

Dual Career Athlete and Performance Sport Concession Policy

POLICY COVERSHEET

Key Details

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| **POLICY TITLE** | Dual Career Athlete and Performance Sport Concession Policy |
| **DATE APPROVED** | March 2025 |
| **APPROVING BODY** | LTSEC |
| **VERSION** | Version 3 |
| **PREVIOUS REVIEW DATES** | V2 03.2022  V1 01.2020 |
| **NEXT REVIEW DATE** | March 2028 |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** |  |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** |  |
| **IMPLEMENTATION DATE** | March 2025 |
| **POLICY OWNER (JOB TITLE)** | Head of Sport System |
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Version Control

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| **VERSION** | **DATE** | **REASON FOR CHANGE** |
| 1.0 | Jan 2020 | First version |
| 2.0 | March 2022 | Clarification of the process to identify eligible students and distinguish between the two tiers of support provided for students involved in performance sport |
| 3.0 | March 2025 | * Removal of references to application forms and operational detail as not appropriate for a policy document. * Removal of changes to study mode (FT vs. PT) and suspension of studies from examples of concession to reflect scope of policy as these options are available to all students. * Inclusion of performance programme team commitments to reflect institution commitment to Wales’ Sporting University and requirement of student in these teams. * Removal of deadline for Tier 1 to allow full year access for students as required. * Updated policy contact to Athlete Lifestyle & Education Manager to reflect staffing structure * Minor wording changes. |

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Cardiff Metropolitan University - Dual Career Athlete & Performance Sport Concession Policy

# Introduction & rationale

Cardiff Metropolitan University has a long and proud history in the identification, development and management of students engaging in elite level sport. The creation of this policy is intended to achieve two aims:

* Formally recognise students as Dual Career Athletes and ensure there is a consistent approach applied to help them manage and balance both their sporting and academic commitments.
* Provide a clear process for students who are not recognised as Dual Career Athletes to apply for an academic concession based on a performance sport commitment.

Due to the nuances of performance sport, this policy recognises the need to meet these aims in a separate process to the traditional mitigating circumstances process. Due to the elite nature of Dual Career Athletes, the policy is set out to support a small number of students.

The establishment of this policy is a requirement of our on-going Talented Athlete Scholarship Scheme (TASS) accreditation and reflects changes across the sector, where a large number of HE & FE institutions have established Dual Career Athlete policies. The purpose therefore is to ensure we remain a preferred admissions choice for student athletes and have in place the required support systems to retain and enhance their experience.

# Policy Outline

This policy sets out an approach to Academic Concessions that supports students to achieve academic excellence while also pursuing a sporting career. It therefore confirms the primacy of promoting and supporting the academic progression and achievement of our dual career athletes and those striving for this level.

The policy is split into two tiers:

* **Tier 1: Dual Career Athlete Status** – This tier of support is to formally recognise students for on-going support based on a sustained performance level.
* **Tier 2: Performance Sport Concession** – This tier of support is for those not recognised as Dual Career Athletes and for instances where there is a conflict between a performance sport commitment and academic commitment required at a set time (I.e., practical, exam, presentation).

# Policy Principles

* Students should be expected to make good any academic commitment that would be missed.
* The alternative arrangements required to make good the academic commitment(s), including summative assessments and examinations, should be reasonable for the student, the School, Registry and other parties involved.
* Where a concession is granted, normally, no further allowance will be made for absences when assessing an individual's academic performance.
* Where concessions are granted, there will be no implications for or change to degree classifications or award.
* All such students should be treated in a fair manner and the arrangements proposed for an individual student should not place that student at a significant advantage or disadvantage compared to students not supported through this policy.
* The policy has scope of academic concessions within the student’s current mode of study. The policy does not cover changes from full to part-time study or suspension of studies. These are determined under normal university procedures.
* This policy will adapt as and when required where changes are made to other university wide polices such as mitigating circumstances. Where appropriate, these will be applied within the current approved policy. Any changes that create a fundamental change to this policy, will lead to the policy being reviewed at the earliest opportunity.

# Policy

## Tier 1: Dual Career Athlete Status

### Eligibility

* + - 1. Eligible students will have a sustained commitment at national or international competition level and/or be a contracted academy/national development squad member/professional or semi pro.
      2. Due to these criteria, it is expected that a relatively small number of students will achieve this designation each year, ensuring that only those truly ‘elite’ in nature will be regarded as Dual Career Athletes.
      3. In exceptional circumstances, the Head of Sport System will have the discretion based on a formal application to designate a student as a Dual Career Athlete outside of the above parameters and only with support of the Director of Sport.

