

Example of notice of appeal

State your name, address, telephone number, student number, e-mail address, and course of study here

Subject: Appeal of Binding Negative Recommendation

City/town, date

Dear Chairperson,

In accordance with Article 7.8b of the WhW, I have received a Binding Negative Recommendation on <Date> (see attachment). I am of the opinion that on issuing the recommendation, the director of the University of Applied Sciences <name> has not sufficiently taken the special circumstances of my situation into account. I would like to explain my situation briefly.

<explanation of situation, include any attachments that may support this>

On the grounds of the personal situation I have explained, I request that you declare my appeal well-founded and that you negate the recommendation given. In anticipation of your decision, I request as a temporary provision to register for the academic year <.....>.

Yours sincerely,

< name >

Attachment:

- Binding Negative Recommendation
- < proof of circumstances>

If you have submitted an appeal to the Examination Appeals Board, you will receive a written acknowledgement of receipt. You can use this acknowledgement to arrange pre-registration at the secretariat of your own study programme.