

AGREED
Protocol of the Academic Council
No. 1 dated May 19, 2021

APPROVED
Order of the Acting Rector
No. 315 dated May 19, 2021

**REGULATION
ON APPEALING THE RESULTS OF THE FINAL
KNOWLEDGE ASSESSMENT OF HIGHER EDUCATION STUDENTS**

I. General Regulations

1.1. The Regulation regulates the procedure for creating an appeal committee and set out its work principles as well as the appeal procedure.

1.2. The Appeal Committee of the Poltava State Medical University is created to protect individuals' rights regarding the appeal of the discipline grade obtained at the final semester assessment and other assessments. The appeal procedure is designed to overcome subjectivity issues in assessing students' knowledge, avoiding misunderstanding and disputes, and respecting the legitimate rights and interests of a higher education student.

1.3. The work of the Appeal Committee is based on the principles of democracy, creating the most favorable development conditions and ensuring real transparency, objectivity, and openness under Ukrainian law.

1.4. The regulations on the appeal submission and consideration procedure are announced and brought to the attention of higher education students and teachers before the start of the final semester assessment and other assessments.

1.5. Higher education students have the right to appeal any final ECTS scale grade (from "F" to "B") or national scale grade (from "2" to "4"), obtained in the discipline that requires taking an exam as a form of assessment (final semester assessment, final modular assessment, etc.).

1.6. Grades obtained in state exams cannot be appealed. In this case, all controversial issues are resolved by the State Examination Committee.

II. Regulations on the Appeal Committee Creation and Structure

2.1. The Appeal Committee is created by the rector's order when a higher education student submits a written application appealing the result of the final semester assessment in the subject or other assessments (Appendix 1).

2.2. The Appeal Committee is composed of:

- Chairman;
- Vice-chairman;
- members of the Committee (not less than 2);
- secretary of the Committee.

The First Vice-rector for Academic Affairs is appointed as the Chairman of the Appeal Committee. The Chairman of the Appeal Committee is personally responsible for organizing the work of the Appeal Committee, timely and objective consideration of grade appeals, managing affairs, and complying with the established procedure for document storage.

The Vice-chairman of the Appeal Committee is appointed by the Dean of the faculty (Director of the institute) where the student is studying or the head of the postgraduate course (in the case a Ph.D. student is concerned). The members of the Committee include the head of the department where the discipline is assigned, the teacher of the department who teaches the relevant discipline but has not participated in this semester assessment, and a representative of the university's Student Council.

If necessary, the Appeal Committee may include employees of related departments, leading teachers of specialized departments of other higher education institutions (by agreement), and leading dedicated specialists of Poltava Regional State Administration (by agreement) to ensure transparency, objectivity, and unbiased

assessment. In some cases (when considering appeals of English-speaking higher education students), a research and teaching staff member of the Department of Foreign Languages can be involved as a translator.

The secretary of the committee shall be elected from the members of the Appeal Committee.

2.3. The dean's office (college teaching department, research department) prepares a draft order on the Appeal Committee's creation and composition, which is signed by the rector.

III. The Procedure for Submitting Appeal Applications

3.1. The application is submitted in person to the Dean of the faculty (Director of the institute, Vice-rector for Academic Affairs) on the day the final assessment results are announced.

3.2. An appeal application filed out of time shall not be considered.

3.3. The application of a higher education student is approved by the Dean of the faculty (Director of the institute, Vice-rector for Academic Affairs), and considered by the First Vice-rector for Academic Affairs. The application is registered in the "Appeal Registration Journal" at the Department for Research and Training and Education Management and is passed to the Dean of the relevant faculty (Director of the medical college, Head of postgraduate school).

IV. The Procedure for Appeal Consideration

The appeal must be considered at a meeting of the Appeal Committee no later than the next working day after its submission. The Appeal Committee is not allowed to repeatedly or additionally question the student. To consider the appeal, the Appeal Committee submits the original works of the higher education student written at the semester assessment (final modular assessment, etc.), a printed version of computer testing, journals of current progress, and practical class attendance records.