### Application process

* + - 1. Students are encouraged to apply for Dual Career Athlete status prior to or early in the academic year. There is no deadline to apply.
      2. Applications are reviewed by the Athlete Lifestyle & Education Manager and a decision made within 20 working days and the outcome communicated by email.
      3. A list of nominated Dual Career Athletes will be maintained and shared with athletes and nominated school contacts throughout each academic year.
      4. Students rejected for Tier 1 Dual Career Athlete status can still utilise Tier 2 support if eligible.

### Academic Concessions

* + - 1. Primary support for Dual Career Athletes will be through an agreed and consistent approach to the support of academic workload across CMU.
      2. The management of academic concessions will vary and will, for example, use either alternative assessments and/or coursework extensions.
      3. This will be within University regulations and negotiated between the student athlete and their Programme Director or nominated programme representative in the first instance and if required, agreed with the School Dean or their representative.
      4. Examples of academic concession options are listed below:
    - Late submission up to and beyond 20 working days
    - Non-submission (with work submitted as 1st attempt after next Exam Boards)
    - Alternative assessment formats (i.e. changing EXAM to WRIT, live PRES to pre-recorded PRES etc) where appropriate to learning outcomes
    - Extensions to candidature
    - Flexible online study to offer alternatives to campus-based learning where possible.

## Tier 2: Performance Sport Concession

### Eligibility

* + - 1. To be eligible for support the performance sport commitment must meet at least one of the following:
* Recognised as part of their sport’s performance pathway or equivalent.
* Part of a qualification or selection process for national or international selection at university, age-group or senior level.
* A competition or fixture recognised as part of the international competition structure for their sport at university, age-group or senior level.
* A competition or fixture that represents a primary competition focus of our performance programmes. As guidance, this would ordinarily include national BUCS competition and national league competition.
  + - 1. There must be a direct time conflict between the performance sport commitment, and associated travel commitments, and an assessment that requires attendance at a specific date/time (I.e., practical, exam, presentation).
      2. All criteria will be applied appropriately to the relevant sport. In exceptional circumstances, the Athlete Lifestyle & Education Manager will have the discretion based on a formal application to recommend a student for an academic concession outside of the above parameters and only with support of the Director of Sport.

### Application process

* + - 1. Applications should be submitted as soon as the student becomes aware of the potential conflict between their performance sport commitment and assessment.
      2. Applications will be reviewed by the Athlete Lifestyle & Education Manager who will recommend or not recommend an academic concession based purely on the sporting criteria. The application will then be passed to the academic schools to determine whether an academic concession can be granted or not. The process will be concluded within 10 working days and the outcome communicated to the student and academic staff.
      3. As part of reviewing the application it will be identified if the performance sport commitment creates a need for the student to be considered for Dual Career Athlete status in the future.
      4. The timelines for applications are dependent on the academic concession required. See 4.2.3.

### Academic Concession

* + - 1. Academic concessions should be applied to specific assessments that relate to the identified period of absence due to the performance sport commitment.
      2. Academic concessions can only be applied to assessments which are fixed in date/time and require student attendance such as practical, exams, presentations etc. Such concessions may include granting of a late submission (up to 20 working days where possible) or approval for a non-attempt (with a retake of the assessment as if a first attempt after the next exam board).
      3. Applications for Late Submission must be within 20 working days before the assessment date and not after the submission date/time.
      4. Applications for Non-Attempt must be within the window of 20 working days before and 20 days after the submission date/time. Applications will not be accepted more than 20 working days after the deadline, and students should refer to the Appeals procedure.
      5. Academic concessions should not be applied to assessments such as coursework whereby attendance is not required at a specific date and there is the opportunity to submit via Moodle at any point prior to final submission deadline.

### Appeals

* + - 1. Students are entitled to request a review of the decision to ensure that appropriate procedures were followed, and that the decision made was reasonable.
      2. Any requests for an appeal must be submitted to the Director of Sport no later than 10 working days from the date of the notification. Applications submitted outside this timescale will not be accepted.
      3. Appeals may only be submitted which are based on one or both of the following grounds:
* There is new and relevant evidence, which for good reason was not available at the time of application for Tier 1 or Tier 2 support. Students must show that the evidence was not accessible or known to them at the time of the original submission.
* Irregularities in the conduct of this policy during the consideration of the application, which causes reasonable doubt whether the same decision would have been reached had they not occurred.

# Policy Review and Approval

This Policy will be reviewed at least every three years by the University’s Head of Sport System in consultation with academic colleagues and colleagues in relevant professional services.

The relevant approval authority is the Learning, Teaching and Student Engagement Committee.