SC1 - Special Considerations Request Form for Postgraduate Research students

*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 9-14. 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)*.*

*The Postgraduate Research (PGR) Special Considerations Board considers requests for:*

* *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*

*\*Note that requests for the suspension of candidature for reasons which could be foreseen (for example: a work placement or parental leave) should be submitted on the ‘Suspension of research candidature request form (where the request is not related to Special Considerations)’. Guidance on the types of circumstances and which request form to use can be found on page 9.*

## 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). If you are requesting an extension of research candidature, please also state your means of financial support during the requested extension period |
|  |

\*Suspending your candidature may have financial implications e.g. you will not pay 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/extend 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](http://www.southampton.ac.uk/studentservices/visa-and-immigration/index.page) 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

|  |
| --- |
| If you are requesting a suspension of candidature, you **must** 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 Circumstances - *To be completed by the student*

|  |
| --- |
| (a) Period Affected |
| Date from: |  |
| Date to: |  |
| (b) Reason for your request (*please tick)* |
| Employment commitments |  |
| Financial |  |
| Health |  |
| Other\* |  |
| Personal |  |
| Unforeseen disruption: |  |
| \*If other, please state\*: |  |
| (c) Does this request relate to a previous request where you requested for circumstances to be logged until such time that you wish to make a request? (*Please tick)* |
| Yes\* |  |
| No |  |
| \*If yes, please state the date of your request:  |  |
| (d) Please describe your circumstances and how they have impacted upon you and your studies |
|   |
| (e) Please list the supporting evidence you have attached (All requests made under this policy must be supported by evidence, see guidance on page 11 for appropriate examples):  |
|  |

\*Please note that if you are requesting a suspension of candidature, and the reason for your request is **not** related to Special Considerations, for example, you are attending a placement, or requesting parental leave, please complete the ‘*Suspension of Research Candidature Request form (where request is not related to Special Considerations)*’ instead. Guidance on the types of circumstances and which request form to use can be found on pages 9.

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

### Please tick the type of request you wish to make (*more than one box can be ticked if appropriate*) and fill in the corresponding other box(es) of Part 3:

|  |  |
| --- | --- |
| a. | Suspension of candidature (go to Q.3a)  |[ ]
| b. | Extension to candidature (go to Q.3b)  |[ ]
| c. | Extension to Progression Review Report submission deadline (go to Q.3c)  |[ ]
| d. | Reschedule a Progression Review or, in exceptional circumstances only, a *viva voce* examination (go to Q.3.d)  |[ ]
| e. | Extension to a revised thesis submission deadline (following a *viva voce* examination) (go to Q.3e)  |[ ]
| f. | Special Considerations to be given to the outcome of an assessment (go to Q.3f)  |[ ]
| g. | Circumstances to be logged until such time that you may wish to make a request (go to Q.3g)  | [ ]  |

1. **Suspension of candidature (see guidance notes on page 11)**

|  |  |
| --- | --- |
| Requested suspension start date: (*Please use exact date)* |  |
| Requested suspension end date: (*please use exact date)* |  |

1. **Extension to candidature (see guidance notes on page 12)**

|  |  |
| --- | --- |
| Current date that your candidature ends (thesis submission deadline): (*Please use exact date)* |  |
| Requested candidature end date: (*please use exact date)* |  |

1. **Extension to Progression Review Report submission deadline (see guidance on page 12)**

|  |
| --- |
| Assessment (e.g. First progression review, Confirmation): |
|  |
| Current submission deadline: (*Please use exact dates)* |  |
| Requested new submission deadline: (*please use exact dates)* |  |

1. **Reschedule a Progression Review or, in exceptional circumstances only, a *viva voce* examination (see guidance on page 12)**

|  |
| --- |
| Assessment (e.g. First progression review, Confirmation): |
|  |
| Current assessment date: (*Please use exact dates)* |  |
| Requested assessment date: (*Please use exact dates)* |  |

1. **Extension to a revised thesis submission deadline (following a *viva voce* examination) (see guidance on page 12)**

|  |  |
| --- | --- |
| Current submission deadline: (*Please use exact dates)* |  |
| Requested new submission deadline: (*Please use exact dates)* |  |

1. **Special Considerations to be given to the outcome of an assessment (see guidance on page 13)**

|  |  |
| --- | --- |
| Assessment (e.g. First progression review, Confirmation): |  |
| Outcome sought: |  |

