

05.3

SUBMISSION OF REQUESTS FOR SPECIAL CASES

# Key Details

|  |  |
| --- | --- |
| **POLICY TITLE** | Submission of Requests for Special Cases |
| **DATE APPROVED** | 19 June 2007 |
| **APPROVING BODY** | Academic Board via AQSC |
| **VERSION** | 6 |
| **PREVIOUS REVIEW DATES** | Sep 2008, May 2011, Sep 2014, Nov 2019, Nov 2021, Sep 2022 |
| **NEXT REVIEW DATE** | Sep 2025 |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** |  |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** | [*Academic Handbook Ah1\_05 (cardiffmet.ac.uk)*](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_05.aspx) |
| **IMPLEMENTATION DATE** | 19 June 2007 |
| **POLICY OWNER (JOB TITLE)** | Director of Registry Services |
| **UNIT / SERVICE** | Registry Services |
| **CONTACT EMAIL** | regulations@cardiffmet.ac.uk |

# Version Control

|  |  |  |
| --- | --- | --- |
| **VERSION** | **DATE** | **REASON FOR CHANGE** |
| 6 | 10 Sep 2022 | Revised to align with recently revised Posthumous Awards process, minor changes to form. |

Special Cases Request Form

**This form must be completed and submitted only by a member of staff in the relevant School or Collaborative Partner; it must not be completed and submitted by a student.**

This form should be used to submit a special case for consideration at the next meeting of the Special Cases Committee or Research Degrees Committee (as appropriate). Please refer to the guidance below on the submission of requests for special cases.

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Student Details** | | | |
| Surname |  | | |
| Forename(s) |  | | |
| Student Number |  | | |
| Programme of Study |  | | |
| Award *(e.g. BA, MSc, PhD)* |  | Mode of Attendance |  |
| School or Collaborative Partner |  | | |
| **2. Nature of the request *(please see Guidance below)*** | | | |
| ***For extension requests only:*** | | | |
| Date of end of Candidature |  | Length of extension  *e.g. 12 months* |  |
| **3. Grounds for the request *(please see Guidance below)*** | | | |
| **4. Supplementary evidence attached *(please see Guidance below)***  Copies of correspondence Statement from School/Dept      Statement from student Letter from employers      Medical evidence Death certificate      Other, please specify): …………………………………………………………………………. | | | |
| Signed: …………………………………………….. Date: ………………………………………..  **(University School Deputy/Associate Dean or Director of Research)** | | | |

***Please email completed form to aup@cardiffmet.ac.uk***

Guidance on the Submission of Requests for Special Cases

In all cases, the Special Case Request Form must be submitted by the relevant School to Registry Services for consideration by the Special Cases Committee (or in the case of a research degree, to the Research & Innovation Services for consideration by the Research Degrees Committee).

The Special Case Request Form must be completed and submitted by the School and signed by the School Deputy/Associate Dean, or by the School Director of Research (in the case of a research degree).

# Requests for Extensions to Time-Limits for Completion

## The expectation is that the overwhelming majority of candidates will submit within the time-limit laid down by regulation. A candidature may be suspended or a time-limit extended in exceptional cases only and in accordance with the following criteria:

## Normally, suspensions/extensions will be granted only on compassionate grounds, or in the cases of illness, serious domestic difficulties or exceptional professional commitments which can be demonstrated to have adversely affected the candidate. A full and reasoned case, supported by appropriate medical or other independent evidence, must be made by the School for consideration by the Special Cases Committee (or Research Degree Committee in the case of research degree candidates).

## In the case of candidates who cite exceptional professional commitments, the request must be accompanied by written confirmation and description by the employer of the workload borne by the candidate.

## In cases which arise as a result of illness:

## Satisfactory medical evidence, including a medical certificate, must be supplied. (The extent and nature of the illness as described in the certificate are invaluable in assessing the case.)

## A clear statement must be supplied, showing that the School concerned has evaluated the situation in which the candidate finds himself/herself as a result of the illness and that it considers the requested extension to be appropriate. Such a statement will, wherever possible, follow direct contact between candidate and School.

# Requests for Deferral/Suspension of Studies

## A candidature may be suspended in exceptional cases only and in accordance with the criteria in Section 1 above.

## Where a suspension of candidature is approved, the deadline for completion of studies will be extended by the length of the period of suspension.

# Requests for Aegrotat Awards

## Recommendations shall be made by Examination Boards in accordance with the ‘*Regulations for Aegrotat Awards’* in the Academic Handbook).

## The Examination Board shall consider as much evidence as possible on the causes that prevent the candidate from attempting and completing outstanding components, including evidence of the prospects of the candidate completing in a subsequent year, within the time limits prescribed by Regulations or with the benefit of an extension to time limits for completion.

## The Examination Board shall make a recommendation for an Aegrotat award to the Special Cases Committee on the Special Cases Request Form, attaching copies of all relevant evidence and a signed statement from the candidate indicating that he/she is willing to accept an Aegrotat award.

# Requests for Posthumous Awards

## Confirmation shall be made by Examination Boards in accordance with the ‘*Regulations for Posthumous Awards’* in the Academic Handbook).

## The Examination Board or Research Degrees Group shall confirm that a Posthumous Award is to be granted and instruct the school to notify the Special Cases Committee using the Special Cases Request Form - Volume 1, Section 05.3.

# Requests for Bars on Access to Dissertations and Theses

## To request a Bar on Access to a Master's dissertation, in accordance with paragraphs 34 and 35 of the ‘*Regulations for Modular Master's Degrees by Examination and Dissertation*’, the candidate's dissertation supervisor should submit to Registry Services the completed Special Case Request Form, for consideration by the Special Cases Committee, specifying the period of the bar on access requested up to a maximum of five years, and attaching any statement from the student or other relevant information.

## To request a Bar on Access to a research degree thesis, in accordance with paragraph 1.12 of the Appendix to the Research Degree Regulations, the candidate's Director of Studies should submit to the Research & Innovation Services the completed Special Case Request Form for consideration by Research Degrees Committee, specifying the period of the bar on access requested up to a maximum of five years, and attaching any statement from the student or other relevant information.

# Other Individual Student Special Cases

## For any other individual student special case not complying fully with the requirements of the Academic Handbook, the School concerned must submit the completed Special Case Request Form, attaching a brief rationale for the request explaining why it is not possible to comply fully with the requirements of the Academic Handbook.

## Where a special case involves a cohort or cohorts of students, rather than just one individual student, not complying fully with the requirements of the Academic Handbook, the Special Case Request Form must not be used. Instead, a paper setting out a clear rationale for not complying fully with the requirements of the Academic Handbook should be submitted to Registry Services for consideration by the Special Cases Committee in the first instance.