

Research Degree Transfer Request (subject change)

A postgraduate researcher (PGR) may request a transfer to a different research degree at Sussex, where available, and provided that the transfer takes place before the giving notice of intention to submit and subject to the particular restrictions laid out in the [Procedures on Research Degrees](#) (see section 7).

Before completing this application form please read the notes below carefully:

1. This form should be used where a PGR wishes to change subject registration, but remain at the same level of study (e.g. PhD). Changes between levels of study should be submitted using the *Application for Transfer of Registration from PhD to MPhil / MPhil to PhD* forms, available at the following link: <https://www.sussex.ac.uk/internal/sussex-researcher-school/researcherdev/postgraduate-research-policies/forms>.
2. A coherent and realistic plan for the completion and submission of the thesis within the required period of registration must be submitted along with this form.
3. If you have a Student visa you **must** contact UKVI Compliance (PGR-visas@sussex.ac.uk) before completing this form. They will be able to advise on whether you need to make a new visa application before the transfer. Where the programme of study is subject to ATAS requirements you may also need to apply for a new Academic Technology Approval (ATAS) certificate.
4. If you are in receipt of a scholarship through the University, please contact pgr-scholarships@sussex.ac.uk for advice on the implications of transferring research degree.
5. 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 transferring research degree.
6. If you are in receipt of a United States Federal Direct Loan, 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.	:
Degree	☐ PhD ☐ MPhil		

Current research degree	:
Current Faculty/School	:
Proposed research degree	:
Proposed Faculty/School	:

Proposed transfer effective date	:
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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 am not in receipt of, and have not been in receipt of a United States Federal Direct Loan during my PhD/MPhil

SECTION B – To be completed by current and proposed Associate Dean (Research and Innovation; ADRI), or nominee:

I approve this PGR's transfer from the current programme/Faculty to the proposed programme/Faculty as above:

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

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

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