

Change of study location application form

This form is to be completed if you wish to **temporarily** change your primary site of study (University of Sussex) for a period between 3 – 12 months. This change of study location must be approved by your supervisors and School, therefore travel should not be arranged until you have received written confirmation your change of study of location has been approved from the Student Records Team. The University will report your change of study location to Home Office and you will receive an email confirming the report has been made.

If you do not intend to return to the UK within your current leave to remain the University reserves the right to withdraw sponsorship.

Students who are changing their study location for less than 3 months are required to notify their supervisors of their temporary location and update their contact details on Sussex Direct. The student's contact details will then need to be updated when they return to the UK.

While away from the University of Sussex campus you are still required to engage with your studies on a full-time basis, comply with the University's engagement monitoring policy and demonstrate academic progression.

IMPORTANT: If you are changing your study location due to fieldwork you must complete the fieldwork application form.

Student details:

Student name	
Registration number	
PhD programme	

Details of new study location: (PLEASE TYPE OR CLEARLY PRINT)

Start date of change of study location	
Expected return date	
Contact address	

Reason/s for change of study location (please provide as much detail as possible).

I intend to return to the UK within my current leave to remain	Yes / No
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Student declaration:

I understand that I need to complete a new change of study location application form if the details of my study location change from those detailed above.

I understand that I am required to keep my contact details up to date on Sussex Direct.

I understand that this change of study location does not add any time onto my maximum registration date.

I understand that I am required to continue to study on a full-time basis.

I understand that I am required to comply with the University's engagement monitoring policy and the University reserves the right to withdraw sponsorship if I do not fulfil this responsibility.

I understand that if I do not intend to return to the UK within my current leave to remain the University reserves the right to withdraw sponsorship.

I confirm this change of study location will not affect my academic progress and I will be able to complete my studies by my maximum registration date.

Please check one box: (USA Federal Loans students are not permitted to travel to the USA)	<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 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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Signed.....Dated.....

Supervisor declaration:

I understand that the student will remain registered at the University during this period and we are still required to comply with the University's engagement monitoring policy.

I confirm appropriate monitoring points have been arranged during this period.

I confirm this change in study location will not affect the student's academic progress and they will be able to complete their studies by their maximum registration date.

Signed.....Dated.....

Director of Doctoral Studies or MAH Associate Dean for Doctoral Studies:

I understand that the student will remain registered at the University during this period and the student is still required to comply with the University's engagement monitoring policy.

I confirm appropriate monitoring points have been arranged during this period.

I confirm this change in study location will not affect the student's academic progress and they will be able to complete their studies by their maximum registration date.

Signed.....Dated.....

Once the form is complete please forward to the Student Records Team.

Appendix

Change of study location for tier 4 / student route sponsored research students

As your sponsor, the university is required to report any significant changes in research student circumstances to the Home Office. If a student changes their primary site of study for a significant period of time the university must notify the Home Office of the new study location.

During any period of agreed change of study location, whether based overseas or just away from the normal term-time address, students are still required to engage with studies on a full-time basis, comply with the University's engagement monitoring policy and demonstrate academic progression.

Change of Study Location or Fieldwork?

If a student is conducting primary data collection in the field, please refer to the process and application required for Fieldwork. Change of study location cannot be used for periods of primary data collection that require ethical approval or insurance. Change of study location can be requested at any point during studies, but most often occurs during periods of thesis write-up. These periods must be agreed by supervisors to be consistent with the plan of research and not cause any delay to submission.

How to request a change of study location.

The change of study location application form is to be completed if you wish to **temporarily** change your primary site of study (University of Sussex) for a period between 3 – 12 months.

A change of study location must be approved by your supervisors and School, therefore travel should not be arranged until you have received written confirmation your change of study of location application has been approved from the Student Records Team. The University will report your change of study location to Home Office and you will receive an email confirming the report has been made. If during your period of change of study location your visa is due to expire, the University requires evidence of departure from the UK to be provided (via passport stamp or boarding pass)

If you do not intend to return to the UK within your current leave to remain the University reserves the right to withdraw sponsorship.

Students who are changing their study location for less than 3 months are required to notify their supervisors of their location, update their contact details on Sussex Direct and report this change of address to the Home Office via their [changes in circumstances form](#).