

Application for Transfer of Registration from PhD to MPhil

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. A coherent and realistic plan for completion and submission of the thesis must be submitted along with this form.
2. 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, the PGR may also need to apply for a new Academic Technology Approval (ATAS) certificate.
3. 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.
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 transferring research degree.
5. 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.
6. If you have not yet exceeded the maximum period of registration for the MPhil, your new registration end date (and thus submission deadline) will be calculated as per the maximum period for the MPhil, less the time registered on the PhD.
7. If you have already exceeded the maximum period of registration for the MPhil, six months will be added to the date of transfer for a full-time PGR, or twelve months for a part-time PGR, to give you time to reframe your research and submit for the lower award.

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

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
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I wish to transfer my registration from PhD to MPhil:

Signed	:		Date	:	
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(PGR)

SECTION B – To be completed by the main supervisor

I recommend that the above PGR transfer their degree of registration as 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 transfer 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).