

APPROVED**Acting Rector of NUST MISIS****[Signature] I.M. Isaev****December 3, 2025**

REGULATIONS
on the Appeal Committee of NUST MISIS
on the Procedure and Results
of Entrance Examinations

P 493.05-25

Revision 9

Moscow 2025

Preface

- 1 DEVELOPED BY Career Navigation and Admission Office.
- 2 APPROVED by the Acting Rector of NUST MISIS on December 3, 2025.
- 3 EFFECTIVE DATE shall be from the date of its approval.
- 4 VALIDITY PERIOD shall continue until replaced by a new one.
- 5 These Regulations shall comply with the requirements of ISO 9001.
- 6 ENTERED INTO FORCE in replacement of P 493.05-24 Regulations on the Appeal Committee of NUST MISIS on the Results of Entrance Examinations. Revision 8.

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Terms and Abbreviations

The following abbreviations are used in these Regulations:

UPSG	–	Unified Portal of State and Municipal Services;
UEDMS	–	Unified Electronic Document Management System;
LRA	–	Local Regulatory Act;
QMS	–	Quality Management System;
CNAO	–	Career Navigation and Admission Office;
SDO	–	Strategic Development Office.

The following terms are used in these Regulations:

Appeal Committee shall mean a committee established to ensure compliance with uniform requirements and to resolve disputed issues arising in the conduct of entrance examinations regarding violations, in the applicant's opinion, of the procedure for conducting entrance examinations and/or disagreement with the grade received for entrance examination results.

Appeal shall mean a substantiated written application by an applicant addressed to the Chair of the Appeal Committee regarding violations of the procedure for conducting entrance examinations that resulted in a lower grade, and/or regarding disagreement with the grade assigned on the entrance examinations.

Entrance Examinations shall mean an assessment of an applicant's ability to successfully complete primary professional higher education programs within the standards of higher education of NUST MISIS.

Organizer shall mean a University employee who provides organizational and technical support for the work of the Appeal Committee.

University shall mean the Federal State Autonomous Educational Institution of Higher Education “National University of Science and Technology MISIS,” University of Science and Technology MISIS, MISIS University, NUST MISIS.

Examination Committee shall mean a group of persons consisting of teaching staff, other University employees as well as representatives of employers or their associations, authorized to assess the knowledge and skills of an applicant by conducting an entrance examination(s).

Legal References

These Regulations are developed in accordance with:

- Federal Law No. 273-FZ of December 29, 2012, “On Education in the Russian Federation”;
- the Charter of NUST MISIS;
- the Admission Procedures for Higher Education Programs and Secondary Vocational Education Programs of NUST MISIS;
- the Admission Rules of NUST MISIS;
- P 493.04 Regulations on the Admission Committee of NUST MISIS;
- P 493.07 Procedure for Conducting Entrance Examinations of NUST MISIS;
- R 493.02 Regulations for Conducting Entrance Examinations Using Distance Technologies for Admission to Higher Education Programs namely Bachelor's Programs, Specialist Programs, Basic Higher Education Programs, Master's Programs, Specialized Higher Education Programs, and Programs for Training Scientific and Scientific-Pedagogical Personnel in Postgraduate Studies at NUST MISIS and its branches.

1 General Provisions

1.1 These Regulations shall be a local regulating act of the University regulating the activities of the Appeal Committee of NUST MISIS and its branches on the procedure and results of entrance examinations (hereinafter referred to as the Appeal Committee), defining its composition, procedure for process implementation, rights, obligations, and responsibilities of the Appeal Committee.

1.2 The review of an appeal shall not constitute a retake of entrance examinations.

In the course of appeal review, only compliance with the established procedure for conducting entrance examinations and/or the correctness of grading entrance examination results shall be verified.

1.3 When entrance examinations are conducted in a distance format, the Appeal Committee shall also ensure the review of appeals using distance technologies.

2 Process Description

2.1 Composition of the Appeal Committee

2.1.1 The Appeal Committees shall be formed based on proposals from the Heads of Colleges and branches of NUST MISIS and shall be approved annually by the Deputy Chair of the Admissions Committee of NUST MISIS.

2.1.2 The Appeal Committee shall consist of a Chair, a Deputy Chair, members of the Appeal Committee, and organizer(s); the latter shall have no voting rights.

The Appeal Committee shall consist of not fewer than 3 (three) persons (not counting organizer(s)).

2.1.3 Representatives of other educational organizations may be appointed to the Appeal Committee.

2.1.4 When reviewing the results of entrance examinations, representatives of executive authorities exercising management in the field of education, representatives of public organizations, and employers may be included in the Appeal Committee as independent experts.

