

To:

Vrije Universiteit Brussel
Faculteit * [fill in the correct faculty]
Pleinlaan 2 [GF: Laarbeeklaan 103 - 1090 Brussel]
1050 Elsene

Date : * [mention the date]

Subject: internal appeal against * [mention the type of decision]

Dear Chairman of the Internal Appeals Committee,

I am enrolled in the academic year * [20*-20*] at the Vrije Universiteit Brussel for the study programme “*” [Bachelor of Science in */Master of Science in*/ ...].

With this petition I lodge an appeal with the Internal Appeals Committee * [mention the faculty] against:

- * [type of decision] taken on * [date]

[For example:

- examination result (* /20) for * [mention course unit]
- the study progress monitoring measure [binding condition or re-enrolment not allowed]
- decision of the dean refusing the request for exemption for the course unit *
- decision of the dean imposing the sanction of * (disciplinary examination-related decision)
- ...]

I do not agree with this decision, because:

- [listing of objections with supporting facts and documents]
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-
- ...

The following documents have been added:

- Copy of the initial study progress decision of * [date],
- The following pieces of evidence:
 1. [enumeration of all documents related to the objections]
 - 2.
 - 3.
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Sincerely,

[signature]

[date]

[name + surname]

[address, phone number and e-mail]