

**Federal State Budgetary Educational Institution of Higher Education “Kazan State
Medical University” of the Ministry of Health of Russian Federation**

Department of Primary Care & General Practice

PROCEDURE TO APPEAL THE EXAM MARKS

As established by the charter “System of Quality Management” and approved by the Rector’s order. Regulations regarding the performance monitoring of current as well as intermediate tests and assignments (control tests and attestations) of students. CMK II 08-59-22. Version 7.0

1. If a student believes there has been a violation of the established examination procedure or appropriate evaluation, he/she has the right appeal. Such an appeal has to be made in written and submitted to the Dean’s office personally by the aggrieved student, no later than the next business day after the announcement of the exam results.
2. To consider the appeal proposal from the Dean’s office, an independent committee of at least 3 faculty members will be appointed at the behest of the Vice-Rector on Educational Affairs. Furthermore, the committee will have a chairman and a secretary. The examiner(s) cannot be included in the appeals committee.
3. The appeal committee meets within 3 business days from the date of submission of appeal and invites the aggrieved student. The student’s absence does not impede the meeting.
4. Upon conclusion of the appeal committee meeting, its decision is conveyed to the aggrieved student, no later than 3 business days. As an acknowledgment, the student places his signature on the decision made by the appeals committee.
5. When considering an appeal for violation of the examination procedure, the appeals committee takes one of the following decisions:
 - Reject the appeal, if the information regarding violations of the examination procedure has not been confirmed and (or) did not affect the exam result;
 - Approve the appeal, if the information regarding violations of the examination procedure was confirmed and influenced the exam resultIf the appeal is upheld, the exam result is nullified. The student is given an opportunity to pass the exam during the examination session established by the Rector’s order. The retake of examination is conducted in the presence of one of the members of the appeals committee.
6. When considering an appeal on revaluation of exam results (marks obtained), the appeal committee makes one of the following decisions:
 - Reject the appeal and uphold the exam results (marks obtained);
 - Approve the appeal and pronounce a different exam result (mark obtained)If the appeal is canceled, the previously set exam result is annulled and a new one is set.
7. The decision of the appeals committee is final and not subject to review. An appeal for re-examination is not accepted.