Postgraduate Research Students

SC1 - Special Considerations Request Form

In completing this form, please refer to the [Regulations Governing Special Consideration and Pause in Study for Postgraduate Research Students](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/special-considerations). Situations that are outside of your control that they could not reasonably have been foreseen and that have (or may in the future have) a negative effect on your candidature, are defined as extenuating circumstances. A request for special consideration should be made as soon as circumstances are known to you, and in advance of any assessment or deadline that may be affected.

Where extenuating circumstances are known, you may request

* a pause in study;
* an extension to candidature;
* an extension to the deadline for submission of a Progression Review Report;
* that a Progression Review or a *viva voce* is rescheduled;
* an extension to the deadline for the submission of minor or modest amendments to a thesis following a *viva voce*;
* an extension to the deadline for the submission of a revised thesis following a viva voce;
* special consideration to be given to the outcome of an assessment;[[1]](#footnote-1)
* that extenuating circumstances are logged where the circumstances are not so prominent as to make an immediate request for special consideration (further information relating to the circumstances and the period affected may also be required at the time of the later request).

You can obtain free, confidential and independent advice in preparing this documentation from the Students’ Union Advice Centre. Email advice@susu.org or telephone +44 (0)23 8059 2085.

**Section 1: About you**

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| --- | --- |
| Student ID number |       |
| First name |       | Title |       |
| Family name/surname |       |
| Email contact |       |
| Programme of study |       |
| Faculty |       |
| Start date |       |
| Mode of study | Full-time  | [ ]   | Part-time | [ ]   | Nominal registration | Yes | [ ]  | No | [ ]  |
| Are you an international student on a Student visa?[[2]](#footnote-2) | Yes  | [ ]  | No | [ ]  | How do you fund your studies?[[3]](#footnote-3) | Sponsored | [ ]  | Self-funded | [ ]  |
| What is the name of your funder (e.g. EPSRC)? |       |

**Section 2: The circumstances and supporting information**

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| Period affected | From |       | To |       |
| Reason for your request(tick all that apply) | Health | [ ]  | Personal | [ ]  | Employment | [ ]  | Financial | [ ]  |
| Other  | [ ]  | Please specify |       |
| Does this request relate to a previous request where you asked that your circumstances were logged? |
| No | [ ]  | Yes | [ ]  | If yes, enter the date of your previous request |       |
| Please describe your circumstances and how they have impacted upon you and your studies |       |
| List and describe the information you are submitting in support of your request |       |
|       |
|       |

**Section 3: The request (select all that apply)**

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| Pause in study | [ ]  |
| Date from |       | Date to |       |

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| --- | --- |
| Extension to candidature | [ ]  |
| Date from |       | Date to |       |

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| Extension to the deadline for submission of a Progression Review Report | [ ]  |
| Type of Review | 1st | [ ]  | 2nd (confirmation) | [ ]  | 3rd | [ ]  | Interim | [ ]  | Exceptional | [ ]  |
| Current submission date |       | Requested submission date |       |

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| --- | --- |
| Reschedule a Progression Review or a *viva voce* | [ ]  |
| Type of Review | 1st | [ ]  | 2nd (confirmation) | [ ]  | 3rd | [ ]  | Interim | [ ]  | Exceptional | [ ]  |
| Current assessment date |       | Requested assessment date |       |

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| Extension to the deadline for the submission of minor or modest amendments to a thesis following a *viva voce* | [ ]  |
| Current submission deadline |       | Requested submission deadline |       |

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| Extension to the deadline for the submission of a revised thesis following a *viva voce* | [ ]  |
| Current submission deadline |       | Requested submission deadline |       |

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| Special consideration to be given to the outcome of an assessment | [ ]  |
| Type of assessment | 1st progressionreview | [ ]  | 2nd progression review (confirmation) | [ ]  | 3rd progression review | [ ]  |
| Interim progression review | [ ]  | Exceptional progression review | [ ]  | Final thesis | [ ]  | *Viva voce* | [ ]  |

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| Log extenuating circumstances where the situation does not warrant an immediate request for special consideration  | [ ]  |

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| It is considered usual practice for a research student to notify their supervisory team of any request for special consideration and to ask that a supervisor provide a written statement to accompany the request; this is to add any further context to the student’s candidature and to their request.Should such a statement not accompany your request, you should include an explanation for its omission with your request. The Chair of the Special Considerations Board may then consider it beneficial to meet with you before your request for special consideration is further progressed. Please note that your supervisory team **will** be made aware of the outcome of your request.  |

