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Appendix No. 1  
to Order No. 1718-O dated 31.08.2022



Ministry of Health of the Russian Federation

**Federal State Budgetary Educational Institution of Higher Education  
“North-Western State Medical University named after I.I. Mechnikov”  
under the Ministry of Health of the Russian Federation**

(FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation)

**PASSED by**  
Academic Board  
of FSBEI HE NWSMU  
named after I.I. Mechnikov under the Ministry of Health of the Russian Federation  
August 31, 2022,  
Minutes No. 10

**APPROVED by**  
Order of the Rector of FSBEI HE  
NWSMU named after I.I. Mechnikov  
under the Ministry of Health of Russia  
No. 1718-O dd. 31.08.2022

**APPROVED**

At the meeting of the Council of Students of  
FSBEI HE NWSMU named after I.I. Mechnikov  
under the Ministry of Health of the Russian  
Federation  
Minutes No. 52 dated August 29, 2022

\_\_\_\_\_ Kh.M. Temurziyeva  
\_\_\_\_\_ 2022

**PROCEDURE for  
filing and hearing of appeals based on the results of midterm assessment and  
competitive selection during the re-admittance and transfer procedures for  
bachelor’s degree, specialist's degree and master’s degree programs  
in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the  
Russian Federation**

**1. General Provisions**

1.1. This Procedure for filing and hearing of appeals based on the results of midterm assessment and competitive selection during the re-admittance and transfer procedures for bachelor’s degree, specialist's degree and master's degree programs in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the “Procedure”) establishes the rules for filing and hearing appeals based on the results of midterm

assessment, competitive selection during the re-admittance, transfer from other educational organizations, transfer from one academic program to another for bachelor's degree, specialist's degree and master's degree programs in FSBEI HE NWSMU named after I.I. Mechnikov of the Ministry of Health of Russia (hereinafter referred to as the "University").

1.1. This Procedure was developed in accordance with Federal Law No. 273-FZ dd. 29.12.2012 "On Education in the Russian Federation", Order of the Ministry of Education and Science of the Russian Federation No. 245 dated 06.04.2021 "On Approval of the Procedure for the Organization and Implementation of Educational Activities for Higher Education Academic Programs - Bachelor's Degree, Specialist's Degree and Master's Degree Programs", order of the Ministry of Education and Science of Russia No. 607 dated 12.07.2021 "On Approval of the Procedure for Transferring Students to Another Educational Organization Implementing the Higher Education Academic Program of the Corresponding Level", Charter of the University, other local regulations of the University.

## **2. Procedure for filing and hearing of appeals based on the results of midterm assessment**

2.1. Based on the results of the midterm assessment, a student has the right to file a written appeal to the appeal commission (the standard form is given in Appendix No. 1) on violation, in his/her opinion, of the established procedure for conducting the midterm assessment and (or) disagreement with the results of the midterm assessment.

2.2. The appeal is filed personally by the student or the parent (legal representative) of the minor student to the dean's office no later than the next working day after the announcement of the results of the midterm assessment.

2.3. The appeal application shall indicate specific grounds for its consideration at a meeting of the appeal commission. These may include: incorrect formulation of questions, their going beyond the scope of the discipline (module), practical training program; errors (including ambiguity) in the wording of problems and test tasks made by the compilers; violation by the teacher of the procedure for conducting the exam established at the University; violation of the procedures for assessing knowledge, abilities and skills approved at the University; circumstances preventing the teacher from objectively assessing the quality of the student's knowledge, etc.

Only the grounds set out in the application are subject to consideration in the appeal process.

2.4. The appeal no later than five working days from the date of its filing shall be considered at a meeting of the appeal commission.

2.5. The composition of the appeal commission on the results of midterm assessment is approved by order of the Rector of the University.

