COLLEGE OF SCIENCE AND ENGINEERING

Guidance note for completion of College Concession Form by members of staff

The aim of the guidance is to ensure completeness of information submitted to the College Learning and Teaching Committee Concessions Sub-committee (Sub-committee) in order to reduce the potential grounds for appeal, in particular, on the basis of length of time or new information.

This form should be used by Schools when seeking a College Concession on behalf of an individual taught student.

All requests for a College concession must be made on the official College

1. The form may be completed by the most appropriate member of staff to outline the case for a student, in agreement with the local School procedure.

2. The form must:
   - give a clear indication of concession requested;
   - clearly indicate the context of the request, background academic information, copies of previous pertinent documents, e.g. any previous decision and conditions from the School Progression Officer;
   - include a recommendation to the Sub-committee on whether the request is supported by the School and if there are any conditions, e.g. whether coursework marks to be carried forward or not;
   - be accompanied by supporting documentation, e.g. if the concession request is based on health reasons, there must be relevant medical documentation.

   (i) Any supporting documentation of a confidential nature should be password-protected using the School password supplied by the College.

   (ii) The nature of the supporting documentation and the responsibility for producing that evidence rests with the student. Documents must be in English or with an official translation into English.

   (iii) When considering the supporting documentation, the Sub-committee is likely to give greater weighting to evidence such as:
       - Letters from medical practitioners dated contemporaneously;
       - Letter from independent third party, e.g. Notary etc.;
       - Police Report.
(iv) Lesser weighting will be given to evidence such as:
- Letters from parents or relatives;
- Letters from counselling services that are not accompanied by confirmation of clinical diagnosis.

3. The form must be submitted to Lynda Henderson in the Academic Affairs section by the School’s nominated person. The list of nominated people for each School is available from the School Teaching Organisations.

5. The form and supporting documents will be considered by the Sub-committee and its decision will be based on this information.

The decision of the Sub-committee will be communicated to the nominated person submitting the form.

6. Further information
Lynda Henderson, Academic Affairs Officer
College of Science and Engineering, Weir Building,
The King’s Buildings, West Mains Road
Edinburgh EH9 3JY

Tel: +44 (0)131 650 5765; Email: lynda.m.henderson@ed.ac.uk

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| Related Policies, Procedures Guidelines & Regulations | • University of Edinburgh Undergraduate Degree Programme regulations [http://www.drps.ed.ac.uk/](http://www.drps.ed.ac.uk/)  
• Policy and Procedures for granting an authorised interruption of study for taught degrees  
• Policy and Procedure for Special Circumstances  
• Special Circumstances Form and guidance note  
• Special Circumstances – a common sense guide to College Policy |
| Documents superseded by this documents |  
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Guidance note for completion of College Concession form  20131010