



How this guide helps

The following step by step guide provides you with basic information and advice on how to write an appeal statement to support your appeal. If you would like additional support, you can contact us using the details below. Please note that an adviser will not be able to predict the outcome of any academic integrity meetings.

Advice Centre contact details

- **Tel** 023 80 59 2085
- **Email** advice@susu.org
- **Website** susu.org/support
- **Facebook** The Advice Centre - SUSU

Wellbeing

It is important to recognise that it is normal and natural to feel some anxiety when you are following a formal process and that the University has support in place to help you with your wellbeing. You can contact the Universities wellbeing team on studenthub@soton.ac.uk or by calling 023 80 599 599. They are available 24 hours a day, 7 days a week.

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 appeal 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

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independent and confidential
advice and information.*

 advice@susu.org

 **02380 592 085**



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

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. Make sure to focus on any impact you have experienced as opposed to only writing about the experience.

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 Appeal Reviewer. A summary is also a chance to remind the Appeal Reviewer of the outcome you are seeking.