The chairman of the appeal commission is the vice-rector for academic affairs/head of the educational department. Members of the appeal commission are the head of the educational department (unless being a chairman), dean (director of the institute)/assistant dean (director of the institute), head/legal adviser of the department of regulation of educational relations, as well as employees from among the academic and teaching staff of departments in accordance with the order of the Rector (see example in Appendix No. 2), with the exception of persons who directly participated in conducting midterm assessment in discipline (module), practical training.

The dean of the faculty prepares an order on the composition of the appeal commission based on the results of midterm assessment.

2.6. To hear the appeal, persons responsible for conducting midterm assessment in discipline (module), practical training, in accordance with the request of the dean (director of the institute

)assistant dean (director of the institute), send to the appeal commission documents containing information on the procedure for conducting midterm assessment, as well as written answers of the student who appealed (if any).

2.7. If necessary, by the decision of the chairman of the appeal commission, a person responsible for conducting midterm assessment in discipline (module) practical training and (or) an employee of the University from among the academic and teaching staff directly involved in the administration of the midterm assessment of the student who appealed is invited to the meeting of the appeal commission.

2.8. The student who has appealed has the right to be present in person when his/her appeal is heard. Information about the time and place of hearing the appeal is brought to the attention of the student by the dean of the faculty.

2.9. The meeting of the appeal commission may be held in the absence of the student who appealed, in case of his/her failure to appear at the meeting of the appeal commission.

2.10. The decision of the appeal commission shall be considered valid if at least three of its members, including the chairman of the appeal commission, participated in the meeting of the appeal commission.

2.11. The technical support of the work of the appeal commission, including keeping minutes of the meetings of the appeal commission (see example in Appendix 3), is provided by an employee of the corresponding dean's office, who is the secretary of the appeal commission.

2.12. The minutes of the appeal commission shall include the date, place and time of the meeting, information on the persons present at the meeting, the agenda of the meeting, issues submitted for consideration, the results of voting on them, the decision made.

2.13. When hearing an appeal for violation of the procedure for conducting midterm assessment, the appeal commission shall adopt one of the following decisions:

- on dismissal of appeal if the information set forth in it on violation of the established procedure for conducting midterm assessment turned out to be incorrect and/or didn't affect the result thereof;

- on allowance of appeal if the information set forth in it on violation of the established procedure for conducting midterm assessment turned out to be true and/or affected the result thereof.

If the appeal is allowed, the result of the midterm assessment shall be cancelled, and a copy of the minutes of appeal hearing, no later than the next working day, shall be transferred to the department for implementation of the decision of the appeal commission. The student is given the opportunity to undergo the midterm assessment within additional terms established by the University.

2.14. When hearing an appeal claiming disagreement with the results of the midterm assessment, the appeal commission makes one of the following decisions:

- on dismissal of appeal and uphold of the midterm assessment result;

- on allowance of appeal and assignment of a different grade for the midterm assessment.

A copy of the minutes on appeal hearing no later than the next working day shall be transferred to the department. The decision of the appeal commission is the basis for canceling the previously assigned grade for midterm assessment and assignment of a new grade.

2.15. In the case of an equal number of votes of the chairman and members of the appeal commission, the decision is made in favor of the student.

2.16. The decision of the appeal commission shall be brought to the attention of the student who filed the appeal within 3 working days from the date of the meeting of the appeal commission to e-mail address specified in the application.

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

2.18. Midterm assessment within the additionally established timeframe in accordance with paragraph 4 of clause 2.13 of this Procedure is carried out in the presence of the chairman or one of the members of the appeal commission.

An appeal for midterm assessment within the additionally established time frame shall not be accepted.

### **3. Procedure for filing and hearing appeals on the results of competitive selection during the re-admittance procedure and procedure of transfer from other educational organization, transfer from one academic program to another**

3.1. Based on the results of competitive selection during the re-admittance procedure and procedure of transfer from other educational organization, transfer from one academic program to another (herein after referred to as the “competitive selection”) the applicant for re-admittance, transfer from other educational organizations, from one academic program to another (hereinafter referred to as the “applicant”) has the right to file a written appeal with the appeal commission (see example in Appendix No. 4) on violation, in his/her opinion, of the established procedure for competitive selection and (or) disagreement with the results of the qualification test.

