

Application to Transfer to Pre-submission Status

Following three years of full-time registration (or part-time equivalent), and only once all research work and data collection has been completed, PGRs may apply to be placed in pre-submission status provided that they are not carrying any tuition fee debt. Pre-submission status entitles the PGR to a reduced tuition fee rate for the period of the approved application; current pre-submission fees are detailed on the [tuition fees webpage](#) (see 'Additional costs' section). Section 6 of the [Procedures on Research Degrees](#) addresses applications for pre-submission status.

Before completing this application form, please read the following notes:

1. Any application for pre-submission must be made prospectively; retrospective applications will not be considered.
2. Requests to transfer to pre-submission status can be made in periods of quarters (3 months), up to a maximum of one year. If you do not submit your thesis before the end of your period of pre-submission, and you are within your maximum period of registration, you must inform PGR Records (PGR-records@sussex.ac.uk) that you wish to extend your pre-submission status.
3. A transfer to pre-submission status can only take effect from the beginning of a month.
4. **A transfer to pre-submission status will only be approved if it is accompanied by a detailed timeline and plan for the period to submission.**
5. Once placed in a pre-submission status, PGRs are not entitled to use of workrooms, laboratories or similar facilities. They are not entitled to University accommodation or membership of or election to University committees.
6. PGRs who proceed to pre-submission status will continue to be entitled to supervision as per the [Procedures on Research Degrees and the Attendance, Engagement, and Absence Policy](#), or (where requirements are higher) as otherwise determined by the relevant Faculty/School. They will also retain access to the Library, Computing Service, and the services offered by the Student Centre.
7. 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 to pre-submission status.
8. 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 to pre-submission status.
9. 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.	:	
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 <u>am not</u> in receipt of, and have not been in receipt of a United States Federal Direct Loan during my PhD/MPhil

Requested length of time under pre-submission status:

- ☐ 3 months
 ☐ 6 months
 ☐ 9 months
 ☐ 12 months

With effect from (this must be the start of a month):

Transfer date	:	
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I confirm that:

- All data has been collected and analysis is substantially complete
AND
- A well-worked first draft of the thesis has been approved by the supervisor

Signed	:		Date	:	
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*(PGR)***SECTION B – To be completed by the main supervisor**

I have reviewed the PGR's progress and recommend that they proceed to pre-submission status for:

- ☐ 3 months
 ☐ 6 months
 ☐ 9 months
 ☐ 12 months

Please provide the reasons for your recommendation:

:					
Signed	:		Date	:	

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

I have reviewed the PGR's progress and approve that they proceed to pre-submission status for:

☐ 3 months ☐ 6 months ☐ 9 months ☐ 12 months

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).