**STUDENTS’ PROGRESS COMMITTEE**

**Application for special consideration (Levels 1 and 2 only)**

This form should be completed byany **Level 1 or Level 2** student who wishes to apply to the Convener of the Students’ Progress Committee (Convener) to request;

* that they be permitted to continue with their studies at the University despite academic failure or a failure to engage with their studies; OR
* that they be permitted to progress to the next year of their degree, or into the Honours programme, despite missing credits or compulsory courses.

Please ensure you include all relevant information and any evidence that relates to your request.

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| Full Name:  |  | IDNo: |  |
|  |
| Degree Title: |  |

All communications regarding this application will be sent to your University email address, which you should have access to regardless of your academic situation. Please ensure that you check your email regularly.

Please let us know what outcome you wish to be considered by the Convener.(For example, to be allowed to enter the next year of your degree, to be allowed to remain in study and either repeat the year or enter the next year of your degree.)

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In order for the Convener to consider your request, please include details of any circumstances which you believe have affected your studies.

(Continue on a separate sheet if necessary)

What evidence do you have to support your case? Please attach all supporting documentation (such as medical certificates or Student Support letters) and list these below. Normally no other evidence will be accepted from you after you submit this form**.**

You may want to include a supporting statement from an academic member of staff as part of your evidence. Please note that it is your responsibility to request this statement and to submit it along with this form.

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| Attached to this application are: |

Please let us know if you’ve spoken with any other University Staff or Departments about your case, as we may contact them for more information, like Student Support or your Personal Tutor.

Please complete all sections of this form and return it to your [Registry Officer](https://www.abdn.ac.uk/students/support/study-resources-support.php#panel3581).

We strongly recommend that you submit the application by **5pm, Monday 7th September 2020**, applications submitted after this date will be reviewed at the discretion of the SPC Convener.

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| Signed: |  |  |
| Date: |  |  |