

MINISTRY OF DEFENSE OF UKRAINE

**HETMAN PETRO SAHAIDACHNYI
NATIONAL ARMY ACADEMY**

**REGULATIONS
on appealing against the results of control measures and their re-passing at
the Hetman Petro Sahaidachnyi National Army Academy**

1. General provisions

The Regulations on appealing the results of control measures and their re-passing at the Hetman Petro Sahaidachnyi National Army Academy (hereinafter - the Regulations) defines the procedures for submitting, considering appeals against the results of control measures in assessing the knowledge of higher education applicants (hereinafter - applicants) and their retake.

Appeals against the results of control measures and their re-passing are a component of the Internal Quality Assurance System of higher education at the Hetman Petro Sahaidachnyi National Army Academy (hereinafter referred to as the Academy).

The Regulations are intended for higher education applicants, research and teaching staff and command and administrative staff of the Academy.

The Regulations have been developed on the basis of the Law of Ukraine "On Higher Education", the Order of the Ministry of Education and Science of Ukraine "On Approval of the Regulations on Accreditation of Educational Programs for Higher Education", the Methodological Manual of the National Agency for Higher Education Quality Assurance "Clarifications on the Application of the Criteria for Assessing the Quality of Educational Programs", and the Regulations on the Organization of the Educational Process at the Academy.

The purpose of the Regulations is to protect the rights and interests of students regarding the results of the assessment of the control measure, to regulate the procedure for appealing the results and their repeated passage.

Control measures are a form of organization of the educational process, which are an element of feedback in the learning process and are conducted to determine the level of mastery of the educational material by the applicant, the degree of achievement of learning outcomes (acquisition of certain competencies).

Control measures at the Academy include:
entrance (preliminary);
self-control;
current;
final (intermediate semester, semester);
certification of students.

The procedure for organizing and conducting control measures is determined by the Regulation on the organization of the educational process at the Hetman Petro Sahaidachnyi National Army Academy, the Regulation on the Examination Board of the Hetman Petro Sahaidachnyi National Army Academy and the curricula of academic disciplines.

The Regulations were developed by the Academy's educational department taking into account the experience of organizing the educational process of the leading higher education institutions of Ukraine in appealing the results of control measures.

2. The procedure for appealing the procedure and results of control measures

Applicants have the right to appeal any grade received during the control measures, except for the grade based on the results of the commission's control measure (including credits based on the results of internships, defense of term papers (projects), certification).

For the same educational component for each of the control measures, an appeal against the grade by filing an appeal is possible only once, regardless of the number of attempts to pass the control measure (if such a right is provided and exercised by the applicant).

The appeal application (Annex 1 - for applicants for higher education of the first (bachelor's) and second (master's) levels of higher education, Annex 2 - for applicants for the third (educational and scientific) level of higher education) is made in writing, defining the essence of the issue raised, setting out the facts of violation of the procedure for conducting a control measure that affected the objectivity of the result and is submitted on command.

The commander of the cadet unit is obliged to submit the report of the applicant for higher education of the first (bachelor's) or second (master's) level of higher education to the chief of the structural unit on the day of the announcement of the results of the control measure or the next day by 12.00.

Applicants for the third (educational and scientific) level of higher education submit an appeal to the chief of the scientific and organizational department on the day the results of the control measure are announced or the next day until 12.00.

An appeal may also be submitted remotely with an electronic digital signature. The filing and consideration of an appeal submitted remotely shall be carried out in accordance with the procedure established by this Regulation.

An appeal filed later than the deadline shall not be considered, unless the deadline is missed due to the occurrence of confirmed force majeure circumstances.

The appeal application is registered in the academic department of the structural unit and immediately submitted by the chief of the structural unit to the deputy Commandant of the academy for education, who decides on the establishment of the appeal commission and determines the terms of its work.

For applicants for the third (educational and scientific) level of higher education, the appeal application is registered in the scientific and organizational department and immediately submitted to the deputy Commandant of the academy for education, who decides on the establishment of the appeal commission and determines the terms of its work.

The deputy Commandant of the academy for educational (scientific) work is obliged to make a decision on the establishment of the appeal commission within one working day and inform the chairman of the appeal commission on the day of issuing the order on its establishment.

In case of refusal to conduct an appeal, the decision is communicated to the applicant by the chief of the structural unit (commander of the cadet unit, chief of the scientific and organizational department), or by an authorized person from among the employees of the educational department of the structural unit.

After the decision is made, the application is registered in the appeal registration log (Annex 3), which is kept in the educational (scientific and organizational) department, and returned to the chief of the structural unit.

