***DURHAM UNIVERSITY***

***Academic Office***

***SECTION 2***

***APPENDIX (A2.02.): CONCESSION FORM IN RESPECT OF SPORTING ENGAGEMENTS***

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| **PART A: FOR COMPLETION BY THE STUDENT REQUESTING CONCESSION**.  **Note:**   1. a Concession request seeks permission to do something which the Regulations, by default, disallow (for example, to seek to change the submission date for a piece of work, or rearrange an academic commitment such as a seminar); 2. students are expected to manage their own learning, recognising that their studies are their primary commitment; in the case of sporting engagements this means that students are expected to meet submission deadlines by submission prior to the deadline as necessary and are expected to make good any missed non-compulsory commitments (by use of notes from peers, access to DUO etc but not, by default, by special arrangements with academic staff); 3. it is the student’s responsibility to have exhausted all other avenues of adjustment, and give as much notice as is reasonably possible, before submitting a formal concession request; 4. it is the student’s responsibility to have this form completed by the Director of Sport, Music & Theatre before submitting it to the relevant department(s) in time for the concession to be considered prior to the event in question; 5. if a concession is granted it will apply ONLY in respect of the academic commitment(s) named on the form and NOT to any other deadlines, assignments, assessments or teaching sessions; 6. students must complete this form to seek permission to rearrange their academic commitments for the purpose of engaging in a sporting event. If a student is not granted permission to rearrange their academic commitments there can be no redress against failed assignments, Academic Progress Procedure warnings or other actions consequential on the absence due to sporting events.   **Student Name:** **Student ID Banner:**  (Surname, initials, title) **Durham e-mail**:  College/Society: Faculty:  Degree Programme: Title  Year  Main Department/Course Cluster  All other departments in which the student studies (e.g. modules in an  another department and Joint or Combined Honours students)    Academic Year in which concession is sought:  **BACKGROUND OF REQUEST**  **(a) The academic commitment(s):**  **list of commitments affected:**  **Description Date**  (i)…………………………………………………………….. …………………………………..  (ii)……………………………………………………………. …………………………………..  expand this list as necessary.  **(b) The sporting engagement:**  Name of sport:  Level (e.g. university, regional, national, international):  Full details of the event (teams/individuals involved, venue, date, time):    **(c) Details of the request** (e.g. an alternate time/date for an academic commitment):  ………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………  expand as necessary.  Signature of Student: Date: |
| **PART B: FOR COMPLETION BY THE DIRECTOR OF SPORT, MUSIC & THEATRE**  Is the sporting event significant enough to warrant a concession request? YES / NO  (If NO, decisions to grant concessions in respect of such events should not be submitted to the department(s) and student concerned informed of this decision).  Signature of Director of Sport, Music & Theatre:  Date: |
| **PART C: FOR COMPLETION BY THE RELEVANT HEAD(s) OF DEPARTMENT(s)**  **Department 1**  (a) Department  (b) Head of Department  (c) Concession request approved / not approved?  (d) Proposals to rearrange academic commitments/reason for rejecting concession request[[1]](#footnote-1)\*      Signature: Date:  (Head of Department)  **Department 2**  (a) Department  (b) Head of Department  (c) Concession request approved / not approved?  (d) Proposals to rearrange academic commitments/reason for rejecting concession request[[2]](#footnote-2)\*      Signature: Date:  (Head of Department)  expand to more Departments as necessary |

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| **This form, when completed by the student, should be sent to the Director of Sport, Music & Theatre for completion and then, as applicable, the Director should return it the student who will then, if Section B has been completed in the affirmative, submit it to the relevant Department(s) for their consideration.**  **The Department(s) should come to their decision and the finally completed form should then be returned to the Director of Sport, Music & Theatre who will, in the case of the request having been approved, inform:**   * **the student;** * **the Head of the student's College;** * **the appropriate Faculty Office(s);** * **the Student Registry.**   **In the case of the request having been denied, the Director of Sport, Music & Theatre will inform:**   * **the student;** * **the Head of the student's College.** |

CONCESSION CODE

*For office use only*

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1. \* Delete as applicable [↑](#footnote-ref-1)
2. \* Delete as applicable [↑](#footnote-ref-2)