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| If a statement from your supervisor will not accompany your request, you should add an explanation for its omission here.  |       |

**Section 4: Supervisor statement**

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| Has the student discussed their request with you? | Yes | [ ]  | No | [ ]  | Do you support the student’s request? | Yes | [ ]  | No | [ ]  |
| Add your commentary here (consider how the student’s circumstances have impacted on their progress; how the proposed mitigation will impact their progress; the amount of work that is remaining; the plan for getting the student’s research back on track; the student’s level of engagement with their studies). |
|       |
| Name |       | Date |  |
| Role (e.g. main supervisor) |       |

**Section 5: Declaration**

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| In exceptional circumstances (e.g. if you are a research student who is also a member of staff in the same Faculty) you may ask for your request to be considered in a Faculty external to your own. If such a request is made with a satisfactory explanation, your Doctoral College (Faculty) Team will confirm your request with the Faculty Director of the Graduate School in your own Faculty before referring it to another Faculty for review.  |

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| If you wish to ask that your request be reviewed in a Faculty external to your own, please provide your reasoning here. |       |

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| I declare that the information given in this form is true to the best of my knowledge and that I am willing to answer further questions relating to it if necessary. I confirm that I understand that:* any documentation submitted as part of my request and information making clear my candidature and progression position (e.g. previous requests for special consideration) may be shared with members of the Special Considerations Board, the Faculty Director of the Graduate School and those administering the special considerations process;
* where necessary, the Special Considerations Board may take steps to verify the accuracy of any points raised in my request.

I give consent for this information to be processed by the University to enable it to consider my request for special consideration. |
| Student signature (name) |       | Date |       |

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| It is your responsibility to maintain your personal details on your student record. If you are requesting a pause in study, and your contact details are to change, you must update your student record via [My Student Record (Banner Self-Service)](https://student-selfservice.soton.ac.uk/) immediately after you have been notified that your request has been approved. |

You should now submit this form, together with your supporting information, to your Doctoral College (Faculty) Team.

**Section 6: Additional information (to be completed by the Doctoral College (Faculty) Team)**

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| If the student is in nominal registration, enter the transfer date |       |
| Student’s current submission date |       |
| Is this a time critical request? (i.e. is the date to which the request relates within 25 working days of the date of the request). | Yes | [ ]  | No | [ ]  |
| When adding your commentary below, the following should be considered:Has the student made any previous requests for special consideration either related or unrelated to the reasons stated in this request; were those requests approved or rejected; what impact did those requests have on the student’s progress/submission date?Has the student made any previous requests for pause in study unrelated to extenuating circumstances; were those requests approved or rejected; what impact did those requests have on the student’s progress/submission date?Has the student’s progress been in accordance with usual expectations? Were progression reviews completed on time or were they delayed?Have there been any changes to the student’s supervisory team membership? If so, list the changes and the effective dates. |
|       |
| Name |       | Date |       |
| Role (e.g. Doctoral College (Faculty) Team Leader) |       |

The Doctoral College (Faculty) Team should now submit this form and the student’s supporting information to the Special Considerations Board.

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| The role of the Special Considerations Board is to determine whether the information presented supports the research student’s case and, if so, to (i) recommend any suitable mitigation or (ii) recommend that the circumstances are logged for review at the point of any subsequent request for special consideration. |

**Section 7: Recommendation of the Special Considerations Board**

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| **Recommendation on the information presented in support of the request** |
| **A.** The circumstances presented are currently not accepted as justification for affecting candidature, or affecting performance at an assessment. | [ ]  |
| **B.** There are sufficient grounds for believing that the student’s candidature or performance at an assessment has been or would be adversely affected. | [ ]  |
| **Recommendation for mitigation** |
| **Pause in study** |
| 1.  | Grant the requested period of pause in study | [ ]  | Date from |       | Date to |       |
| 2.  | Grant an adjusted period of pause in study | [ ]  | Date from |       | Date to |       |
| 3.  | Reject the requested pause in study period | [ ]  |
| **Extension to candidature** |
| 4.  | Grant requested period of extension to candidature | [ ]  | Date from |       | Date to |       |
| 5.  | Grant an adjusted period of extension to candidature | [ ]  | Date from |       | Date to |       |
| 6.  | Reject the requested extension to candidature | [ ]  |

