



## How this guide helps

The following step by step guide provides you with basic information and advice on what to do if you are need to apply for special considerations as a post graduate research student. If you would like additional support, you can contact us using the details below. Please note that an adviser will not be able to predict the outcome of any special considerations request.

## Advice Centre contact details

- **Tel** 023 80 59 2085
- **Email** [advice@susu.org](mailto:advice@susu.org)
- **Website** [susu.org/support](http://susu.org/support)
- **Facebook** The Advice Centre - SUSU

## Wellbeing

It is important to recognise that it is normal and natural to feel some anxiety when you are following a formal process and that the University has support in place to help you with your wellbeing. You can contact the Universities Wellbeing Team on [studenthub@soton.ac.uk](mailto:studenthub@soton.ac.uk) or by calling 023 80 599 599. They are available 24 hours a day, 7 days a week.

## Step 1: Read the regulations

Before you apply for Special Considerations, you may find it beneficial to read the regulations governing PGR Special Considerations applications using the following link: [Link to PGR Special Considerations regulations.](#)

The Doctoral College webpage also has some very useful information: [Link to Doctoral College Special Considerations page.](#)

*Providing students with free,  
independent and confidential  
advice and information.*

 [advice@susu.org](mailto:advice@susu.org)  
 **02380 592 085**

**SUSU**   
Southampton University  
Students' Union



## Step 2: Understand which outcome you are seeking

These regulations for Postgraduate Research (PGR) students may allow for:

- a suspension of candidature;
- an extension to candidature;
- an extension to the deadline for the 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 (see regulations for caveats)
- that extenuating circumstances are logged where the situation does not warrant 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).

Think carefully about which outcome you are seeking. You may find it beneficial to speak to your Supervisor.

## Step 3: Complete the application form

There are two different special consideration application forms for PGR's:

**The SC1** – Special Consideration Request Form should be used for requests for Special Consideration that are related to extenuating circumstances.

**The SC2** – Suspension of Candidature Request Form should be used for requests for a period of suspension of candidature that are unrelated to extenuating circumstances (e.g., attendance at a fixed-term work placement that supports the research degree; parental leave; employment commitments (where an employer requires more time than usual to be dedicated to employment).

Links to both forms can be found on the Doctoral College webpage: [Link to Doctoral College webpage](#). Applications should be submitted via the student's Faculty Graduate School Office.