

Upgrading of Registration

If you are an MPhil student and want to be considered for upgrade to PhD status, the steps are:

1. First - consult your Supervisor and let him/her know that you want to upgrade.
2. Write to the **Senior/Assistant Registrar (SAR), Graduate Studies and Research** formally asking to be considered for an Upgrade of registration. Copy the letter to your Supervisor and the Head of Department/Unit/Institute or Centre where you are registered.
3. Once the Graduate Studies and Research office has confirmed that you are eligible to be considered for an Upgrade, they will give the Department the go-ahead to arrange an Upgrade Seminar.
4. If the Head of Department agrees in principle with your Upgrade request, he/she will arrange an Upgrade Assessment Committee with assessors selected on the basis of their knowledge and experience at the appropriate level in the area of your research.
5. If the Head of Department does **not** agree in principle with your Upgrade request the matter is referred to the Campus Committee for Graduate Studies and Research for a decision. If it is decided that the Upgrade cannot proceed we will write you and explain the reasons, otherwise the Department will be asked to arrange the Upgrade Assessment Committee (UAC).
6. The Chair of the UAC will ask you to provide a copy of the Upgrade documents for each of the Assessors, and agree with you on a date for the oral presentation of these documents which comprise:
 - a. a report on the work you have done so far and your accomplishments to date as an MPhil student, and
 - b. your proposal to upgrade the work beyond the MPhil level to PhD.
7. Your Supervisor or Graduate Coordinator will tell you the precise form of material that you need to provide but, as a ball park, the Upgrade documents should be no more than 100 pages and cover at least the following components (not necessarily as discrete items):
 - a. An introduction giving the context of the work;
 - b. A literature review;
 - c. A research question and hypothesis;
 - d. A section on methodology;
 - e. A substantial piece of work towards the thesis objectives;
 - f. A plan and timetable for the remainder of the work; and
 - g. A bibliography.
8. You will be given about 30-minutes to present your work so far and the proposal for upgrade, and then you will be expected to respond to questions posed by the assessors.
9. The assessors will judge your work on the following areas:
 - a. Commitment to pursuing research at The UWI leading to the PhD degree;
 - b. Satisfactory progress in the work so far;
 - c. Demonstration of sufficient awareness of the context of the work and completion of such tasks as a review of relevant literature and a bibliography;
 - d. Ability to formulate a viable hypothesis or research question that could be completed within the normal time frame of the PhD programme;
 - e. Satisfactory technical and generic skills development;
 - f. Formulation of a viable plan for the work;
 - g. Consideration of the research ethics dimensions of the project, and application for ethics approval from the relevant Research Ethics Committee if appropriate
 - h. English Language proficiency, both written and spoken.
10. After the seminar the assessors will discuss your presentation and send a written recommendation on the outcome to the Graduate Studies and Research office. The Committee could recommend:
 - a. Pass –upgrade of registration to PhD;
 - b. Adequate – u p g r a d e subject to revision of the Upgrade Proposal within two (2) months to the satisfaction of the Supervisor;
 - c. Inadequate – Revise and resubmit the Upgrade Proposal within six (6) months for a second and final attempt at the upgrade; or
 - d. Fail –MPhil would have to be completed and submitted within a specified time.
11. The final decision is made by the Chair of the Board for Graduate Studies and Research after reviewing all documents and you will get a letter from the Graduate Studies office with the decision.

On average the whole process from 1) to 11) could take 3 months.