

## 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](mailto:tyg-phd@sun.ac.za).

1. Completed **Form A4** (Application for conversion)
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. 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.  
\*Note that the review panel must include a domain expert who is external to SU.
6. Summary report by chair or all review reports
7. CVs of the proposed **supervisor/s** (who should include a main, internal supervisor, and who should have completed SU 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>
  - <https://www.sun.ac.za/english/research-innovation/Research-Development/postgraduate-skills-turnitin-sandbox>
11. **Synopsis**
  - Optionally, a copy of a recently **published article** may also be included.

END.