

**PRIVATE HIGHER EDUCATIONAL ESTABLISHMENT
"KYIV MEDICAL UNIVERSITY"**



**REGULATION
ON APPEAL OF FINAL CHECK RESULTS
STUDENTS AT PHEE "KYIV MEDICAL UNIVERSITY"**

Kyiv - 2019

1. General regulation

1.1. The Regulations on Appeal of the Results of the Final Examination of Students at the Kyiv Medical University (hereinafter referred to as the Regulations) were created to protect the rights of students at the Kyiv Medical University (hereinafter referred to as the University) to appeal the grade in a discipline received during the final examination.

1.2. The regulation regulates the appeal procedure, the procedure for creating an appeal commission, and defines the principles of its work.

1.3. The procedure for submitting and considering an appeal is made public and brought to the attention of higher education applicants and teachers before the start of the final control.

1.4. This Regulation is posted on the University's electronic resources in open access for all students of the University. A link to the electronic posting of this Regulation is necessarily indicated in the syllabi of academic disciplines.

2. Procedure for submitting applications for appeal

2.1. After the announcement of the results of the final assessment, the student has the right to appeal the results of such assessment by submitting a corresponding application for appeal.

2.2. Appeals against assessment results must be substantiated and may be made in the following cases:

2.2.1. Violation by the examiner and/or his assistants of the regulations for conducting final control;

2.2.2. Significant difference between the result of the final and current control (more than 55 points);

2.2.3. Conflict of interest;

2.2.4. Academic or personal conflict between the examiner and the student;

2.2.5. The absence of the question specified in the ticket in the approved list of questions submitted for final control;

2.2.6. Low quality of materials included in the final control (graphic materials,

laboratory test results, audio and video files , photographs, reagents and reagents, instructions, etc.);

2.1.7. Technical problems, breakdowns, failure of instruments, equipment, laboratory complexes, computer failure, etc.;

2.1.8. Inaccurate initial information provided (errors in the text, patient behavior characteristics, etc.);

2.1.9. Deterioration of health during the final control, which is recorded accordingly;

2.1.10. Other circumstances that significantly affected the result and have appropriate confirmation.

2.2. An appeal application is submitted to the Rector of the University personally by the student no later than midday on the working day following the day of the final examination. In the application, the student is required to indicate the justified grounds for appealing the results of the final examination.

2.3. The application can be written both on paper and in electronic form. The application can be sent via the University's automated management system (AMS) or other means of electronic communication with mandatory student identification.

2.4. An application received from the student's official corporate email in the domain @kmu.edu.ua is considered official and identified, and is accepted for consideration.

2.5. The application form is established by the relevant dean's office and approved by the dean of the faculty.

2.6. The application is submitted through the dean's office of the faculty where the student is studying.

2.7. The application is registered in the Appeals Registration Journal, located in the dean's office, and is transferred to the dean of the faculty.

2.8. The application of a higher education applicant is approved by the dean of the faculty and submitted for consideration by the rector of the University.

2.9. An appeal filed outside the established time limit shall not be considered.

3. Procedure for the creation and composition of the appeal court commissions

3.1. An Appeals Commission is created to consider the appeal.

3.2. The Appeals Commission operates on the principles of democracy, transparency, objectivity, and openness, adhering to the principles of academic integrity, the legislation of Ukraine, and the internal regulatory documents of the University.

3.3. The appeal commission is created by order of the rector within one working day from the moment of receipt of a written application from a higher education applicant to appeal the result of the final discipline control.

3.4. To the appeal committee includes:

- head;
- deputy heads;
- members of the commission (at least 2);
- secretary of the commission.

3.5. The chair of the appeals commission is appointed by the dean of the faculty where the higher education applicant is studying. The chair of the appeals commission bears personal responsibility for organizing the work of the appeals commission, timely and objective consideration of appeal applications regarding the results of the appeals consideration, case management, and compliance with the established procedure for storing documents.

