

## Appeal Guide

This guide explains who has rights of appeal if their application for the MaMaSELF Erasmus Mundus Masters programme has been refused, and how to make such an appeal under the Consortium Appeals procedure.

GROUNDINGS FOR APPEAL - The purpose of the appeal is to verify that the procedure has been applied correctly and in accordance with the principles communicated to the candidate and that no error has been made while processing the candidate's application.

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#### 1. A quick guide to making an appeal against a Selection Committee (SeC) decision.

**The deadline to appeal is 15 calendar days** from the date you received your notice of decision. The coordinator must receive your complete notice of appeal by the end of this period.

You must send your notice of appeal (an email stating your decision to appeal and attaching the Appeal Form) **by email** to [philippe.rabiller@univ-rennes.fr](mailto:philippe.rabiller@univ-rennes.fr). **A notice of appeal sent without including the Appeal form will not be accepted.**

The Appeal form must be **completed in English**. It is in your interest to complete this form as thoroughly as possible. Current contact details and email address must be provided. **The Appeal form must be signed by you**, an Appeal form submitted without a signature will not be recorded as received.

If you have documents supporting your grounds of appeal you should send these with the notice of Appeal. **Supporting documents** must be **in English** or accompanied by a certified translation. Use **standard A4 sized paper only**.

#### 2. Who can appeal?

Any individual whose application has been refused by the Selection Committee and wish to appeal the decision have rights of Appeal.

#### 3. How do I make an appeal?

You should complete and return the **Appeal form** and send your notice of appeal by email to [philippe.rabiller@univ-rennes.fr](mailto:philippe.rabiller@univ-rennes.fr). The Appeal form can be downloaded from the application site. If you decide to appeal against the refusal of your application, the decision will be reviewed in conjunction with your grounds of appeal. If you have any additional documentation which

addresses the reasons for refusal, you are strongly advised to submit it with your appeal form, as attached files.

#### **4. Is there a time limit?**

Yes. You must complete and return the notice of Appeal to the coordinator **no later than 15 days** after you receive the notice of decision regarding your application.

#### **5. How much does it cost?**

There is no charge for appealing against your application refusal.

#### **6. I have sent my appeal, how long will it take before I receive an answer from the Selection Committee?**

Once the coordinator receives the appeal, he will immediately acknowledge receipt of it by email to the address provided by you in your appeal documentation.

Within 21 working days from the date of receipt, the Coordinator will send an e-mail to the applicant stating the outcome of the appeal and the reasons for rejecting/accepting it.

#### **7. Who decides the outcome of an appeal?**

Appeal's outcome is determined by the MaMaSELF Selection Committee.

#### **8. What happens when an appeal is lodged?**

After recording your appeal, the coordinator will engage with the Selection Committee to review the decision to refuse your application in light of your notice of appeal. The outcome of the appeal is determined on the basis of grounds of appeal and, if applicable, any supporting documents.

The Selection Committee will report back to the coordinator, who then reaches a decision on your Appeal and either of the following will happen:

- If the selection committee is convinced that your application meets the MaMaSELF admission criteria, procedures and rules, the original decision to refuse your application may be overturned, your appeal upheld and entry clearance issued.
- If the selection committee does not overturn the decision to refuse your application, a statement explaining the reasons will be sent to you along with the decision.

The decision will be sent by the coordinator via email to the Applicant within 21 working days. The decision is final and cannot be appealed again.

#### **9. False documents**

Applicants will be automatically refused and may be banned from MaMaSELF activities for 5 years if they use a false document, lie or withhold relevant information.

#### **10. What can I do if my appeal is rejected?**

If your appeal is rejected, you can reapply for another application the next year.