**CONCESSIONS**

In exceptional cases, for example where there is sudden illness or unforeseen circumstances, allowances will be made by the University with regard to coursework submission and/or exam performance. These unforeseen circumstances are known as concessionary circumstances. The concessions procedure operates by means of concessions forms in two ways as outlined below.

***Extension to coursework deadline***

Academic staff may not accept coursework submitted after the applicable deadline except in concessionary circumstances. To apply for a coursework extension you must complete an Extensions Concessions Form (see example overleaf). These are available from Gillingham Reception or from the Centre Administrator. You must attach supporting evidence, eg doctor's letter etc. to substantiate your request. Take the form to the lecturer from whom you are seeking an extension for them to agree it and then hand the form in to Gillingham Reception. **The form must be submitted no later than the submission deadline for the relevant piece of coursework.** **Please remember that extensions are not an automatic right and it is at the individual lecturer's discretion to grant these.**

***Concessions for consideration by the Board of Examiners (failure to submit coursework, failure to sit an examination, impaired performance in coursework and/or examination)***

If you feel that your performance in examinations or overall during the academic year has been impaired by circumstances beyond your control, you must complete the Concessions form for consideration by the Board of Examiners (see example overleaf) and hand it in at Gillingham Reception. **Forms relating to non-attendance at an examination or performance impaired at examination must be submitted no later than 5 working days from the date of the examination in question.**  You should attach as much supporting evidence as possible. Your application will be considered and evaluated by the Centre's Concessions Committee which will make the appropriate recommendation to the Board of Examiners. **Please note that no case can be considered unless such a form has been submitted and it is at the Concessionary Committee's discretion to accept or reject the application.**

**Concessions are not normally considered where**:

* students have failed to manage their own learning appropriately;
* students have been affected by illnesses and other circumstances which may be considered a normal part of life;
* students have been affected by long-standing, controlled conditions for which they may be expected to have sought and received appropriate support;
* students have been directly responsible for the circumstances put forward in mitigation.

**Concessions applications will only be considered if submitted:**

* by means of the appropriate concessions form;
* with a clear and concise account of the concessionary circumstances and the impact on the student’s studies;
* with all necessary documentary evidence. Medical certification prepared a substantial time after the event often does not provide the degree of detail required by the University. You are therefore advised to seek certification in a timely manner.

Students who are aware, prior to the examination period, that they will be unable to attend an examination or, in the case of a 100% coursework module, unable to submit their final piece of coursework for legitimate concessionary reasons are required to notify the Centre Administrator of their difficulties prior to the relevant examination(s) or coursework deadline. They must request permission for the absence or non-submission by means of the Concessions Application Form immediately if possible, or by immediately notifying the Centre Administrator of their difficulties and then submitting this form and supporting evidence as soon as possible thereafter. **Failure to do this may result in students being awarded no further opportunity to pass the module.**

**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**.

<http://www.kent.ac.uk/uelt/quality/credit/creditinfoannex9.html>

<http://www.kent.ac.uk/uelt/quality/credit/creditinfoannex10.html>

**Please remember that if you fail to submit coursework or do not attend an examination you will still receive a zero mark even if you have submitted concessions. Your concessionary evidence, however, will be taken into account when the Board of Examiners makes its recommendations on your overall mark profile at the end of each stage of study. Concessions do not mean that you are automatically exonerated from assessment or awarded marks without assessment being undertaken.**