

ADOPTED

by the Academic Council
of the FSAEI HE N.I. Pirogov RNRMU
of MOH of Russia (Pirogov University)
Protocol No. 4
dated 16 December 2024

APPROVED

by the Order No. 20
of the FSAEI HE N.I. Pirogov RNRMU
of MOH of Russia (Pirogov University)
dated 20 January 2025

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 filing and considering appeals based on the results of entrance examinations to the University for the 2025/26 academic year

1. General provisions

1.1. The Regulation on the appeal commission of the FSAEI HE N.I. Pirogov RNRMU of MOH of Russia (Pirogov University) (hereinafter referred to as the Regulation) is developed based on:

- Federal Law No. 273-FZ, dated 29 December 2012, “On education in the Russian Federation” (hereinafter referred to as the Federal Law No. 273-FZ);
- Order No. 821 of the Ministry of Science and Higher Education of the Russian Federation, dated 27 November 2024 “On approval of the procedure for admission to study on higher education educational programs – bachelor, specialty and master programs” (hereinafter referred to as the admission procedure);
- Order No. 1061 of the Ministry of Education and Science of the Russian Federation, dated 12 September 2013, “On approval of the lists of specialties and study programs of higher education”;
- Charter 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 FSAEI HE Pirogov N.I. RNRMU of MOH of Russia (Pirogov University), the University), as well as other legislative acts, subordinate regulatory legal acts of the Russian Federation governing issues of admission to higher educational institutions, and local regulatory acts of the University adopted in the established manner.

1.2. This Regulation define the composition, powers and procedure for the activities of the appeal commission, as well as the procedure for filing and considering appeals based on the results of entrance examinations conducted independently by the federal state autonomous higher educational institution of higher education "N.I. Pirogov Russian National Research Medical University" of the Ministry of Health of the Russian Federation.

2. Composition of the Appeal Commission

2.1. The commission shall be created from among the commission members.

2.2. The formed composition of the Appeal Commission shall be approved by the chairman of the Admission Commission (rector) and by order of the University.

2.3. The Appeal Commission shall include the chairmen of the appeal commissions, the responsible secretary of the Admission Commission, the chairmen and members of the subject commissions, and members of the Admission Commission.

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

2.4. The Appeal Commission shall be headed by a chairman who organizes the work of the Appeal Commission, distributes duties between the members of the Appeal Commission, and exercises control over the work of the Appeal Commission

in accordance with this Regulation. The chairman of the Appeal Commission shall have a decisive vote.

2.5. A meeting of the Appeal Commission shall be considered valid if at least 2/3 of the commission members were present.

2.6. The term of office of the Appeal Commission shall be valid for the period of document admission and conducting entrance tests organized by the University independently.

3. Powers and work organization of the Appeal Commission

3.1. The Appeal Commission shall:

- accept and consider the application about violation of the entrance examination procedure and (or) disagreement with the results of the entrance examination (hereinafter referred to as the appeal), submitted by the applicant;
- determine the compliance of the entrance examination procedure with the established requirements;
- establish the compliance of the awarded points with the approved criteria for assessing the results of the entrance examination;
- draw up a protocol of the decision and informs the applicant of the decision (under the signature).

3.2. The Appeal Commission shall be authorized to make decisions if at least 2/3 of the members are present at the meeting, including the chairman (deputy chairman) of the Appeal Commission and the chairman (deputy chairman) of the Subject Commission on the subject of entrance examination in relation to which the appeal is being considered.

3.3. The main principles of the Appeal Commission shall be legality, competence, collegiality, objectivity and transparency of the entire appeal procedure.

3.4. All decisions of the Appeal Commission shall be taken by open voting by simple majority of votes.

3.5. The decisions of the Appeal Commission shall be recorded in the minutes of the Appeal Commission's 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 subject to review.

3.7. The decision of the Appeal Commission shall be binding.

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

4.1. The chairman and members of the Appeal Commission have the right to:

4.1.1. submit for consideration and participate in the discussion on decisions of the Appeal Commission on each appeal;

4.1.2. take part in voting on decisions of the Appeal Commission;

4.1.3. request and receive from authorized persons the necessary documents and information (entrance examination materials, criteria for assessing examination papers, etc.).