3.2. The appeal is filed personally by the applicant or the parent (legal representative) of the minor applicant to the secretary of the assessment commission no later than the next working day after the announcement of the results of the competitive selection.

3.3. The appeal application shall indicate specific grounds for its consideration at a meeting of the appeal commission. These may include: incorrect formulation of questions, their going beyond the scope of the discipline program (module); errors (including ambiguity) in the wording of test tasks made by the compilers; violation by the assessment commission of the procedure for conducting competitive selection and qualification tests established at the University, etc.

Only the grounds set out in the application are subject to consideration in the appeal process.

3.4. The appeal no later than two working days from the date of its filing shall be considered at a meeting of the appeal commission.

3.5. The composition of the appeal commission based on the results of the competitive selection is approved by order of the Rector of the University (see example in Appendix No. 5).

The chairman of the appeal commission is the head of the department, which does not take part in the competitive selection. Members of the appeal commission are the head of the structural subdivision that is a part of the academic department, the legal adviser of the department of regulation of educational relations, employees from among the academic and teaching staff of departments, with the exception of persons who directly participated in the preparation of materials for competitive selection. The appeal commission may not include persons from among the assessment commission who participated in the competitive selection.

The department for planning and organizing the educational process is responsible for preparation of the Rector’s order on the composition of the appeal commission based on the results of competitive selection.

3.6. To hear an appeal, the persons responsible for the competitive selection, as well as the persons involved in the preparation of materials for the competitive selection, in accordance with the request of the secretary of the assessment commission, send to the appeal commission documents containing information on the procedure for the competitive selection, as well as the answers of the applicant who filed the appeal.

3.7. The chairman of the assessment commission, the applicant who appealed, and, if

necessary, a University employee from among the academic and teaching staff participating in the preparation of materials for competitive selection, is invited to the meeting of the appeal commission.

3.8. Information on the time and venue of hearing the appeal is brought to the attention of the applicant by an employee of the department of planning and organization of the educational process.

3.9. The meeting of the appeal commission may be held in the absence of the applicant who appealed, in case of his/her failure to appear at the meeting of the appeal commission.

3.10. The decision of the appeal commission shall be considered valid if at least three of its members, including the chairman of the appeal commission, participated in the meeting of the appeal commission.

3.11. The technical support of the work of the appeal commission, including keeping minutes of the meetings of the appeal commission (see example in Appendix 6), is provided by the secretary of the assessment commission.

3.12. The minutes of the appeal commission shall include the date, place and time of the meeting, information on the persons present at the meeting, the agenda of the meeting, issues submitted for consideration, the results of voting on them, the decision made.

3.13. When hearing an appeal on violation of the procedure for conducting competitive selection, the appeal commission makes one of the following decisions:

- on dismissal of appeal if the information set forth in it on violation of the established procedure for conducting competitive selection turned out to be incorrect and/or didn't affect the result thereof;

- on allowance of appeal if the information set forth in it on violation of the established procedure for competitive selection turned out to be true and/or affected the result thereof.

If the appeal is allowed, the result of the competitive selection shall be cancelled, and a copy of the minutes of appeal hearing, no later than the next working day, shall be transferred to the assessment commission for implementation of the decision of the appeal commission. The applicant is given the opportunity to pass the qualification test again within the time limits established by the University.

3.14. When hearing an appeal claiming disagreement with the results of the qualification test, the appeal commission makes one of the following decisions:

- on dismissal of appeal and uphold of the qualification test result;
- on allowance of appeal and assignment of a different grade for the qualification test.

A copy of the minutes on appeal hearing no later than the next working day shall be transferred to the assessment commission. The decision of the appeal commission is the basis for canceling the previously assigned grade for qualification test and assignment of a new grade.

