

## Application for Transfer of Registration from MPhil to PhD

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 of 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. If you have a Student visa you **must** contact UKVI Compliance ([PGR-visas@sussex.ac.uk](mailto: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.
2. If you are in receipt of a scholarship through the University, please contact [pgr-scholarships@sussex.ac.uk](mailto:pgr-scholarships@sussex.ac.uk) for advice on the implications of transferring research degree.
3. 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.
4. 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](mailto:usfinancialaid@sussex.ac.uk)) before proceeding.

### Consideration of requests to transfer from MPhil to PhD

The following is required before a transfer from MPhil to PhD can be considered:

1. A written request from the PGR must be attached to this application form accompanied by:
  - a) Written work produced so far, and;
  - b) A statement of the way the thesis will be developed, including a coherent and realistic plan for the completion and submission of the thesis within the required period of registration.
2. A supporting statement from the main supervisor, commenting on the above, should also be attached to this application form.

The decision whether to approve a request to transfer from MPhil to PhD will normally be considered as part of a Formal Progression Review (see section 9 of the [Procedures on Research Degrees](#)). In any case, the decision will lie with the Associate Dean (Research and Innovation) or nominee in the relevant Faculty(s), with input from the relevant academic colleagues. Where a transfer is approved, the PGR will receive the maximum period of registration for the relevant PhD, less the time elapsed on the MPhil from which they have transferred.

### SECTION A – To be completed by the PGR

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

Funding Status:

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

|                                                                                                                     |                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><u>Please check one box:</u></b></p> <p><i>(if a box is not checked, this request cannot be approved)</i></p> | <input type="checkbox"/> I am in receipt of, or have been in receipt of, a <b>United States Federal Direct Loan</b> during my PhD/MPhil                       |
|                                                                                                                     | <input type="checkbox"/> I <b><u>am not</u></b> in receipt of, and have not been in receipt of a <b>United States Federal Direct Loan</b> during my PhD/MPhil |

I wish to transfer my registration from MPhil to PhD and I attach the documents as specified above:

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

(PGR)

**SECTION B – To be completed by main supervisor**

I attach a supporting statement as required overleaf and I recommend that the named PGR transfer their registration from MPhil to PhD as requested.

*Please pass application and supporting documents to the Formal Progression Review Assessor(s).*

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

(Main supervisor)

**SECTION C – To be completed by the Formal Progression Review Assessor(s)**

|                                            |
|--------------------------------------------|
| <b>Report of Formal Progression Review</b> |
| :                                          |

Recommendation of the Formal Progression Review Assessor(s):

- ☐ I/We endorse the recommendation as above
- ☐ I/We do not endorse the recommendation above

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

(Chair of the Formal Progression Review)

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

I approve the endorsed recommendation above:

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

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

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