

Student Support Review statement writing guide

How This Guide helps

The following step by step guide provides you with basic information and advice on what to do if you are required to attend a Student Support Review. If you would like additional support, you can contact us using the details below. Please note that an Adviser will not be able to predict the outcome of any Student Support Review.

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 Universities 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 writing a Student Support Review Statement

While there is no requirement to write a student statement, here is how it may help with a Student Support Review. A student statement:

- Helps you focus on key points and outline your suggested plan, as well as the support you are seeking or may need
- Shares key points with a supporter before your meeting
- Answers the questions that may potentially come up in the meeting
- Acts as a 'script' in your meeting
- May form a part of the official record of the meeting
- Shows your insight into your wellbeing

Potential statement sections could include:

Introduction

A chance to 'thank' those present at the meeting for considering your statement and briefly outlining the key messages you want to put across.

Main Body

You may consider dividing it into sections, for example:

How have things been?

This might include:

- Your studies
- Availability of the advice & support accessed (may include submitting any relevant letters/documentation)
- Your health & wellbeing

How are you now?

This might include:

- Have there been any recent changes?
- Current challenges?
- What is helping now?

What about next steps?

This might include:

- Further support (academic, practical, wellbeing)
- Your plans regarding upcoming work
- Taking time out from study
- Regular review meetings

Summary/desired outcome

You may wish to finish with a sentence summarising the key message for the meeting participants. A summary is also a chance to remind the participants of the suggested action plan for engagement and support you have for the future.

Disclaimer:

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