

REGULATIONS

on the Appeal Procedure by Students against Decisions, Actions, or Inaction of Academic Staff, Other Officials of the National Defence University of Ukraine regarding the Organisation and Conduct of Formative and Summative Assessment

1. General provisions

1.1 The Regulations on the Appeal Procedure by Students against Decisions, Actions or Inaction of Academic Staff and Other Officials of the National Defence University of Ukraine regarding the Organisation and Conduct of Formative and Summative Assessment (hereinafter referred to as the Regulations) define the appeal procedure against decisions, actions or inaction of academic staff and other officials of the National Defence University of Ukraine (hereinafter referred to as NDUU) regarding the organisation and conduct of formative and summative assessment.

1.2 The Regulations have been developed in accordance with the Laws of Ukraine "On Education", "On Higher Education", "On Scientific and Scientific and Technical Activities", other regulatory acts, and the Order of the Ministry of Defence of Ukraine "On Approval of the Regulations on the Peculiarities of Organising the Educational Process in Higher Military Educational Institutions of the Ministry of Defence of Ukraine, Military Educational Units of Higher Education Institutions, Institutions of Professional Higher Military Education", dated 15 February 2024, No. 120.

1.3 The appeal procedure shall commence upon submission of an appeal by the student in accordance with these Regulations.

1.4 The work of the Appeals Commission is based on the principles of democracy and transparency. It is organised in accordance with the legislation of Ukraine and the regulatory documents of the NDUU.

1.5 The purpose of students' appeal against the decisions, actions or inaction of academic staff and other officials of the NDUU regarding the organisation and conduct of formative and summative assessment is to protect students' legitimate rights and interests by eliminating any possibility of subjectivity or inconsistency in the evaluation of learning outcomes.

2. Appeals Commission

2.1. The Appeals Commission consists of the following members: the Chief of Staff – Deputy Commandant of the NDUU (Chairman), Deputy

Commandant on Academics of the NDUU, Deputy Commandant for Research of the NDUU, Chief of the Scientific and Methodological Centre for the Organisation of Educational Activity, Chief of the Scientific and Methodological Centre for the Organisation of Scientific and Scientific-Technical Activities (Chief of Doctoral Studies and PhD studies), Assistant Commandant for Legal Affairs of the NDUU – Chief of the Legal Support Department, and a representative of the Student Self-Government Body. The composition of the Appeals Commission is approved by the order of the Commandant of the NDUU at the beginning of the academic year (by 20 September).

2.2. By decision of the members of the Appeals Commission, other officials of the NDUU may be involved in its work without the right to participate in decision-making.

2.3. A meeting of the Appeals Commission is deemed valid if two-thirds of its total membership are present.

2.4. The secretary and the deputy chairman of the Appeals Commission shall be elected at the first meeting of the Appeals Commission from among its members by a simple majority vote.

2.5. The Chairman (Deputy Chairman) of the Appeals Commission bears personal responsibility for:

- organising the work of the Appeals Commission and ensuring the timely convening of meetings;
- the objective consideration of appeals against assessment results;
- maintaining accompanying documentation;
- compliance with the established procedure for document storage.

3. Appeals Procedure

3.1. The appeals procedure for contesting assessment results consists of three stages: submission of the appeal, consideration of the appeal, and the adoption and promulgation of the decision by the Appeals Commission.

3.2. A student may submit a written appeal either in person to the General Office of the Directorate for Administrative and Information-Organisational Support of the NDUU, or via the official email address of the NDUU, no later than the day following the announcement of the results of formative or final assessments.

3.3. The Secretary of the Appeals Commission must inform the student

(including via communication means) of the date and place of the Appeals Commission meeting.

3.4. A student appealing the assessment results is required to attach to the written appeal any documents confirming the validity of their appeal.

3.5. The Appeals Commission must consider the student's appeal no later than three working days from the day following the registration of the written appeal.

3.6. The meeting of the Appeals Commission is chaired by the Chairman or his Deputy (in the absence of the Chairman).

3.7. The procedure of the Appeals Commission meeting shall be recorded in the minutes of the meeting.

3.8. Responsibility for keeping the minutes of the Appeals Commission meeting is assigned to the secretary of the Appeals Commission. The minutes of the meeting shall be signed by the Chairperson, the secretary, and all members of the Commission present at the meeting.

3.9. The student has the right to be present at all meetings of the Appeals Commission regarding the consideration of his/her written appeal. In the event of the student's absence, the secretary shall make a corresponding entry in the minutes of the Appeals Commission meeting.

3.10. Several appeals may be considered during a single meeting of the Appeals Commission.

3.11. Recesses may be announced during the meeting of the Appeals Commission.

3.12. The minutes of the Appeals Commission meetings shall be kept at the NDUU during the calendar year.

4. Procedure for Reviewing a Written Appeal and Decision-Making by the Appeals Commission

4.1. Decisions made at the meetings of the Appeals Commission are final and cannot be appealed at the NDUU.

4.2. The decisions (conclusions) of the Appeals Commission meeting must be substantiated and contain a clear outcome of the appeal consideration.

4.3. Decisions of the Appeals Commission shall be made at the Appeals Commission meeting by open voting with a simple majority of the commission

members who participated in the meeting. In the event of an equal number of votes, the Chairperson of the commission shall have the casting vote.

4.4. Based on the results of appeal consideration regarding the organisation and conduct of formative and summative assessment, the Appeals Commission makes one of the following decisions:

- the assessment of the educational component corresponds to the level and quality of the work performed (including oral answers provided), meets the evaluation criteria, and has been conducted in accordance with the procedure approved by the NDUU; no violations of current regulatory documents by the relevant academic staff or other officials of the NDUU have been found;

- the assessment of the educational component does not correspond to the level and quality of the work performed (including oral answers provided), does not meet the evaluation criteria, and has been conducted in violation of the procedure approved by the NDUU. Violations of current regulatory documents related to the organisation of the educational process at the NDUU have been identified in the actions of the relevant academic staff and other officials. In this case, the Appeals Commission renders a decision regarding the re-assessment of the educational component in accordance with the rating evaluation system, involving leading specialists from the relevant department and institute (centre).

4.5. The decision of the Appeals Commission shall be communicated to the student (including via means of communication) after the appeal review has been completed, but no later than two days after the day of the Appeals Commission meeting.

5. Final provisions

5.1. The Regulations shall enter into force by order of the Commandant of the National Defence University of Ukraine after its approval by the decision of the Academic Council of the NDUU.

5.2. Amendments and additions to the Regulations shall be made by decision of the Academic Council of the National Defence University of Ukraine and shall enter into force by order of the Commandant of the University

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Colonel

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