**Closed business: disclosure would constitute a breach of the**

**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 can only be submitted to APRC by the relevant College Office to request relaxation of specific University assessment/degree regulations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name(s) of student(s)** | **UUN(s)** | **Programme of study** | **Year of study** |
|  |  |  |  |

|  |
| --- |
| **Regulation to be relaxed**Include reference to specific regulation concerned and year e.g. “UG DRPS 2019/20 Regulation 20” |
|  |
| **Concession details**Please summarise in a single sentence the College’s objective in seeking this concession.For example: “Allow extension/interruption of study beyond the maximum permitted by the regulations”; or “Allow student to graduate without the required volume or level of credits”. |
|  |
| **Details of previous concessions**List previous concessions sought for this student, where relevant |
|  |
| **Supporting evidence/statements**The supporting evidence must include an explanation as to why this concession is the appropriate course of action. |
|  |

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| --- |
| **College approval** (electronic signature acceptable) |
|  |
| **Signed** |  | **Date** |  |
| **Position** |  |  |  |

Completed concession forms should be returned by email to

Olivia Hayes, Academic Policy Officer, Academic Services

Email: Academic.Services@ed.ac.uk