

KROK UNIVERSITY
PROCEDURE OF THE APPEALS COMMISSION OF KROK UNIVERSITY

*Translated into English from the official version
and approved by the Rector of KROK University on September 30, 2024*

I. GENERAL PROVISIONS

- 1.1. The Procedure for the Work of the Appeals Commission of KROK University (hereinafter referred to as the Procedure) is developed based on and in accordance with the Regulations on the Admission Commission of a Higher Education Institution, approved by the Order of the Ministry of Education and Science of Ukraine dated October 15, 2015, No. 1085.
- 1.2. Appeals Commission of KROK University (hereinafter referred to as the Appeals Commission) is a subdivision of the University's Admission Commission (hereinafter referred to as the Admission Commission) and is established to consider applicants' appeals regarding the results of their entrance examinations (exam grades, number of points, etc.).
- 1.3. In its work, the Appeals Commission is guided by the Admission Rules for higher education at KROK University and this Procedure.
- 1.4. The composition of the Appeals Commission is approved by the Rector's order, which must be signed no later than March 1.
- 1.5. The Chairperson of the Appeals Commission is appointed from among the Vice-Rectors of KROK University, who are not members of subject or professional certification Commissions.
- 1.6. When applying for education based on basic or complete general secondary education, the composition of the Appeals Commission is formed from leading academic and teaching staff of KROK University and teachers of the general secondary education system of Kyiv, who are not members of subject examination Commissions or interview panels.
- 1.7. When applying for education based on previously obtained degrees of Junior Bachelor, Bachelor, Professional Junior Bachelor, or qualification levels of Skilled Worker, Junior Specialist, Specialist, the composition of the Appeals Commission is formed from leading academic and teaching staff of KROK University.
- 1.8. Persons whose children are applying to KROK University in the current year may not be members of the Appeals Commission.
- 1.9. The procedures for submitting and reviewing appeals defined in this Procedure must be published and brought to the attention of applicants no later than 7 days before the start of entrance examinations.

II. PROCEDURE FOR SUBMITTING APPEALS

- 2.1. An applicant's appeal regarding the exam grade (number of points) received in the entrance examination at KROK University must be submitted personally by the applicant no later than the next working day after the announcement of the exam grade.
- 2.2. The appeal is submitted to the Rector of KROK University through the Admission Commission.

- 2.3. The appeal must include the applicant's surname, first name, and patronymic, the name of the academic structural unit (if possible), the name of the specialty, the name of the subject of the entrance examination, the examination sheet number, and the content of the disputed issue.
- 2.4. Failure to comply with the established deadline for submitting an appeal results in the confirmation of the entrance examination result.
- 2.5. The Appeals Commission does not consider applicants' statements regarding:
 - 2.5.1. Disqualification from participation in entrance examinations in cases of:
 - 2.5.1.1. Detection during entrance examinations of any technical communication devices, devices for reading, processing, storing, reproducing information, printed or handwritten materials on the applicant or at their workplace;
 - 2.5.1.2. Completion of the work by another person;
 - 2.5.1.3. Copying from another applicant;
 - 2.5.1.4. Communication with other applicants during the examination.
 - 2.5.2. Results of entrance examinations conducted in the form of an interview.
- 2.6. Submitted appeals are registered in the corresponding journal of the Admission Commission.

III. PROCEDURE FOR REVIEWING APPEALS

- 3.1. The applicant's appeal is reviewed in their presence at a meeting of the Appeals Commission no later than the next day after its submission.
- 3.2. The presence of the applicant's parents (guardians) during the appeal review is not prohibited. The presence of third parties at the Appeals Commission meeting is allowed only with the permission of the Chairperson of the Appeals Commission.
- 3.3. During the appeal review, the title page, written examination work, and the applicant's answer sheet are identified.
- 3.4. The Appeals Commission reviews the applicant's answers. Additional questioning of the applicant during the appeal review is not allowed. Based on the appeal results, the applicant's grade may not be reduced, only increased or left unchanged.
- 3.5. Disputed issues raised by the applicant are discussed by the members of the Appeals Commission in their presence.
- 3.6. The decision of the Appeals Commission is confirmed by the signatures of its members in the registration journal of submitted applications and in the appeal record. The applicant confirms their acquaintance with the decision of the Appeals Commission with their signature. The applicant's statement with the decision of the Appeals Commission is stored in their personal file.
- 3.7. The conclusion of the Appeals Commission becomes effective after its approval by the Admission Commission.