|  |  |
| --- | --- |
| *TEMA+ Secretariat* :ELTE BTK Atelier1088 BudapestMúzeum krt. 6-8.Phone/fax: + 36 1 485 52 08<http://www.mastertema.eu> secretary@mastertema.eu  |  |

**APPEAL FORM**

**Against a decision concerning scholarship application and selection process**

*made by TEMA+ Selection Committee*

|  |
| --- |
| **The complete appeal form must be sent by email**Lilla ZÁMBÓ*TEMA+ Secretariat*secretary@mastertema.eu  |
|  |
| **Please note that form is for use by TEMA+ Erasmus Mundus scholarship applicants.**  |

Appeals may be considered where your application is unsuccessful and if you consider that your scholarship application has not been treated fairly.

Appeals in this case must specify either an administrative error on our part or which published procedures (set of requrements for student selection) have not been adhered to as detailed in our Application requirements/procedure and Selection procedure pages on the TEMA+ website : www.mastertema.eu. We will not consider information that was not included in the original online and hard-copy application form.

If you require further clarification on an application outcome, assessment feedback or the calculation of a final grant amount then this form is not for you. Instead please email the TEMA+ Secretariat with your query on secretary@mastertema.eu and our Consortium Coordinator will get in touch with you.

Appeals which document non-specific evidence or which note dissatisfaction with the outcome of valid application assessment will not be considered. **The appeal form has to be filled, signed and dated and sent to the TEMA+ Secretariat : secretary@mastertema.eu**

**The TEMA+ Secretariat ensures all appeals will be sent to the TEMA+ Pedagogic Council for further evaluation who will get back to the appelant with the decision within 2 weeks.**

After your complaint to the consortium/partnership has been treated and if the reply you received is unsatisfactory, or you still believe that your application was not assessed according to the student selection requirements, you may submit an official complaint to the Education, Audiovisual and Culture Executive Agency. Please note that the Agency may not intervene in cases of:

* Assessment of academic knowledge
* Assessment of lingustic knowledge
* Assessment of academic or professional experience
* Overall assessment of a student application

It should be noted that as autonomous bodies, universities are solely responsible for their final decision to select and enrol a student into their study programmes. As a result, although the Agency can support students‘ requests, it does not have the power to impose a particular resolution to an issue.

**Appellant Contact Details**

|  |  |
| --- | --- |
| **Date of the selection intake**  |  |
| **Forename(s)** |  |
| **Family name** |  |
| **Email address** |  |
| **Telephone number** |  |

**Appeal Details**

|  |  |
| --- | --- |
| **Nature of the Appeal** Depending on the type of appeal please specify here either: 1. The exact procedure have not been adhered or followed; or2. The administrative error made. |  |
| **Date of appeal submission** |  |

|  |
| --- |
| **Please provide further details of why you would like to appeal a decision in no more than 1 page** (please note that if your appeal exceeds 1 side of A4 you will be asked to reduce the word count and resubmit the form)**.**  |
|  |

Date: Signature: