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|  |  **Student Administration Office** **University of Kent**  **Room G001 Gillingham Building** **Chatham, Kent ME4 4AG** |

**CONCESSIONS FORM FOR CONSIDERATION BY THE CONCESSIONS COMMITTEE**

**REPORTING TO THE BOARD OF EXAMINERS**

**Notes:** This form is not to be used as an appeal against a Board of Examiners decision – if you wish to submit an appeal, please complete the form available at: <http://www.kent.ac.uk/socsci/studying/general/appeals.html>.

For full details concerning concessions, please refer to: <http://www.kent.ac.uk/uelt/quality/credit/creditinfoannex9.htm>

This form is not to be used for an application for an extension to coursework deadline. The form to be used in these cases is available at: <http://www.kent.ac.uk/socsci/studying/undergrad/concessions.html>.

If you are aware, prior to the examination period, that you will be unable to attend an examination or, in the case of a 100% coursework module, unable to submit your final piece of coursework, for legitimate concessionary reasons (see below) you are required to notify the Faculty Office of your difficulties prior to the relevant examination(s) or coursework deadline. You must request permission for the absence or non-submission by means of submitting this Form immediately if possible, or by immediately notifying the Faculty Office of your difficulties and then submitting this Form and supporting evidence as soon as possible thereafter. **Failure to do this may result in you being awarded no further opportunity to pass the module.**

NB. Legitimate concessionary reasons include incapacitating medical problems or exceptional misfortune and do not include holiday plans or failure to be adequately prepared. Please see Annex 9 of the Credit Framework for further information.

STUDENT NO: EMAIL ADDRESS:

FIRST NAMES**:** SURNAME:

 (in CAPITALS)

PROGRAMME OF STUDY**:** CURRENT STAGE:

**This statement concerns (please indicate one or more)**:

Failure to attend an examination Performance impaired by concessionary factor(s)

(If this relates to examinations, the form must be submitted within 5 days of the examination to which it refers.)

**STATEMENT OF REASONS FOR SUBMITTING A CONCESSIONS FORM TO THE BOARD OF EXAMINERS**

**Please briefly outline below the circumstances you wish to be taken into account (please attach extra sheets if necessary)** ie the grounds for your concessions application. You should also attach any supporting evidence. If this is a medical concession, please include a medical note from a doctor, hospital appointment etc.

Please tick if you have asked your doctor to write a medical note, or if further substantiating evidence has been or is to be submitted.

**SIGNATURE**: **Date:**

**The completed form must be returned to:**

**The Student Administration Office, University of Kent, Room G001, Gillingham Building,**

**Chatham, Kent. ME4 4AG**

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|  | **For Faculty Use only** |

Shared UGO/Forms/Concessions for BoE