

DESEM Applicants Appeal Guide

This guide explains who has Full Rights of Appeal if their application for the DESEM Erasmus Mundus Masters Programme has been refused, and how to make such an appeal under the DESEM 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.

Contents

1. A quick guide to making an appeal against a Selection Committee (SeC) decision.
2. Who can appeal?
3. How do I make an appeal?
4. Is there a time limit?
5. How much does it cost?
6. I have sent my appeal, how long will it take before I hear what happened?
7. Who decides the outcome of an appeal?
8. What happens when an appeal is lodged?
9. What can I do if my appeal is rejected?
10. Further information: False documents
11. Where to get advice about the procedure

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

The deadline to appeal is 7 calendar days from the date you received your Notice of Decision. The Student Support Co-ordinator 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 DESEM Appeal Form) by **email** to Erasmus.mundus@cs.nuim.ie. A Notice of Appeal sent without including the DESEM 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 be returned to you and your appeal will not be recorded as received.

If you have documents supporting your grounds of appeal you should send these with the Notice of Appeal. If you are sending documents to support your appeal, they must be in English or accompanied by a certified translation. Use standard A4 sized paper only for supporting documents.

2. Who can appeal?

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

3. How do I make an appeal?

If you have Full Rights of Appeal and wish to appeal the Selection Committees decision then you should complete and return a DESEM Appeal Form along with A Notice of Appeal **by email** to Erasmus.mundus@nuim.ie. The Appeal Form can be download here or from the website

<http://erasmusmundus.ie> or you can request to have one emailed to you by contacting the Student Support Co-Ordinator at Erasmus.mundus@cs.nuim.ie

If you have a Full Right of Appeal you can decide to appeal against the Selection Committee's decision or reapply for the programme in the next academic year, after you have addressed the reasons for the original refusal.

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 notice of appeal. If you are sending documents, to support your Notice of Appeal, they must be in English

4. Is there a time limit?

Yes. You must complete and return the Notice of Appeal to the Student Support Co-ordinator no later than 7 days after you receive the Notice of Decision.

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 hear what happened?

Once the Student Support Co-ordinator receives your appeal, they 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 Student Support Coordinator (SSC) 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?

Appeals are determined by the DESEM Appeals Board.

8. What happens when an appeal is lodged?

When the SSC has recorded your appeal they will send a Notice of Receipt to the Selection Committee and Appeals Board. Consequently the SSC, on behalf of the Appeal Boards, will engage with the Selection Committee, or other competent body, 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 SSC who will advise the Appeals Board of the outcome of the review. The Appeals Board will then reach a decision on your Appeal and either of the following will happen:

- If they are satisfied that your programme application meets the DESEM admission criteria, procedures and rules, the original decision to refuse your application may be overturned, your appeal upheld and entry clearance issued.
- If the Appeals Board does not overturn the decision to refuse your application, they will issue a statement explaining their reasons. This statement will be sent to you along with the Appeal Board's decision.

The Appeal Board's decision will be sent by the SCC via email to the Applicant within 21 working days.

The Appeals Board's decision is final and not subject to further appeals.

9. What can I do if my appeal is rejected?

The decision reached by the Appeals Board is final and not subject to further appeals. If your appeal is rejected, you can reapply for another application, after you have addressed the reasons for the original refusal.

Please, do not contact the DESEM Consortium or the Student Support Co-ordinator about your appeal after you have received your decision. They will not be able to deal with your enquiry.

10. Further information - False documents

It is better to explain why you do not have a document than to submit a false document with an application. Applicants will be automatically refused and may be banned from DESEM activities for 10 years if they use a false document, lie or withhold relevant information. They may also be banned if they have breached laws.

11. Where to get advice about the procedure

If you need help with your application you can email the Student Support Co-ordinator at erasmus.mundus@cs.nuim.ie