

ADOPTED

by the Academic Council
of the Federal State Autonomous
Educational Institution of Higher
Education "N.I. Pirogov Russian
National Research Medical University"
of the Ministry of Health of the Russian
Federation
Protocol No. 11
dated 26 June 2024

APPROVED

by the Order No. 1028
of the Federal State Autonomous
Educational Institution of Higher
Education "N.I. Pirogov Russian
National Research Medical University"
of the Ministry of Health of the Russian
Federation
dated 28 June 2024

REGULATION

**on the appeal commission of the federal state autonomous educational institution
of higher education "N.I. Pirogov Russian National Research Medical University"
of the Ministry of Health of the Russian Federation and the procedure for submitting
and considering appeal on the results of entrance tests to the University
for the academic year 2024/25**

1. General provisions

1.1. The Regulation on the Appeal Commission of the federal state autonomous educational institution of higher education "N.I. Pirogov Russian National Research Medical University" of the Ministry of Health of the Russian Federation (hereinafter referred to as 'the Regulation') is developed on basis of the Federal Law 273-FZ, dated 29 December 2012, 'On education in the Russian Federation' (hereinafter referred to as 'the Federal Law 273-FZ'); the Order No. 1076 of the Ministry of Education and Science of the Russian Federation, dated 21 August 2020, 'On approval of admission procedure to study under educational programs of higher education: bachelor programs, specialist programs, master programs' (hereinafter referred to as 'the Admission Procedure'); the Rules of admission to higher education programs – bachelor, specialist and master programs at the federal state autonomous educational institution of higher education "N.I. Pirogov Russian National Research Medical University" of the Ministry of Health of the Russian Federation (Pirogov Russian National Research Medical University) for the

academic year 2024/25; the Rules of admission to higher education programs – programs of training of scientific and scientific-pedagogical personnel in postgraduate studies at the federal state autonomous educational institution of higher education “N.I. Pirogov Russian National Research Medical University” of the Ministry of Health of the Russian Federation (Pirogov Russian National Research Medical University); the Rules of admission to higher education programs – residency programs at the federal state autonomous educational institution of higher education “N.I. Pirogov Russian National Research Medical University” of the Ministry of Health of the Russian Federation (Pirogov Russian National Research Medical University) for the academic year 2024/25; the Charter of the University and other local documents of the University, regulating the legal status of students and the functioning of the University.

1.2. This Regulation defines the membership, powers and procedure of the Appeal Commission, as well as the procedure for submitting and considering appeals on the results of entrance tests, conducted independently by the federal state autonomous educational institution of higher education “N.I. Pirogov Russian National Research Medical University” of the Ministry of Health of the Russian Federation (hereinafter referred to as ‘the University’).

2. Membership of the Appeal Commission

2.1. The Commission shall be established in the structure of the members of the Commission.

2.2. The formed membership of the Appeal Commission shall be approved by the Chairman of the Admissions Commission (Rector) and the order of the University.

2.3. The Appeal Commission shall consist of the chairpersons of the appeal commissions, the executive secretary of the Admissions Commission, chairpersons and members of subject commissions, members of the Admissions Commission.

In addition, the Appeal Commission when considering appeals on entrance tests representatives of the executive authorities of the Russian Federation may be included as independent experts, carrying out management in the field of education.

2.4. The Appeal Commission shall be headed by the chairman, who shall organise

the work of the Appeal Commission, distribute duties among the members of the Appeal Commission and supervise the work of the Appeal Commission in accordance with this Regulation. The Chairman of the Appeal Commission shall have a casting vote.

2.5. A meeting of the Appeal Commission shall be deemed competent if at least 2/3 of the members of the Commission are present.

2.6. The term of authority of the Appeal Commission shall be for the period of admission of documents and entrance tests, conducted by the University independently.

3. Powers and work organisation of the Appeal Commission

3.1. The Appeal Commission shall:

- accept and consider the application about violation of the entrance test procedure and (or) disagreement with the results of the entrance test (hereinafter - appeal), submitted by the applicant;
- determine the compliance of the entrance test procedure to the established requirements;
- establish the compliance of scored points to the approved criteria for evaluating the entrance test results;
- draw up a protocol of the decision and bring it to the attention of the applicant (against signature).

3.2. The Appeal Commission is entitled to make decisions if the meeting is attended by at least 2/3 of members, including the chairman (deputy) of the Appeal Commission and the chairman (deputy) of the subject commission on the entrance test subject, in respect of which the appeal is considered.

3.3. The main work principles of the Appeal Commission are: legality, competence, collegiality, objectivity and publicity of the entire appeal procedure.

3.4. All decisions of the Appeals Commission shall be taken by simple majority of votes in an open ballot.

3.5. Decisions of the Appeal Commission shall be formalised in the minutes of the Appeal Commission meeting, which shall be signed by the chairman and members of the Appeal Commission.