1. **Circumstances to be logged (see guidance on page 13)**

|  |  |
| --- | --- |
| Please tick here to confirm that you wish the circumstances in section 2 to be considered and logged against a future request for Special Considerations.  |  |

## 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 Special Consideration. 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, 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 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 5. You must then submit this form to the Faculty Graduate School Office (contact details at back of form)***

## Part 5. Supervisor Supporting Statement *- To be completed by a member of the supervisory team*

### Additional information

|  |
| --- |
| 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 5

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

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

## Part 6 Additional Information *- To be completed by the Faculty Graduate School Office*

### Previous requests

|  |
| --- |
| Please detail any previous: extensions to candidature; suspensions of candidature; extensions to Progression Review viva or written work 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: |
|  |

### Urgency

|  |  |  |
| --- | --- | --- |
| Is this a time critical request? (Defined as being where the date to which the request relates to is within 25 working days of the date of the request) *Please tick* | Yes |  |
| No |  |

### Faculty Graduate School Office confirmation of input to part 6

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

## Part 7. Board’s recommendation to the Faculty Director of the Graduate School

*Where two requests have been made on this form, please record the decisions individually by repeating this page of the form*

|  |
| --- |
| **This recommendation refers to the request for: *(please tick)*** |
| Suspension of candidature |  | Extension to a revised thesis submission deadline (following a *viva voce* examination) |  |
| Extension to candidature |  | Special Considerations to be given to an assessment |  |
| Extension to a Progression Review Report submission deadline |  | Circumstances to be logged |  |
| Reschedule a Progression Review, or in exceptional circumstances only, a *viva voce* examination |  |

|  |
| --- |
| **Recommendation on the evidence presented in support of the request: (*please tick)*** |
| **A.** The circumstances presented are currently not accepted as justification for affecting candidature, or affecting performance at an assessment. |  |
| **B.** The circumstances presented are currently of such a minor nature, they are unlikely to have affected candidature, or performance at an assessment. |  |
| **C.** 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: (*please tick)*** |
| **Suspension of candidature** |
| 1. Grant requested period of suspension of candidature
 |  |
| 1. Grant an adjusted period of suspension of candidature (*please detail period below)*
 |  |
| 1. Reject suspension of candidature
 |  |
| **Extension to candidature** |
| 1. Grant requested period of extension to candidature
 |  |
| 1. Grant an adjusted period of extension to candidature (*please detail period below)*
 |  |
| 1. Reject extension to candidature
 |  |
| **Extension to Progression Review submission deadline** |
| 1. Grant requested extension to Progression Review submission deadline
 |  |
| 1. Grant an adjusted extension to Progression Review submission deadline (*please detail period below)*
 |  |
| 1. Reject extension to Progression Review submission deadline
 |  |
| **Reschedule a Progression Review or, in exceptional circumstances only, a *viva voce* examination** |
| 1. Grant requested rescheduling of Progression Review or *viva voce* examination
 |  |
| 1. Grant adjusted rescheduling of Progression Review or *viva voce* examination (*please detail below)*
 |  |
| 1. Reject requested rescheduling of Progression Review or *viva voce* examination
 |  |
| **Extension to a revised thesis submission deadline (following a viva voce examination)** |
| 1. Grant requested extension to revised thesis submission deadline
 |  |
| 1. Grant an adjusted extension to revised thesis submission deadline (*please detail period below)*
 |  |
| 1. Reject extension to revised thesis submission deadline
 |  |
| **Special Considerations** |
| 1. Disregard Progression Review Report in accordance with the relevant progression regulations following this disregard
 |  |
| 1. Disregard Progression Review Report and Viva and allow an additional attempt in accordance with the relevant progression regulations following this disregard.
 |  |
| 1. Disregard Progression Review Viva and allow an additional attempt in accordance with the relevant progression regulations following this disregard.
 |  |
| 1. Disregard viva voce examination and allow an additional attempt in accordance with the relevant examination regulations following this disregard.
 |  |
| 1. No further action
 |  |
| **Logging of exceptional circumstances** |
| 1. Log circumstances
 |  |
| 1. Do not log circumstances
 |  |

|  |
| --- |
| Comments from the Board –including the rationale for your recommendation, and adjusted periods of extension/suspension |
|  |

## PGR Special Considerations Board sign off (by Chair of Board)

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

## Part 8 Faculty Director of the Graduate School *– to be completed by the Faculty Director of the Graduate School*

*Where two requests have been made on this form, please record the decisions individually by repeating this page of the form*

|  |
| --- |
| The recommendation is  |
| Approved |  |
| Approved with amendment (please detail below) |  |
| Rejected |  |
| Record any comments here, including amendments to the mitigation, and 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 Part 1 of this guidance ‘Guidance on the submission of a request’, and then the subsequent relevant part for your request

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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.southampton.ac.uk/assets/sharepoint/intranet/calendar/publicdocuments/RegsSpecialConsiderationsResearch.pdf)’, 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 procedure 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.