3.15. The decision of the appeal commission shall be brought to the attention of the applicant who filed the appeal within 3 working days from the date of the meeting of the appeal commission to e-mail address specified in the application.

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

3.17. Repeated qualification test in relation to the applicant who filed an appeal is carried out in the presence of the chairman or one of the members of the appeal commission.

An appeal for repeated competitive selection is not accepted.

**4. Specifics for filing and hearing of appeals based on the results of midterm assessment and competitive selection during the re-admittance and transfer procedures in distance mode**

4.1. If there are valid documented reasons, as well as exceptional circumstances caused by the introduction in accordance with federal law and (or) regional legislation (regulatory legal acts of St. Petersburg) of restrictive measures that prevent personal attendance at the University, the student/applicant has the right to send an appeal in electronic form to the e-mail addresses of the relevant structural divisions posted on the official website of the University, as well as take part in its consideration using video conferencing based on the TrueConf software product.

4.2. If the appeal is sent in accordance with clause 4.1. of this Procedure, the student/applicant shall be familiarized with the decision of the appeal commission by sending the decision to the e-mail address of the student/applicant within 3 working days from the date of the meeting of the appeal commission.

**Appendix No. 1 to the Procedure**

Chairman of the appeal commission

\_\_\_\_\_ full name  
from student \_\_\_\_year of study\_\_\_\_group  
in area of specialization (field of study)

\_\_\_\_\_ code, name  
at the facilities using budgetary appropriations/under  
paid educational services agreements  
underline as appropriate

\_\_\_\_\_ full name

\_\_\_\_\_ Phone

\_\_\_\_\_ E-mail

**APPLICATION**

I hereby ask you to consider my appeal against the decision of the examination committee of the department \_\_\_\_\_  
in discipline \_\_\_\_\_

I believe that during the pass/fail test / exam the following violation (-s) were committed

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please consider the appeal (tick as appropriate):

- in my presence
- in the presence of a parent (legal representative) (I am a minor)
- without me (my parent/legal representative)
- using video conferencing (if there are valid reasons documented).

The decision of the appeal commission shall be sent to the email address specified in the application.

Applicant \_\_\_\_\_ / \_\_\_\_\_ /  
Signature full name

Date: " \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_.

Appeal accepted by \_\_\_\_\_ / \_\_\_\_\_ /  
Signature full name

Date: " \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_.



Ministry of Health of the Russian Federation

**Federal State Budgetary Educational Institution of  
Higher Education**

**“North-Western State Medical University named after I.I.  
Mechnikov” under the Ministry of Health of the Russian Federation**  
(FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of  
Health of the Russian Federation)

**ORDER**

« \_\_\_\_ » \_\_\_\_ 20 \_ .

NO. \_\_\_\_-O

**On the composition of the appeal commission based on the results of midterm assessment  
in area of specialization (field of study) \_\_\_\_\_**

In accordance with the Regulations on the current monitoring of academic performance and  
midterm assessment of students under bachelor’s degree, specialist's degree, master's degree  
programs of FSBEI

HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation,  
approved by order of Rector dated \_\_\_\_\_ No. \_\_\_\_-O “On the Procedure for conducting exams for  
persons studying under bachelor’s degree, specialist's degree, and master's degree programs in FSBEI  
HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation,  
approved by order of Rector dated \_\_\_\_\_ No. \_\_\_\_-O “On the Procedure for filing and hearing of  
appeals based on the results of midterm assessment and competitive selection during the re-  
admittance and transfer procedures for bachelor’s degree, specialist's degree and master's degree  
programs in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the  
Russian Federation, approved by order of Rector dated \_\_\_\_\_ No. \_\_\_\_-O

**I hereby order:**

1. Establish an appeal commission (hereinafter referred to as a commission) in the area of  
specialization \_\_\_\_\_ to hear the appeal on *violation of the established procedure for  
conducting midterm assessment/disagreement with the results of midterm assessment* with the  
following members:

