



## Academic Appeal Statements

### How this guide helps

This guide sets out key reasons for drafting an Academic Appeal Statement, what to include in it and how to use your statement in an Academic Appeal.

### Reasons for an Academic Appeal Statement

While there is no requirement to write a student statement, here is how it may help with an Academic Appeal. A student statement:

- Helps you focus on key points and make the case for your desired outcome
- Shares key points with a supporter before your Stage 1 (Preliminary Discussion) Meeting
- Answers the questions the Stage 1 Appeal Reviewer may have
- Acts as a 'script' in your Stage 1 Meeting
- Forms part of the official record of the meeting
- Is a written record to help the Stage 1 Appeal Reviewer consider your Academic Appeal

### Features of an Academic Appeal Student Statement

It should be a **concise** summary of the key points – one or two sides of A4, (around 500 to 700 words)

It should be a **clear** account of key points – to help with this consider having a clear structure that makes use of:

- Headings
- Paragraphs
- Bullet Points

Potential sections include:

**Introduction** – a chance to 'thank' the Appeal Reviewer, set out your 'grounds', set out your desired outcome and refer to evidence submitted



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**Main body** – an opportunity to link your experience to the grounds: what ‘new evidence’ you are presenting / details of which ‘process’ was not followed and where the process is to be found / the ‘ill health or crisis’ and its impact on you and your academic performance.

**New Information** – Here you may wish to explain why the information is being presented now rather than earlier (e.g. if **4.3** are part of your Grounds for Appeal why you did not apply for Special Considerations?).

**Lessons Learnt** – Part of an Academic Appeal may be that you are providing new information or describing some of the challenges that have impacted on your studies. A future focus in your statement may help demonstrate that you will have support in place going forward or know who to approach should you face future difficulties. It may include showing how you intend to manage some of the matters and issues that have come up in your appeal.

**Summary** – While a Stage 1 Meeting provides ample opportunity to present key facts you may wish to finish with a sentence summarising the key message for your Stage 1 Reviewer. A summary is also a chance to remind the Appeal Reviewer of the outcome you are seeking.

## Finally

For further guidance on the Academic Appeals regulations, 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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