## *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 below).

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

On this form you can request a suspension of candidature 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.

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

A request must be made as soon as circumstances are known, and in advance of any assessment or deadline which may have been affected. In exceptional circumstances, requests may be accepted up to five working days after the assessment or deadline.

Only in exceptional circumstances may a scheduled *viva voce* examination be rescheduled as a result of a Special Consideration request.

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.

# **Are there examples of circumstances that may be accepted in submitting a request?**

The following is a non-exhaustive list of examples that the University may accept under the Special Considerations process:

* Bereavement – death of a close relative/friend/significant other (of a nature which, in an employment context, would have led to an absence in accordance with compassionate leave)
* Serious short-term illness or accident longer than five days
* Significant adverse personal/family circumstances
* Other significant exceptional factors for which there is evidence of stress caused
* Unforeseen employment commitments
* Financial issues
* Unforeseen disruption

The following is a non-exhaustive list of circumstances unlikely to be accepted:

* Holidays
* Personal computer/printer problems
* Poor practice e.g. no back-up of electronic documents
* Claims that students were unaware of the dates of submission or examination
* Poor time management

The Special Considerations process is not designed to offer support to research students with ongoing requirements; for example long-term health conditions or ongoing family commitments. This does not mean however that a research student’s request for Special Considerations will automatically be rejected if their circumstances relate to a long-term condition. A recent diagnosis or acute flare up of a health condition, or a temporary short term change in family circumstances, may be considered by the Special Considerations Board. In the case of long-term health issues, the PGR Special Considerations Panel may wish to ensure that a research student is being appropriately supported by Enabling Services.

If the research student is not receiving support, then a referral should be made to Enabling Services. Should the research student choose not to take up an appointment or support offered, this is likely to be taken into account should future requests be made on the same basis.

# **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. 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.
* Letter of support/explanation from a support service in the University
* Letter of support/explanation from third party
* Correspondence from employer
* Death certificate
* 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.

# **Do I need a supporting statement from my supervisor?**

It is important and usual practice that members of your supervisory team are aware of requests for Special Consideration. You should ask a member of your supervisory team to write a supporting statement for your request. However, if you do not want your supervisor to view your request, you can indicate this on the form in Part 4.

The Chair of the PGR Special Considerations Board (or other academic member in their absence), will consider whether this request is reasonable. If the Chair 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 to discuss your request further.

Please note that all members of your supervisory team will be made aware of the outcome of a request if there is an action arising (e.g. adjustment to candidature, or disregard of a Progression Review).

# **Can I ask for my request to be considered in another Faculty?**

In exceptional circumstances you may also request, for confidentiality reasons, that your request is considered in a different Faculty to your own. This would usually only be considered for research students who are also members of staff in their Faculty.

You can indicate this in Part 3 of the form. The Faculty Graduate School Office will confirm your request with the Faculty Director of the Graduate School and then pass the request to the PGR Special Considerations Board of another Faculty. Please note that relevant members of staff in your Faculty will be made aware of the outcome of your request if there is an action arising.

# **Where should I go for support?**

Sources of advice and guidance include your Supervisor, your Faculty Director of the Graduate School, the [Students’ Union Advice Centre](https://www.susu.org/support/advice-centre.html), [Enabling Services](http://www.southampton.ac.uk/edusupport/contact.page), and [Student Services](http://www.southampton.ac.uk/studentservices). The Faculty Graduate School Office will also be able to signpost you to relevant support within your Faculty.