Chairman of the Commission:

*Full name - Vice-Rector for Academic Affairs/Head of the Educational Department.*

Members of the Commission:

*Full name - head of the Educational Department (if he/she is not the chairman);*

*Full name - Dean (Director of the Institute)/Assistant Dean (Director of the Institute);*

*Full name - Head/Legal Adviser of the Department of Regulation of Educational Relations;*

*Full name - an employee from among the academic and teaching staff of departments, with  
the exception of persons who directly participated in midterm assessment in discipline (module),  
practical training.*

Secretary of the Commission:

*Full name - position.*

2. Control over the execution of this order shall be assigned to the Vice-Rector for Academic  
Affairs *Full Name.*

Rector

*full name*

AGREED by

Vice-Rector for Academic Affairs, Head of the Educational Department, Dean of the Faculty  
(Director of the Institute), Head of PSU





Ministry of Health of the Russian Federation

**Federal State Budgetary Educational Institution of  
Higher Education  
“North-Western State Medical University named after I.I.  
Mechnikov” under the Ministry of Health of the Russian Federation**

(FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of  
Health of the Russian Federation)

**Minutes No. \_\_**

hearings of the appeal commission on the consideration of the appeal  
on the results of midterm assessment for bachelor’s degree, specialist's degree and  
and master's degree programs in FSBEI HE NWSMU named after I.I. Mechnikov under the  
Ministry of Health of the Russian Federation

« \_\_ » \_\_\_\_\_ 20 \_\_ .  
\_\_\_\_\_ h. \_\_\_\_ min.

*St. Petersburg*

ATTENDED:

**Chairman of the Appeal Commission:** FULL NAME

**Members of the Appeal Commission:** FULL NAME

**Secretary of the Appeal Commission:** FULL NAME

**Invitees:** FULL NAME

AGENDA:

1. Hearing of the student's appeal \_\_\_\_\_ of \_\_\_\_\_ year of study in area of specialization (field of  
study) \_\_\_\_\_, \_\_\_\_\_,  
code name full name  
passed the exam/pass/fail test in discipline \_\_\_\_\_, on violation of  
the established procedure for conducting midterm assessment and (or) disagreement with the results  
of midterm assessment.

HEARD:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DECIDED:

1. Reject the appeal and uphold the result of the exam (pass/fail test).
2. Allow the appeal. Cancel the result of the exam (pass/fail test). *Set a new deadline for passing the exam (pass/fail test) / Assign the result of the exam (pass/fail test) - \_\_\_\_\_.*

The decision was adopted by a majority vote/unanimously.

Chairman of the Appeal Commission

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature full name

Secretary of the Appeal Commission

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature full name

The scanned version of the minutes was sent to the student to the specified e-mail address

«\_\_» \_\_\_\_\_ 20\_\_\_.\_\_h.\_\_min.

Secretary of the Appeal Commission

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature full name

Chairman of the appeal commission

\_\_\_\_\_  
full name  
from the applicant for re-admission/transfer in area of  
specialization (field of study)

\_\_\_\_\_  
code, name  
at the facilities using budgetary appropriations/under  
paid educational services agreements  
underline as appropriate

\_\_\_\_\_  
full name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

### APPLICATION

I hereby ask you to consider my appeal against the decision of the assessment commission on re-admission (transfer) to \_\_\_\_course\_\_\_\_semester in area of specialization (field of study)

\_\_\_\_\_  
I believe that during the competitive selection the following violation (-s) were committed

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please consider the appeal (tick as appropriate):

- in my presence
- in the presence of a parent (legal representative) (I am a minor)
- without me (my parent/legal representative)
- using video conferencing (if there are valid reasons documented).

The decision of the appeal commission shall be sent to the email address specified in the application.

Applicant \_\_\_\_\_ / \_\_\_\_\_ /  
Signature full name

Date: " \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_.

Appeal accepted by \_\_\_\_\_ / \_\_\_\_\_ /  
Signature full name

Date: " \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_.



