Special Considerations & Extensions
A Guide for Undergraduate and Postgraduate Taught Students

How this guide can help you
The processes for Special Considerations & Extension Requests are how you can inform the University your studies have been impacted by unforeseen circumstances beyond your control. These two processes are key to helping you manage the impact of those circumstances. We have some top tips to help guide and support you through the process for applying for Special Considerations & Extensions if you are on a ‘Taught’ course (there are separate processes if you are a Postgraduate Research student).

Key questions to ask before starting your application:
- Are my circumstances likely to be accepted?
- Are the outcomes I am seeking possible through this process?
- What ‘additional information’ will support my application?
- How can I best describe the impact of my circumstances on my studies?

Special Considerations – help & support
As well as using this guide for key information you can get help & support from your Director of Programmes, Programme Lead, Personal Academic Tutor, the Senior Tutor in your Faculty or The Advice Centre Advisers.
We do not advise you delay submitting your application while you wait for ‘additional information’ or to speak with someone if this may mean you miss the deadline.
It is important to pay attention to the deadlines when applying for Special Considerations. A Special Considerations form should be submitted as soon as possible and not more than 5 working days after the deadline for the assessment (including the exam affected).
Applications outside the deadline will only be considered in exceptional circumstances.

Special Considerations & Extension Requests – Guidance
Many key questions will be answered by reading the Special Considerations Guidance

It is important you read all the guidance paying particular attention to the following questions:

Q: Are my circumstances likely to be accepted?
   A: Look at section 2 (‘Examples of circumstances which maybe accepted’), section 3 (‘Long Term Conditions’), section 5 (‘Examples of circumstances likely to be rejected’)

Q: Are the outcomes I am seeking possible through this process?
   A: Look at section 11 which sets out the recommendations a Special Considerations Board can make in points 1 to 11.

Q: What ‘additional information’ will support my application?
   A: Look at section 4 (‘Examples of acceptable supporting information’)

Q: How can I best describe the impact of my circumstances on my studies?
   A: Read the SUSU Guide Wellbeing; describing it’s impact

Special Consideration or Extension?
While this is a matter of judgement consider the time remaining to assessment deadline. If an Extension is not an option, you can always apply for Special Considerations outlining the impact of any mitigation on your ability to submit work reflective of your ability.
Top tips

Step 1 – READ

To reiterate – it’s important to begin by reading the Special Considerations Guidance.

Once you have read the guidance, we would advise you read the Special Considerations regulations in full which you can find here.

Step 2 – REFLECT

Address the key questions in the Special Considerations Guidance:

- Do my circumstances meet the criteria?
- Can I achieve the outcomes I want this way?
- Do I have the ‘additional information’ to submit with my application (or can I account for why information may be delayed, missing or difficult to obtain?)?
- Have I fully described the impact of my circumstances on the assessment?
- Have I met the deadline (or if missed can I provide details of ‘exceptional circumstances for the delay’)?

Step 3 – COMPLETE & SUBMIT

Once you have completed the form it needs to be submitted within the deadline. The form and any additional supporting information or documents should be submitted to your faculty Student Office.

Important links

- SPECIAL CONSIDERATIONS GUIDANCE
- Special considerations form
- Extension request form

Further help and guidance

For further guidance on the Regulations Governing Special Considerations, contact The Advice Centre. Tel: 02380 592 085 Email: advice@susu.org

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