**UPGRADE REPORT GUIDELINES**

***Overview of the Upgrade Procedure***

All UCL Students initially register for the MPhil degree. Upgrade to PhD will take place after successful demonstration of the criteria set out below, the primary components of which will be assessed through the upgrade report and viva. You will also give a presentation to the Division. Your Thesis Committee (TC) members are expected to attend the presentation.

Upgrade should happen 15 months after your registration (18 months for students who had rotations in different labs).

The TC members are the examiners, and the chair of the TC will lead the viva. It is therefore important that students have their TC meetings at the appropriate time. Please note that it is the student’s responsibility to arrange TC meetings.

**The objectives of the upgrade report are**:

* + - * To provide training in how to write up research for publication in high impact journals.
			* To summarise what the student has done during the first year or year and a half, and ensure that they have a clear plan for the succeeding years.
			* To identify students whose performance is judged below the standard required to complete a PhD.
			* To identify problematic projects as early as possible.

In addition, examiners will look for:

* Commitment to pursuing research at UCL leading to the PhD degree.
* Ability to formulate a viable research question that could be completed within the normal time frame of the PhD programme.
* Demonstrated knowledge of the relevant literature.
* Completion of the relevant sections of the UCL Research Student Log.
* English language proficiency, both written and spoken.

***Report Format***

The upgrade report should be similar to a Cell or Immunity paper, and should be written according to the following specifications:

The main text should contain **60,000** characters including spaces maximum (character count to be provided after the Abstract). This character count *excludes* the Material and Methods section, the Figure legends and the References but *includes* the Abstract. The text should be organised as follows:

Title

Abstract (250 words max)

Introduction

Results

Discussion

Future directions

**Methods (excluded from word count)**

**References (excluded from word count)**

**Figure legends (excluded from word count)**

No limits on the number of Figures or Tables. Please keep Figures legible with each panel of a size sufficiently large to be properly assessed. Data provided by somebody else should be clearly labelled as such and the person providing the data should be acknowledged. Examiners may ask to see the raw data of a Figure so please keep the data well organised and easy to consult should the case arise.

The Methods should be given in detail and can be also presented before the Results, if the student chooses so.

Future direction section: In addition to the future experimental plans, you should describe how you intend to organise your PhD thesis in three Results chapters.