

## LEGAL REMEDY : DEADLINES AND APPEAL PROCEDURES

### 1) The administrative appeal

The **administrative appeal**, which must be lodged within two months of the notification of the decision you are contesting, may take the form of an appeal letter addressed to the author of the contested decision by email at [contact@master-emmah.eu](mailto:contact@master-emmah.eu)

It may also take the form of a **hierarchical appeal** to the higher hierarchical authority:

Mr. President of the University of Lille  
42 rue Paul Duez  
59000 Lille

### 2) The contentious appeal

The **contentious appeal** must be lodged within two months of the notification of the decision you are contesting to the Administrative Court of Lille (CS 62039, 5 Rue Geoffroy Saint-Hilaire, 59000 Lille).

The two-month time limit is a clear time limit which runs from the day after the date of notification you are contesting (e.g. the time limit of the period for challenging a decision notified on 4th January runs from 5th January to 5th March).

You can refer to the Administrative Court of Lille via the « Télérecours citoyens » («citizens online appeal platform») which is accessible on the following website : [www.telerecours.fr](http://www.telerecours.fr)

Once your administrative appeal is referred, the administration may:

- either give you full or partial satisfaction, within two months of your appeal;
- or reject your request, within two months of your appeal, by an express decision or by an implicit decision to reject your appeal by remaining silent for more than two months on your claim.

In the case of an express or implicit decision to reject your administrative appeal, you have within two months, which is a clear deadline, to lodge an appeal to the Administrative Court of Lille (articles R.421- 1 to R.421-5 of the administrative justice code).