**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** | **School of Health in Social Science** | | |

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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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| **For programme extensions and repeat years** | |
| **Start date of programme extension / repeat year** Current programme maximum end date |  |
| **End date of programme extension / repeat year** |  |
| **Total period of extension (in months)** |  |
| **Previous concessions** |  |
| **Total Study Period remaining (in months)**  In line with the PGT study table / UG degree regulations, not including current request |  |

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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 |

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| **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 PGT 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 generally expected to be on campus for a class and assessment or placement related programme extension or repeat year. This is not necessary for an assessment only programme extension or repeat year.  Visa sponsorship will not normally be extended for student visa holders on an assessment only programme extension or repeat year. It is expected that they will return to their home country when their visa expires.  If a student requests a new CAS as part of a programme extension because they are unable to complete their programme from overseas, and then leaves the UK, they must inform their Student Adviser and Student Immigration Services. Their visa sponsorship may can be curtailed.  The exception to this is if a Leave of Absence is requested because a student needs to be abroad to undertake research or fieldwork and this is agreed with the supervisor. School and College approval are also needed for a Leave of Absence. |
| 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* |
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| *Student visa holder only:* Is a Leave of Absence required to undertake research or fieldwork abroad? |
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| **On campus academic engagement plan for programme extension or repeat year**  Academic engagement is required at least every 30 days for student visa holders during a programme extension on campus. The meetings must be held on campus and be recorded as engagement events in Euclid.  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 meeting student every 30 days and recording academic engagement in Euclid |
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| Details if known, e.g. supervision meetings, 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: Director of Students / Director of Learning and Teaching** | | | | | |
| **Notes** |  | | | | |
| **Authorised by** |  | **Position** |  | **Date** | Click here to enter a date. |
| **Signed** |  | | | | |

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

**Process notes for Student Support Team**

For School level approval, submit completed form to Director of Students: [HiSS.DirectorofStudents@ed.ac.uk](mailto:HiSS.DirectorofStudents@ed.ac.uk)

Copy to Director of Learning and Teaching if DoS is on leave or has reported a conflict of interests:[DoT.Health@ed.ac.uk](mailto:DoT.Health@ed.ac.uk)

If School level approval is received, complete the online College concession form: [UG & PGT Student Concessions and AIS](https://uoe.sharepoint.com/sites/hss/college-office/academic-administration/SitePages/UG-PGT-Student-concessions-and-AIS.aspx)

Complete Concessions spreadsheet and file approved form and evidence on SST case management system: