

Regulations on the Appeal Commissions of V.N. Karazin Kharkiv National University

I. General provisions

1. Appeal Commissions of V.N. Karazin Kharkiv National University (hereinafter - the University) are created to protect the rights of persons who passed interviews, entrance examinations for admission to study for obtaining a Bachelor's degree and entrance examinations for obtaining Master's and Doctoral degrees, and consideration of their appeals on the results of the interview, entrance examinations (hereinafter - the appeal statement on the results).

2. This Regulation determines the order of organization, activity and main functions of the Appeal Commissions of V.N. Karazin Kharkiv National University (hereinafter - the Appeal Commissions).

3. This Regulation shall apply to the Appeal Commissions, which carry out their work during interviews, entrance examinations, as well as to persons who have filed an appeal against their results (hereinafter - the Entrants).

4. Appeal Commissions in their activities are guided by the current legislation of Ukraine, orders of the Ministry of Education and Science of Ukraine, the Charter of the University and Orders of the Rector of the University.

5. During the consideration of appeals against the results, the Appeal Commissions establish the objectivity of the evaluation of the Entrants' answers and check the correctness of determining the result of the interview, entrance examination.

II. The main functions of Appeal Commissions

1. The Appeal Commission accepts and considers appeals on the results of interviews and entrance examinations conducted by the University for consideration of applications of entrants who enter the study for obtaining a Bachelor's degree and/or for obtaining a Master's degree in Medicine on the basis of general secondary education.

2. The Appeal Commission accepts and considers appeals of entrants on the results of professional entrance examinations in foreign language for consideration of applications of entrants who enter the study for obtaining a Bachelor's degree on the basis of educational and qualification degree of a Junior Specialist, for obtaining a Master's degree, a Doctor of Philosophy,

3. Appeal Commissions shall make decisions based on the results of consideration of appeals and bring them to the notice of entrants.

4. Appeal Commissions analyze and summarize the experience of work on the consideration of appeals.

III. Responsibility of members of Appeal Commissions

1. In case of illegal use of the granted rights, the members of the Appeal Commissions shall be liable under the current legislation of Ukraine, including for the disclosure of confidential information about the entrants.

IV. Organization of the activity of Appeal Commissions

1. The composition of the Appeal Commissions is determined by Order of the Rector of the University. The Appeal Commission includes leading scientific and pedagogical (pedagogical) employees of the University and the best teachers of general secondary education in the region for consideration of entrants who enter the study for obtaining a Bachelor's degree and/or for obtaining a Master's degree in Medicine on the basis of complete general secondary education. Leading scientific and pedagogical (pedagogical) employees of higher educational and scientific institutions of Ukraine are appointed to the Appeal Commission to consider applications of entrants who enter to study for obtaining the Bachelor's degree on the basis of the educational and qualification degree of Junior Specialist, to obtain a Master's degree, a Doctor of Philosophy.
2. The work of the Appeal Commissions is headed by the Vice-Rectors of the University.
3. The responsibility for organizing the work of the Appeal Commissions, timely and objective consideration of appeals on the results, conducting cases, compliance with the established procedure for storage of documents and confidential information is born by a Chairmen of the Commissions.
4. The documents on the activities of the Appeal Commissions, which are kept during the year, are as follows:
 - appeals against the results;
 - minutes of Commission meetings.
5. Рішення комісії фіксуються у протоколі засідання комісії. Decisions of the Appeal Commissions are made at their meetings. Meetings are held separately for each discipline (specialty) as part of the Chairman of the Commission (Deputy Chairman) and members of the Commission in the relevant discipline (specialty). In order to make a positive decision, it is necessary that a majority of the members of the Commission present at the meeting vote for it. A meeting is considered legitimate if at least half of the members of the Appeal Commission in the relevant discipline (specialty) are present. Decisions of the Commission are recorded in the minutes of the Commission meeting.

V. Procedure for filing and reviewing appeals

1. The Entrant's appeal, regarding the results, is submitted in person no later than the next working day after the announcement of the assessment (on the day of the interview) to the Selection Committee of the relevant faculty. The appeal is made in the form of a statement addressed to the Executive Secretary of the

Selection Committee with a detailed statement of reasons for disagreement with the assessment. The applicant (entrant) is notified of the date, time and place of the meeting of the Appeal Commission to consider their appeal.

2. The appeal is considered at the meeting of the Appeal Commission on the day of its submission or on the next working day, usually in the presence of the entrant and the Chairman (Deputy Chairman) of the Subject Examination Commission or the Chairman (Deputy Chairman) of the Professional Attestation Commission or Subject Commission.

3. During the appeal, the members of the Appeal Commission conduct an interview with the entrant on the basis of written work (interview sheet). The entrant is given an explanation of the mistakes. Additional questioning of entrants during the appeal is not allowed.

4. If the entrant does not appear at the meeting of the Appeal Commission, the decision on the appeal is made on the basis of written work (interview sheet).

5. An appeal against the decision of the Appeal Commission (repeated appeal) shall not be accepted.

6. Written work (interview sheet), except for members of the Appeal and Subject (Professional) Commissions, is provided for review only to the entrant during the appeal.

7. Only the evaluation of entrance examinations (tests), interviews may be the subject of the appeal. Appeals filed late or in violation of the filing procedure will not be considered.

8. Based on the results of the appeal, one of two following decisions may be made:

- on approval of the appeal and increase of the points received by the participant;
- on rejection of the appeal and leaving the number of points received by the entrant unchanged.

In case the Appeal Commission decides to change the grade received by the entrant during the entrance examinations, the new grade is entered in a separate statement. In entrant's sheet of results of entrance examinations, a special mark about change of a grade on the basis of the decision of the Appeal Commission is made.