

APPROVED  
upon Decision of Academic Council  
September 25, 2017

Acting Rector \_\_\_\_\_ A.P. Lunev

**General Rules of Appeals Submission & Examination**

1. An entrant (their authorized person) shall be entitled to submit an appeal to the appellation commission; that appeal may concern a violation of the procedure of an entrance examination (which, in their opinion, has occurred) and/or their disagreement with the obtained grades for an entrance examination.

2. An appeal shall be submitted by one of the means indicated in Clause 16 of these Rules.

3. While a submitted appeal is being examined, compliance with the procedure of an entrance examination and/or adequacy of assessing the scores gained at an entrance examination shall be considered.

4. An appeal shall be submitted the day when the results of an entrance examination are declared or within the next office day. An appeal related to a procedural violation at an entrance examination may also be submitted the day when that entrance examination was held.

5. An appeal shall be examined not later than the next office day after it has been submitted.

6. An entrant (or their authorized representative) shall be entitled to be present at the examination of their appeal.

7. Upon its examination of an appeal, the appellation commission shall make a decision whether to change the obtained score for an entrance examination or to leave that score unchanged.

The decision of an appellation commission shall be formalized in a special protocol; the entrant or their authorized representative shall be informed of that decision. The fact of informing the entrant (or their authorized representative) of a decision of the appellation commission shall be testified with the entrant's personal signature (or with their authorized representative's signature).

Executive Secretary of Admission Commission

L.V. Tovarnichenko

Acting Head of Unit of PhD Courses

O.V. Morozova