

## ASC MASTER APPEAL PROCEDURE

Unsuccessful applicants to the programme and/or an associated EM scholarship may appeal following the rejection of their application (including application to EMJMD and scholarships that are attributed at the time of selection), provided that they have good arguments to oppose.

The procedure to follow for an appeal to the selection decision is set as follows:

1. If the applicant does not agree with the final decision of the Eligibility and Selection Committee, then s/he may appeal this decision to the ASC Programme board.
2. In order to be valid, the appeal must be in writing, using the following Appeal form template (page 2 of this document) signed and dated, and sent (in .pdf format) by the applicant to this address:  
  
master-asc@univ-lille.fr
3. The appeal must be submitted within seven (7) days following the publication of selection results.
4. All the form fields MUST be filled in. Appeal forms with uncompleted data and received after the deadline will not be considered.
5. The appeal should set out fully the grounds upon which it disputes the decision of the Selection Committee, together with copies of any relevant supporting documents or justifications upon which it relies. The grounds of the appeal must be based on new elements or facts which were not taken into consideration when the application was originally analyzed. It should be noted that the Programme Board may reject an appeal which is not submitted within the seven (7) days period or which does not contain the necessary justifications.
6. The applicant will be informed of the appeal decision within 14 days after their appeal submission..

Important note: the Programme Board is primarily responsible for conflict cases settlement. The Education, Audiovisual and Culture Executive Agency should not be contacted directly by the student alone, but rather by the Consortium if the conflict, despite the appeal decision, is not resolved.



## ASC MASTER APPEAL FORM

### Appellant contact details

<b>First name</b>	
<b>Last name</b>	
<b>Application number</b>	
<b>Email address</b>	

### Appeal details

<p><b>1. Specify the decision of the Executive Board against which you are appealing:</b> (unsuccessful application, academic or administrative ineligibility, non attribution of EMJMD scholarship)</p>
<p><b>2. State the ground(s) for the appeal:</b> Statement of the additional information, material facts and corroborative evidence to support your appeal. Be factual, specific and brief.</p>

**Date (dd/mm/yyyy):**

**Signature:**