

## Application for Transfer of Registration from MPhil to PhD

**Before completing this application form please read the notes below carefully:**

Information for Tier 4 visa students

If you have a Tier 4 visa you **must** contact Research Student Visa ([researchstudentvisas@sussex.ac.uk](mailto:researchstudentvisas@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 course change.

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](mailto:usfinancialaid@sussex.ac.uk))

The following is required before consideration can be given to a transfer from MPhil to PhD:

1. A written request by the student must be attached to this application form accompanied by:
  - a) Written work produced so far, and
  - b) A statement of the way the thesis will be developed, including a timetable.
  
2. A supporting statement from the main supervisor, commenting on the above, should also be attached to this application form.

Recommended practice is that these statements and the written work will then be considered at a viva voce examination which should be conducted by a member/s of the department/unit other than your main supervisor (the main supervisor may also be present with the agreement of the student). Following consideration of the application, the recommendation (either to regrade the student or not) should be sent to the Director of Doctoral Studies for final approval.

The student will be notified of the final decision, in writing, by the Student Records Team.

### SECTION A – To be completed by student

Name	:	Reg. No.	:
School	:	Mode of Attendance	:
Degree Programme	:		
Correspondence Address	:		

Funding Status:

- Self-funded     
  Student Loan (SFE)     
  UKRI/Research Council Funded

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 <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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I wish to transfer my registration from MPhil to PhD and I attach the documents as specified above:

Signed	:		Date	:	
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*(Student)*

**SECTION B – To be completed by main supervisor**

I attach a supporting statement as required overleaf and I recommend that the named student transfer his/her registration from MPhil to PhD as requested.

Please pass application and supporting documents to Convenor of Viva Panel.

Signed	:		Date	:	
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*(Main Supervisor)*

**SECTION C – To be completed by viva panel**

<b>Report of the Viva Panel:</b>
:

Recommendation of the Viva Panel:

- We endorse the recommendation as above
- We do not endorse the recommendation above

Signed	:		Date	:	
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*(Convenor of the Viva Panel)*

**SECTION D – To be completed by Director of Doctoral Studies**

I approve the endorsed recommendation above:

Signed	:		Date	:	
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*(Director of Doctoral Studies or MAH Associate Dean for Doctoral Studies)*

*Once completed, please return to the Student Records Team*