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| **Extension to the deadline for submission of a Progression Review Report** |
| 7.  | Grant the requested extension to Progression Review submission deadline | [ ]  | Date from |       | Date to |       |
| 8.  | Grant an adjusted extension to Progression Review submission deadline | [ ]  | Date from |       | Date to |       |
| 9.  | Reject the requested extension to Progression Review submission deadline | [ ]  |
| **Reschedule a Progression Review or a *viva voce*** |
| 10.  | Grant the requested rescheduling of a Progression Review or *viva voce* | [ ]  | Date from |       | Date to |       |
| 11.  | Grant an adjusted rescheduling of a Progression Review or *viva voce* | [ ]  | Date from |       | Date to |       |
| 12.  | Reject the requested rescheduling of a Progression Review or *viva voce* | [ ]  |
| **Extension to the deadline for submission of minor or modest amendments to a thesis following a *viva voce*** |
| 23.  | Grant the requested extension to the deadline for submission of minor or modest amendments to a thesis | [ ]  | Date from |       | Date to |       |
| 24.  | Grant an adjusted extension to the deadline for submission of minor or modest amendments to a thesis | [ ]  | Date from |       | Date to |       |
| 25.  | Reject the requested extension to the deadline for submission of minor or modest amendments to a thesis | [ ]  |
| **Extension to the deadline for submission of a revised thesis following a *viva voce*** |
| 13.  | Grant the requested extension to the deadline for submission of a revised thesis | [ ]  | Date from |       | Date to |       |
| 14.  | Grant an adjusted extension to the deadline for submission of a revised thesis | [ ]  | Date from |       | Date to |       |
| 15.  | Reject the requested extension to the deadline for submission of a revised thesis | [ ]  |
| **Special consideration to be given to the outcome of an assessment** |
| 16.  | Disregard a Progression Review Report and allow an additional attempt beyond that permitted in the regulations | [ ]  | Date of additional attempt (no later than) |       |
| 17.  | Disregard a Progression Review assessment and allow an additional attempt beyond that permitted in the regulations | [ ]  | Date of additional attempt (no later than) |       |
| 18.  | Disregard a *viva voce* and allow an additional attempt in accordance beyond that permitted in the regulations | [ ]  | Date of additional attempt (no later than) |       |
| 20.  | Take no further action | [ ]  |
| **Logging of exceptional circumstances** |
| 21.  | Log circumstances. Tick here if further information relating to the circumstances and the period affected at the time of the later request will be required by the Special Considerations Board | [ ] [ ]  |
| 22.  | Do not log circumstances | [ ]  |

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| **Rationale for the recommendation for mitigation** |
|       |
| Name |       | Date |       |
| Role (e.g. Chair of the Special Considerations Board) |       |

The Doctoral College (Faculty) Team should now submit this form to the Faculty Director of the Graduate School.

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| Recommendations of the Special Considerations Board will be referred to the Faculty Director of the Graduate School who, in their capacity as Chair of the Faculty Graduate School Subcommittee, is responsible for deciding whether to implement the recommended mitigation. |

**Section 8: Decision of the Faculty Director of the Graduate School**

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| The recommendation of the Special Considerations Board is approved | [ ]  |

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| The recommendation of the Special Considerations Board is approved with amendment | [ ]  |
| Rationale for the decision and details of the amendment |       |

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| The recommendation of the Special Considerations Board is rejected | [ ]  |
| Rationale for the decision to reject |       |

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| --- | --- | --- | --- |
| Name |       | Date |       |
| Role | Faculty Director of the Graduate School |

1. The Regulations do not allow for the assessment process or for the outcome of an assessment to be adjusted. An application for special consideration shall remain distinct from the assessment process and assessment outcome shall be determined solely on the basis of the work submitted by the research student. However, the Special Considerations Board may recommend that an assessment attempt is disregarded. [↑](#footnote-ref-1)
2. The term ‘Student visa’ refers to both the Tier 4 (General) visa and the new Student visa which replaced the Tier 4 (General) visa on 5 October 2020. A pause in study or extension of candidature could affect your UK immigration status if you are studying on a Student visa. Please refer to the [VISAS](https://www.southampton.ac.uk/studentservices/visa-and-immigration/index.page) website for further information. [↑](#footnote-ref-2)
3. Extending your candidature or pausing your studies may have financial implications. Please refer to your funder’s terms and conditions. [↑](#footnote-ref-3)