

MINIMUM STANDARDS REGARDING UPGRADING FROM MEng to PhD

1. UPGRADING DURING THE NORMAL MASTER'S EVALUATION PROCESS

- 1.1. The supervisor(s) is of the opinion that the thesis to be submitted for evaluation exhibits such a degree of originality that the registration of the candidate may potentially be upgraded to PhD.
- 1.2. The supervisor requests the Postgraduate Coordinator to ask the examiners pertinently in the cover letter accompanying the thesis to consider the possibility of upgrading to PhD, after subjecting the thesis to the usual assessment.
- 1.3. After completion of the oral examination the Postgraduate Coordinator, in consultation with all the examiners concerned and the supervisor(s), finalises a mark and considers the desirability of upgrading to PhD.
- 1.4. If it is decided that an upgrade is NOT appropriate, the normal M evaluation process continues and a final mark is awarded.
- 1.5. If it is decided that an upgrade IS appropriate, the candidate is requested to prepare a formal research proposal such as is expected from doctoral students registered for PhD without a research topic. This proposal would usually build on and constantly refer to the M thesis.
- 1.6. An Executive Summary (maximum of 600 words) must also be prepared by the student. Only the following information must be contained in the document:
 - 1.6.1. The title of the research project.
 - 1.6.2. The name of the student.
 - 1.6.3. The name of the supervisor(s).
 - 1.6.4. A short summary of the research project and the goals of the study.
 - 1.6.5. The anticipated unique research contribution(s) of the study.
 - 1.6.6. A broad time framework for the study, typically in terms of 4 to 10 activities.
- 1.7. The research proposal, Executive Summary, together with the M thesis and the prescribed application form, will be submitted to the departmental Admissions Committee, as is the case with doctoral students who have already been registered without a research topic.
- 1.8. As the candidate's thesis has been formally evaluated by the examiners and an oral examination has been completed, the departmental Admissions Committee has the authority to make an autonomous decision regarding the advisability of recommending an upgrade.
- 1.9. The recommendation form (*Candidature Panel Recommendation - PhD Registration.pdf*) and the Executive Summary serves at the Faculty Committee for approval.
- 1.10. If a student, after consultation with the supervisor, decides after a period of time that he/she does not want to continue with doctoral studies, the registration can be converted back to Master's registration, after approval by the departmental Admissions Committee and the Faculty Committee. The final mark that was determined during the Master's evaluation process is still valid.

2. UPGRADING ON RECOMMENDATION OF SUPERVISOR(S)

- 2.1. The supervisor(s) realise during the course of the candidate's M studies that the research exhibits such a degree of originality that the registration may potentially be upgraded to doctoral studies.

- 2.2. The supervisor(s) request the candidate to prepare a formal research proposal such as is expected from doctoral students registered for PhD without a research topic, and which conforms to the requirements set out in the *US Calendar - Part 1*.
- 2.3. The student needs to prepare, in addition to the research proposal, an Executive Summary (maximum of 600 words). Only the following information must be contained in the document:
 - 2.3.1. The title of the research project.
 - 2.3.2. Name of the student.
 - 2.3.3. Name of the supervisor(s).
 - 2.3.4. A brief description, as well as the aims, of the research project.
 - 2.3.5. The anticipated unique research contribution(s) of the study.
 - 2.3.6. A broad time framework for the study, typically in terms of 4 to 10 activities.
- 2.4. Once the supervisor(s) is satisfied with the research proposal it is submitted, together with a separate Executive Summary and the prescribed PhD application form, which is signed by both the student and the supervisor(s), to the departmental Admissions Committee, as in the case of doctoral students who have already been registered without a research topic.
- 2.5. The departmental Admissions Committee appoints a Candidature Panel, comprising the proposed supervisor(s) and at least two expert and experienced people, one of whom must come from outside the home department. The Vice Dean: Research must approve the proposed Candidature Panel.
- 2.6. The Candidature Panel adjudicates the research proposal and, after a compulsory oral presentation and evaluation of the candidate, a final recommendation is made. The Candidature Panel is at liberty to request that the research proposal be revised and resubmitted for consideration.
- 2.7. The recommendation of the Candidature Panel is made known to the departmental Admissions Committee.
- 2.8. If the upgrading is recommended the research proposal, Executive Summary and prescribed PhD application form are subjected to the same process as those of doctoral students who have already been registered without a research topic. Only the recommendation form (*Candidature Panel Recommendation - PhD Registration.pdf*) and the Executive Summary serves at the Faculty Committee for approval.
- 2.9. If a student, after consultation with the supervisor, decides after a period of time that he/she does not want to continue with doctoral studies, the registration can be converted back to Master's registration, after approval by the departmental Admissions Committee and the Faculty Committee.
- 2.10. If the upgrade is NOT recommended, the candidate continues with his/her M studies.