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 <u>must</u> 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. Completed **Form A4** (Application for conversion), incorporating;
2. **HoD letter** supporting the application for conversion
3. **Supervisor letter** to include:
   - Confirmation that review requirements were met;
   - 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.
4. **Synopsis**
5. CV of the **student**, fully up to date
6. CVs of the proposed **supervisor/s** (who should include a main, internal supervisor, and who should have completed SU supervisor training)
7. The relevant **Ethical Clearance** Certificate reflecting the student's name
8. **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.
   *Note that the review panel must include a domain expert who is external to SU.
9. Report by review panel chair <u>or</u> all review reports
10. **Proposal**, incorporating a Plagiarism Declaration
11. A **Turnitin** Report on the final proposal
    - More info and help on Turnitin at this link
    - Use this Turnitin Sandbox
12. Optionally, a copy of a recently **published article** may also be included.

END.

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