with specific criteria to meet, for a second attempt with the need for a second viva. A Learning Agreement should be put in place by the Departmental Graduate Tutor to facilitate preparations for the second attempt: |  |
| 1. The Student has NOT met the criteria for the Upgrade and should be referred to a specific date,  with specific criteria to meet, for a second attempt WITHOUT the need for a second viva. A Learning Agreement should be put in place by the Departmental Graduate Tutor to facilitate preparations for the second attempt: |  |
| **Upgrade – Second Attempt** (if applicable) | |
| 1. The Student has met the criteria for the Upgrade and is recommended for upgrade to PhD status: |  |
| 1. The Student has NOT met the criteria for the Upgrade and should remain registered for the MPhil: |  |
| 1. The Student has NOT met the criteria for the Upgrade and should be referred to the Faculty Graduate Tutor for initiation of the formal [Termination of Studies on the Grounds of Academic Insufficiency for Research Students](http://goo.gl/lFQIaP) |  |

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| **Section B: Upgrade Panel Joint Report** |
| This section of the report should be completed by the Upgrade Panel and give the grounds on which the Upgrade decision is based. This should include, if applicable, feedback on the specific criteria to be met after a first failed attempt or the criteria that have not been satisfied after a second failed attempt. |
| |  |  | | --- | --- | | **Section C: Upgrade Panel Signature Confirming Result of the Upgrade** | | | **Declaration:** We confirm this is the Upgrade Panel Report for the above named student. | | | **Signed (Chair of Panel):**  (Please print name): | **Date:** | | **Signed (Panel Member):**  (Please print name): | **Date:** | | **Signed (Panel Member):**  (Please print name): | **Date:** | |

**PLEASE NOTE:** Sections A to C should be submitted by the Chair of the Upgrade Panel to the Departmental Graduate Tutor for signature (Section D).

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| **Section D: Departmental Confirmation/Notification of Outcome of Upgrade Procedure** |

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| I confirm that the date of the Upgrade Viva falls within the Upgrade timeframe as defined by the regulations: |  |
| If Upgrade has taken place outside this timeframe, please comment on the extenuating circumstances: | |
| I confirm that the Supervisors have  **/** have not completed the relevant sections of the Research Log. | |
| **Signed (Departmental Graduate Tutor):**  (Please print name): | **Date:** |
| N.B. In all instances where the student fails to meet the criteria for upgrade to PhD status on the first attempt (i.e. outcomes 2 and 3), the Departmental Graduate Tutor must put in place a [Learning Agreement](http://www.ucl.ac.uk/srs/academic-manual/c1/agreements/learning-agreements#top) detailing any additional requirements and support necessary before the 2nd Upgrade attempt. | |
| **Confirmation:** at the end of each Upgrade attempt, this report should be copied to the Student, Supervisors, and the Head of Department together with the Learning Agreement put in place (if relevant), and a copy retained in the Department.  **Notification:** at the conclusion of the process (successful upgrade or failure to upgrade at second attempt) a copy of this form should be sent to [Research Degrees](mailto:researchdegrees@ucl.ac.uk). | |