This procedure applies to all UCC business after 1 September 2010.

The Role of University Concessions Committee in 2010/11

- To consider applications for extraordinary progress and concession arrangements for students on taught programmes both undergraduate and postgraduate, that are outside of the remit of the PEC committees to grant. In particular, UCC has authority to approve: the setting aside attempts at assessments; the setting of extraordinary examinations – i.e. setting an examination at an unusual time;
- To consider appeals against decisions made by PEC committees during the academic year
- To consider appeals against concession decisions made by other members of UCC
- To consider appeals against Unsatisfactory Progress decisions
- To sit as the “Senate Medicine and Dentistry Appeals Committee” to consider appeals against decisions of the Faculty of Medical Sciences Fitness to Practise Panel for students on the MBBS, BDS, Doctor of Clinical Psychology and other clinical practise programmes.

Concessions - How to apply

1. A student seeking any kind of adjustment must apply by submitting a PEC form. Information about the PEC process is provided by the Student Progress Service www.ncl.ac.uk/students/progress
2. On consideration of a PEC, the PEC Committee may deem it necessary to forward the case to UCC, because the following type of adjustment may be needed:
   i) To repeat some or all of a Stage, with attempts set aside;
   ii) The removal of a mark (including any ’0’) retrospectively, with the attempt being given back;
   iii) An extraordinary examination.
3. In such cases, the PEC application and all associated evidence should be forwarded by the academic unit to UCC (by sending to Student Progress Service) without delay.

Procedure and Outcome

4. UCC will consider applications as a Committee, or under Chair’s action, at regular intervals throughout the academic year.
5. If further information or evidence is required, the academic unit will be contacted for clarification. The academic unit may, in turn, need to consult the student further. Exceptionally, UCC will contact the student directly for information.
6. Concession decisions will be communicated by email. The email will be directed to the student, copying members of staff in the academic unit so that the outcome can be recorded as part of PEC procedure. In addition, the Student Progress Service will, on behalf of UCC, keep a record of each concession case and provide a statistical report to University Teaching and Learning Committee at the end of the academic year.
Appeals

7. A student may appeal against a decision made by UCC.

8. If the Board of Examiners has not yet reached a final decision on the student’s case for that academic year, the student can either:
   (i) Submit a new PEC application with additional evidence to the academic unit, which may in turn be forwarded to University Concessions Committee,
   or
   (ii) Seek a review of the original application by University Concessions Committee.

9. If the Board of Examiners has reached a final decision on the student’s case for the academic year, the student should follow the Academic Appeal procedure. www.ncl.ac.uk/students/progress/student-resources/regulations/appeals.htm and not the concession appeals procedure outlined below.

Appeals against decision made by University Concessions Committee

10. Appeals under 8(ii) above can be made on the following grounds:
   (i) Procedural irregularity on the part of the University Concessions Committee.
   (ii) Bias or prejudice on the part of University Concessions Committee.
   (iii) That the decision reached was one which no reasonable person could have reached on the available evidence.

   The format of the UCC Appeal is a letter, fully detailing the grounds for appeal, and a full copy of the PEC application and outcome correspondence.

11. UCC Appeals must be submitted to the Student Progress Service within 14 days of the original notice of a PEC/Concession outcome. A late appeal shall only be accepted if circumstances exist which make it reasonable for the student not to have applied within the period specified above. Evidence of grounds of a late application must be supplied by the student.

12. If, on receipt of a completed UCC Appeal, the Head of the Student Progress Service determines, and where appropriate in consultation with an independent member of University Concessions Committee, that:
   (a) an application made in excess of 14 days after the publication of a PEC/Concession outcome is not for good cause, or
   (b) there is no prima facie case for appeal under the specified grounds,
   the appeal application will be rejected and the student informed in writing.

13. In all other cases the Student Progress Case Officer shall seek comments on the UCC Appeal from all appropriate members of staff. Those from whom responses are sought will be provided with the letter of appeal and accompanying documents where appropriate. In accordance with the principles of openness and best practice the University will disclose to appellants any relevant case documentation at an early and appropriate stage and, in particular, in advance of any determination of the outcome.