4.1. In the case of the oral examination (pass-fail test) the Committee may grant the higher education student a chance to re-pass the final assessment to be evaluated by the Appeal Committee members using a new examination card chosen by a student from a set of examination cards for the discipline. To ensure objectivity and transparency, the examination card the student had when taking the final assessment for the first time is removed from the set.

4.2. After the Appeal Committee meeting, the protocol with the conclusions evaluating the examination answers of a higher education student shall be signed by all members of the Appeal Committee.

4.3. The results of the appeal are announced to the higher education student immediately after his work (discussion of answers) has been considered, which shall be personally testified by the higher education student by making a corresponding entry in the minutes of the Appeal Committee.

4.4. Decisions of the Appeal Committee are made by a majority vote of the total number of Committee members. In case the number of "for" and "against" votes is equal, the decision supported by the Chairman of the Committee is accepted.

4.5. In case the higher education student is absent at the Appeal Committee meeting the secretary of the Committee makes the corresponding record in the minutes of the Appeal Committee meeting.

4.6. The result of the appeal is the Appeal Committee adopting one of two decisions:

- "previous assessment of the higher education student's knowledge at the exam (final semester assessment, final modular assessment) meets the level of the student's quality of knowledge in this discipline and shall not be changed";
- "previous assessment of the higher education student's knowledge at the exam (final semester assessment, final modular assessment) does not meet the level of the student's quality of knowledge in this discipline and deserves another grade (indicate a new grade in accordance with the current scale), but not lower than the one obtained at the exam".

4.7. If the Appeal Committee decides to change the previous results of the final assessment after considering the appeal, the new grade is assigned to the student in numbers and words according to the scale of the final assessment of PSMU first in the protocol of the Appeal Committee, and then corrected in the examination paper, in the final knowledge assessment sheet and the record book (individual education plan) of the higher education student and is entered in the "Appeal Registration Journal".

The new grade is signed by the Appeal Committee Chairman in the official transcript of the final knowledge assessment, examination work, and the student's record book (individual higher education student's plan).

4.8. Documents on the appeal of the final assessment results are stored at the Department for Research and Training and Education Management for 5 years:

- "Appeal Registration Journal";
- appeals of the final assessment results;
- minutes of meetings of the Appeal Committee.

Specialists of the dean's office (medical college, scientific department) attach copies of the appeal statement, the order on creating the Appeal Committee, and the minutes of the Appeal Committee meeting to the student's personal file.

4.9. The decision of the Appeal Committee is final and cannot be appealed.

Prepared by:

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In coordination with the Student's Parliament of Poltava State Medical University.

Head of the Educational Department

I.I. Starchenko

To the Rector of the higher education institution of PSMU

Prof. Zhdan V.M.

(Full Name)

(faculty, year, group, form of study, etc.)

APPLICATION

Please, kindly review the grade I received at the semester final assessment for the discipline
(discipline name),
due to the fact that _____

date

Signature

*Sample minutes of the Appeal Committee meeting***Protocol No.**

Appeal Committee meeting dated ____ (date)

Present: Chairman _____

(surname and initials)

Members of the Committee

(surname and initials)_____
(surname and initials)_____
(surname and initials)

Secretary _____

(surname and initials)

The meeting is attended by a higher education student _____

(surname and initials)

(faculty, year, group, etc.)

I. Listened to the statement of the student _____

(surname and initials)

(faculty, year, group, etc.)

regarding the revision of the objectivity of the final grade for the discipline

(title)

issued for _____ (exam, FSA, FMA), which was held _____ (date)

II. The remarks were made by:

1.1. Committee member _____ (surname and initials)

who declared (noted, etc.) _____;

1.2. Committee member _____ (surname and initials)

who (noted, etc.) _____;

1.3. Committee member _____ (surname and initials)

who stated (noted, etc.) _____.

III. The explanation was given by the examiner:

(if needed) _____ (surname and initials)

IV. The Committee decided _____ (text of the decision)

Chairman _____

(signature)

Members of the Committee _____

(signature)

Secretary _____

(signature)

I have been informed about the Appeal Committee's decision

(signature of the higher education student)

If the grade changes: _____

The decision of the Appeal Committee was communicated to the examiner: _____ (surname and initials)

Secretary of the Appeal Committee _____

(signature)

date