

# Appeal procedure

## Foreword

This appeal procedure can only be used if the applicant feels that the consortium did not handle his/her application in accordance with the application and selection process described on the QUARMEN website [www.master-quarmen.eu](http://www.master-quarmen.eu)

This means that **the appeal procedure cannot concern the decision itself**. The only purpose is to check that no error has been made while processing the candidate's application.

Please note that the appeal does not automatically lead to re-evaluation. New documents or clarifications that should have been in the application will not be taken into consideration.

## Procedure

If an applicant has not been selected and has reasons to believe that a mistake has been made during the selection procedure, he/she may engage an appeal procedure.

Before submitting an appeal, applicants must check whether:

- they observed the application deadline
- they followed the application procedure
- they submitted the all the required documents

If the above requirements are met, an appeal request can be made as follows:

- by a letter to the Quarmen coordinator
- clearly stating the reasons for the appeal
- signed by the candidate
- sent within 7 working days after receiving the notification of non-selection
- sent by email to [master.quarmen@universite-paris-saclay.fr](mailto:master.quarmen@universite-paris-saclay.fr)
- the subject line of the appeal request email must contain the text "Quarmen non-selection appeal" and the lastname of the candidate
- *if documents are sent to support the appeal, they must be in English or accompanied by a certified translation, and attached to the email in one single file.*

An appeal that does not respect the full procedure will not be accepted.

## Outcome of the appeal

The applicant will receive the outcome of the appeal and the reasons for rejecting/accepting it within 7 calendar days.

Please note that only the latest version that can be downloaded from the Quarmen website is legally binding.

Version 02/2022