

### **Application to Change Mode of Registration (Full-time to Part-time or Part-time to Full-time)**

Within the parameters set out in the [Policy on Research Degrees](#) (see section 7), postgraduate researchers (PGRs) may request a change to their mode of registration from full-time to part-time, or *vice versa*. This may be due to a change in circumstances, for example for personal or employment reasons. If a medical or health condition arises, it may be more appropriate in some instances to take an intermission, unless the health issue indicates that a different mode of registration is more appropriate.

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

- 1) You must apply to change your registration status in advance. Changes to registration status take effect from the beginning of the next month.
- 2) International PGRs in the UK on a Student visa are **not** permitted to study part-time. Contact [International Advisors](#) for further information.
- 3) Please be aware that changing your registration status will change your rate of tuition fees. Contact [studentaccountspgadmin@sussex.ac.uk](mailto:studentaccountspgadmin@sussex.ac.uk) for further information.
- 4) If you are in receipt of a scholarship through the University, please contact [pgr-scholarships@sussex.ac.uk](mailto:pgr-scholarships@sussex.ac.uk) before proceeding as a change in mode of registration may affect your eligibility to continue to receive funding.
- 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 a change in mode of registration status before proceeding with a request.
- 6) If you are in receipt of a student loan from Student Finance England, please contact SFE before proceeding as a change of registration status will affect your loan entitlement and payment plan.
- 7) If you are in receipt of a Federal Direct Loan, then 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.	:
School	:	Mode of attendance	:
Research degree title	:		

I have read and understood the notes above and I wish to transfer my degree registration status:

From ( <i>current status</i> )	:	To ( <i>new status</i> )	:
Change effective from	:		

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>	<input type="checkbox"/> I am in receipt of, or have been in receipt of, a United States Federal Direct Loan 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 United States Federal Direct Loan during my PhD/MPhil
------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

*(PGR)*

### SECTION B – To be completed by the main supervisor

I have read the notes overleaf and recommend that the PGR change their mode of registration as indicated overleaf:

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

*(Main supervisor)*

### SECTION C – To be completed by the Director for PGRs (DPGR) or School equivalent

I approve the change of mode of registration as recommended above:

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

*(DPGR or School equivalent)*

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