**To:**

Vrije Universiteit Brussel  
Faculty of Medicine & Pharmacy

Laarbeeklaan 103

1090 Brussel

**Send by email to secretariaat@gf.vub.ac.be**

**Date**: *[date]*

**Subject**: Lodging internal appeal

Dear Chairman of the Internal Appeals Committee,

I am enrolled in the academic year [*academic year*] at the Vrije Universiteit Brussel for the study programme “Bachelor/Master/ in …[*insert here*]” and with this petition I lodge an appeal with the Internal Appeals Committee of the faculty of Medicine & Pharmacy against:

- the study progress decision made on [*date*].

I do not agree with this decision because:

* *[list of objections with supporting facts and documents*]
* …

The following documents have been added:

* copy of the initial study progress decision, [*add document!!*]
* the following pieces of evidence:
  + - 1. [*enumeration of all documents relating to the objections*]

….

Sincerely,

[*signature]*

*[date]*

*[first name + name]*

*[address]*

*[phone number and e-mail*]