



Academic Guides

Basic Student Statement Guide

- 1) **Thank** the reviewer/Investigator/decision maker for the opportunity to present your statement.
- 2) **Only If** your statement is for an **Academic Appeal** - Confirm which 'grounds' you are appealing under.
- 3) **Explain** in short paragraphs what the reasons for your appeal/complaint are (you can also make use of headings to make points clear). In case of Fitness to Practise or Academic Integrity explain what the concerns or allegations are.
- 4) **Include** any lessons you have learnt from this process or things you would do differently if you had the chance.
- 5) **Clarify** any steps you have taken (or will take in future) to better manage things
- 6) **Only If** your statement is for an **Academic Appeal** - Explain what your 'desired outcome' is (what do you want the University to do?).
- 7) **Summarise** your key points in a sentence.
- 8) **Thank** the reviewer/investigator/decision maker again for their time and consideration.

Our companion **student statement writing guides** for *Academic Appeals*, *Academic Integrity*, *Student Complaints*, *Fitness to Practice* provide important further detail and guidance.

Disclaimer/Date Published/Date for Review

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