The educational department of the structural unit prepares a draft order (Annex 3) on the meeting of the appeal committee, which is agreed with the chief of the educational (scientific and organizational) department.

3. Establishment, composition and authorities of the appeal commission

The work of the appeal commission shall be based on the principles of democracy, openness and compliance with the legislation of Ukraine and internal regulations of the Academy.

The Appeal commission is established by order of the First Deputy Commandant of the Academy on the basis of the decision of the Deputy Commandant of the Academy for Education (Scientific) Work on the applicant's appeal.

The commission may request the necessary explanations from the command of the structural unit, the administration of the department, the guarantor of the educational program, research and teaching staff, familiarize itself with any documents regarding the control measure to make a decision on ensuring the observance of the rights of applicants and research and teaching staff within the regulatory framework of the Academy and the legislation of Ukraine.

The appeal commission consists of the chairman of the commission, members of the commission (at least two persons), and the secretary of the commission.

The total number of members of the appeal commission shall not exceed 5 persons, and an even number of members of the appeal commission is not allowed. The votes of all members of the commission are equal.

The following may be involved in the work of the appeal commission as its members: scientific and pedagogical staff of the department for which this discipline is assigned and the department that provides the organization of the educational program in which the applicant is studying; curator of the study group; representatives of the Sergeants Board.

For applicants for the third (educational and scientific) level of higher education, the appeal panel includes a representative of the senior year of training who is studying the same educational and scientific program and has already mastered the discipline whose results are being appealed.

The teacher who participated in the control measure may not be a member of the appeal board.

If a candidate for the appeal board has a conflict of interest in relation to the person who filed the appeal, such candidate shall not be included in the board.

The chairman of the appeal commission is usually the chief (chief) of the department (hereinafter referred to as the chief of the department), which is assigned to the academic discipline and the results of the control measure are appealed.

The chairman of the appeal commission shall be personally responsible for organizing the work of the appeal commission, timely and objective consideration of appeal cases, and compliance with the established procedure for keeping documents.

Members of the appeal commission shall be obliged to:

conduct a repeated control measure using the same methods and evaluation criteria that were used the previous time (determined by the work program of the discipline);

to inform the applicant about the evaluation system before the meeting of the appeal commission;

ensure an objective determination of the level of knowledge, skills and all other academic achievements of the applicant in compliance with the principles of academic integrity.

The members of the appeal commission are prohibited from: deliberately overestimating or understating the results of the assessment; using assessment systems that are incomprehensible to the applicants; creating unequal conditions.

The secretary of the appeal commission is elected from the members of the appeal commission at a meeting of the commission by a simple majority vote.

The secretary of the appeal commission is personally responsible for the timeliness of the minutes of the commission meeting, the accuracy of the information in the minutes and familiarization (within the next business day from the date of the commission meeting) with the results of the consideration of the appeal of the applicant and the academic staff member who conducted the control measure.

After the meeting of the appeal commission, the secretary is obliged to submit the completed minutes of the meeting of the appeal commission to the educational (scientific and organizational) department for storage on the next business day, and a copy of the minutes to the educational part of the structural unit to add it to the student's academic record (to the personnel and drill department to add it to the applicant's personal file).

4. Procedure for consideration of appeals

The appeal must be considered at a meeting of the appeal commission no later than the next working day after its submission.

The applicant who has filed the appeal has the right to be present at the meeting of the appeal commission .

The secretary of the Appeal commission informs him/her of the date and time of the meeting.

By the decision of the chairman of the appeal commission, the academic staff member who conducted the control measure may be invited to the meeting of the appeal commission to provide explanations for the applicant's passing of the control measure, without the right to participate in the work of the appeal commission and its decision-making.

During the consideration of the appeal, the secretary of the appeal commission shall keep a record (Annex 5), in which he/she shall record all the results of the discussion and the relevant decision.

If the appeal is based on a written work, the appeal commission does not conduct a repeated or additional interview of the applicant. Consideration of the appeal is carried out on the basis of the written work performed, which is provided by the academic staff member who conducted the control measure to the chairman of the appeal commission.

If the result of the control measure conducted orally is considered under the appeal, the applicant must be invited to a meeting of the appeal commission with the opportunity to demonstrate his knowledge by answering questions from members of the appeal commission on the subject of the educational component within the control measure, the results of which are considered.

In this case, the means of diagnosing the educational component that were used during the control measure are used. The questions proposed to the applicant must be different from those used in the control measure.

