**Faculty of Arts & Humanities**

**Upgrade Arrangements Form**

**(For MPhil/PhD Students Who Began Their Studies Prior to 1 August 2016 Only)**

**THIS MUST BE COMPLETED AND RETURNED TO THE GRADUATE SCHOOL OFFICE NO LATER THAN TWO MONTHS PRIOR TO THE UPGRADE VIVA.**

**For the timeframe in which your upgrade must take place please refer to paragraph 65 of the Code of Practice (** [**http://www.calendar.soton.ac.uk/sectionV/mphil-phd.html**](http://www.calendar.soton.ac.uk/sectionV/mphil-phd.html) **)**

|  |  |
| --- | --- |
| Name of Candidate |  |
| Candidate’s ID number |  |
| Date of upgrade viva |  |
| Time of upgrade viva |  |
| Venue for upgrade viva |  |

**Instructions:** Please nominate two independent assessors for the upgrade examination. These should be members of Southampton academic staff who have had no direct involvement in the candidate’s research. One of these members of staff should act as Chair of the upgrade panel.

A member of the supervisory team will normally be invited to attend as an observer; however research students can request the opportunity to meet the upgrade panel or committee without a supervisor being present.

**Upgrade Report:** Any member of the upgrade panel may complete the Upgrade Form and Report but these must be approved by signature by all members of the panel/committee. The Chair must obtain both the independent assessors’ signatures and the main supervisor’s signature before returning the completed report to the Faculty Graduate School Office to be approved by the Director of the Faculty Graduate School.

*Please complete all sections below and forward by email to the Graduate School Office, the independent assessors and the student.*

|  |  |
| --- | --- |
| 1st Independent Assessor’s Name(This person will act as Chair) |  |
| 2nd Independent Assessor’s Name |  |