

Normally, any academic member of staff wishing to submit a concession will have discussed the situation with their School or Institute Director of Postgraduate Research before sending the application.

Regardless of the type, all applications, complete with any required supporting documentation, should be sent to the dedicated PGR Service email address:

[pgr.concessions@uea.ac.uk](mailto:pgr.concessions@uea.ac.uk)

Once received by the PGR Service, it will be assigned to a suitable case officer. If required information or documentation is not provided initially, or when subsequently asked for, this may delay the outcome, or even result in a "missing information" verdict being given. This will require a new concession application to be submitted if the member of staff wishes to pursue the matter further.

Provided that the application is completed as required, including any necessary documentation, it will be sent by the case officer to the relevant authority for consideration. Once a verdict has been given, the PGR Service aims to respond to the member of staff with this final verdict within 20 working days of the original application receipt date. It is worth noting however that this timeframe is only a guide and not a mandatory requirement.