Ministry of Health of the Russian Federation

**Federal State Budgetary Educational Institution of Higher Education  
“North-Western State Medical University named after I.I. Mechnikov”  
under the Ministry of Health of the Russian Federation**

(FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation)

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**ORDER**

“ \_\_\_\_ ” \_\_\_\_ 20

No.   -O

**On the composition of the appeal commission based on the results of competitive selection during the re-admittance procedure and procedure of transfer from other educational organization, transfer from one academic program to another**

In accordance with the “Regulations on the Procedure and Grounds for the Transfer, Expulsion and Re-admittance of Students under Bachelor’s Degree, Specialist's Degree and Master’s Degree programs of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation, approved by order of Rector dated \_\_\_\_ No.\_\_\_\_-O, Procedure for filing and hearing of appeals based on the results of midterm assessment and competitive selection during the re-admittance and transfer procedures for bachelor’s degree, specialist's degree and master's degree programs in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation, approved by order of Rector dated \_\_\_\_ No.\_\_\_\_-O

**I hereby order:**

1. Establish an appeal commission (hereinafter referred to as the commission) to hear appeals on *violation of the established procedure for competitive selection/disagreement with the results of the qualification test* consisting of the following members:

Chairman of the Commission:

*Full name - head of the department who does not take part in the competitive selection.*

Members of the Commission:

*Full name - head of the department, being part of the educational department;*

*Full name - Legal Adviser of the Department of Regulation of Educational Relations;*

*Full name - an employee from among the academic and teaching staff of departments, with the exception of persons who directly participated in preparation of the materials for competitive selection.*

Secretary of the Commission:

*Full name - position.*

2. Control over the execution of this order shall be assigned to the Vice-Rector for Academic Affairs *Full Name*.

Rector

*full name*

AGREED by

Vice-Rector for Academic Affairs, Head of the Educational Department, Dean of the Faculty (Director of the Institute), Head of PSU



Ministry of Health of the Russian Federation

**Federal State Budgetary Educational Institution of Higher Education  
“North-Western State Medical University named after I.I. Mechnikov”  
under the Ministry of Health of the Russian Federation**

(FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation)

**Minutes No. \_\_**

hearings of the appeal commission on the consideration of the appeal based on the results of competitive selection during the re-admittance and transfer procedures for other educational organizations, transfer from one educational program to another under bachelor’s degree, specialist’s degree and master’s degree programs in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation

« \_\_ » \_\_\_\_\_ 20 \_\_ .  
\_\_ h. \_\_ min.

*St. Petersburg*

ATTENDED:

- Chairman of the Appeal Commission:** FULL NAME
- Members of the Appeal Commission:** FULL NAME
- Secretary of the Appeal Commission:** FULL NAME
- Invitees:** FULL NAME

AGENDA:

1. Hearing of *applicant's appeal for re-admission / transfer from other educational organization / transfer from one academic program to another to* \_\_\_\_\_ year of study in area of specialization (field of study) \_\_\_\_\_, \_\_\_\_\_  
code name  
 \_\_\_\_\_ who passed the qualification test in the form  
full name  
 of computer testing, on violation of the established procedure for conducting competitive selection and (or) disagreement with the results of the qualification test.

HEARD:

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DECIDED:

1. Dismiss the appeal and save the result of the qualification test in the form of testing.

2. Allow the appeal. Cancel the result of the qualification test in the form of testing. *Set a new date for passing the qualification test in the form of testing/Assign the result of the qualification test in the form of testing* - \_\_\_\_\_.

The decision was adopted *by a majority vote/unanimously*.

Chairman of the Appeal Commission

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature full name

Secretary of the Appeal Commission

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature full name

The scanned version of the minutes was sent to the student to the specified e-mail address  
«\_\_» \_\_\_\_\_20\_\_\_.\_\_h.\_\_min.

Secretary of the Appeal Commission

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature full name