



## Academic Appeal Meetings

The SUSU Advice Centre is committed to providing guidance to all students considering an Academic Appeal and providing direct Adviser support where possible.

To enable you to access our help remotely we have produced clear guidance on identifying appeal grounds, completing paperwork and how Stage 1 meetings work.

It is important to read the guides first as this is the quickest way to access key information. We recognise that for many students this will answer their questions and help them toward a speedy resolution. We will work to provide further support for those who require it within our capacity.

### This guide

This guide takes you through the steps to take if you do have a Stage 1 Meeting. Including information on; how to prepare, support during the meeting, and follow-up actions.

The guide covers what to do when supported by an Adviser, as well as taking part in a Stage 1 Meeting without an Adviser present.

The guide includes top tips to help you throughout the process

### What is a Stage 1 Meeting?

- Stage 1 is the first and least formal meeting in the Academic Appeals process (a chance to resolve matters without going to a full panel)
- The meeting offers an opportunity for you to present a concise and clear summary of your grounds, circumstances and desired outcome for the reviewer
- It is a chance for you to ask and answer questions

### Stage 1 Meetings - Dos & Don'ts

**Do** prepare (as this is what you can directly control)

**Don't** expect a prediction of the outcome

**Do** have a clear idea of the 4 or 5 key points you wish reviewer to understand

**Don't** think you need to wear smart clothing

**Do** have a student statement which you can use as your 'script' during the meeting (and later submit to the note taker to be included in the record of the meeting)

**Don't** think your Stage 1 Meeting outcome depends on your presentation skills



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**Do** offer to get and submit further information or evidence after the meeting if you do not have it to hand

**Don't** pretend to know the answer if you cannot remember (don't be afraid to say 'I don't know' or 'I can't remember')

## Stage 1 Meeting – With Adviser Support

### Before the Meeting

**Step 1** – Ensure that your Adviser has read and commented on your completed Stage 1 form and student statement (when you have been sent feedback you will be expected to redraft in a timely manner). See our [Guide to Academic Appeal Statements](#) for more details.

**Step 2** – Give the time and date of any stage 1 meeting and forward your draft documents to [advice@susu.org](mailto:advice@susu.org) and/or your Adviser

**Step 3** – Let the CQA team know that an Adviser will be supporting you in the meeting (including providing all practical arrangements for video conferencing)

### Step 4 – If there is time for a 30-minute pre-brief

If there is the opportunity for a pre-brief your Adviser will explain how the meeting is likely to unfold, how you will be supported as well as answering any questions you may have.

### The Role of the Adviser in the Meeting

The role of the Adviser during the meeting includes:

- Supporting you to make your key points to the reviewer (including reading your student statement if you become nervous)
- Ensuring the policies and processes set out in the regulations are followed
- Taking time out to talk with you individually if required or requested

### During & After the Meeting

At the meeting, if you want your Adviser to be included in any outcomes please make the notetaker aware **or** update your Adviser when you receive the outcome.

## Stage 1 Meeting – Without an Adviser Present

**Step 1** – Make sure you have access to all our guides on drafting a Stage 1 form and our statement writing guide.

**Step 2** – If there is time before the Stage 1 Meeting - get feedback on both documents from an Adviser (by e-mailing [adviser@susu.org](mailto:adviser@susu.org))

**Step 3** – Be aware (If an Adviser is unavailable) that you can take a member of the University to the meeting (usually a member of staff or fellow student)



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**Step 4** – Let the CQA team know that a member of the University will be supporting you in the meeting (including providing all practical arrangements for video conferencing)

### **The Role of Support in the Meeting**

We suggest you ask your supporter to familiarise themselves with your statement (and your key points) and the Academic Appeal regulations. Ensure that they are ready to listen to your concerns or worries should you need to take time out during the meeting.

### **Stage 1 Outcomes & Follow-up Actions**

Broadly, potential Stage 1 Meeting outcomes are:

- The relevant board or panel agrees with the reviewer's recommendation to uphold the Appeal **or**
- The Appeal is not upheld by the reviewer **or**
- The view of the reviewer is the Appeal process was not the correct one for the circumstances presented – and the Appeal is not upheld

If the Academic Appeal is not upheld, you have the option to accept the decision or to progress to the next stage in the process.

Should you decide to progress to the next stage, you need to complete the Stage 2 Form (in Appendix B of the Regulations Governing Academic Appeal).

The Stage 2 Form should be submitted with your Stage 1 Form, evidence, report and outcome letter, to your Faculty Academic Register (details in Appendix E).

### **Further help**

If you have any other questions about leaving early contact The Advice Centre, Tel: 02380 592 085  
Email: [advice@susu.org](mailto:advice@susu.org).

### **Disclaimer/Date Published/Date for Review**

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