The result of the appeal consideration is the adoption of one of the following decisions by the appeal commission:

leave the result of the control measure submitted for consideration under the appeal unchanged;

change the result of the control measure to the one determined by the appeal commission.

The decision of the appeal commission is made by open vote by a majority of its members based on a discussion of the subject of the appeal by the members of the Board.

The decision of the appeal commission is made in a closed session in the mandatory absence of the applicant and the academic staff member who conducted the control measure (if they are invited to the meeting of the appeal commission).

At the end of the meeting of the appeal commission , the minutes with the conclusions on the evaluation of the applicant's answers are signed by all members of the appeal commission .

The result of the consideration of the appeal is announced to the applicant immediately after the decision of the appeal commission is formalized in the

form of a protocol, and the applicant personally makes a corresponding entry in the minutes of the meeting of the appeal commission.

In the absence of the applicant at the meeting of the appeal commission, the secretary of the commission makes a corresponding entry in the minutes of the meeting of the appeal commission and notifies the applicant of the results of the consideration.

If, as a result of consideration of the appeal, the appeal commission decides to change the previous results of the control measure, the new assessment of the applicant's knowledge is given by number and letter in accordance with the established scales, first in the minutes of the appeal commission, and then in the written work, in the academic record and entered in the appeal registration journal.

The new grade in the written work, in the grade record is signed by the chairman of the appeal commission.

The originals of the documents on appeal of the results of the control measure are stored in the educational (scientific and organizational) department for five years (the log of appeals, applications for appeal of the results of the control measure, minutes of the meetings of the appeal commission).

Copies of the appeal application and minutes of the meeting of the appeal commission are attached to the applicant's personal file (academic record).

The decision of the appeal commission is final and not subject to appeal.

The decision of the appeal commission is informed to the academic staff member who conducted the control measure and the applicant against signature.

Several appeals may be considered at one meeting of the appeal commission.

Disputes regarding the grades received by applicants during the certification are resolved by the examination commission.

5. Final provisions

These Regulations shall come into force and be put into effect from the moment of approval by the order of the Commandant of the Academy based on the decision of the Academic Council.

Amendments and additions to the Regulations may be made by order of the Chief of the Academy on the basis of the decision of the Academic Council, upon the proposal of the Scientific and Methodological Commission of the Academic Council of the Academy.

Cases not provided for by this Regulation, special situations and circumstances shall be considered and resolved by the Commandant of the Academy or his/her designated deputy on the basis of a substantiated report of the Deputy Commandant of the Academy for education (chief of the structural unit). The decision of the Commandant of the Academy is final.

The Deputy Commandant of the National Army Academy
for education

colonel

Colonel Oleksii KRASIUK

Annex 1

Regulations on appealing against the results of
control measures and their re-passing at the
National Army Academy

To the chief of the ___ study course

Appeal statement

I am asking you to reconsider the grade I received based on the results of the assessment
of knowledge of

_____ (name of the educational component / discipline)
during _____ due to the fact that _____
(type of control measure)

_____ (justification of the reasons for disagreement with the assessment results
or violations of the procedure for conducting the control measure)
The final assessment was announced on _____.
(date)

Cadet of ___ study course

_____ Military rank _____ signature _____ Name Surname
_____ Date

To the chief _____
(name of the structural unit)

I am applying on the merits of the appeal _____.
(name and initials of the applicant)

Chief of ___ study course

_____ Military rank _____ Signature _____ Name Surname
_____ Date

To the Deputy Commandant of the
Academy for education

I am applying on the merits of the appeal _____.
(name and initials of the applicant)

Chief _____
(name of the structural unit)

_____ Military rank _____ signature _____ Name Surname
_____ Date

To the First Deputy Commandant of the
Academy

I am asking you to issue an order on the work of the appeal commission to consider the
appeal of the applicant for higher education _____.
(name and initials of the applicant)

Deputy Commandant of the Academy for education

_____ Military rank _____ Signature _____ Name Surname
_____ Date

Deputy Commandant of the National Army Academy
for educational
colonel

Oleksii KRASIUK

Annex 2

Regulations on appealing against the results of control measures and their re-passing at the National Army Academy

To the Chief of the Scientific and Organizational Department

Appeal statement

I am asking you to initiate a review of the grade I received based on the results of the assessment of knowledge of

_____ (name of the educational component / discipline)
 during _____ due to the fact that _____
 (type of control measure)

_____ (justification of the reasons for disagreement with the assessment results
 or violations of the procedure for conducting a control measure)
 The final grade of _____ was announced on _____.
 (provide assessment and points) (date)

