

Application to Change Mode of Registration (Full-time to Part-time or Part-time to Full-time)

Within the parameters set out in the [Procedures on Research Degrees](#) (see section 7), postgraduate researchers (PGRs) may request a change to their mode of registration from full-time to part-time, or *vice versa*. This may be due to a change in circumstances, for example for personal or employment reasons. If a medical or health condition arises, it may be more appropriate in some instances to take an intermission, unless the health issue indicates that a different mode of registration is more appropriate.

Changes between full-time and part-time registration (or *vice versa*) will normally only be considered once. Changes will only be considered prior to the final three months of the original maximum period of registration (notwithstanding intermissions; i.e. a change between full- and part-time registration will not be considered during any period of extension).

Before completing this application form please read the following notes:

- 1) You must apply to change your registration status in advance. Changes to registration status take effect from the beginning of the next month.
- 2) Any changes between full- and part-time registration will result in the maximum date of registration being re-calculated *pro rata*.
- 3) International PGRs in the UK on a Student visa are **not** permitted to study part-time. Contact [International Advisors](#) for further information.
- 4) Please be aware that changing your registration status will change your rate of tuition fees. Contact financeservicedesk@sussex.ac.uk for further information.
- 5) If you are in receipt of a scholarship through the University, please contact pgr-scholarships@sussex.ac.uk before proceeding to determine any potential impacts on your funding and/or stipend payments.
- 6) If you are in receipt of a scholarship from a source outside the University (e.g. a government scheme), you should contact the funder directly for advice on the implications of a change in mode of registration status before proceeding with a request.
- 7) If you are in receipt of a student loan from Student Finance England, please contact SFE before proceeding as a change of registration status will affect your loan entitlement and payment plan.
- 8) If you are in receipt of a Federal Direct Loan, then this request may have an impact on your funds. Please seek advice from the Financial Aid Office (usfinancialaid@sussex.ac.uk) before proceeding.

SECTION A – To be completed by the PGR

Name	:		Reg. no.	:	
Faculty/School	:		Mode of attendance	:	
Research degree title	:				

I have read and understood the notes above and I wish to transfer my degree registration status:

From (<i>current status</i>)	:		To (<i>new status</i>)	:	
Change effective from (<i>1st of the month</i>)	:				

Funding Status:

☐ Self-funded ☐ Student Loan (SFE) ☐ UKRI/Research Council Funded

Please check one box: (<i>please note if a box is not checked, this request cannot be approved</i>)	☐ I am in receipt of, or have been in receipt of, a United States Federal Direct Loan during my PhD/MPhil
	☐ I <u>am not</u> in receipt of, and have not been in receipt of a United States Federal Direct Loan during my PhD/MPhil

Signed	:		Date	:	
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(PGR)

SECTION B – To be completed by the main supervisor

I have read the notes overleaf and recommend that the PGR change their mode of registration as indicated above:

Signed	:		Date	:	
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(Main supervisor)

SECTION C – To be completed by the Associate Dean (Research and Innovation; ADRI), or nominee

I approve the change of mode of registration as recommended above:

Signed	:		Date	:	
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(Associate Dean (Research and Innovation; ADRI), or nominee)

Once completed, please return to Student Records (PGR-StudentRecords@sussex.ac.uk).