



## Structuring an Appeal or response:

Your appeal should be written as a formal statement. Putting aside enough time to write and review this thoroughly is important to ensure you include everything you wish to and it is well written and received.

### ***A useful general structure:***

- Introduction
- Main body
- Conclusion

### ***Clear Introduction:***

- Begin by starting to **set out the grounds** you are appealing on.
- **Summarize your general situation** at the time and currently.
- *'I wish to appeal the decision....'*
- *'I am appealing on the grounds of....'*
- Provide as much **detail** as possible to provide context to the circumstances you are appealing, as the individual considering your appeal may not know the context.

### ***Main Body:***

- Write your appeal in **chronological order** to make your case clear for the reader.
  - o Include key dates, dates of meetings with University staff, medical appointments etc.
- Use relevant vocabulary from the grounds you are appealing on
- Reference your grades if they reflect a drop in performance at the time you were affected
- Be specific about the situation and how this impacted your academic experience and performance or grades

### ***Conclusion:***

- Summarize and highlight your key points
- State and explain the outcome you are looking for
  - o e.g. opportunity to continue with your studies
  - o Opportunity to repeat part of the course

Appeals are not limited in length or word limit. You may want to consider writing at least a paragraph for each point. In most cases, try not to exceed 2 pages of A4.

**[W. uogsu.com](http://W.uogsu.com) | [T. 01242 714360](tel:01242714360) | [E. su@glos.ac.uk](mailto:su@glos.ac.uk)**



## ***Evidence and components to include:***

Documentary evidence is normally requested to support an appeal so the University can verify the circumstances stated. Supporting letters from professional bodies can be examples of valuable evidence. This may include;

- A letter from your GP
- A letter from relevant University services you have engaged with e.g. Counselling services
- Copies of policies and procedures
- Emails with University Staff
- Examples of feedback you have received

It is likely that services, such as counselling, will only provide you with a letter if you have had some previous engagement with them.

It is important to include all information and relevant evidence with your appeal. The university cannot contact third parties to ask for the relevant information, so it is your responsibility to provide it within the appeal.

\* This is just an example of what could be included in a response or appeal but not limited to what you can include.