Full-time adjunct

 Military rank Signature Name Surname

 Date

To the Deputy Commandant of the
 Academy for Scientific Work

I am applying on the merits of the appeal _____.
 (name and initials of the applicant)

Chief of the scientific and organizational department

 Military rank Signature Name Surname

 Date

To the First Deputy Commandant of the
 Academy

I am asking you to issue an order on the work of the appeal commission to consider the
 appeal of the applicant for higher education _____.
 (name and initials of the applicant)

Deputy Commandant of the academy for scientific work

 Military rank Signature Name Surname

 Date

Deputy Commandant of the National Army Academy
 for educational work
 colonel

Oleksii KRASIUK

Annex 3

Regulations on appealing against the results of control measures and their re-passing at the National Army Academy

The log of appeal applications

№ s/n	Date of submission of the appeal	Full name of the applicant for higher education, level of higher education, structural unit, course of study, study group of the applicant	Form of control, name of the educational component (discipline), name of the teacher	Number and date of the appeal order, composition of the appeal commission	Date of consideration of the appeal , result of consideration	Signature of the secretary of the appeal commission and the higher education student	Note (Reasons why the higher education applicant was denied consideration of the appeal)
1	2	3	4	5	6	7	8

Notes:

This form is used to register appeals of higher education applicants and to record the results of their consideration.

The journal is kept in the academic (scientific and organizational) department of the Academy, entered into the nomenclature of cases and registered in accordance with the established procedure.

The sheets of the journal shall be numbered, laced, sealed with a mastic seal "For packages" and signed by the clerk.

No corrections, erasures or omissions of lines are allowed. If any, a corresponding note is indicated, which is signed by the secretary of the appeal commission and the deputy chief of the academy for educational (scientific) work.

The format of the form is A3 (297*420 mm) or A4 (210*297 mm), in landscape format.

Deputy Commandant of the National Army Academy
for education

colonel

Colonel Oleksii KRASIUK

Annex 4

Regulations on appealing against the results of control measures and their re-passing at the National Army Academy



MINISTRY OF DEFENSE OF UKRAINE

ORDER

OF THE FIRST DEPUTY COMMANDANT OF HETMAN PETRO SAHAIDACHNYI
NATIONAL ARMY ACADEMY

____.____.20____ m. Lviv No. _____

In accordance with the Regulations on appealing the results of control measures and their repeated passage at the Hetman Petro Sahaidachnyi National Army Academy and on the basis of the appeal application _____
(Name and initials of the applicant for higher education)

I DEMAND:

1. To consider the applicant's appeal _____
(FULL NAME)
of the study group, _____
(name of the structural unit)
_____, _____ forms of education to
establish _____
(level of higher education)
an appeal commission.

2. Approve the composition of the appeal commission :

Chairman of the appeal commission _____
(full name, position)

Members of the appeal commission _____
(full name, position)

(full name, position)

3. The chairman of the appeal commission :

To hold a meeting on _____._____ in accordance with the Regulations on appealing the results of control measures and their re-passing.

Report the results on _____._____.

First Deputy Commandant of the Academy

Military rank Signature Name Surname
Deputy Chief of the National Army Academy
for education

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Colonel Oleksii KRASIUK

Annex 5

Regulations on appealing against the results
of control measures and their re-passing at
the National Army Academy

Minutes of the meeting of the appeal commission

Minutes No. ____ from ____.

Present:

Chairman _____
(name and initials)

Members _____
(last name and initials)

Secretary _____
(last name and initials)

The meeting is attended by a higher education applicant _____
(name and initials)

1. Heard: application of the applicant _____ study group, _____
(level of higher education)

, _____ forms of study
(name of the structural unit)

regarding the revision of the final grade in the educational component (discipline)
_____, issued at _____

(name) (type of control measure)
held on _____ .
(date).

Comments were made by:

1.1. member of the commission _____ noted that _____.

1.2. member of the commission _____ noted that _____.

etc.

2. The lecturer _____, who conducted the control measure, provided
his justification.

3. The appeal commission made a decision:

Chairman _____
(signature) (name)

Members of the Commission

(signature) (name)

(signature) (name)

Secretary

(signature) (name)

I am familiarized with the decision of the appeal commission

Higher education applicant

(date) (signature) (name)

Teacher who conducted the control measure

(date) (signature) (name)

Secretary

(date) (signature) (name)

Deputy Commandant of the National Army Academy
for education

colonel

Colonel Oleksii KRASIUK