SC2: Suspension of Research Candidature Request Form (not related to Special Considerations)

*This form should be submitted,* ***with supporting*** *evidence, to your Faculty Graduate School Office as soon as circumstances that will affect your candidature are known, and before any assessment or deadline which may be affected. Before completing this form, please refer to the* ***guidance notes on pages 6-8****. Help in completing the form can be obtained from your Faculty Graduate School Office or the* [*Students’ Union Advice Centre*](https://www.susu.org/support/advice-centre.html)*.*

*This form should only be used to request a suspension of candidature where the circumstances leading to your request* ***are foreseen, and therefore not extenuating (e.g. to attend a placement or parental leave).*** *If the reason for your request is unforeseen, you must use ‘SC1 – Special Considerations Request Form for Postgraduate Research students’. Guidance on the types of circumstances and which request form should be used can be found on page 6.*

## Your Details - *to be completed by the student*

### Your details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Forename |  | | | | | | |
| Family/Surname |  | | | | | | |
| Programme Title |  | | | | | | |
| Student ID |  | | | | | | |
| Is your registration full or part time? (*please tick*) | Full-time | |  | | | Part-time |  |
| Start date |  | | | | | | |
| Are you in nominal registration? (*please tick*) |  | | | | | | |
| Main Supervisor Name |  | | | | | | |
| Does your supervisor support your request? | Yes |  | | No |  | Not Discussed |  |

### Finance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you sponsored or in receipt of a studentship? (*please tick)*\* | Yes |  | No |  |
| If yes, please state details here e.g. name of funder(s). Please also state your means of financial support during the requested suspension period. | | | | |
|  | | | | |

\*Suspending your candidature may have financial implications e.g. you will not pay your tuition fees but it may affect your stipend payments or other funding that you receive; you may become liable for additional fee increments in future years of candidature.

### Visa

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you an international student on a Tier 4 visa? (*please tick)*\* | Yes |  | No |  |

\*Requests to suspend candidature could affect your UK immigration status if you are here on a Tier 4 visa. The University is legally required to report certain changes in your circumstances to UK Visas and Immigration, and some of these changes may result in your current visa being curtailed (i.e. shortened or cancelled). If you are considering suspending or extending your studies, you should refer to the VISAS Team website ([www.southampton.ac.uk/visa](http://www.southampton.ac.uk/visa) ) in the first instance. If you are unable to find the answer to your question on this website, please either use the enquiry form available there, or attend one of the VISAS Team drop-in sessions. Details of the dates and times of the drop-in sessions can also be found on the VISAS Team’s website.

### Contact details

|  |  |
| --- | --- |
| Please specify your contact details for the period you will be on suspension. It is your responsibility to update your personal details via SUSSED, please ensure that you do this prior to a suspension being implemented on our systems. | |
| Contact email address: |  |
| Contact telephone number: |  |
| Contact address at which you will reside whilst on suspension: |  |

## Your request - *To be completed by the student*

|  |  |
| --- | --- |
| 1. Period of suspension requested | |
| Requested suspension start date:  *Please use exact date* |  |
| Requested suspension end date:  *Please use exact date* |  |
| 1. Reason for your request (*please tick)* | |
| Employment commitments |  |
| Parental |  |
| Placement |  |
| Other\* |  |
| \*If Other, please state |  |
| (c) Please provide a brief explanation of the reason for your request | |
|  | |
| 1. Please list the supporting evidence you have attached (All requests must be supported by evidence, see guidance on page 7 for appropriate examples): | |
|  | |

## Confidentiality and student sign off - *To be completed by the student*

This form will be reviewed by the following people, unless they have a declared Conflict of Interest with your request:

* Members of the PGR Special Considerations Board in your Faculty
* The Faculty Director of Graduate School
* Members of the Faculty Graduate School Office

|  |  |
| --- | --- |
| Please tick here if you do not want members of your supervisory team to view your request, and complete the box below with the reasoning for this request\* |  |

*\*It is important and usual practice, that members of your supervisory team are aware of requests for suspension of candidature. However, in exceptional circumstances you may request that members of your supervisory team are not given sight of the request and supporting evidence. The Chair of the PGR Special Considerations Board (or other academic member in their absence), will consider whether this request is reasonable. If the Board does not deem this to be reasonable, they will communicate this to you via the Faculty Graduate School Office, and, if necessary, arrange to meet with you. Please note that your supervisory team* ***will*** *be made aware of the outcome of your request if there is an action arising (e.g. adjustment to your candidature, or to disregard a progression review).*

|  |
| --- |
| If you have ticked above, please provide the reason for this request here: |
|  |

|  |  |
| --- | --- |
| Please tick here if you would like your request to be considered in a different Faculty to the one in which you are registered, and complete the box below with the reasoning for this request\*\* hjk |  |

*\*\*In exceptional circumstances, you may ask that your request is considered in a different Faculty to the one in which you are registered. Relevant members of staff in your Faculty will be made aware of the outcome of a request if there is an action arising. If this option is selected, the Faculty Graduate School Office will confirm your request with the Faculty Director of the Graduate School and then pass the request to another Faculty’s Graduate School.*

|  |  |  |  |
| --- | --- | --- | --- |
| I certify that the information provided here is correct to the best of my knowledge, and I understand that a change in candidature may have financial and/or visa implications | | | |
| Signature: |  | Date: |  |