3.6. The head or another lecturer of the department where the relevant discipline is taught is appointed as the deputy chairman of the appeals committee.

3.7. The members of the commission are: the lecturer(s) of the department who teaches the relevant discipline but did not participate in the final control of this student, and a representative of the student self-government council of the faculty who does not pass such final control in the current academic year.

3.8. A secretary of the commission shall be elected from among the members of the appeal commission.

3.9. All members of the commission must meet the criteria for compliance with standards for preventing conflicts of interest.

4. Procedure for consideration appeals

4.1. The appeal must be considered at a meeting of the appeal commission no later than three working days after its submission.

4.2. A higher education applicant has the right to be present at the meeting of the appeal committee.

4.3. During the consideration of the appeal, the secretary of the appeal commission keeps a record of all the comments of the commission members and the relevant conclusions.

4.4. During the written exam (test), members of the appeal committee, guided by the evaluation criteria for this discipline, study and analyze in detail the written materials of the final control.

4.5. Repeated or additional questioning of a higher education applicant by the appeals committee is prohibited.

4.6. During the oral exam (assessment), the higher education applicant is given the opportunity to retake the final control by the members of the appeal commission using a new ticket, which is taken by them from the set of tickets for the discipline. For objectivity and transparency, the ticket, with which the higher education applicant first took the final control, is removed from the set.

4.7. During the final test control, the answers to the tasks are checked and compared with the standards, and the electronic automated test control systems are checked for the absence or presence of failures and errors in operation. If the result of such a check does not allow the applicant to establish the valid result, he is given the opportunity to re-take the final test control in the same way with the appropriate number of similar test tasks.

4.8. After the end of the appeal commission meeting, the protocol with conclusions on the evaluation of the examination answers of the higher education applicant is signed by all members of the appeal commission. commissions.

4.9. The results of the appeal are announced to the higher education applicant immediately after the review of his work (discussion of answers/test control), about which the higher education applicant personally makes a corresponding entry in the

minutes of the appeal committee meeting.

4.10. The decision of the appeal commission is made by a majority of votes from the total number of members of the commission. In the event of an equal number of votes “for” and “against”, the decision supported by the chairman is made. commissions.

4.11. In the absence of a higher education applicant at a meeting of the appeal commission, the secretary of the commission shall make a corresponding entry in the minutes of the meeting of the appeal commission.

4.12. The result of the appeal consideration is the adoption by the appeal commission of one of two solutions:

1) "Preliminary assessment of the knowledge of a higher education applicant in the exam (test) corresponds to the level of quality of the knowledge of the higher education applicant in this academic discipline and does not "is changing";

2) "the preliminary assessment of the higher education applicant's knowledge on the exam (test) does not correspond to the level of quality of the higher education applicant's knowledge in this academic discipline and deserves a different assessment (a new assessment is indicated) score according to the University's current scale for evaluating the results of the final control), but not lower than that obtained in the exam.

4.13. If, as a result of the appeal, the appeal commission decides to change the previous results of the final control, the new assessment of the higher education applicant's knowledge is given in numbers and words according to the University scale, national and ECTS scales first in the appeal commission's protocol, and then corrected in a proofreading manner in the examination paper, in the final knowledge control information. and the record book of the higher education applicant and is entered in the Appeals Registration Journal.

4.14. The new assessment in the final knowledge control report, examination paper, and record book of the higher education applicant is certified by the signature of the head of the appeal commission.

4.15. Documents regarding the appeal of the final results control are stored in the relevant dean's office for 5 years:

- Registration log appeals;
- appeals regarding the results of the final exam evaluation;
- minutes of the appeal hearings commissions.

4.16. The Dean's Office specialists attach copies of the appeal statement, the order on the establishment of the appeal commission, and the minutes of the appeal commission meeting to the personal file of the higher education applicant.

4.17. The decision of the appeal committee is final and cannot be appealed .

4.18. Disputed issues regarding grades received during certification or defense of the final thesis (project) are resolved by the examination committee. by commission.