Postgraduate Research Students

SC2 – Pause in Study Request Form

In completing this form, please refer to the [Regulations Governing Special Consideration and Pause in Study for Postgraduate Research Students](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/special-considerations). A request for pause in study should be made as soon as your circumstances are known to you, and in advance of any assessment or deadline that may be affected.

You should use this form to make a request for a pause in study when there are no 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 for a short and limited period of time only. [[1]](#footnote-1)

Should you wish to make a request for a pause in study due to extenuating circumstances, you should complete the **SC1 – Special Considerations Request Form**.

You can obtain free, confidential and independent advice in preparing this documentation from the Students’ Union Advice Centre. Email [advice@susu.org](mailto:advice@susu.org) or telephone +44 (0)23 8059 2085.

**Section 1: About you**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student ID number |  | | | | | | | | | | | | | | | |
| First name |  | | | | | Title | | | | |  | | | | | |
| Family name/surname |  | | | | | | | | | | | | | | | |
| Email contact |  | | | | | | | | | | | | | | | |
| Programme of study |  | | | | | | | | | | | | | | | |
| Faculty |  | | | | | | | | | | | | | | | |
| Start date |  | | | | | | | | | | | | | | | |
| Mode of study | Full-time | | |  | Part-time | |  | Nominal registration | | | | Yes | |  | No |  |
| Are you an international student on a Student visa?[[2]](#footnote-2) | Yes |  | No | |  | How do you fund your studies?[[3]](#footnote-3) | | | Sponsored |  | | | Self-funded | | |  |
| What is the name of your funder (e.g. EPSRC)? | | | | | |  | | | | | | | | | | |

**Section 2: The request and supporting information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Pause in study unrelated to extenuating circumstances** | | | | | | | |
| Date from |  | | | | Date to |  | |
| Type of request | | 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 for a short and limited period of time only.1 | | | | |  |
| Other |  | Please specify here | | | |
| Explain the reason for your request | |  | | | | | |
| List and describe the information you are submitting in support of your request | |  | | | | | |
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| It is considered usual practice for a research student to notify their supervisory team of any request for a pause in study that is unrelated to extenuating circumstances and to ask that a supervisor provide a written statement to accompany the request; this is to add any further context to the student’s candidature and to their request.  Should such a statement not accompany your request, you should include an explanation for its omission with your request (see Section 4 below). The Faculty Director of the Graduate School may then consider it beneficial to meet with you before your request is further progressed.  Please note that your supervisory team **will** be made aware of the outcome of your request. |

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| If a statement from your supervisor will not accompany your request, you should add an explanation for its omission here. |  |

**Section 3: Supervisor statement**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Has the student discussed their request with you? | | | Yes |  | No |  | Do you support the student’s request? | | Yes |  | No |  |
| Add your commentary here (consider how the student’s absence will impact their progress; the amount of work that is remaining; the plan for getting the student’s research back on track; the student’s level of engagement with their studies). | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Name |  | | | | | | | Date |  | | | |
| Role (e.g. main supervisor) | |  | | | | | | | | | | |

**Section 4: Declaration**

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| In exceptional circumstances (e.g. if you are a research student who is also a member of staff in the same Faculty) you may ask for your request to be considered in a Faculty external to your own. If such a request is made with a satisfactory explanation, your Doctoral College (Faculty) Team will confirm your request with the Faculty Director of the Graduate School in your own Faculty before referring it to another Faculty for review. |

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| If you wish to ask that your request be reviewed in a Faculty external to your own, please provide your reasoning here. |  |

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| I declare that the information given in this form is true to the best of my knowledge and that I am willing to answer further questions relating to it if necessary. I confirm that I understand that:   * any documentation submitted as part of my request and information making clear my candidature and progression position (e.g. previous requests for pause in study or special consideration) may be shared with the Faculty Director of the Graduate School and those administering the suspension of candidature process; * where necessary, the Faculty Director of the Graduate School may take steps to verify the accuracy of any points raised in my request.   I give consent for this information to be processed by the University to enable it to consider my request for suspension of candidature. | | | |
| Student signature (name) |  | Date |  |

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| It is your responsibility to maintain your personal details on your student record. If you are requesting a pause in study, and your contact details are to change, you must update your student record via [My Student Record (Banner Self-Service)](https://student-selfservice.soton.ac.uk/) immediately after you have been notified that your request has been approved. |

You should now submit this form, together with your supporting information, to your Doctoral College (Faculty) Team.

