

Standard Operating Procedure for Upgrading an MSc study to a PhD study

The policy for the conversion of master's to doctoral study will follow the principles stated in the University of Pretoria's [policy](#).

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1. Requirements for an MSc upgrade to be considered

An MSc study may be considered for an upgrade to a PhD study where the originality of the work is deemed to have a substantial impact on the field of research under either of the following circumstances:

- I. An MSc study has produced three publications as first author in accredited journals, of which two must have been published and the third at least submitted for publication
- II. The MSc protocol has been expanded to such a degree that the volume of work and outcomes exceed the requirement for an MSc

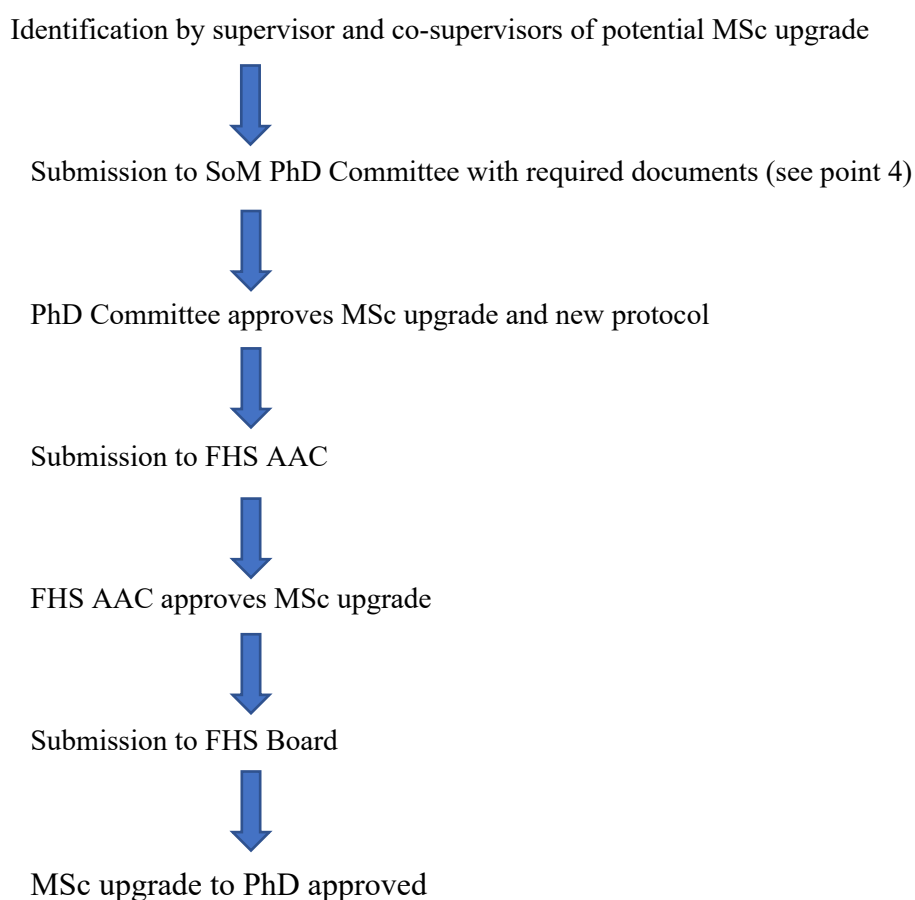
2. Timing of application

The application for upgrade may only be submitted during the second year of MSc registration.

3. Application Process

An MSc upgrade application must first be made to the School of Medicine's (SoM) PhD Committee; once successful, the application should be made to the Faculty's Academic Advisory Committee (AAC) and finally the Faculty of Health Sciences (FHS) Board.

Flow diagram of process



4. Requirements for PhD Committee submission

An MSc upgrade application must include the documents listed below.

In addition to the usually required PhD submission documents available on the PhD Committee's [website](#), the following two documents are also required:

1. Detailed letter written by the supervisor, co-signed by the head of department, motivating reasons for the upgrade application, citing research outputs and envisioned work to be completed and which will warrant the upgrade to a PhD study.
2. While still registered for the MSc study, the candidate must submit a new protocol for a PhD study in which it is clearly stated what research was completed, which objectives were attained, and the main findings obtained as part of the MSc study. The new protocol must include the additions made to the initially approved MSc protocol.