

Department of Economics

Procedures for PhD Annual Reviews and Upgrades

The Need for Annual Review and Upgrade

Reviews are required on a regular basis to comply with the College's policy that every PhD student, whether full-time or part-time, who has not yet submitted their thesis should have an Annual Review.

In accordance with College Regulations, all students on the PhD programme are required to apply for upgrade from MPhil to PhD status within 20 months of their date of first registration (for full-time students) or within 40 months (for part-time students). Periods of interruption are disregarded for this purpose. If you are in Year 2 and due for upgrade you need to discuss with your supervisor your preparedness for upgrade well ahead of the Annual Review/Upgrade.

Review Procedures

Reviews are normally scheduled for a 30-minute period. You should make sure that your first and second supervisor are both able to attend the review, which will take place in the PhD Programme Director's office. The PhD Programme Director will act as independent chair, except where he/she is your first or second supervisor, in which case he/she will make arrangements for someone else to act as independent chair.

You should complete the Department Annual Review Report form (for those students who have had a previous review, it may be possible to update the form from the last review) and send it to the supervisors well before the date of the review. Some supervisors will want to discuss the review form with the students before the review. Your first and second supervisor need to complete their reports. It is your responsibility to ensure that your supervisors are given sufficient time to go through your review form. It is also your responsibility to ensure that the full form reaches the PhD Programme Director at least one week before the review date.

After the review, an electronic copy of the report will be sent to you and your first and second supervisor, while a signed copy will be placed on your file. You should also complete and update your Research Training Log and send a copy of this to the PhD Programme Director before the start of the review.

Upgrade Procedures

For PhD students starting after the 1st of September 2018, compulsory first-year courses (PhD-level Microeconomics, Macroeconomics and Econometrics run by the Department in cooperation with the City University and Birkbeck College) count towards the upgrade requirements. The academic performance in these courses will be taken into account by the Review committee and failure to pass them (with 50% as a passing mark) will likely result in a negative Upgrade outcome.

In addition to the first-year coursework, students applying for an upgrade are required to make a 30-minute oral presentation of their work. For students who are due to for upgrade in the Spring, this presentation will take place during the Department's Annual PhD Conference. Students who are due to their upgrade at some other time of the year should contact the PhD Programme Director to set up a specific time slot for an oral presentation.

After the oral presentation, and in line with the College Regulation, the student is required to provide to the PhD Programme Director, ahead of the review meeting, the following documentation in electronic form:

- A substantial piece of written work (as outlined in the oral presentation) with a full bibliography
- A report of work done and time tabled research plan covering the period to submission of the thesis.

The oral presentation is then followed by an annual review meeting as described above.