**Section 5: Additional information (to be completed by the Doctoral College (Faculty) Team)**

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| If the student is in nominal registration, enter the transfer date | | | | |  | | | |
| Student’s current submission date | | | | |  | | | |
| Is this a time critical request? (i.e. is the date to which the request relates within 25 working days of the date of the request). | | | | | Yes |  | No |  |
| When adding your commentary below, the following should be considered:  Has the student made any previous requests to pause study unrelated to extenuating circumstances; were those requests approved or rejected; what impact did those requests have on the student’s progress/submission date?  Has the student’s progress been in accordance with usual expectations? Were progression reviews completed on time or were they delayed?  Have there been any changes to the student’s supervisory team membership? If so, list the changes and the effective dates. | | | | | | | | |
|  | | | | | | | | |
| Name |  | | Date |  | | | | |
| Role (e.g. Doctoral College (Faculty) Team Leader) | |  | | | | | | |

Subject to the inclusion of a statement from a member of the student’s supervisory team, candidature checks having raised no concern, and ratification by the Faculty Director of the Graduate School, the Doctoral College (Faculty) Team will process and implement a student’s first request for suspension of candidature. Where concerns are identified by the Doctoral College (Faculty) Team, the request will be scrutinised by the Faculty Director of the Graduate School who will make a decision in their capacity as Chair of the Faculty Graduate School Subcommittee. Any subsequent request for suspension of candidature from the same research student will be referred the Faculty Director of the Graduate School, who will make a decision in their capacity as Chair of the Faculty Graduate School Subcommittee.

**Section 6a: Processing by the Doctoral College (Faculty) Graduate School Office**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Is there a statement from a member of the student’s supervisory team? | | | | Yes |  | No |  | |
| 2. Are the candidature checks in order? | | | | Yes |  | No |  | |
| 3. Is this a first request for a pause in study unrelated to extenuating circumstances? | | | | Yes |  | No |  | |
| Name |  | Date |  | | | | | |
| Role (e.g. Doctoral College (Faculty) Team Leader) | |  | | | | | | |
| Name |  | Date |  | | | | |
| Role | Faculty Director of the Graduate School | | | | | | |

If answering YES to questions 1 to 3 above, and ratification by the Faculty Director of the Graduate School, the Doctoral College (Faculty) Team will process and implement the student’s first request for suspension of candidature.

If answering NO to questions 1, 2, or 3 above (i.e. where concerns are identified or should it be a subsequent request for suspension of candidature from the same research student), the Doctoral College (Faculty) Team will refer the student’s request for scrutiny by the Faculty Director of the Graduate School who will make a decision in their capacity as Chair of the Faculty Graduate School Subcommittee.

# Section 6b: Decision of the Faculty Director of the Graduate School

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| --- | --- | --- | --- | --- | --- |
| 1. Grant requested period of pause in study |  | Date from |  | Date to |  |
| 1. Grant an adjusted period of pause in study |  | Date from |  | Date to |  |
| 1. Reject pause in study request |  | | | | |
| 1. Refer for review by the Special Considerations Board |  | | | | |

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| --- | --- |
| Insert rationale for decisions 2, 3, or 4. |  |

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| --- | --- | --- | --- |
| Name |  | Date |  |
| Role | Faculty Director of the Graduate School | | |

1. This category is also designed for programmes that allow periods of time in practice, e.g. in a health care setting. [↑](#footnote-ref-1)
2. The term ‘Student visa’ refers to both the Tier 4 (General) visa and the new student visa which replaced the Tier 4 (General) visa on 5 October 2020. A suspension or extension of candidature could affect your UK immigration status if you are studying on a Student visa. Please refer to the [VISAS](https://www.southampton.ac.uk/studentservices/visa-and-immigration/index.page) website for further information. [↑](#footnote-ref-2)
3. Extending or pausing your candidature may have financial implications. Please refer to your funder’s terms and conditions. [↑](#footnote-ref-3)