

Student Statements: A Basic Guide

The University has several processes which give you the chance to deliver an account of what has happened in a meeting.

Preparation is often key to making the most of that opportunity.

Drafting a student statement is a good way to provide background before you meet with your SUSU Adviser, get feedback from an Adviser on how your account might be improved, and keep you on track in any upcoming meetings.

It can also become part of the official record of the meeting if you submit it to the note taker after reading it through.

1) **Thank** the reviewer/Investigator/decision maker for the opportunity to present your statement.

2) **If** your statement is for:

- a) An **Academic Appeal** – Confirm the ‘grounds’ you are appealing under
- b) A **Student Complaint** – a summary of the issue giving rise to your complaint
- c) A **Fitness to Practise** meeting – an outline of concerns raised, relevant evidence you have submitted and a summary of an insights the process has prompted
- d) An **Academic Integrity** meeting – Whether you have breached the regulations (intentionally or unintentionally)
- e) A **Non-Academic Misconduct** meeting – much will depend on whether you are making or subject of an allegation (check the issue/raised against the examples set out in Appendix B of the regulations)

3) **Explain** in short paragraphs for

An **Academic Appeal/Complaint** – what the circumstances around your appeal/complaint were (you can also make use of headings to make points clear).

In the case of **Fitness to Practise** or **Academic Integrity** explain what the concerns or allegations are and your response to them.

4) **Outline** 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 or two.

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.

Further guidance

For further guidance on the Academic Appeals regulations, contact The Advice Centre. Tel:

02380592 085 Email: advice@susu.org

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