

# PGR Special Considerations Guide

## 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.

## Contact Details



023 8059 2085



[advice@susu.org](mailto:advice@susu.org)



The Advice Centre - SUSU



[susu.org/support](https://susu.org/support)

## 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 University's 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: [PGR Special Considerations regulations and Pause in Study for PGR Student](#)

[The PGR Handbook on SharePoint](#) also has some very useful information.

## Step 2: Understand which outcome you are seeking

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

- a pause of study 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 Considerations that are related to extenuating circumstances.
  - This should be submitted by PGR Manager.
- The SC2 – Request to Pause in Study Form should be used for a request to pause your study (previously suspension) in your candidature that is 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)).
  - This should be submitted to your Doctoral College (Faculty) Team.

Links to both forms can be found on:

- [PGR Handbook](#)
- The regulations governing [Special Consideration and Pause in Study for Postgraduate Research Students](#).


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#### Disclaimer:

*While care has been taken to ensure that information contained in The Advice Centre publications is true and correct at the time of writing, changes in circumstances after the time of publication may impact on the accuracy of this information. The Advice Centre and SUSU cannot accept responsibility for any actions taken as a result of advice given in this publication.*

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

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