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| **STUDENTS’ PROGRESS COMMITTEE (SPC)**  **Application Form for Undergraduate Students**  **(excluding MBChB and BDS students)** | | | | | | | | |
| **To be completed by:** a student who wishes to make an application to the Students’ Progress Committee (SPC) to request that:-   * their studies at the University are not terminated in line with General Regulation 17 and that they be permitted to continue with their studies   ***OR***   * they be permitted to progress to the next programme year of study despite a shortfall of credit points (ref General Regulation 16). | | | | | | | | |
| The purpose of this form is to gather together all relevant information pertaining to your request to allow the Committee to give full consideration to your case. **Please ensure you include all relevant information**. **Normally no other evidence will be accepted from you after you submit this form.**  For advice or support in completing this form please see the Frequently Asked Questions sheet. | | | | | | | | |
| **Name(s)** |  | | |  | **ID No** |  | | |
|  | | | | |  | | | |
| **Programme of Study** | |  |  | | | | | |
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| **Contact Details**  Please provide your preferred email address for correspondence (ideally your University email address) as all communication related to your request will normally be conducted by email). | | | | | | | | |
| Address: |  | | | | | | | |
| Telephone: |  | | | | | | | |
| Email: |  | | | | | | | |
| **What is it that you wish the Students’ Progress Committee to consider?**  Please tick **ONE** box only | | | | | | | | |
| Your request that your studies at the University should not be discontinued?  ***OR*** | | | | | | | |  |
| Your request that you be permitted to progress to the next year of study despite a shortfall of credit points? | | | | | | | |  |

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| In order for the Committee to consider your request, please explain why you are making it. Include **details of any circumstances** which you believe have affected your studies and which you wish the Committee to take into consideration. | | | | | | | | | | |
| (you may continue on a separate sheet if necessary) | | | | | | | | | | |
| What evidence do you have to support your case? Please attach any supporting documentation, such as medical certificates, Student Support letter etc., to your application and list the attachments below. (If you have already submitted supporting documentation, please indicate below to whom this has been submitted, e.g., the Registry or School Office.)  You may include a report from your Tutor as part of your supporting evidence. **Please note that it is your responsibility to request this report from your Tutor and to submit it along with this form.**   |  | | --- | | Attached to this application are: |   Remember to attach all the evidence you have to support your case to this form. **Normally no other evidence will be accepted from you after you submit this form.**  Have you consulted any of the following regarding your case? | | | | | | | | | | |
| Personal Tutor | | |  | Student Association (AUSA) | | | | | |  |
| Head of School | | |  | Student Support | | | | | |  |
| Registry Officer | | |  | Other | | | | | |  |
| If other, please provide details below: | | | | | | | | | | |
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| The Committee will consider your request on the basis of your written application so there is **no need** for you to attend an SPC hearing. | | | | | | | | | | |
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| Please complete ALL sections of this form. This form MUST reach Undergraduate Student Services, The Hub, Elphinstone Road, Aberdeen, AB24 3TU, **before 5pm on Friday 29 July 2016.** Alternatively you may email your completed form by this deadline to [undergraduate@abdn.ac.uk](mailto:undergraduate@abdn.ac.uk) Please note that there is no guarantee that requests received after this date will be considered by the Committee. You are therefore strongly encouraged to complete and submit this form in advance of the resit exams. | | | | | | | | | | |
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| Signed: |  | | | | | |  | | | |
| Date: |  | | | | | |  | | | |