

Academic Appeal Statement Guide

How This Guide helps

This step by step guide provides you with basic information and advice on what to do if you want to appeal your results or an academic decision. If you would like additional support, you can contact us using the details below.

Contact Details



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The Advice Centre - SUSU



susu.org/support

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 University's 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

Whilst there is no requirement to write a supporting statement, here is how it may help with an Academic Appeal:

- Helps you focus on key points and make the case for your desired outcome
- Allows you to expand points that the Stage 1 Notice to Appeal Form may not do
- Answers any 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

Potential sections include...

a. Introduction

A chance to 'thank' the Appeal Reviewer, set out your 'grounds', state out your desired outcome(s) and refer to any evidence submitted.

b. Main Body

An opportunity to link your experience to the grounds you are appealing under:

- 4.1 what 'new evidence' you are presenting
- 4.2 details of which 'process' was not followed and where the process is to be found
- 4.3 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. It can be helpful to write your statement in a chronological order for the Appeal Reviewer to understand.

c. New Information

Here you may wish to explain why the information is being presented now rather than earlier;

e.g. if you are appealing under Ground 4.1 or 4.3, why you did not apply for Special Considerations or an extension?

d. Lessons Learned

What have you learned through this experience?

- Could you state what support you have in place going forward
- May you know who to approach should you face future difficulties?

You may also wish to explain to the Appeal Reviewer how you intend to manage some of the matters and issues that you have experienced.

e. Summary


While a statement provides ample opportunity to present key facts, you may wish to finish with a sentence summarising the key message for the Stage 1 Appeal Reviewer. A summary is also a chance to remind the Appeal Reviewer of the outcome you are seeking.

Disclaimer:

While care has been taken to ensure that information contained in The Advice Centre publications is true and correct at the time of writing, changes in circumstances after the time of publication may impact on the accuracy of this information. The Advice Centre and SUSU cannot accept responsibility for any actions taken as a result of advice given in this publication.

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