***Please arrange for a member of your supervisory team to complete Part 4. You must then submit this form to the Faculty Graduate School Office (contact details at back of form)***

## Supervisor Supporting Statement *to be completed by the Supervisor.*

|  |
| --- |
| Please provide any further context to the research student’s candidature and request (e.g. point in candidature, and progression). Please attach any further information as necessary |
|  |

### Supervisor confirmation of input to Part 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Signature |  | Date |  |

***Please submit this form to your Faculty Graduate School Office (contact details at back of form)***

## Additional information - *To be completed by the Faculty Graduate School Office.*

### Previous applications

|  |
| --- |
| Please detail any previous: extensions to candidature; suspensions from candidature; extensions to Progression Review submission deadlines; extension to a revised thesis submission deadline (following a viva voce examination; special considerations applied to assessments; and/or logging of circumstances |
|  |

### Nominal registration

|  |
| --- |
| If the student is in nominal registration, please detail the date they transferred to nominal: |
|  |

### Faculty Graduate School Office confirmation of input to Part 5

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |

## Recommendation to the Faculty Director of the Graduate School *– to be completed by a subset of the PGR Special Considerations Board*

*This request can be reviewed, and a recommendation made, by an appropriate subset of the Board, which may include any two academic members of the Special Considerations Board.*

|  |  |
| --- | --- |
| **Recommendation: (*please tick)*** | |
| Grant requested period of suspension of candidature |  |
| Grant an adjusted period of suspension of candidature (*please detail adjusted period below)* |  |
| Reject suspension of candidature |  |
| Refer to full PGR Special Considerations Board\* |  |

*\*Where the request is referred to the Full Board, please insert page 7-8 from ‘SC1 – Special Considerations Request Form for Postgraduate Research students’ at the end of ‘Part 6’.*

|  |
| --- |
| **Detail here adjusted period of suspension if applicable:** |
|  |

|  |
| --- |
| **Comments from the Board member – including the rationale for their recommendation, and adjusted period of suspension** |
|  |

|  |  |
| --- | --- |
| Name (Chair of Board/Subset of Board)) |  |
| Signature |  |
| Date |  |

## Faculty Director of the Graduate School *– to be completed by the Faculty Director of the Graduate School*

|  |  |
| --- | --- |
| The recommendation is | |
| Approved |  |
| Approved with amendment (please detail below) |  |
| Rejected |  |
| Record any comments here, including rationale for rejection of any recommendations: | |
|  | |

**Faculty Director of the Graduate School sign-off**

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

***Please return this form to the Faculty Graduate School Office***



Guidance on requests made under the ‘Regulations Governing Special Considerations and Suspension of Candidature for PGR students’

Before submitting a request please read this guidance.

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###### Part 1: Guidance on the submission of a request

Under the ‘[*Regulations Governing Special Considerations and Suspension of Candidature for Postgraduate Research Students’*](http://www.calendar.soton.ac.uk/sectionV/special-considerations-research.html), you can request the following:

* *a suspension of candidature;\**
* *an extension to candidature;*
* *an extension to a Progression Review Report submission deadline;*
* *to reschedule a Progression Review or, in exceptional circumstances only, a viva voce examination*
* *an extension to a revised thesis submission deadline (following a viva voce examination)*
* *for special considerations to be given to the outcome of an assessment;*
* *circumstances to be logged until such time that you may wish to make a request*

This process can only be used for the research phase of doctoral programmes, and does not cover taught assessed components of research degrees. To make a request in relation to a taught component of your research degree, please follow the procedure as set out in the[*Regulations Governing Special Considerations (including Deadline Extension Requests) for all Taught Programme and Taught Assessed Components of Research Degrees*](http://www.calendar.soton.ac.uk/sectionIV/special-considerations.html)*.*

## Which form should I use?

There are two types of form that can be used in submitting a request. Please ensure that you use the correct one.

## *SC2: Suspension of research candidature request form (not related to Special Considerations) (this form)*

On this form you can request a suspension of candidature only where the circumstances leading to the request are foreseen, and therefore not extenuating. Requests made within this category can normally be considered by a subset of the PGR Special Considerations Board.

The following is a non-exhaustive list of examples that the University may regard under this category:

* Attendance at a placement which supports your studies
* Parental leave
* Employment commitments – this is designed for research students also in employment, where their employer requires more time than usual to be dedicated to their employment. This should be for a short and limited period of time only. This is not intended for use for students who have recently taken up employment and are making the request on the basis of ‘ongoing pressures of work’. This category is also designed for programmes which allow periods of time in practice, for example, in a health care setting.

