

UNIVERSITY OF PRETORIA

OFFICE OF THE VICE-PRINCIPAL RESEARCH AND POSTGRADUATE STUDIES

POLICY: CONVERSION OF MASTER'S TO DOCTORAL STUDY

1. PURPOSE

The purpose of this policy is to ensure the expeditious development and progress of a dynamic group of researchers at the university

2. SCOPE

The conversion of master's to doctoral study policy is applicable to all faculties of the University.

3. POLICY STATEMENT

In order to ensure the expeditious development and progress of a dynamic group of researchers at the university, an effective, fair and flexible system is required to *convert a student's registration from a master's to a doctoral programme*. Such a system will facilitate ambitious and competitive postgraduate research projects and give recognition to the achievements of exceptional postgraduate students.

An application for the conversion of a master's to a doctoral programme can only be considered if the candidate has provided proof that he or she complies with the requirements of a master's degree. Conversion can therefore only be considered if the following criteria are met:

1. Only exceptional students will be considered for conversion.
2. Application for conversion can only be submitted after one year of study for the master's degree, but no later than the end of the second year.
3. The application for the conversion must include the following documentation:
 - (i) A detailed progress report by the candidate of the work completed for the master's project. The report must provide proof that the results obtained thus far are of such a standard and scientific significance that it justifies conversion to a doctoral project. The report should include details of presentations made at conferences and of material that has been submitted for publication and/or published.
 - (ii) A detailed proposal by the candidate of the intended doctoral project with an indication of the objectives of the project, methodology and the results he or she hopes to achieve on completion of the project.
 - (iii) A recommendation by the supervisor with specific comments on the ability of the applicant as a potential doctoral candidate as well as the necessity for and feasibility of the conversion, especially with regard to the information provided by the candidate in his/her reports (items (i) and (ii)).
 - (iv) A report from at least one external examiner, preferably the external examiner(s) if already appointed for the master's programme, and based on the reports of the candidate and his/her supervisor (items (i), (ii) and (iii)).
 - (v) A recommendation by the head of department, if he or she isn't the project leader, in which the ability of the candidate as a potential doctoral candidate is confirmed.
4. The application of the candidate, together with the reports and recommendations, is submitted for consideration to the Senate Committee for Student Cases via the Faculty's Postgraduate Committee.
5. The Senate Committee for Student Cases deals with applications for the conversion of Master's to Doctoral Study in terms of General Regulations G.62.
6. In cases where exceptional master's candidates have already published, the Senate Committee for Student Cases may decide to exempt such candidates from part of the prescribed procedure.

4. CONSULTATION

Deans and Deputy Deans.

5. AUTHORITY

The Policy must be approved by Senate.

6. RESPONSIBILITY

The Vice-Principal responsible for Research and Postgraduate Matters

7. ASSOCIATED DOCUMENTS

Yearbook information and applicable general regulations

(<http://www.up.ac.za/up/web/en/student/undergraduate/prospective/yearbooks.html>)

Examinations and Related Matters

(<http://www.up.ac.za/intranet/registrar/index.html>)

8. IMPLEMENTATION

The University community is advised of the final policy and associated documentation, and how it will be implemented via the:

- *What's New* page on the *Policies and Procedures @ UP* website; and
- *Current News* on the UP Website

9. CONTACT INFORMATION

Title / First Name / Surname	Professor RM Crewe
Position	Vice-Principal
Department	Research and Postgraduate Matters
Tel no	X4094

10. DOCUMENT HISTORY TABLE

Document approval authority:	<i>Senate</i>
Document approval date:	<i>yyyy-mm-dd</i>
Approval meeting reference (Senate):	<i>(S.....)</i>
Adoption and publication date:	
Document replaces doc no:	<i>D 27/91</i>
Document author(s):	
Author Department/Faculty/Unit:	