**TISE Appeals Policy**

**General Policy**

All applicants to EMJMD Tranisition, Innovation and Sustainability Environments (TISE) are carefully assessed on the basis of policies and procedures in line with TISE Admission Guidelines. An applicant is entitled to appeal a decision where s/he feels that the assessment has, in his/her individual case, not met these standards.

Submission of an appeal does not mean that an appeal will be granted and during the appeal process the applicant is still considered not admitted to the TISE Program.

Appeals may be submitted only by the applicant. Appeals submitted by a third party will not be considered. Where an appeal is deemed to be malicious or vexatious, or where false information is submitted, the appeal will not be considered and disciplinary or legal action may be taken as appropriate.

The grounds for appeal that may be considered are:

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| **i)** |  | Incorrect process; specific evidence of irregularity in the Program University applications assessment process; |
| **ii)** |  | Specified/stated grounds where the Admission Board’s decision was based on misinterpretation of data or information provided as part of the application process |

**Procedure**

If an applicant chooses to appeal, the request must comply with the following:

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| **1** | The **appeal form** (see below) must be received in writing (either e-mail or hard copy) within 20 working days of the date of the original decision stating how s/he considers the application to have been unfairly considered. |
| **2** | The **appeal form** should be accompanied by any relevant supporting documentation (submitted either as e-mail attachments or as hard copy). |

**Appeal Assessment**

The appeal will be considered by an appeal committee nominated by the TISE Admission Board. The appeal will be considered impartially and the committee will consist of reviewers who were not involved in making the original decision. The function of the appeals process is to ensure the rules are applied fairly and it cannot set aside the rules for applicants who appeal for special treatment.

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| **1** | In the majority of cases the appeal will be assessed on the basis of the written submission alone. |
| **2** | If necessary the applicant may be contacted for further information or to clarify points already raised. |
| **3** | Unless exceptional circumstances arise (e.g. if requested further information/clarification has not been provided by the applicant) the decision relating to the appeal will be communicated to the applicant in writing (either e-mail or hard copy) within 20 working days of the receipt of the appeal. No recorded feedback on the application will be provided to the applicant from the side of the appeal committee. |
| **4** | If the decision reached is not to the applicant’s satisfaction, a further appeal may be made, in writing, to the TISE Consortium Board. |

The decision of the TISE Consortium Board will be considered final in all cases.

**TISE Appeals form**

**Section 1: Applicant’s Information**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone number |  |
| Email |  |

**Section 2: Appeal details**

**2a: Grounds for appeal**

Specified/stated grounds why the TISE Admission Board’s decision could be argued.

**2b: Supporting statement**

(please provide details or documentation in support of your appeal based on the grounds you have indicated above)

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**Section 3: Declaration and Authorisation**

All information provided in this application is accurate, true and correct. I understand that should any of the particulars furnished in this application be found to be false or inaccurate in a material particular, action will be taken to withdraw my appeal and disciplinary action may be initiated.

I also authorise the Appeals Committee to verify the authenticity of any and all documents provided in relation to this appeal.

|  |  |
| --- | --- |
| Name (block capitals) |  |
| Signature |  |
| Date |  |

Your appeal should be sent to the TISE Joint Secretariat: [tise@donau-uni.ac.at](mailto:tise@donau-uni.ac.at)