

Appealing with Adviser Support

The Adviser can provide you with support throughout the appeal process. Before following the steps below, we suggest you familiarise yourself with [how we support students remotely](#).

Step 1

To begin, have a read of our [appeals guidance](#). This will explain the procedure and contains links to the appeal regulations you will need to read.

Step 2

When you have decided on your appeal grounds and you are ready to complete the [stage 1 appeal form](#), you can use [this](#) document to help you complete it. This is a draft form that we have filled-in as a guide to help you complete yours.

Step 3

Once this has been completed it will be time to look at writing your statement. We have a [statement writing guide](#) on our website which will support you with this.

Step 4

Send the completed Notice to Appeal form and your statement to advice@susu.org requesting adviser support. Include any relevant deadlines and documents.

Step 5

You will receive an acknowledgment and an adviser will provide you with feedback on your Notice to Appeal form and statement. If the adviser thinks it is necessary, they may also have a chat with you via Microsoft Teams.

Step 6

After receiving adviser feedback, submit all above documents to your faculty's CQA team. You will find the email address [here](#).

Step 7

Your appeal will be passed to an Appeal Reviewer for consideration. Your case may be upheld based on paperwork you submitted, or you may be invited to a Stage 1 Academic Appeal meeting called "Preliminary Discussion" if the Reviewer has some questions. The CQA team will contact you with a time and date for your meeting, which will be conducted remotely through Microsoft Teams video call.

Step 8

If invited to a Preliminary Discussion, read and follow the guidance contained in our guide 'Academic Appeal Stage 1 Meetings during Covid-19', which will also include information about "Do's and Don'ts" and possible outcomes of the meeting. It will explain what you need to do to prepare and how the adviser may support you.