**Regulations for submitting and consideration of appeals**

1. Regulations for submitting and consideration of appeals regarding results of entrance examinations conducted at the premises of KrasSMU are presented at the official website and the information board.

2. The fact of familiarisation with the regulations for submitting and consideration of appeals regarding results of entrance examinations conducted at the premises of KrasSMU is certified with personal signature of the intending student.

3. Upon results of an entrance examination conducted at the premises of KrasSMU, the intending student (or their representative) has a right to submit an appeal regarding violation, in their opinion, of an established entrance examination procedure and/or their dissent from the results of the entrance examination to the Appeals Board.

4. The Appeals Board does not consider appeals regarding:

* contents and structure of tasks in general subjects;
* assessment of answers to tasks with short answers;
* violation of requirements imposed by the Regulations by the entrance examination participant;
* incorrect formatting of the script;
* the Appeals Board does not consider the entrance examination participant’s drafts as materials in the appeal.

5. An appeal is submitted in one of the following ways:

a) presented by the intending student or their representative to the University;

b) sent to the University through public postal communications.

6 Consideration of an appeal is not an entrance examination retest. In the course of appeal consideration, compliance with the established entrance examination procedure and/or correctness of entrance examination results assessment is verified only.

7. An entrance examination results assessment dissent appeal is submitted on the entrance examination results declaration day or within the next working day in writing (Appendix No. 1). An appeal regarding violation of the established entrance examination procedure is submitted on the day of the entrance examination.

8. Upon receipt of the appeal by the Appeals Board, the executive secretary of the Appeals Board registers it in the appeals registration journal, whereafter they inform the appellant and/or the appellant’s parents (legal representatives) about the date, time and place of consideration of the appeal through a telephoned message. Consideration of the appeal is conducted no later than the next day after its submission.

9. The intending student (representative) has a right to be present at the appeal proceedings. The intending student must have a personal identification document. One parent or legal representative has a right to accompany a juvenile intending student (below 18 years old) except for legally emancipated juveniles. One of the parents (representatives) accompanying a juvenile intending student at the appeal proceedings does not participate in the discussion nor comments actions of the Appeals Board.

10. During analysis of entrance examination results, the Appeals Board takes into consideration data of examination materials (test results data or other); no other materials are considered relevant.

11. In case when the examination is conducted in written form, the intending student may see their work. Examination materials are attached to the intending student’s personal file and are not available for checkout. Additional questioning of intending students during appeal consideration is not allowed.

12. Having considered the appeal, the Appeals Board makes a decision regarding changing the entrance examination results or keeping them unchanged. The decision of the Appeals Board is final and is not subject to revision.

13. The decision of the Appeals Board recorded in the minutes is brought to the notice of the intending student (representative). The fact of the intending student’s (representative’s) familiarisation with the decision of the Appeals Board is certified with personal signature of the intending student (representative). A duplicate of the minutes of the Appeals Board’s decision is kept in the the intending student’s personal file.

14. In case if it is necessary to change the results (both in case of their downgrading and upgrading) according to the minutes of the Appeals Board’s decision a relevant change is introduced the examination work, examination record and examination list of the intending student.

15. Examination materials are not available for viewing and claims regarding given marks are not considered after Appeals Board’s operation completion.

16. All other issues associated with appeals are left to the discretion of the Appeals Board.