

***COMPLETED FORM NEEDS TO BE SENT TO THE DEPARTMENT FOR APPROVAL BEFORE BEING SENT TO THE GRADUATE SCHOOL***

**UPGRADE TO DOCTORAL STATUS (RDCom3)**

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| NOTE TO STUDENTS: Complete Sections 1 and 2 of this form and pass it to your Director of Studies. Please note the 2,000 word limit for your progress report and plan, and that you must submit all elements as Word documents (PDF format is not acceptable) via email to all members of your supervisory team and to the Administrators with responsibility for Research Degrees in your academic department. As part of the application to upgrade you must:   * submit a significant piece of your own scholarly work, such as a draft chapter for the final submission of approximately 10,000 words in length, or if you are undertaking performance- or practice-based research a combined submission of scholarly writing and creative work in the ratio which has been agreed at the point of project confirmation (the content of the piece of scholarly work should be such as to provide evidence demonstrating the student’s ability to sustain work and scholarly writing at doctoral level); * submit a written account of work which has been undertaken, including details of any research presentations, and a plan of work which remains to be done, including a plan for the format of the final submission, writing a maximum of 2,000 words in total; * undergo an interview with an upgrade panel, comprising two experienced doctoral supervisors from outside the supervisory team nominated by the Head of Department. Supervisors may attend the upgrade interview but will not be members of the panel and will not normally ask questions. * The upgrade panel will make a recommendation on the outcome of your application to the departmental Research Student Review Board in reference to the following criteria: * evidence from the work which has been undertaken and the plan of work which remains to be done that the project has the potential to meet the requirements for the final submission for a Doctoral degree, including the intended contribution of the research and its scope for originality; * evidence demonstrating the student’s ability to sustain work and scholarly writing at doctoral level; * the adequacy of progress to date with the programme of work and the suitability of any adjustments made to the project, including steps taken to address any problems which have been encountered; * evidence that the plan of work which remains to be done can realistically be achieved within the normal period of study; * the suitability of the plan for the format of the final submission.   You will be notified of the outcome after your application has been reviewed. |

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| **SECTION 1: Student details**  Name:  ID number:  Department:  Research Centre(s)/Group(s) (where applicable):  University e-mail address:  Programme:  Mode of study: full time / part time  Date of initial registration (or date of progression for Professional Doctorate students): |

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| **SECTION 2: Student’s declaration**  By submitting this application, I confirm that this research project consists of my own account of work which I have undertaken while registered for this programme. Any work included in the application which relies on the work of other researchers, or has been done jointly with other researchers, is clearly indicated. I agree to abide by the University’s rules, regulations, policies and codes. I understand that the submission for the final examination must be in English, unless agreed otherwise by the Research Degrees Committee, and that I am expected to submit for the final examination within the maximum period of registration. I understand that I am responsible for copyright clearance and will follow university guidance on this during the preparation of my thesis.  Date of submission:  Completed application forms must be submitted as a Word document (PDF format is not acceptable) via email to all members of your supervisory team and to the Administrator with responsibility for Research Degrees in your academic department. You will be notified of the outcome after your application has been reviewed by your upgrade panel and your departmental Research Student Review Board. |

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| **SECTION 3: Title of research project:**  Tick here to confirm that that your project has ethics approval at MPhil level or doctoral level and provide the reference number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  OR  Tick here to confirm that an ethics application has been, or will be, submitted (e.g. if your project has changed significantly since initial ethics approval)  OR  Tick here if your project will not require ethics approval. |

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| NOTE TO PANEL: Ensure that Sections 3–5 of this form are completed and then submit the form to the Department Office so that the application can be added to the agenda for the next meeting of the departmental Research Student Review Board. |

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| **SECTION 4: Transfer process**  Provide details of the process used to assess the application under each of the following headings:   1. Details of the work submitted by the student 2. RSDP participation (please confirm how many RSDP sessions have been attended and signal how the student intends to complete the programme where necessary 3. Date and membership of the panel interview |

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| **SECTION 5: Upgrade panel’s assessment of the application**  The Panel should record here the panel’s assessment of the application following the upgrade process in reference to the University’s criteria for upgrade to doctoral status:   * evidence from the work which has been undertaken and the plan of work which remains to be done that the project has the potential to meet the requirements for the final submission for a Doctoral degree, including the intended contribution of the research and its scope for originality; * evidence demonstrating the student’s ability to sustain work and scholarly writing at doctoral level; * the adequacy of progress to date with the programme of work and the suitability of any adjustments made to the project, including steps taken to address any problems which have been encountered; * evidence that the plan of work which remains to be done can realistically be achieved within the normal period of study; * the suitability of the plan for the format of the final submission.   In the case of projects involving performance or practice-based research, the report should also confirm the form that the final submission will take and the format in which the creative work will be recorded. |

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| **SECTION 6: Upgrade panel’s overall recommendation**  Upgrade APPROVED  Upgrade NOT APPROVED and the student may RESUBMIT within three months  The reasons for the decision, and indications on how the application could be improved, must be set out in Section 4.  Upgrade NOT APPROVED and recommend that the student remains registered for the MPhil  This outcome is only available for resubmitted applications. |



**Upgrade to Doctoral Status: Record of Research Student Review Board decision**

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| This form should be used to record the decision of the Research Student Review Board and will be shown to the student and the members of the supervisory team in order to provide reasons for the decision and any feedback. |

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| **PART A: Student details**  Name:  ID number:  Department:  Title of research project: |

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| **PART B: Decision**  Upgrade APPROVED    Upgrade NOT APPROVED and the student may RESUBMIT within three months  The reasons for the decision must be set out in Part C.  Upgrade NOT APPROVED and recommend that the student remains registered for the MPhil  This outcome is only available for resubmitted projects. The reasons for the decision must be set out in Part C. |

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| **PART C**  Use this part to record any conditions, and the reasons for the decision, in reference to the University’s criteria for upgrade to Doctoral status:   * evidence from the work which has been undertaken and the plan of work which remains to be done that the project has the potential to meet the requirements for the final submission for a Doctoral degree, including the intended contribution of the research and its scope for originality; * evidence demonstrating the student’s ability to sustain work and scholarly writing at doctoral level; * the adequacy of progress to date with the programme of work and the suitability of any adjustments made to the project, including steps taken to address any problems which have been encountered; * evidence that the plan of work which remains to be done can realistically be achieved within the normal period of study; * the suitability of the plan for the format of the final submission. * Evidence that the student has completed RSDP training or that s/he will be able to do so before submission |

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| **For completion by department Administrator with responsibility for Research Degrees:**  Date received in Department Office:  If approved by Chair’s Action, the Research Degrees Convenor should sign this section.  Date of Research Student Review Board decision: | |
| **Signature of Research Degrees Convenor**  If the RDC is a member of the supervisory team, s/he should appoint a nominee to sign | |
| Signed: | Date: |

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| Completed forms should be sent to the Department Office, which will :  - inform the student and members of the supervisory team of the outcome in writing;  - send a copy of the form to the Graduate School Office for recording the decision on central systems. |