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

Please ensure that you use the correct form in submitting a request for suspension (see page 9 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 3: extension to candidature

The time limits for research candidature are clearly stated in the [*Regulations for Research Degrees*](http://www.southampton.ac.uk/assets/sharepoint/intranet/calendar/publicdocuments/RegulationsforResearchDegrees.pdf)*.*  In a well-managed research environment, issues should be dealt with as they arise through formal and informal progress monitoring. Ongoing oversight by the supervisory team and the Faculty Graduate School directorate should ensure that there is no need for an extension to candidature on academic grounds. However, extensions of candidature may be requested in exceptional or unforeseen circumstances. **Research** **students should note that extensions of research candidature do not constitute an extension to funding**.

If you are in part or full time registration, you will continue to receive supervision during an extension. If you are in nominal registration, you should not receive supervision during an extension period.

###### Part 4: extension to a progression review report submission deadline

Extensions to Progression Review Report deadlines apply for one Progression Review only. However, if the extension is granted for the first attempt, the timeframe for the second attempt will be adjusted accordingly. Subsequent Progression Reviews are expected to take place within the timescales as set out in the [*Code of Practice for Research Candidature and Supervision*](http://www.southampton.ac.uk/assets/sharepoint/intranet/calendar/publicdocuments/CodeofPracticeResearchCandidatureandSupervisionFinal.pdf) and your Student Handbook. Extensions to later Progression Reviews will need to be considered as a separate request at the appropriate time.

###### Part 5: reschedule a progression review or *viva voce* examination

Requests to reschedule a Progression Review or *viva voce* examination must be made immediately as issues become apparent. Only in exceptional circumstances will a *viva voce* examination be rescheduled.

###### Part 6: extend a revised thesis submission deadline (following a *viva voce* examination)

In accordance with the [*Regulations for Research Degrees*](http://www.southampton.ac.uk/assets/sharepoint/intranet/calendar/publicdocuments/RegulationsforResearchDegrees.pdf), a research student who fails to submit a corrected or revised thesis by the date set by the examiners shall normally be regarded as having failed the examination and the recommendations of the examiners shall lapse. In exceptional circumstances, a revised date for submitting corrections may be granted via a Special Considerations request.

###### Part 7: special consideration to be applied to the outcome of an assessment

The application of Special Considerations to the outcome of an assessment can be made where there are exceptional circumstances outside of a student’s control that may have a negative effect on:

* Work submitted for a Progression Review, or in exceptional cases, a final thesis
* Performance in a Progression Review, or in exceptional cases, the final viva voce examination

The request should be made as soon as issues become apparent, and in advance of any assessment deadline which may have been affected. In exceptional circumstances, requests may be accepted up to five working days later. Only in exceptional circumstances may a scheduled viva voce examination be rescheduled as a result of a Special Considerations request.

**Outcome**

The PGR Special Considerations Board may make one of the following recommendations to the Faculty Director of the Graduate School to:

* Disregard a Progression Review Report and/or Progression Review Viva and allow an additional attempt in accordance with the relevant progression regulations following this disregard
* Disregard a viva voce examination and allow an additional attempt in accordance with the relevant examination regulations following this disregard.
* No further action

###### Part 8: circumstances to be logged

Where you feel that current circumstances are having an effect on your research candidature and ability to progress with your research it is vital that you speak with your supervisor about how best to manage this. Where circumstances are not so prominent as to make an immediate request for Special Consideration, you can request for your circumstances to be logged until such time that you may wish to make a request.

An example of a situation where you may wish for circumstances to be logged are: if you are experiencing a significant problem with a particular piece of laboratory equipment in your second month of candidature, and you are unsure of how this will affect your ability to submit your first Progression Review Report in months 8-10, and you are unsure if you might need to request an extension. Under this policy, you can request that these circumstances are logged now until such stage that you may wish to submit a request for an extension to your first progression review deadline.

Where the outcome is that circumstances will be logged, you can make a request at a later date, referencing this request. Where the outcome is that circumstances should not be logged, you will still be permitted to make a request at a later date, but further detail and/or evidence will be required. You should therefore retain a copy of the request and outcome letter.

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

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| --- | --- | --- | --- |
| **Faculty** | **Email** | **Location** | **Telephone** |
| **Faculty of Arts and Humanities** | fah-gradschool@soton.ac.uk | Building 65, Room 2093Avenue Campus |  023 8059 7433 |
| **Faculty of Engineering and Physical Sciences****Engineering****ECS/Chemistry/Zepler/Physics & Astronomy** | feps-gradschool@soton.ac.uk | Building 13, Room 2043Building 59, Room 1215 | 023 8059 9459023 8059 1967 |
| **Faculty of Environmental and Life Sciences** | 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 |