14. On receipt of all responses sought, the Case Officer will refer the UCC Appeal to independent members University Concessions Committee, not previously involved in the case, in accordance with normal procedures.

15. In the event of an appeal against a decision made by a UCC sub-group or full committee, the appeal shall be considered by the Academic Registrar.
16. The outcome of the appeal shall be communicated in writing as soon as possible.

17. The appellant shall be kept informed of the progress of the UCC Appeal in writing by the Case Officer. A progress report (or outcome if decided) shall normally be provided to the appellant within 28 days of receipt of the complete appeal application. Further progress reports shall normally be provided at intervals of approximately one month.

18. Appellants shall NOT normally be allowed to progress to the next stage of their study if this is dependent upon the outcome of a PEC or UCC Appeal. Exceptionally, the Head of Student Progress Service may grant permission for a student to proceed to the next stage of a programme subject to a requirement to discontinue studies if the appeal is unsuccessful.

19. There is no further appeal within the University. Provision for independent external review is made through the existence of the Office of the Independent Adjudicator (OIA). The Independent Adjudicator's role is to review the application by the University of its own internal procedures. Further information about the OIA's role is available from www.oiahe.org.uk/. A leaflet can also be obtained from the Student Progress Service, King's Gate.

**Appeals against decisions made by PEC committees**

20. UCC will act as the appeal mechanism for PEC Committee decisions, if the appeal is made before the Board of Examiners has considered the student's case at the end of the academic year. The PEC appeals procedure is outlined in full in the *Personal Extenuating Circumstances Procedure for Students* document.

**Appeals against Unsatisfactory Progress decisions**

21. UCC will act as the appeal mechanism for Unsatisfactory Progress cases. A student appealing against action taken under Unsatisfactory Progress Regulations may do so only in writing to University Concessions Committee within 15 working days of the written notification of the action, specifying one or more of the following grounds:

   (a) That fresh material evidence is available, which was not available on reasonable enquiry or application at the time of the original decision;

   (b) Procedural Irregularity;

   (c) Bias or Prejudice;

   (d) Excessive or Inappropriate sanction

   (e) That the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence.

22. In considering an appeal against a sanction imposed under Unsatisfactory Progress Regulations, University Concessions Committee shall have the power to dismiss the student's application without a hearing if it is manifestly ill-founded or there is no prima facie basis for the grounds alleged in the application.

23. No member of University Concessions Committee shall consider a case in which they have previously been involved.

24. The outcome of an Unsatisfactory Progress appeal will be communicated by email.

25. There is no further appeal within the University. Provision for independent external review is made through the existence of the Office of the Independent Adjudicator (OIA). The Independent Adjudicator's role is to review the application by the University of its own internal procedures. Further information about the OIA's role is available from www.oiahe.org.uk/. A leaflet can also be obtained from the Student Progress Service, King's Gate.
Senate Medicine and Dentistry Appeals Committee

26. UCC will sit as the “Senate Medicine and Dentistry Appeals Committee” to consider appeals against decisions made by Fitness to Practice panels. The Fitness to Practice appeals procedure is outlined in full in the *Faculty of Medical Sciences Fitness to Practice Procedure*.

27. For this specific purpose, the Chair of the University Concessions Committee will convene a panel comprising of two members of the Concessions Committee, and two members from the Senate approved Medical and Dental Appeals Panel appointed by the Pro-Vice-Chancellor responsible for Student Welfare. Those appointed to serve on the Senate Medicine and Dentistry Appeal Committee shall not have been involved in any previous consideration of the student’s progress.

28. The outcome of a Senate Medicine and Dentistry appeal will be communicated by email.

29. There is no further appeal within the University. Provision for independent external review is made through the existence of the Office of the Independent Adjudicator (OIA). The Independent Adjudicator’s role is to review the application by the University of its own internal procedures. Further information about the OIA’s role is available from [www.oiahe.org.uk/](http://www.oiahe.org.uk/). A leaflet can also be obtained from the Student Progress Service, King’s Gate.