## *SC1: Special Considerations Request form for Postgraduate Research students* (this form)

If there are circumstances outside of your control which have, or may in the future, have a negative effect on your research degree candidature; including your performance in a Progression Review or final oral examination, or your ability to meet a deadline for submission of a Progression Review Report or final thesis, you can request the following outcomes on this form:

1. a suspension of candidature;\*
2. an extension to candidature;
3. an extension to a Progression Review Report submission deadline;
4. to reschedule a Progression Review or, in exceptional circumstances only, a viva voce examination
5. an extension to a revised thesis submission deadline (following a viva voce examination)
6. for special considerations to be given to the outcome of an assessment;
7. circumstances to be logged until such time that you may wish to make a request

\*This form does not cover requests for suspensions of candidature where the circumstances are not related to special considerations (please see details above).

# **When should I submit my request?**

A request must be made as soon as circumstances that will affect your candidature are known, and before any assessment or deadline which may be/have been affected. In exceptional circumstances, requests may be accepted up to five working days after the assessment or deadline.

Retrospective suspensions are not normally permitted, and will never be granted if in conflict with regulatory or legal requirements, e.g. that of a funding body or visa requirement.

Retrospective suspensions and ‘late’ requests will only be considered where there is a genuine reason that the request could not have been submitted at the time.

# **What evidence is required?**

Requests must be submitted with appropriate evidence. The following is a non-exhaustive list of evidence that may be used to support a request:

* Certificate/letter from a GP or other recognised Health Professional.
* Letter of support/explanation from a support service in the University
* Letter of support/explanation from third party
* Correspondence from employer
* Letter of support/explanation from supervisor

It is your responsibility to provide supporting documentation in English. Any translation must be undertaken by an accredited translator.

###### Part 2: suspension of candidature

Please ensure that you use the correct form in submitting a request for suspension (see page 6 for further information).

Before you request a suspension of candidature, you should check with your funding body/sponsor (as appropriate) to ensure that suspension lies within its regulations. Suspending your candidature may also have financial implications e.g. you will not pay your tuition fees but it may affect your stipend payments or other funding that you receive; you may become liable for additional fee increments in future years of candidature.

Requests to suspend candidature could also affect your UK immigration status if you are here on a Tier 4 visa. The University is legally required to report certain changes in your circumstances to UK Visas and Immigration, and some of these changes may result in your current visa being curtailed (i.e. shortened or cancelled). If you are considering suspending or extending your studies, you should refer to the VISAS Team website ([www.southampton.a.c.uk/visa](http://www.southampton.a.c.uk/visa)) in the first instance. If you are unable to find the answer to your question on this website, please either use the enquiry form available there, or attend one of the VISAS Team drop-in sessions. Details of these dates and times of the drop-in sessions can also be found on the VISAS Team’s website.

In accordance with the [*Regulations for Research Degrees*](http://www.southampton.ac.uk/assets/sharepoint/intranet/calendar/publicdocuments/RegulationsforResearchDegrees.pdf), periods of suspension will not count towards the maximum period of study, and suspended students should not receive supervision. In accordance with [*Section IV*](http://www.calendar.soton.ac.uk/sectionIV/interruption.html) of the University Calendar, suspensions covering **periods of greater than 24 months continuously will normally be granted only under the most exceptional circumstances**. Research students unable or unwilling to return to study after 24 months in suspension may be recommended for termination of programme as detailed in the [*Procedures for Circumstances that may lead to Withdrawal or Termination*](https://www.southampton.ac.uk/quality/pgr/research_degree_candidature/termination_withdrawal.page?)*.*

It is your responsibility to ensure that you keep your contact details up to date on [SUSSED](https://sussed.soton.ac.uk/cp/home/displaylogin). Please ensure that you do this prior to the implementation of a suspension on our systems.

Towards the end of an approved period of suspension it would be your responsibility to contact the Faculty Graduate School Office to confirm your intention to return to study or, exceptionally, to request a further period of suspension. If you do not contact the Faculty, and /or do not return by the agreed date, you will be deemed withdrawn as detailed in the [*Procedures for Circumstances that may lead to Withdrawal or Termination*](https://www.southampton.ac.uk/quality/pgr/research_degree_candidature/termination_withdrawal.page?). If you make a request for suspension on grounds of ill health, you may be required to provide certification that you are fit to return to your studies.

###### Part 9: contact details for your faculty graduate school office

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty** | **Email** | **Location** | **Telephone** |
| **Faculty of Arts and Humanities** | [fah-gradschool@soton.ac.uk](mailto:fah-gradschool@soton.ac.uk) | Building 65, Room 2093 Avenue Campus | 023 8059 7433 |
| **Faculty of Engineering and Physical Sciences**  **Engineering**  **ECS/Chemistry/Zepler/Physics & Astronomy** | feps-gradschool@soton.ac.uk | Building 13, Room 2043  Building 59, Room 1215 | 023 8059 9459  023 8059 1967 |
| **Faculty of Environmental and Life Sciences** | [fels-gradschool@soton.ac.uk](mailto:fels-gradschool@soton.ac.uk) | Building 85, Room 2043 | 023 8059 4325 |
| **Faculty of Medicine** | fmed-gradschool@soton.ac.uk | Room AB206, Level B, South Academic Block, Southampton General Hospital (MP 801) | 023 8120 6685 |
| **Faculty of Social Sciences** | fss-gradschool@soton.ac.uk | Building 58, Room 2111 | 023 8059 1495 |