

5.3

SUBMISSION OF REQUESTS FOR SPECIAL CASES

# Key Details

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| **POLICY TITLE** | Submission of Requests for Special Cases |
| **DATE APPROVED** | 19 June 2007 |
| **APPROVING BODY** | Academic Board via AQSC |
| **VERSION** | 8 |
| **PREVIOUS REVIEW DATES** | Sep 2008, May 2011, Sep 2014, Nov 2019, Nov 2021, Sep 2022, Jun 2024, Jun 2025 |
| **NEXT REVIEW DATE** | 2028 |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** |  |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** | [*Academic Handbook Ah1\_05 (cardiffmet.ac.uk)*](https://www.cardiffmet.ac.uk/support/registry/academic-handbook/volume-1-regulations-and-procedures/section-5---mitigating-circumstances-and-special-cases/) |
| **IMPLEMENTATION DATE** | 19 June 2007 |
| **POLICY OWNER (JOB TITLE)** | Chief Student Officer |
| **UNIT / SERVICE** | Registry Services |
| **CONTACT EMAIL** | regulations@cardiffmet.ac.uk |

# Version Control

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| **VERSION** | **DATE** | **REASON FOR CHANGE** |
| 6 | 10 Sep 2022 | Revised to align with recently revised Posthumous Awards process, minor changes to form. |
| 7 | 03 Jun 2024 | Increase maximum bar on access for a research degree thesis to twenty years. |
| 8 | 11 Jun 2025 | Conversion to procedure with appended form, included ToR for committee.Remove reference to suspensions of study, other minor updates to language and structure.Time limit for retrospective candidature extension request added.Clarification on procedure for consideration of requests, including information re: confidentiality. |

Submission of Requests for Special Cases

# Special Cases Committee

## The Special Cases Committee (SCC) has responsibility to consider all applications for extensions of candidature, changes to the mode of study for Postgraduate students, requests for Aegrotat awards, requests for Posthumous awards and requests for Bar on Access to Dissertations and Theses.

## The SCC is serviced by Registry Services and reports to the Academic Quality Standards Committee.

## Membership includes the below and committee meetings will be quorate if at least half of members are present.

## Registry Operations Manager (Appeals and Academic Misconduct) (Chair)

## Head of Student Lifecycle (Deputy Chair)

## Academic representative

## Deputy Dean of School

## Substitutes: where a member is unavailable to consider cases, substitution shall be at the discretion of the Chair

## Meetings are usually held on a monthly basis, whether in-person, online or via correspondence.

# Requests for Extensions to Candidature (Time Limit for Completion of Study)

## The overwhelming majority of students will be expected to complete within the time limits set out in Appendix 1 of the University’s [Assessment Regulations](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_04_01.docx).

## As in the [Assessment Regulations](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_04_01.docx), if a student suspends their studies for a period of time this does not equate to a suspension of candidature, and candidature will only be extended in exceptional cases.

## Normally, extensions will be granted only on compassionate grounds, or in cases of illness, serious domestic difficulties or exceptional professional commitments which can be demonstrated to have adversely affected the student’s ability to engage with their programme of study for a prolonged period of time.

## A full and reasoned case, supported by appropriate medical or other independent evidence, must be made by the School/Collaborative Partner for consideration by the Special Cases Committee (or Research Degree Committee in the case of research degree students).

## Where a student cites exceptional professional commitments, the request must be accompanied by written evidence from the employer confirming and describing the student’s exceptional workload.

## In cases which arise as a result of illness, the below must be provided:

## Medical evidence which confirms the extent and nature of the illness;

## A clear statement showing that the School/Collaborative Partner has evaluated the student’s circumstances and that considers the requested extension to be appropriate.

## A request for retrospective extension can be submitted no later than 12 months after the original candidature has elapsed.

# Requests for Aegrotat Awards

## Recommendations shall be made by the Examination Board, in accordance with the [Regulations for Aegrotat Awards](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_12_01.docx).

## The Examination Board shall consider as much evidence as possible on the causes that prevent the student from attempting and completing outstanding assessment, including evidence of the prospects of the student completing in a subsequent year, within the prescribed time limit or with the benefit of an extension to candidature.

