**Faculty of Arts & Humanities**

**UPGRADE FROM MPHIL TO PHD**

**Recommendation**

##### For details of the University’s Transfer/Upgrade regulations please refer to Paragraphs 12 of the Higher Degree Regulations (<http://www.calendar.soton.ac.uk/sectionV/mphil-phd.html>) and Paragraphs 71-80 of the Code of Practice (<http://www.calendar.soton.ac.uk/sectionV/code-practice.html>)

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| --- | --- | --- |
| Name of student |  | |
| ID Number |  | |
| Programme |  | FT/PT |
| Date of meeting |  | |

Upgrade material assessed ***(Tick as appropriate):***

|  |  |
| --- | --- |
| An overview of the research problem and a rationale for the project. |  |
| A substantial literature review establishing the current state of knowledge within the field, or a draft chapter of the thesis in which the current state of knowledge in the student’s area of research is discussed. |  |
| One or two further draft chapters based upon original research/field work/data analysis for the thesis. |  |
| A working bibliography of primary and secondary sources. |  |
| A well-developed chapter plan of the thesis and a schedule for completion. |  |
| **Creative Writing** | |
| 16,000 words, which may be divided into several chapters, of a second draft of the proposed work. |  |
| A thesis bibliography of primary and secondary sources. |  |
| A 4–5,000 word account of the research process. |  |
| **Music students** | |
| Draft composition/performance. |  |
| Written account of the research process. |  |

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| Upgrade Report: |
| *Please enter report here.* |

**Independent Assessors:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1st Independent Assessor  (This person will act as Chair) |  | | |
| Signature |  | Date |  |
| 2nd Independent Assessor |  | | |
| Signature |  | Date |  |

**Recommendation of Upgrade Panel (**please tick one box only)**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **1st ATTEMPT** | | | |
| Pass | | |  |
| Submit revised written work  (If the assessors do not find the revised written work to be sufficient to allow progression a 2nd viva will be required) |  | Due Date: | |
| Re-viva |  | Re-Viva Date: | |
| Submit revised written work and re-viva  (Re-viva date should be four weeks after due date for submission of written work) |  | Due Date: | |
| Re-Viva Date: | |

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| **2nd ATTEMPT** | |
| Pass |  |
| Fail – Change programme to MPhil |  |
| Fail – terminate candidature  (As per procedures for circumstances that may lead to withdrawal or termination (point 1)  [<http://www.southampton.ac.uk/quality/pgr/research_degree_candidature/termination_withdrawal.page>] |  |

###### NON-EXAMINING SIGNATORIES

|  |  |  |  |
| --- | --- | --- | --- |
| Main Supervisor |  | | |
| Signature |  | Date |  |
| Doctoral Programme Director (DPD) |  | | |
| Signature |  | Date |  |

###### Chair: PLEASE RETURN TO THE GRADUATE SCHOOL OFFICE

Approved / Not approved (details)

|  |  |  |  |
| --- | --- | --- | --- |
| Director of Faculty Graduate School |  | | |
| Signature |  | Date |  |