

## **CONVERSION PROCESS FROM MASTERS TO PHD**

Please note that a departmental protocol/proposal review will need to be conducted using the latest version of Form A3 (review checklist).

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. **FORM A4 (Upgrade application)**
2. Letter from the **HOD supporting the application**
3. Letter from the **Supervisor/s supporting the application**
4. Latest version of **FORM A3 (Review checklist)** as electronically completed and signed by the Supervisor, HoD and Ethics representative BEFORE the Review and by the Review Committee chairperson AFTER the proposal review.
5. Synopsis
6. A Plagiarism Declaration
7. Proposal
8. A Turnitin Report on the final proposal  
<http://libguides.sun.ac.za/content.php?pid=344501&sid=2818225>
9. The **MSc Ethical Clearance** Certificate
10. Up-to-date candidate CV
11. The proposed **Supervisor/s CVs**
12. Copy of a recently **published article (OPTIONAL)**.

The supervisor's letter should include:

- 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.