****

**GUIDELINES FOR PRODUCING AN IMPACT STATEMENT**

**What is an Impact Statement?**

An Impact Statement is information on how something someone else has done has affected you.

**What is the purpose of an Impact Statement?**

The purpose of an Impact Statement is to provide you with an opportunity to inform the University about how the actions of the Responding Student (the person against whom the allegations have been made) have affected you.

This will help the University Disciplinary Committee understand your views and how the matter has affected you.

**How will you use my Impact Statement?**

If the Responding Student admits responsibility, your Impact Statement may be provided to, and discussed with, the Responding Student before the outcome and penalty is agreed.

If the Responding Student denies responsibility, your Impact Statement will be reviewed by the Disciplinary Committee only if the allegation is upheld and before a penalty is determined, to assist the Committee in deciding on an appropriate penalty. If your Impact Statement is submitted and reviewed by the Disciplinary Committee in deciding a penalty, a copy may be provided to the Reporting Party with the outcome letter.

Your Impact Statement may be made available to external bodies as part of the case file, such as the Office of the Independent Adjudicator for Higher Education.

**What should I include in my Impact Statement?**

You should write your Impact Statement as clearly and concisely as possible and include all information you feel is relevant, such as:

* any physical injury or emotional harm you have suffered, including any medical treatment you have received and the impact on your lifestyle;
* any loss of, or damage to, property;
* any other way in which you have been impacted by the events that have occurred.

An Impact Statement **must not** include content that you know is false. You will be asked to confirm that the information you give is true to the best of your knowledge. You will do this by signing the Declaration section of the Impact Statement form.

**Can I attend the hearing of the University Disciplinary Committee to present my Impact Statement?**

The Chair of the Disciplinary Committee may decide to call you as a witness. You are also able to submit a request to attend the hearing, in which case a final decision on your attendance will be made by the Chair.

**Who should I contact for further information?**

Further information is available from:

studentcasework@southwales.ac.uk

Confidential advice and support are available from:

**Students’ Union**

Students’ Union - [https://www.uswsu.com](https://www.uswsu.com/)

Students’ Union FAQs - <https://www.uswsu.com/articles/coronavirus-faqs>