

Regardless of the type, all applications, agreed and signed by both the student and a supervisor, and complete with any required supporting documentation, should be sent by the Supervisor 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 student wishes to pursue the matter further.

Provided that the application is completed as required, including all necessary documentation, it will be sent by the case officer to the relevant authority for consideration.

Following this, the case will be given one of the five possible outcomes: approved, approved with amendment, rejected, information missing or withdrawn.

The PGR Service aims to inform the student of 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.