3.6. Decisions of the Appeal Commission shall be final and shall not be revised.

3.7. The decision of the Appeal Commission shall be mandatory for execution.

4. Rights, duties and responsibilities of the Appeal Commission members

4.1. The chairman and the members of the Appeal Commission shall be entitled to:

4.1.1. bring for consideration and participate in discussion of the Appeal Commission's decisions on each appeal application;

4.1.2. participate in voting on the Appeal Commission decisions;

4.1.3. request and receive from authorised persons the necessary documents and information (materials of entrance tests, criteria for evaluation of examination works, etc.).

4.2. The chairman and the members of the Appeal Commission shall:

4.2.1. carry out timely and objective consideration of appeals in accordance with this Regulation and the requirements of regulatory legal acts;

4.2.2. fulfil their functions at a high professional level, respecting ethical and moral norms;

4.2.3. inform in a timely manner the chairman and the responsible secretary of the University Admissions Commission of any problems or difficulties that may lead to a violation of the deadlines for consideration of appeals;

4.2.4. observe confidentiality;

4.2.5. comply with the established procedure of document flow (drawing up protocols, storing documents).

4.3. A member of the Appeal Commission may be excluded from the Appeal Commission in following cases:

- loss of Appeal Commission documents;

- failure to fulfil or improper fulfilment of his/her duties;

- violation of the confidentiality requirements of the Appeal Commission.

4.4. Members of the Appeal Commission shall be responsible in accordance with the procedure, established by the current legislation of the Russian Federation.

5. Appeal procedure

5.1. According to results of the entrance test, conducted by the University independently, an entrant has the right to appeal to the Appeal Commission about violation, in the entrant's opinion, the established procedure for conducting the entrance test and (or) about disagreement with entrance test results, previously familiarised with his/her work and its evaluation results (Annex 1):

- after announcement of the entrance test results the entrant has the right to get acquainted with results of evaluation of his/her work, completed during the entrance test on the announcement day or within the next working day;

- to review the work of the entrant applies to the Admissions Commission with an application, providing a document proving his identity. The examiner shall explain the reasonability of the grade given to the entrant during the review of his/her work.

5.2. In case of disagreement with the assessment after viewing the entrance test or violation, in the applicant's opinion, the established procedure for conducting the entrance test, he has the right to apply to the Appeal Commission with a reasoned written statement of appeal (on the violation of the procedure for conducting entrance tests, resulting in a reduction of points for the entrance test and (or) disagreement with the evaluation of the results of the entrance test). The application to the Appeal Commission chairman (deputy chairman) shall be submitted to the Appeal Commission by the entrant or (authorised person) on the day of viewing the work or getting acquainted with the entrance test results, as well as can be submitted on the day of conducting the entrance test.

5.3. The application for appeal is submitted (sent) in one of the following ways:

- 1) personally by the entrant;
- 2) in electronic form through the electronic information system of the University;
- 3) using the superservice “Admission to HEI online” through the federal state information system “Unified Portal of State and Municipal Services (Functions)”;
- 4) via public postal operators at the address: 4) через операторов почтовой связи общего пользования по адресу: 117513, Moscow, 1 Ostrovityanova street, building 6.

6. Procedure for consideration of appeals

6.1. The appeal shall be considered not later than the next working day after the day of its submission.

6.2. The appeal procedure is not a retake of the entrance test, in the process of conducting the appeal procedure only compliance with the established procedure for conducting the entrance test and (or) the correctness of the entrance test results evaluation is checked.

6.3. The entrant (authorised person) has the right to be present at the consideration of the appeal. A juvenile entrant (under 18 years of age) has the right to be present with one of the parents or legal representatives, except for juveniles, recognised in accordance with the law as fully capable before reaching the age of majority.

6.4. When considering an appeal on entrance tests, the Appeal Commission shall analyse the mistakes made by the entrant and comment on the grade, received in accordance with the established evaluation criteria.

6.5. Based on the appeal results, one of the following decisions shall be made in the form of a protocol:

- to leave the entrant's application on the merits without satisfaction and the entrance test results without change;

- to change the number of points, received by the applicant at the entrance test.

6.6. The decision of the Appeal Commission, formalised by the protocol, is brought to the attention of the applicant (proxy). The fact of familiarisation of the applicant (proxy) with the decision of the Appeal Commission is certified by the signature of the applicant (authorised person) as in identity document (passport).

6.7. The University conducts consideration of appeals using remote technologies in case of submission of appeal by a foreign citizen.

6.8. Amendments and additions to this Regulation shall be made in the same order in which this Regulation is adopted and approved.

Appeal

on the results of entrance tests, conducted independently by the federal state autonomous educational institution of higher education “N.I. Pirogov Russian National Research Medical University” of the Ministry of Health of the Russian Federation

To the chairman of the Appeal Commission
of Pirogov RNRMU of the Ministry of Health of Russia
from the applicant(s) to bachelor/specialist/ master/
residency/postgraduate program (underline)

(Full name)

Registration number: _____

Contact phone number: _____

Email address: _____

Subject of the entrance test:

Educational program:

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1. Subject of the appeal (reason for submitting the appeal) – select as appropriate:
 - violation of established procedure for conducting the entrance test;
 - disagreement with evaluation of the entrance test results.
 2. Violations of established procedure for conducting the entrance test, revealed by the entrant (list if any).

(Full name and signature of the applicant)

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