

## 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 [Policy 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/rsao/forms/>.
2. 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.
3. 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.
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](mailto:usfinancialaid@sussex.ac.uk)) before proceeding.

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

Name	:	Reg. no.	:
Degree	<input type="checkbox"/> PhD <input type="checkbox"/> MPhil <input type="checkbox"/> EdD <input type="checkbox"/> DSW		

Current research degree	:
Current School	:
Proposed research degree	:
Proposed 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>	<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>am not</b> in receipt of, and have not been in receipt of a <b>United States Federal Direct Loan</b> during my PhD/MPhil
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If you are/were an AHRC award holder and the transfer involves a change of department, please write a paragraph outlining the reason for the transfer. This is required for the AHRC in order for the submission/completion rates to be calculated according to the correct department.

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**SECTION B – To be completed by current and proposed Directors for Postgraduate Researchers (DPGRs):**

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

**Current DPGR or School equivalent**

Signed	:	Date	:
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**Proposed DPGR or School equivalent**

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