

**APPEAL COMMISSION REGULATIONS
OF FEDERAL STATE BUDGETARY EDUCATIONAL INSTITUTION OF HIGHER
EDUCATION "TVER STATE MEDICAL UNIVERSITY" MINISTRY OF HEALTH OF
THE RUSSIAN FEDERATION**

1. GENERAL PROVISIONS

1.1. This "Appeal Commission Regulation of the Federal State Budgetary Educational Institution of Higher Education "Tver State Medical University" of the Ministry of Health of the Russian Federation" (hereinafter referred to as the University) determines the composition, authority and functions of the appeal commission, the procedure for appeal proceeding at the University.

1.2. The Regulations were developed on the basis of and taking into account the following legislative, regulatory legal and administrative acts of the Russian Federation in the field of education:

- Federal Law of December 29, 2012 No. 273-FZ "On Education in the Russian Federation";
- Order of the Ministry of Health of the Russian Federation dated May 1, 2017 No. 212n "On approval of the Procedure for admission to study in educational programs of higher education - residency programs";
- Order of the Ministry of Education and Science of the Russian Federation dated August 21, 2020 No. 1076 "On approval of the Procedure for admission to study in educational programs of higher education - undergraduate programs, specialty programs, master's programs";
- Order of the Ministry of Education and Higher Education of the Russian Federation dated July 12, 2021 No. 607 "On approval of the Procedure for transferring a student to another educational organization implementing an educational program of higher education at the appropriate level";
- Order of the Ministry of Science and Higher Education of the Russian Federation dated August 6, 2021 No. 721 "On approval of the Procedure for admission to study in educational programs of higher education - programs for training scientific and scientific-pedagogical personnel in graduate school"
- other legal acts of authorized federal executive authorities in the field of education and healthcare;
- Charter and local regulations of the Federal State Budgetary Educational Institution of Higher Education "Tver State Medical University" of the Ministry of Health of Russia.

1.3. The Appeal Commission is created for the purpose of considering appeals to implement the openness of the procedures for admission, readmission and transfer to the University based on the results of entrance tests conducted by the University or certification tests (hereinafter referred to as entrance, certification tests).

1.4. The Appeals Commission ensures compliance with uniform requirements during admissions and certification tests, resolution of controversial issues and the necessary control over the objectivity of assessing the results of admissions and certification tests.

1.5. Based on the results of entrance and certification tests the person who enters, reenters the University or transfers to the University (hereinafter referred to as the applicant) has the right to file an appeal with the appeal commission about a violation, in the applicant's opinion, of the established procedure for conducting an entrance (certification) test and (or) about disagreement with the results of the entrance (certification) test.

1.6. The proceeding of the appeal by the appeal commission is not a retake of the entrance (certification) test. During the appeal proceeding compliance with the established procedure for conducting the entrance (certification) test and (or) the correctness of assessing the results of the entrance (certification) test is checked.

1.7. The appeal commission works during the period of entrance (certification) tests.

1.8. The appeal Commission in its work is guided by the legislation of the Russian Federation, the Charter of the University, the Regulations on the Admissions Committee, these Regulations, and other local regulations of the University.

2. COMPOSITION AND STRUCTURE OF THE APPEAL COMMISSION

2.1. The members of the appeal commission and their number are approved by the order of the rector for a period of 1 (one) calendar year.

2.2. The appeal commission includes:

- Chairman of the appeal commission;
- Deputy Chairman of the appeal commission;
- Secretary of the appeal commission;
- members of the appeal commission: experienced and qualified faculty members.

2.3. The chairman of the appeal commission is the vice-rector for academic affairs of the University.

2.4. The chairman of the appeal commission controls the uniformity of requirements when proceeding the appeals.

2.5. The appeals commission is entitled to consider the appeal in the presence of at least three of its representatives.

2.6. The work and documents of the appeal commission, including notification of the meetings of the appeal commission to the members of the appeal commission, as well as the applicant; the transfer of minutes of Commission meetings and other documents (materials) to the admissions committee is organized by the deputy chairman and secretary.

3. RULES FOR APPEAL SUBMISSION AND APPEAL PROCEEDING PROCEDURE

3.1. The appeal is submitted in writing by the applicant personally, or by an authorized representative on the basis of a duly executed letter of attorney, or sent by email to abit@tvgm.ru (Appendix 1 in the Russian version of the document). If the appeal is filed by a proxy, a duly executed letter of attorney is attached to the appeal statement.

3.2. Appeals from other persons, including relatives of the subject, are not accepted or considered.

3.3. The appeal is submitted to the chairman of the appeal commission. Reception and registration of appeals in the Book of Registration of Appeal Applications (Appendix 2 in the Russian version of the document) is carried out by the admissions committee.

3.4. When considering the appeal of a minor, one of his parents or legal representatives has the right to be present at the meeting of the appeal commission. The specified person must have an identification document (a document certifying the right to represent the interests of a minor).

3.5. The appeal is submitted on the day the results of the entrance (certification) test are announced or during the next working day.

3.6. The appeal proceeding is not a re-examination and additional questioning of applicants, corrections to paper and answer sheets are not allowed.

3.7. The applicant is informed about the time and place of the appeal proceeding on the official website of the university (Section "Applicants"). The meeting of the appeal commission can be held in the presence or absence of the applicant. During the discussion and decision of the appeal commission, the applicant (trusted representative) leaves the meeting of the appeal commission.

3.8. The appeal is considered no later than two working days after the date of its submission to the appeal commission in the presence of the examiners who checked the entrance (certification) tests.

3.9. After the appeal proceeding, the appeal commission makes a decision:

- to change/leave as it was the results of the entrance (certification) test;
- about compliance/violation (with provision of the procedure for conducting the entrance (certification) test).

3.9. The decision of the appeal commission is made by a majority vote and documented in the minutes of the meeting of the appeal commission (Appendix 3 in the Russian version of the document).

3.10. The fact of familiarization with the decision of the appeal commission in the personal presence of the applicant (authorized representative) is certified by the signature of the applicant (authorized representative) in the minutes of the meeting of the appeal commission. If the applicant

(trustee) refuses to sign the minutes of the meeting of the appeal commission, an appropriate entry is made in it, which is certified by the signatures of the members of the commission present.

3.11. If the applicant (trusted person) fails to appear for the appeal proceeding, an entry is made in the minutes about the absence of the applicant (trusted person). In this case, the decision of the appeal commission (extract from the minutes of the meeting of the appeal commission) is brought to the attention of the applicant (trusted representative) by posting information on the information board of the admissions committee or sent by e-mail to the applicant.

3.12. An extract from the minutes of the meeting of the appeal commission (Appendix 4 in the Russian version of the document) is kept in the personal file.

3.13. The decision of the appeal committee is final and cannot be revised.

3.14. The chairman and members of the appeal commission incur liability in accordance with the legislation of the Russian Federation in case of failure to fulfill or improper performance of assigned duties, violation of confidentiality and information security requirements, abuse of established powers, committed for selfish purposes or other personal interest.

4. THE APPEALS COMMISSION RECORDS

4.1. The main report documents of the appeal commission are:

- order to approve the composition of the appeal commission;
- minutes of meetings of the appeal commission.

4.2. The protocols of the appeal commission, together with appeals, entrance test record lists, answer forms and other materials are transferred to the admissions committee.

5. FINAL PROVISIONS

5.1. This Regulation comes into force from the moment of its adoption and approval and is valid until being replaced by a new one.

5.2. Amendments and additions to these Regulations are carried out in accordance with changes in legislation, adopted by the Academic Council of the University and approved by the Chairman of the Admissions Committee of the University.