

APPROVED
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**REGULATIONS
ON APPEALS
IN IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE**

1. GENERAL PROVISIONS

1.1. Regulation on appeals in Igor Sikorsky Kyiv Polytechnic Institute (hereinafter – Regulation) defines the procedures for submitting and considering appeals based on the results of control measures in assessing the knowledge of higher education applicants (hereinafter – applicants) and is an integral part of the organizational support of the educational process in Igor Sikorsky Kyiv Polytechnic Institute.

1.2. Applicants have the right to appeal any final grade they receive, except for:

- unsatisfactory grades obtained in the absence of the applicant at the control activity without a good reason;
- grades obtained as a result of compiling a board control measure, including credits based on the results of internships, defense of term papers or course projects, attestation (both in the form of qualifying examination and graduate qualification works defence).

1.3. From the same educational component for each of the control measures it is possible to challenge the assessment by filing an appeal only once, regardless of the number of attempts to draw up a control measure (if such right is provided and realized by the applicant).

1.4. According to the assessments obtained due to attestation, all disputable issues are resolved by the Examination board.

1.5. If, during the conduct or preparation for the control measure, signs of procedural violations that could affect the results of this control measure are detected, on the basis of a written request of the applicant or a scientific and pedagogical specialist, a commission is created by the decision of the rector, which makes a decision on the merits of the request.

1.6. The commission can request the necessary explanations from the faculty/educational and scientific institute administration, the department head, the educational program guarantor, scientific-pedagogical employees, get acquainted with any documents related to the control measure in order to make a decision on ensuring compliance with the rights of applicants and scientific-pedagogical employees within the regulatory framework of the university and the legislation of Ukraine.

2. ESTABLISHMENT AND COMPOSITION OF THE EXAMINATION BOARD

2.1. The Appeals Commission is created by the dean's of the faculty/director's order of the educational and scientific institute (hereinafter — dean/director) in case of receipt of a written application from the applicant to appeal the result of the control measure in a certain discipline after consideration of the application by the dean/director. In the case when an appeal is filed against an assessment issued by the dean/director, the appeal commission is created by the vice-rector order for educational work.

2.2. The appeal commission consists of the chairman of the commission, members of the commission (at least two people), and the secretary of the commission.

2.3. The following may be involved as members of the appeal commission: specialists in the direction of the educational component, the results of the control measure from which are considered, the curator of the academic group in which the applicant is studying, representatives of student organizations (by agreement). The total composition of the appeal commission must exceed 5 people.

2.4. Usually, the head of the department where the applicant is studying is appointed as the chairman of the appeal commission. If an appeal is filed against the results of the control measure, which was carried out by the head of the department, the latter cannot be a member of the appeal commission, which should be taken into account when forming such a commission. The functional duties of the head of the appeal commission are assigned in the order of the establishment of the appeal commission.

2.5. The head of the appeal commission is personally responsible for organizing the work of the appeal commission, timely and objective consideration of appeal cases, and compliance with the established procedure for storing documents.

2.6. The secretary of the appeal commission is appointed from among the members of the commission. The functional duties of the Secretary of the Appeal Commission are assigned to him in the order of the establishment of the Appeal Commission.

2.7. The secretary of the appeal commission is personally responsible for the execution timeliness (within a day from the date of the commission meeting) of the commission meeting protocol, the accuracy of the presentation in the protocol, familiarization with the results of the applicant appeal consideration and the scientific and pedagogical specialist who conducted the control measure.

3. APPEAL PROCEDURE

3.1. The appeal statement is written in the name of the dean of the faculty/ director of the educational and scientific institute where the applicant is studying. In the case when the appeal is submitted to the assessment issued by the dean/director, the appeal is written in the name of the vice-rector order for educational work.

3.2. An appeal is submitted to the dean's office of the faculty/educational and scientific institute by the applicant personally on the day of the announcement of the results of the control measure or on the next day until 12 o'clock. In the case of a remote form of conducting a control measure, an appeal may be filed remotely with the imposition of an electronic digital signature.

3.3. An appeal submitted later than the deadline shall not be considered, except in cases where the deadline is missed due to the occurrence of confirmed circumstances of irresistible action.

3.4. The appeal statement is registered in the dean's office of the faculty/educational and scientific institute.

3.5. Based on the results of consideration of the application, the dean/director (deputy dean/director for teaching and educational work) decides on the establishment of an appeal commission and determines the terms of its work.

3.6. The decision to establish an appeal commission is made within one working day and is brought to the attention of the chairman of the appeal commission on the day the order on its creation is issued.

3.7. In case of refusal to hold an appeal, the decision is communicated to the applicant by the dean of the faculty/director of the educational and scientific institute or a person authorized by them from among the employees involved in the work of the dean's office.

4. THE PROCEDURE FOR CONSIDERING APPEALS

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

4.2. The applicant who filed the appeal has the right to be present at the meeting of the appeal commission. The Secretary of the Appeal Commission must inform him about the date and time of the meeting.

4.3. By decision of the chairman of the appeal commission, the scientific and pedagogical specialist who conducted the control measure may be invited to the meeting of the appeal commission to provide explanations regarding the preparation of the control measure by the applicant, without the right to participate in the work of the appeal commission and its decision.

4.4. When considering an appeal, the secretary of the appeal commission shall keep a record in which he must record all the results of the discussion and the corresponding decision.

4.5. In the measure that a written work is considered on an appeal, a repeated or additional survey of the applicant by the appeal commission is not carried out. Consideration of the appeal is carried out on the basis of the completed written work, which is provided by the scientific and pedagogical specialist who conducted the control measure to the chairman of the appeal commission.

4.6. If according to the appeal, the result of the preparation of the control measure conducted orally is considered, the applicant must be invited to the meeting of the appeal commission with the opportunity to show his knowledge by answering the questions of the members of the appeal commission on the subject of the educational component within the control measure, the results of which are considered. At the same time, diagnostic tools of the educational component are used, which are used during the control measure. The questions proposed to the applicant must be different from those on which he passed the control measure.

4.7. The result of the consideration of the appeal is the adoption by the appeal commission of one of two decisions:

- leave unchanged the result of drawing up the control measure submitted for consideration on the basis of the appeal;
- change the result of drawing up the control measure to the one determined by the appeal commission.

4.8. The decision of the appeal commission is made based on the results of voting by a majority vote of its composition from the discussion of the subject of the appeal by the members of the commission. If the Appeals Commission consists of an even number of persons and the voting results are equally distributed, the final decision is made by the Chairman of the Appeals Commission.\

4.9. The decision of the Appeal Commission is made behind closed doors with the obligatory absence of the applicant and the scientific and pedagogical specialist who conducted the control measure (when they are invited to the meeting of the appeal commission).

4.10. The minutes of the meeting of the appeal commission are signed by the secretary, and all members and approved by its chairman.

4.11. The result of the appeal consideration is announced to the applicant immediately after the decision of the appeal commission is drawn up in the form of a protocol, about which the applicant makes an appropriate entry in the minutes of the meeting of the appeal commission.

4.12. In the absence of the applicant at the meeting of the appeal commission, the secretary of the commission makes an appropriate entry in the minutes of the meeting of the appeal commission and notifies the applicant of the results of the consideration.

4.13. If the appeal commission decides to change the result of drawing up a control measure, a certain result is entered by the employee responsible for this area of work in all databases and documents reflecting the learning outcomes.

4.14. The decision of the appeal commission is subject to the signature and note of the scientific and pedagogical specialist who conducted the control measure.

4.15. The decision of the appeal commission is final and not subject to appeal.

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