

Application to Change Mode of Registration (Distance Learning to on-campus or on-campus to Distance Learning)

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 distance learning to on-campus (where available; 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 will normally only be considered once.

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) Please be aware that changing your registration status may change your rate of tuition fees. Contact PGR-studentrecords@sussex.ac.uk before proceeding.
- 3) 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.
- 4) 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.
- 5) If you are in receipt of a student loan from Student Finance England, please contact SFE before proceeding as a change of registration status may affect your loan entitlement and payment plan.
- 6) If you are in receipt of a US Federal Direct Loan, then this request may have an impact on your funds. Please seek advice from usfinancialaid@sussex.ac.uk before proceeding.
- 7) **Important:** International postgraduate researchers (PGRs) on a Student visa should seek advice from our [International Advisors](#) on the implications of changing your mode of registration. Once a change to distance learning is approved, the University will withdraw sponsorship of your visa and you will no longer be eligible for the Graduate Route visa. It is your responsibility to ensure you fully understand the implications of this change of study location decision for your future ability to live and work in the UK.

SECTION A – To be completed by the PGR

Name	:	Registration number	:
------	---	---------------------	---

I have read and understood the notes above and I wish to change my mode of registration:

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	:	
--------	---	--	------	---	--

(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 overleaf:

Signed	:		Date	:	
--------	---	--	------	---	--

(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	:	
--------	---	--	------	---	--

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

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