

## INTENTION TO SUBMIT FORM

*To be completed **two months** before Postgraduate Researcher's (PGRs) intended submission date – formal appointment of examiners cannot take place until this form has been received by the Assessment & Examinations PGR team.*

Please note, 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 US Financial Aid Office before proceeding ([usfinancialaid@sussex.ac.uk](mailto:usfinancialaid@sussex.ac.uk))

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

Full Name	:		Reg. No.	:	
Address	:	<p>This <b>must not</b> be a pigeonhole address. This address will be used for all future correspondence relating to the examination and graduation processes (please inform the Assessment &amp; Examinations PGR team of any subsequent change of address).</p>			
Email Address	:		Intended Date of Submission	:	
Degree Programme	:		School	:	
Title of Thesis	:				

I certify that: *(Tick as appropriate)*

- ☐ The thesis does not exceed the permitted word length (see your school PGR handbook)
- ☐ The thesis does exceed the permitted word length, and I have attached written approval for this from the Director for Postgraduate Researchers (DPGR)
- ☐ I attach a typed summary of the thesis - Information on how to format your summary can be found at: <https://www.sussex.ac.uk/rsao/submission>
- ☐ Ethical approval for the research was granted (If applicable)

I understand that the assessment of my thesis will be undertaken by the duly appointed examiners, and I accept that the approval of my application for entry to the research degree examination does not imply or constitute any judgement as to the academic standard of the thesis by any signatories to this application form. Once submitted, a PGR may not resubmit their thesis prior to the examination process..

Please check one box: (please note if a box is not checked, this request cannot be approved)	<input type="checkbox"/> I am in receipt of, or have been in receipt of, a Federal Direct Loan during my PhD/MPhil <input type="checkbox"/> I <b>am not</b> in receipt of, and have not been in receipt of a Federal Direct Loan during my PhD/MPhil
Please check one box:	Do you have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No  If you have answered yes, we will contact you to enquire if you wish to work with the Student Support Unit to produce suitable recommendations for your viva.

Signed		Date	:
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(PGR)

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

I certify that:

(Tick as appropriate)

- 1) ☐ The title and attached summary are consistent with the previously approved research topic;
- 2) ☐ The details provided by the PGR in Section A are correct

If you are unable to certify any of (1) and (2) above, please explain the reason below:

:
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Signed		Date	:
Please Print Name	:		

Once completed, please return this form, along with a copy of the summary to the Assessment & Examinations PGR team: [PGR-exams@sussex.ac.uk](mailto:PGR-exams@sussex.ac.uk).