

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 Lascala website www.master-lascala.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 Lascala 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.lascala@universite-paris-saclay.fr
- the subject line of the appeal request email must contain the text "Lascala 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.