4.2. The chairman and members of the Appeal Commission are obliged to:

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

4.2.2. perform the functions assigned to them at a high professional level, observing ethical and moral standards;

4.2.3. promptly inform the chairman and the responsible secretary of the University's Admission Commission about any problems or difficulties that may lead to a violation of the deadlines for considering appeals;

4.2.4. maintain confidentiality;

4.2.5. comply with the established documentation procedure (preparation of protocols, storage of documents).

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

- loss of documents of the Appeal Commission;
- failure to fulfil or improper fulfilment of the duties assigned to the member;
- violation of confidentiality requirements for the work of the Appeal Commission.

4.4. The members of the Appeal Commission shall bear responsibility in accordance with the procedure established by the current legislation of the Russian Federation.

5. Appeal filing procedure

5.1. Based on the results of the entrance examination conducted by the University independently, the applicant has the right to file an appeal to the Appeal Commission regarding a violation, in the applicant's opinion, of the established procedure for conducting the entrance examination and (or) disagreement with the assessment of the results of entrance examination, previously analysing applicant's work and the results of its assessment (Annex 1):

- after the announcement of the results of entrance examination, the applicant has the right, on the day of the announcement or during the next working day, to get acquainted with the results of the verification and evaluation of the work completed during the entrance examination;
- to view the work, the applicant shall apply to the Admission Commission with an application and a document certifying his/her identity. The examiner shall explain the validity of the grade given to the applicant during the review of his/her work.

5.2. In case of disagreement with the assessment after reviewing the work or violation, in the opinion of the applicant, of the established procedure for conducting the entrance examination, he/she has the right to apply to the Appeal Commission with a reasoned written statement for an appeal (on the violation of the procedure for conducting the entrance examination, which led to a decrease in the scores for the entrance examination and (or) disagreement with the assessment of the results of the

entrance examination). The application addressed to the chairman (deputy chairman) of the Appeal Commission shall be submitted to the Appeal Commission by the applicant or authorized person on the day of reviewing the work or getting acquainted with the results of the entrance examination, and can also be submitted on the day of the entrance examination.

5.3. An application for the appeal shall be submitted (sent) in one of the following ways:

- 1) in person by the applicant;
- 2) in electronic form through the University's electronic information system (for foreign citizens);
- 3) through public postal operators at the address: 1 building 6 Ostrovitianova ulitsa, Moscow, 117513, Russia.

6. Appeal review procedure

6.1. The appeal shall be considered no later than the next working day after the day it was filed.

6.2. The appeal procedure is not a retake of the entrance examination; during the appeal procedure, only compliance with the established procedure for conducting the entrance examination and (or) correctness of the assessment of the entrance examination results is checked.

6.3. The applicant (trustee) has the right to be present during the appeal hearing. With a minor applicant (under 18 years old), one of the parents or legal representatives has the right to be present, except for minors recognized as fully capable before reaching the age of majority in accordance with the law.

6.4. When considering an appeal on entrance examinations, the Appeal Commission shall analyze the mistakes made by the applicant 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, which shall be recorded in a protocol:

- leave the application unsatisfied and the results of the entrance examination unchanged;
- change the number of points received by the applicant in the entrance examination.

6.6. The decision of the Appeal Commission, formalized in the protocol, shall be reported to the applicant (authorized person). The fact that the applicant (authorized person) has become familiar with the decision of the Appeal Commission shall be confirmed by the applicant's (authorized person) signature as in the identity document (passport).

6.7. The University shall conduct the review of appeals using remote technologies in case of an appeal being filed by a foreign citizen.

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

Appeal

based on the results of entrance examinations conducted 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 independently

Chairman of the Appeal Commission
FSAEI HE N.I. Pirogov RNRMU
of MOH of Russia (Pirogov University)
from applicant to a bachelor / specialty / master /
residency / postgraduate program
(underline the appropriate one)

(Full name)

Registration number: _____

Contact phone: _____

Email address: _____

Subject (discipline) of the entrance examination:

Educational program:

1. Subject of the appeal (reason for filing the appeal) – select the appropriate one:
- ☐ violation of the established procedure for conducting the entrance examination;
 - ☐ disagreement with the evaluation of the results of the entrance examination.
2. Violations of the established procedure for conducting entrance examinations identified by the applicant (list if any).

(Full name and signature of applicant)

« ____ » _____ 2025