





**PROCEDURE: Promotion from a Master to a Doctoral Qualification**

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Procedure Owner	Dean:Research		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
Approved by QMS Sub-committee	QMS Chairperson	30/07/2018	Name: Louise Fuller Signature: 
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Review History			
<b>Related documents</b>			
<b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts)		<b>Other/External</b> (e.g. Legislation, DHET and CHE directives and guidelines)	
<ul style="list-style-type: none"> <li>Policy: Promotion from a Masters to a Doctoral Qualification</li> </ul>		<ul style="list-style-type: none"> <li>Constitution of the Republic of South Africa: 1996</li> <li>Higher Education Act (Act 101 of 1997)</li> <li>CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004</li> <li>Labour Relations Act (Act 66 of 1995) as amended</li> <li>CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014</li> <li>SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017</li> </ul>	
<b>Website address of this document:</b>		<a href="http://www.davinci.ac.za">www.davinci.ac.za</a>	

## Procedure Description

This procedure document will be used when considering promoting a student from Masters to a Doctoral qualification.

Step	Description	Notes
1	Student registers and participates in a Master qualification	
2	Academic, in agreement with the Subject Matter Expert(SME) Supervisor initiates the request to promote a student from a Master to a Doctoral qualification	
3	Research Office prepares a submission for review by the Research Committee	
4	Research committee makes a recommendation to the Academic Board	
5	Student and/or Academic Supervisor are interviewed by Academic Board	
6	Academic board approves or reject nomination for promotion	
7	Council ratifies approval or rejection by the Academic Board	
8	Registry to change of registration status from Master to Doctoral qualification	

## Stakeholders

#	Stakeholder
1	Dean: Research
2	Research Office
3	Academic Supervisor
4	SME Supervisor
5	Registry

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## Version Control

Procedure Owner	Version #	Date	Reason
Dean: Research	001	30 July 2018	