

Conversion process: Research Masters to PhD

Conversions are recommended only in those cases where it is clear that a student has already surpassed the requirements of a master's by thesis, and is likely to be able to submit a doctoral dissertation for examination within one year from the application for conversion.

Please note that a departmental protocol/proposal review will need to be conducted using the latest version of Form A3 (review checklist). In the case of an application for conversion, one of the domain experts on the review panel must hold an appointment external to SU.

After successful completion of the review, the documents listed below – all in PDF format - may be attached to a single email to be sent to the Tygerberg Doctoral Office on tyg-phd@sun.ac.za.

1. **HoD letter** supporting the application
2. **Supervisor letter** motivating the application
3. Completed **Form A4** (Upgrade application)
4. The **MSc Ethical Clearance** Certificate
5. **Form A3** (Review checklist – ensure you use the latest version) as electronically completed and signed by the supervisor, HoD and ethics representative *before* the Review and by the review panel chairperson *after* the proposal review.
6. Summary report by chair or all review reports
7. CVs of the proposed **supervisor/s** (who should have completed supervisor training)
8. CV of the **student**, fully up to date
9. **Proposal**, incorporating a Plagiarism Declaration
10. A **Turnitin** Report on the final proposal
<http://libguides.sun.ac.za/content.php?pid=344501&sid=2818225>
11. **Synopsis**
 - Optionally, a copy of a recently **published article** may also be included.

The supervisor's letter should include:

- Confirmation of the review;
- Exceptional progress made by student;
- How the proposed study exceeds scope of a Masters' study;
- Account of new/original insights proposed for the doctoral study; and
- How it justifies further investigation.

END.