

APRC Concession request form



THE UNIVERSITY
of EDINBURGH

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Data Protection Act**

For the approval of the Senatus Academic Policy and Regulations Committee (APRC)

College		Date	
School			

This is a University-level form which should be submitted to APRC via the relevant College Office to request relaxation of specific University assessment/degree regulations or policies. School staff should contact their College Office in the first instance for approval at College level prior to submitting a concession for APRC consideration.

Completed concession forms should be returned by email to Academic Quality and Standards at academicpolicy@ed.ac.uk

Name(s) of student(s)	UUN(s)	Programme of study	Year of study

Regulation or policy to be relaxed

Please note the regulation(s) and year of regulation, or the policy, which requires relaxation for the concession.

<Please delete guidance from the document when submitting>

Guidance:

Please detail the regulation(s) or policy which requires relaxation for the concession. Where there are multiple regulations or policies which require relaxation, please list each individually.

Example:

PG DRPS 2023/24 Regulation 33: Extension of Study

Does the concession request relate to an Authorised Interruption of Study or an Extension of Study?

Yes / No (if Yes, please complete the table below)

Programme start date		Length of concession requested (months)	
Current prescribed end date		Current maximum end date	
Revised prescribed end date		Revised maximum end date	



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Concession details

This section should include the following:

- ***A brief explanation of the circumstances leading to the request***
- ***Where relevant, consider and note the impact on any related regulations***
- ***Confirm that the School and College support the concession***
- ***Outline any actions required to support the student during or following the approval of the concession.***

Please note that requests for extensions of study for PGR students (PG DRPS 34) should outline work completed to date and be accompanied by a proposed timeline for completion.

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Example:

Anya is a PGR student in Year 4 of a PhD programme. Anya is seeking a relaxation of PG DRPS 33 to permit a further 12 month authorised interruption of studies. Anya has previously taken 36 months of interruption during the birth of her two children. Anya is seeking a further 12 month AIS as she is pregnant with her third child and to take 12 months maternity leave from her programme. This will take Anya to a total of 48 months AIS. The interruption is to commence from 1 November and conclude on 31 October. The request does not impact on PG DRPS 34 and Anya expects to remain within the maximum time for completion of her programme, as demonstrated in the timeline for completion which she has developed with her supervisor and which outlines what remaining work is required to complete her PhD.

The request has the support of Anya's supervisor, Director of PGR and the College.

Anya and her supervisor have discussed a tentative return to study plan and Anya confirmed that she will contact her supervisor towards the end of the interruption period to confirm if she is ready to return to study. Her supervisor has confirmed they have discussed the potential support required to facilitate Anya's return to study. Anya has confirmed she is aware of the Student Maternity and Parental Leave Policy.

Details of previous concessions

Please list all previous concessions approved for this student.

<Please delete from the document when submitting>

Guidance:

The details of all approved previous concessions should be listed here. This should include the concession type and relevant dates.

Example:

The College has approved a relaxation of PG DRPS 33: Authorised Interruption of Study for a total of 36 months as follows:

- 18 months: 1 September 2019- 28 February 2021
- 18 months: 1 September 2021- 28 February 2023

Supporting evidence/statements

Where necessary applications should provide supporting evidence. Any evidence should be proportionate to the magnitude of the request.

Document control

Related policies/regulations: <https://www.ed.ac.uk/academic-services/policies-regulations/regulations>

If you require this document in an alternative format please email academicpolicy@ed.ac.uk

Date last reviewed:
November 2024



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Guidance:

Where seeking an **Extension of Study for a PGR student** (PG DRPS 34: Extensions of Study), the request should also be accompanied by a timeline for completion.

Example:

Anya has provided evidence to support her concession to the College including medical evidence. The College are asked to confirm any supporting evidence they have had sight of. Anya provides the following in support of her concession to APRC:

- A projected timeline for completion of her PhD programme following her AIS
- A MATB1 form

College statement (electronic signature acceptable)

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Guidance:

The College will provide a brief statement outlining its reasons for supporting the application for the exceptional concession.

Where the College does not support a concession, it should communicate this decision to the School and the concession should not be submitted to APRC for further consideration.

Signed		Date	
Position			

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