



## 2015-2017 INTAKE APPEAL PROCEDURE

This is to inform unsuccessful applicants to COSI master degree on appeal procedure following the rejection of their application (including application to EMJMD and Consortium scholarship that are attributed at the time of selection).

The procedure to follow for an appeal to the selection decision for 2015-2017 intake 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 before the COSI Academic & Management Board.
2. In order to be valid, the appeal must be in writing, using following *letter of settlement* template (page 2 of this document) signed and dated, and send (in .pdf format) by the applicant to the attention of:

*Prof. Alain Tremeau, Head of COSI Academic & Management Board and Academic Coordinator.*  
[alain.tremeau@univ-st-etienne.fr](mailto:alain.tremeau@univ-st-etienne.fr)

3. The appeal must be submitted within thirty (30) days following the publication of selection outcome at the latest or, if the applicant appeal against EMJMD or Consortium scholarships attribution decisions, **before the 12/04/2015 at the latest.**
4. 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 Academic & Management Board may reject an appeal which is not submitted within the thirty (30) days period or which does not contain the necessary justifications or documentation.
5. The Academic & Management Board will examine every appeal cases, either physically during the Selection Committee to be held on March 23<sup>rd</sup>, 2015 or virtually any time before the intake starts. The board can decide to reassess and reconsider the application or to deny the appeal procedure after close examination of the applicant's pleas.
6. The applicant will be informed of the appeal decision of the Academic & Management Board by a written instrument within thirty (30) days following after date of reception of the appeal form.

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**Important note:** the COSI Academic & Management 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.



## LETTER OF SETTLEMENT

<p style="text-align: center;"><b>CHALLENGED DECISION</b></p> <p><i>(Specify the decision of the Academic &amp; Management Board against which you are appealing)</i></p>	<p>Administrative Ineligibility</p> <p>Academic Ineligibility</p> <p>Unsuccessful application</p> <p>Reserve list – non-attribution of EMJMD scholarship</p> <p>Reserve list – non-attribution of Consortium scholarship</p>
<p style="text-align: center;"><b>DESCRIPTION OF SUPPORT DOCUMENTS ENCLOSED</b></p> <p><i>(Include any documentation required needed to substantiate your claims)</i></p>	
<p style="text-align: center;"><b>STATE THE GROUNDS FOR YOUR APPEAL</b></p> <p><i>(Statement of the material facts and all the necessary corroborative evidence to support your appeal. Be factual, specific and brief. Please indicate, without prejudice, what outcome or further action you are expecting)</i></p>	
<p>I am writing to appeal against the decision regarding my application to the Erasmus + EMJMD COSI master degree. I certify the information on this letter of settlement, and any supporting documentation are accurate, true, and complete to the best of my knowledge.</p> <p style="text-align: right;">Sincerely,</p> <p style="text-align: center;">FAMILY NAME</p> <p style="text-align: center;">GIVEN NAME/S</p> <p style="text-align: center;">DATE</p> <p style="text-align: center;">SIGNATURE</p>	



## LEGAL BASIS

Following articles of the COSI Consortium Agreement constitutes the legal basis for the present 2015-2017 Call for students Applications.

### VII.4.3. Application assessment

- (a) An administrative eligibility check is performed immediately after the end of the Call of Application by the *Coordinating Institution*. This eligibility check covers:
- respect of application deadline;
  - completeness of the application file;
  - eligibility of the candidate in relation to the EMJMD criteria.

Ineligible applicants will be informed immediately after the eligibility check and provided with the reasons of ineligibility and the procedure to follow for an appeal to the selection decision in accordance with the terms laid down in article VII.4.5.

Ineligible applicants will be notified of the outcome one (1) month after the end of the Call for Application at the latest.

- (b) An academic eligibility check is performed by the *Coordinating Institution (Academic Coordinator)*. Applicants who are considered not complying with minimal academic requirements will receive a personalized feedback immediately after the eligibility check and provided information on the appeal procedure in accordance with the terms laid down in article VII.4.5.

- (c) Each eligible applications are first pre-evaluated by two (2) *Local Academic Coordinators* (from 2 different *Full Partners*) [...]

Each assessor involved in the assessment of applications must sign a *Non-conflict of Interest declaration*.

- (d) Best applications (3,5/5 or above) are moderated by four (4) *Local Academic Coordinators* of the four (4) *Full Partners*, using the same criteria and weighting system.

- (e) Best application (average of 3,5/5 or above of pre-evaluation and moderation scores) are short-listed and applicants are notified by the *Coordinating Institution* to set-up a remote interview and to request certified and translated copies of their diploma and transcripts to the *Coordinating Institution*.

Non short-listed applicants will be notified of the outcome two (2) months after the end of the Call for Application at the latest. They will receive a personal feedback and the procedure to follow for an appeal to the selection decision in accordance with the terms laid down in article VII.4.5.

- (f) Best applicants (an average of 3,5/5 or above of the 2 evaluations) are interviewed by two (2) *Local Academic Coordinators*. [...]

- (g) The final selection is agreed during an *Academic and Management Board* by full consensus of the four (4) *Local Academic Coordinators* on the basis of pre-evaluation, moderation and interview grades. [...]

- (h) Final selection lists, including absolute ranking in decreasing order of merit, must be published on the *Programme* website two (2) months after the end of the Call for Application at the latest and all applicants will be notified by email. These lists include:

- a main list (best ranked successful applicants with an JMD scholarship) and;
- a reserve list (successful applicants with a Consortium scholarship and successful applicants without scholarships).

Each list is split in two different groups, one for applicants from *Programme country* and one for applicants from *Partner country*.

All applicants that have not been excluded for eligibility reasons must be immediately inform about the result of their application. Notification includes:

- result (admitted / non admitted);
- absolute ranking;
- result of the quality assessment;

[...]

*In addition; for applicants in the reserve list:*

- Consortium scholarship attribution (and notably the amount);
- information regarding the management / use of the reserve list (notably in case of drop-out of *Students* in the main list);
- the procedure to follow for an appeal to the selection decision in accordance with the terms laid down in article VII.4.5.

- (i) Non selected applicants will be notified by aforementioned lists published on the website. The website page will include information on the procedure to follow for an appeal to the selection decision in accordance with the terms laid down in article VII.4.5.

- (j) [...]

- (k) [...]

- (l) All applications must be archived electronically (during at least 10 years) by the *Coordinating Institution*. Archived applications must include:

- The eligibility assessments/s for all applications;
- The quality assessment/s for eligible applications;
- The eligibility and Selection Committees' minutes.

[...]

### VII.4.5. Appeal procedure

**VII.4.5.1.** Applicants wishing to appeal on the *Academic and Management Board* decision shall be offered the opportunity to draft an appeal letter that must be transmitted to the *Quality Assurance Board* within a month following the publication of the selection outcome.

**VII.4.5.2.** The *Quality Assurance Board* may decide or not to ask the *Academic and Management Board* to reassess and reconsider the application, and to do so before beginning of the intake. The applicant will be informed of the appeal decision by a written instrument at the very least before the said *Programme's* intake start