## 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 student indicating that they are willing to accept an Aegrotat award.

# Requests for Posthumous Awards

## Confirmation shall be provided by the Examination Board in accordance with the [Regulations for Posthumous Awards](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_12_02.docx).

## 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.

# Requests for Bars on Access to Dissertations and Theses

## To request a Bar on Access to a Master's dissertation, the student’s dissertation supervisor should submit the completed Special Case Request Form to Registry Services, 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, as stated in the 11.1A [Regulations for MPhil and PhD](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_11_01A.pdf) and the 11.1C [Doctoral Degree Regulations](https://www.cardiffmet.ac.uk/media/cardiff-met/content-assets/english-documents/Academic-Handbook---AH1_11_01C.pdf) (September 2020 starters onwards), the student’s Director of Studies should submit the completed Special Case Request Form to Research & Innovation Services for consideration by Research Degrees Group, specifying the period of the bar on access requested up to a maximum of twenty years, and attaching any statement from the student or other relevant information.

# Other Student Special Cases

## For any other individual student special case where the School/collaborative partner wish to make a recommendation which does not comply fully with the requirements of the Academic Handbook, the School/collaborative partner must submit the completed Special Case Request Form, attaching a brief explanatory rationale for the request.

## Where a special case request involves a cohort or cohorts of students, rather than just one individual student (e.g. mass extension of candidature), the School/collaborative partner should not submit a Special Case Request Form, but rather a paper setting out a clear rationale for any proposed recommendation which does not comply fully with the requirements of the Academic Handbook. The paper should be submitted to Registry Services for consideration by the Special Cases Committee.

# Submission and Consideration of Special Cases Requests

## The Special Case Request Form (appendix 1) must be submitted by the relevant School or collaborative partner 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 Group).

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

## The Special Case Request Form and any accompanying evidence will be reviewed by Registry Services and any additional information and/or supporting evidence will be requested if deemed necessary.

## Once the form and any additional information or evidence requested has been received, the request will be included for consideration by the next scheduled committee (usually monthly).

## An outcome will be provided to the student, the school/collaborative partner via email.

# Confidentiality

## The details of Special Cases requests will be kept confidential except where:

### disclosure of the request and its contents to appropriately trained staff is necessary to progress the request;

### University staff must be contacted for information or comment in relation to the request contents, in order to properly consider the request;

### it is judged that there may be concerns for the immediate wellbeing of the student, in which case Registry Services may ask the Wellbeing

### Team in Student Services to contact the student to establish if any support can be provided;

### information within the request gives rise to a safeguarding concern in relation to the student or someone else, in which case advice will be sought from the University’s Safeguarding Lead.

## Students must consent to the above in order for a Special Cases request to be submitted on their behalf. If a student indicates they do not consent, a Special Cases Request cannot be submitted or considered.

## Special Cases outcomes will be recorded in order to identify trends and inform the University’s review of procedures, however in sharing statistics internally, individual students are not identifiable.

## For further information on Data Privacy, please refer to the Cardiff Metropolitan University Data Privacy Statement or contact the Information and Data Compliance Officer by emailing DataProtection@cardiffmet.ac.uk

Appendix 1

Special Cases Request Form

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

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| **1. Student Details**  |
| Surname |  |
| Forename(s) |  |
| Student Number |  |
| Programme of Study |  |
| Award *(e.g. BA, MSc, PhD)* |  | Mode of Attendance  | [ ]  Full time[ ]  Part time |
| School or Collaborative Partner |  |
| **2. Nature of the request**[ ]  Extension of Candidature[ ]  Change to mode of PG study[ ]  Aegrotat Award[ ]  Posthumous Award[ ]  Bar on Access[ ]  Other |
| ***For candidature extension requests only:*** |
| Current candidature end date |  | Requested candidature end date |  |
| **3. Grounds for the request *(see grounds listed in Submission of Special Cases procedure)*** |
| **4. Supporting evidence attached**[ ] Copies of correspondence [ ]  Statement from School/Partner[ ]  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***