

ERASMUS MUNDUS JOINT MASTER DEGREE IN SMART CITIES AND COMMUNITIES (SMACCs)

APPLICANT'S APPEAL GUIDE*

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

GROUND'S 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 an Academic Committee (AC) decision.

The deadline to appeal is 7 calendar days from the date you received your Notice of Decision. The Coordination Office (CO) 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 SMACCs Appeal Form) by **email** to appeals@smaccs.eu. A Notice of Appeal sent without including the SMACCs 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

* We have done our best to ensure the accuracy of the information shown here, but we accept no responsibility or liability for any incorrect material.

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 SMACCs Academic 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 Academic Committee's decision then you should complete and return a SMACCs Appeal Form along with A Notice of Appeal **by email** to appeals@smaccs.eu. The Appeal Form can be downloaded the SMACCs website or you can request to have one emailed to you by contacting the SMACCs Coordination Office at appeals@smaccs.eu.

If you have a Full Right of Appeal you can decide to appeal against the SMACCs Academic 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 SMACCs Coordination Office no later than 7 days after you have been sent 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 SMACCs Coordination Office receives your appeal, it 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 SMACCs Coordination Office 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 SMACCs Executive Committee.

8. What happens when an appeal is lodged?

When the SMACCs Coordination Office has recorded your appeal, it will send a Notice of Receipt to the Academic Committee and Executive Committee. Consequently, the SMACCs Coordination Office, on behalf of the Executive Committee, will engage with the Academic 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 Academic Committee will report back to the SMACCs Coordination Office which will advise the Executive Committee of the outcome of the review. The Executive Committee will then reach a decision on your Appeal and either of the following will happen:

- If the Executive Committee is satisfied that your programme application meets the SMACCs admission criteria, procedures and rules, the original decision to refuse your application may be overturned, your appeal upheld and entry clearance issued.
- If the Executive Committee 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 Executive Committee's decision.

The Executive Committee's decision will be sent by the SMACCs Coordination Office via email to the applicant within 21 working days.

The Executive Committee'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 Executive Committee 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 SMACCs Consortium or the Coordination Office about your appeal after you have received their 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 SMACCs 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 Notice of Appeal you can email the SMACCs Coordination Office at appeals@smaccs.eu.