

Application to Transfer to Pre-submission Status

Please note: Pre-submission status was formerly known as Continuation status.

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

1. Requests to transfer to pre-submission status must be made in periods of quarters (3 months), up to a maximum of one year.
2. A transfer to pre-submission status can only take effect from the beginning of a month.
3. **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.**
4. A transfer to pre-submission status is not normally approved before completion of three years full-time study or five years part-time study. Students cannot transfer to pre-submission status before their minimum date of registration has passed.
5. The pre-submission status tuition fee per quarter will be £130, or £520 for the whole year. For this fee, students will be entitled to 2 supervision meetings per quarter.
6. Pre-submission students are not entitled to conduct work in laboratories or similar facilities. They are not entitled to University accommodation or election to University committees.
7. Students who proceed to pre-submission status will continue to receive the same level of access to the Library, Computing Service, and the services offered by the Student Life Centre and the Careers and Employability Centre until their maximum date of registration.
8. 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 before proceeding (usfinancialaid@sussex.ac.uk)

SECTION A – To be completed by the student

Name	:	Reg. No.	:
Degree Programme	:	School	:
Correspondence Address	:		
Previous pre-submission granted (if any)	:		

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 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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Requested length of time under pre-submission status:

- 3 months
 6 months
 9 months
 12 months

I confirm that:

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

Signed	:	Date	:
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(Student)

SECTION B – To be completed by the main supervisor

I have reviewed the student’s progress and recommend that they be permitted to proceed to pre-submission status for:

- 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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Please provide the reasons for your recommendation:

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Signed	:	Date	:
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(Main supervisor)

Please send all forms and a detailed time line to submission, once signed by your supervisor, to your school REC (Research and Enterprise Co-ordinator) who will acquire the DDS signature and forward this form to the Student Records Team

SECTION C – To be completed by the Director of Doctoral Studies

I have reviewed the student’s progress and approve that they be permitted to proceed to pre-submission status for:

- 3 months
 6 months
 9 months
 12 months

Signed	:	Date	:
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(Director of Doctoral Studies or MAH Doctoral convenor)

Once completed, please could the REC return this form to the Student Records Team