PGR Upgrade Requirements for students registering from Sep 2019 onwards
Department of Sport and Health Sciences

The following review guidelines apply for all MPhil/PhD and MbyRes students registering at SHS from Sep 2019 onwards. The timelines are adjusted pro rata for part-time students.

MPhil-PhD Upgrade Guidelines

Timing	MPhil-PhD Upgrade Requirements
9 months	1. Submission of written upgrade document
12 months	2. Satisfactory performance in an upgrade viva and completion of any revisions requested to the written document
~15 months (studentships funded for 3 years only)	3. Presentation at annual SHS PGR Conference
~27 months (studentships funded for 4 years only)	3. Presentation at annual SHS PGR Conference

1. **Written upgrade document must be uploaded by the candidate on myPGR within 9 months of full-time registration (18 months for part-time registration). The document should be 3,000-5,000 words and should contain the following sections:**
   a. An introduction and brief review of literature that provides an outline description of the research problem, its background and its relationship to existing literature, with brief definitions of central concepts. <u>There should be a clear statement of how the candidate expects the final thesis to "form a distinct contribution to knowledge of the subject".</u>
   b. Thesis aims and objectives including research questions.
   c. An outline of the proposed general methods (referenced) of data collection and analysis with any key methodological issues (such as ethics) highlighted, and including justification why the proposed methods are appropriate for the thesis aims.
   d. A draft timetable for completion of the thesis within the candidate's period of study.
   e. A transcript detailing the research training undertaken to date.
   f. Reference list (N.B. not included in word count).

2. **Upgrade viva.**
   a. Following the submission of the written upgrade document at 9 months, upgrade requests will be considered by a Discipline Upgrade Committee comprising the Director of PGR for the discipline and at least one other member of staff, none of whom should be (or have been) a supervisor, PGR Pastoral Tutor or mentor of the student.
   b. The Committee shall viva the student.
   c. The student's lead supervisor will attend the Committee's meeting as an observer. To allow the student to make any comments they wish to the Committee without their supervisor being present, the student shall always be invited to talk with the Committee after the supervisor is asked to leave.
   d. The upgrade process, including submission of the written document and the upgrade viva, must be completed no later than 12 months of full-time registration, or 24 months of part-time registration.

3. **Presentation at annual SHS PGR Conference**. The timing will be 15 months (year 2) in cases where funding covers 3-years of FT registration, and 27 months (year 3) for those students whose funding covers a 4-year studentship. The presentation will be attended by the DPGR and the same examiner who assessed the upgrade viva as a checkpoint of progress of experimental work towards completion.

MbyRes Progress Review Guidelines

Timing	MbyRes Review Requirements
6 months	1. Submission of the written report
	2. Progress review meeting

1. **Written report**: Student should upload a 1000-word progress report on myPGR. The report should include a concise summary of research objectives and methods, and a table or a list of bullet points summarising progress against specific targets set out in the Supervision (learning) Agreement.

2. **Progress review meeting**: The student will arrange a meeting with the primary supervisor and Director of PGR for the discipline. The student should prepare a short talk (5 min) to summarise the progress of the research and a timeline to completion. PowerPoint slides may be used to illustrate key points but these are not obligatory. The presentation will be followed by a discussion with the review panel on the progress of the research project.