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Academic Mobility Scheme of
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Appeal procedure for MOUNAF applicants

Filing an appeal

Any applicant who feels that an unfavourable selection decision was affected by a violation of his rights may file an internal appeal **within the expiry period of seven calendar days**. The expiry period starts the day following the day of the communication of selection results by e-mail.

To be admissible, the appeal must be filed in the form of a signed and dated letter submitted within the expiry period by email to mounaf.pm@gmail.com. Please put in the subject of your email "Appeal_Your name_Country".

The appeal letter (2 pages max.) must include:

- Full name, postal address and signature of the applicant filing the appeal
- Email address that will be used for all further communication
- Programme for which you applied
- A description of the decision against which the appeal is directed, possibly together with the relevant documents
- Description of the complaints

The applicant will receive an acknowledgement of receipt.

Appeals Committee

The Appeals Committee consists of one representative of each partner institution within the MOUNAF consortium, with the exception of the home university (if applicable) and host university of the applicant. A representative of the EU technical partner shall act as chairman of the Appeals Committee (with the right to vote). In addition, for every representative, a replacement is appointed. If certain members or replacements are personally involved in the case, the chairman may exclude them from the further internal appeal procedure. The Appeal Committee can only deliberate to valid effect and make valid decisions if at least half the voting members are present. A decision is taken by simple majority.

Appeal Procedure

The chairman of the Appeals Committee starts a file for any received appeal. The chairman of the Appeals Committee decides whether the filed appeal is admitted or dismissed. If the appeal is dismissed, the applicant is notified by email within 30 calendar days, starting from the day after the appeal was filed. The decision is final.

If an appeal is admissible, the chairman immediately calls a virtual meeting of the Appeals Committee. The Appeals Committee can decide to invite the applicant for a hearing (by Skype). If the applicant has been duly summoned to the hearing, but did not respond to the invite, the Appeals Committee may validly deliberate in the absence of the applicant. The Committee may also hear any other persons involved.

The Appeals Committee shall make a well-founded decision to dismiss the appeal or reverse the decision. If the Appeals Committee reverses a selection decision, it instructs the body that took the decision in question, to take a new decision that fulfils the conditions set by the Appeals Committee. The Appeals Committee shall inform the applicant of its decision by email. The decision is final. The body that took the decision in question, communicates its decision to the applicant by email, mentioning the remedies. It shall do so within 30 calendar days, starting from the day after the appeal was filed. In addition, it shall deliver a copy of this decision to the chairman of the Appeals Committee and to the coordinator of MOUNAF.