



Academic Appeals Guide

How this guide helps

Our Academic Appeals Guide directs you to the Academic Appeals regulations, provides a summary of the process and helps you with your appeal either with Adviser support, independently or with an alternate supporter.

As set out in our guide to [accessing help remotely](#) – you can access key information and resources immediately. The information and resources in the guide to remote help may either answer your questions or help give them further focus.

Using the guide for information (directed help without an Adviser)

This 5-step guide helps you throughout the process whether you decide to go ahead independently, have another Adviser or where we have limited availability.

Getting Adviser support

After reading this guide in full- details of how to access free, independent and confidential advice can be found in the section *Further Guidance*.

If you feel anxious

While the clear focus of our service is helping you practically, we recognise that you may experience feelings of stress and anxiety.

Recognise that it is normal and natural to feel some anxiety when you are in a formal process.

Think about what you can control (e.g. preparing for meeting) and what you cannot (e.g. the judgement of the decision maker)

If overwhelmed by your feelings, reach out to the relevant support services [here](#)

Next Steps

Step 1: The regulations

Read the *Regulations Governing Academic Appeals by Students* in *The University Calendar* [here](#)

Pay attention to the **3 grounds** which are the starting point of any Academic Appeal as well as the **timescale** for submitting a Stage 1 Form, and note the e-mail address for **submitting** your Stage 1 form.



Step 2: Summary of the process

The Academic Appeal process at its most basic is a 3 stage process. A summary can be found in Appendix D of the *Regulations Governing Academic Appeals by Students*: [here](#)

Step 3: Initial actions:

Select your grounds for appeal (see our *Academic Appeals Grounds* guide)

Complete a Stage 1 Form – A template guide to completing the form can be found [here](#)

Prepare for a Stage 1 Meeting by drafting your Student Appeal Statement – follow our *Academic Appeal Statements* guide. Your statement may act as a ‘script’ if you have a Stage 1 Meeting (at time of writing arrangements are in place which can preclude the need for a meeting).

Step 4: Your Stage 1 Meeting

If we are supporting you, **inform** us as soon as you have a date and time for your meeting (normally- Adviser support in a Stage 1 Meeting is dependent on prior contact).

Read our guide to *Academic Appeal Stage 1 Meetings* [here](#)

Submit a copy of your student statement to the note taker in the meeting or e-mail the statement to them afterwards

Inform the note taker if you wish your supporter to be included in the outcome and receive a copy of the meeting notes.

Step 5 After the Stage 1 Meeting

Read the section on *outcomes and follow up* actions in our guide to *Academic Appeal Stage 1 Meetings* [here](#)

Further Guidance and help from an Adviser

As a student you have the right to seek independent advice and support regarding your appeal. Our Advisers can help you prepare and make the most of your appeal. They can also support you at any appeal meetings and guide you through the process.

To receive help and support, please follow the steps below:

- Email The Advice Centre at advice@susu.org within good time:

- Follow the guidance you will receive from us, including:

A) Complete the Notice to Appeal Form and draft your statement (see point above about statement writing);

B) Send your statement, Notice to Appeal form and relevant documents to advice@susu.org;



Support Advice Centre

- C)** You will receive a response from an Adviser, including feedback on your statement and Notice to Appeal form. If necessary, and at the discretion of the Adviser, they may arrange a video call to discuss the case with you;
- D)** Once you have received feedback and guidance, submit the Notice to Appeal form, statement and relevant documents to your faculty's CQA team.

For further guidance on the Academic Appeals regulations, contact The Advice Centre Tel: 02380 592 085 Email: advice@susu.org

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Date: 09/20 Next review 08/21