**Closed business: disclosure would constitute a breach of the Data Protection Act**

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| **College of** | **Arts, Humanities and Social Sciences** | **Date** | Click here to enter a date. |
| **School of** | Choose an item. | | |

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| **Name of Student** | **UUN** | **Programme of Study** | **Year of Study** |
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| **On a sponsored visa? Yes ☐ No ☐** | **Has a schedule of adjustments? Yes ☐ No ☐** |

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| **Concession type** |
| UG: *(For all years)* Full-time repeat year; *(For honours students)* Part-time repeat year  UG: Change of mode of study  PGT: Extension of period of study  PGT: Submission of revised dissertation  Deviation from the Degree Programme Table  Assessment in subsequent session  Alternative assessment  Allow to graduate without the required number and / or level of credits  Other |
| **Detail of concession requested**  Example 1: For the degree of MA with Honours in Politics, to be permitted to repeat the second year of studies full time in session 2018/19 enrolling for 100 credits.  Example 2: For the degree of MSc in Economics, to be permitted an extension of one month to the total period of study in session 2018/19.   * Note: For PG (T) extensions please include the appropriate start and end dates |
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| **Reason(s) for concession**  State reason(s) and include a brief account of the particular circumstances of the case. |
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| **Evidence submitted**  List documentation submitted in support of the concession request. For example, relevant extract from Special Circumstances Committee, recommendations of the Board of Examiners, special circumstances forms, and medical evidence as appropriate. |
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| **Student Adviser support**  A student on a programme extension or repeat year is generally noted as a Student of Concern and offered proactive support from their Student Adviser. Please note the arrangements discussed with the student.  *(This may not be necessary for a short extension to complete a thesis.)* |
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| **Location of study during a programme extension or repeat year**  A student is expected to be on campus for a class and assessment or placement related programme extension or repeat year. For an assessment only programme extension or repeat year, a student may decide to study abroad if their studies will not be impacted, e.g. if they have full remote access to all necessary learning materials and required meetings.  **For student visa holders, the Student Adviser will inform Student Immigration Services if the decision is to complete their studies overseas so the visa can be curtailed. The exception to this is if a Leave of Absence is arranged, e.g. if a student needs to be abroad to undertake research or fieldwork and this is agreed with the supervisor.** |
| Location of study during a programme extension or repeat year |
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| Reason for location of study |
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| *Student visa holder only:* Has the student checked visa implications? Yes  No  *Add details below if relevant* |
|  |
| *Student visa holder only:* Is a Leave of Absence required to undertake research or fieldwork abroad? |
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| **Academic check-ins for an on campus programme extension or repeat year**  30 day check-ins with an academic member of staff are arranged for students who are studying on campus during an assessment only or placement related programme extension or repeat year. Attendance is compulsory for student visa holders. The meetings must be held on campus and be recorded as engagement events in Euclid. Group meetings are recommended.  The Academic Cohort Lead, Programme Director or dissertation or thesis supervisor may take on this responsibility, or it may be shared. |
| Name(s) of academic member(s) of staff responsible for 30 day check-ins |
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| Details if known, e.g. check-in dates, individual or group meetings, how meetings will be arranged, form student has to complete before the meeting (if relevant) |
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| **SCHOOL APPROVAL** | | | | | |
| **Authorised by**  *Senior Tutor,*  *UG or PG Director* |  | **Position** |  | **Date** | Click here to enter a date. |
| **Signed** |  | | | | |

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| **Submitted by** |  | **Position** |  | **Date** | Click here to enter a date. |

**All enquiries and completed concession forms to CAHSS Academic and Student Administration Office:**

[**CAHSS.Progression@ed.ac.uk**](mailto:CAHSS.Progression@ed.ac.uk)**; Tel. 651 3900.**

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| **COLLEGE APPROVAL** | | | |
| **Approved /**  **Not approved** | **College Notes** | | |
| **Position** | **Associate Dean (Academic Progress)** | | |
| **Signed** |  | **Date** |  |