Persons serving on the Examination Committee for the entrance examination whose procedure and/or results are the subject of the appeal shall not be included in the Appeal Committee.

2.1.5 In the absence of the Chair of the Appeal Committee, the Deputy Chair shall assume the duties of the Chair.

2.2 Procedure for Process Implementation (Appendix A)

2.2.1 The Chair of the Appeal Committee shall:

- 1) organize its work and assign responsibilities among its members;
- 2) make decisions on calling meetings of the Appeal Committee;
- 3) notify members of the Appeal Committee of meeting(s);
- 4) prepare materials for meetings of the Appeal Committee, prepare protocols of meetings with decisions adopted by the Appeal Committee;
- 5) ensure timely submission to the Admissions Committee of the protocols of meetings of the Appeal Committee and other documents (materials) in the manner as prescribed by these Regulations;
- 6) be personally responsible for the timeliness and completeness of the Appeal Committee's performance of its assigned functions;
- 7) prepare a report on the work of the Appeal Committee;
- 8) sign examination papers of applicants participating in the appeal process.

2.2.2 The Appeal Committee shall carry out its work during the period of entrance examinations.

2.2.3 An applicant may file an appeal (Appendices B and C).

Information regarding the location, format, and time for accepting appeals shall be posted on the NUST MISIS website.

2.2.4 The Appeal Committee shall not consider appeals concerning:

- a) the content and structure of examination tasks;
- б) the grading system for completed examination tasks;
- в) disciplinary measures imposed on an applicant who has violated regulatory legal acts governing the conduct of entrance examinations, including using distance technologies;
- г) violation by an applicant of the rules for formatting and completing examination tasks;
- д) entrance examinations held on a make-up examination date.

2.2.5 An application for an appeal regarding the results of entrance examinations shall be submitted no later than 6:00 pm (Moscow time) on the day preceding the day of the appeal hearing, to allow for timely review of all applications and preparation of the relevant materials for the appeal hearing.

Applications for appeal shall be accepted only through Yandex Form submissions.

Applications received after 6:00 pm shall be rejected automatically.

2.2.6 For applicants who took an entrance examination in an in-person format, review of the examination work based on a submitted application (Appendix D) shall be conducted in person at the designated hours indicated on the University website.

For applicants who took an entrance examination in a distance format, after filing an application (Appendix E), the applicant may review the examination work review protocol remotely.

After reviewing the work (for the in-person format) or the review protocol (for the distance format), the applicant shall assess the results obtained and decide whether to file an application for an appeal.

The deadline for submitting applications for review of the work or for familiarization with the review protocol shall be 4 (four) hours before the deadline for accepting applications for appeal.

2.2.7 An appeal regarding a violation of the established procedure for conducting an entrance examination shall be filed on the day of the entrance examination.

The Appeal Committee shall review the appeal no later than the next working day after the day of its submission (Appendix C).

2.2.8 When reviewing an appeal regarding an entrance examination conducted in an oral format, the Appeal Committee shall review an audio or video recording of the entrance examination process.

2.2.9 The Appeal Committee shall review an appeal only in the presence of the applicant.

For applicants who fail to appear on the scheduled appeal review date, regardless of the reason, a repeated appeal shall not be scheduled or conducted.

2.2.10 A quorum of the Appeal Committee shall be present when at least 50 (fifty) percent of its members (with voting rights) but not fewer than 3 (three) of its members (not counting organizer(s)) are in attendance.

2.2.11 Review of an appeal shall take place in a professional and orderly manner.

The Appeal Committee shall conduct an expert review of the correctness of the grade assigned to the applicant on the entrance examination after which it shall explain the errors identified in the applicant's examination work and answer questions regarding the grading of entrance examination results.

2.2.12 Upon review of the appeal, the Appeal Committee shall decide to:

- a) change the grade for entrance examination results (increase or decrease);
- б) leave the said grade unchanged;
- в) invalidate the examination work based on the identified violation of regulatory legal

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acts governing the conduct of entrance examinations, including using distance technologies.

2.2.13 Decisions of the Appeal Committee shall require a majority vote of those present at its meeting.

In the event of a tie, the Chair of the Appeal Committee shall cast the tie-breaking vote.

Decisions of the Appeal Committee shall be final and not subject to further appeal.

2.2.14 All decisions of the Appeal Committee shall be recorded in the protocol signed by the Chair of the meeting (Appendices F and G) and transferred to the Admissions Committee.

The results of the appeal shall be posted on the NUST MISIS website.

2.2.15 Members of the Appeal Committee shall have the right to:

1) request and obtain in the set manner from authorized persons the necessary documents (materials of entrance examinations, information on compliance with the procedure for conducting entrance examinations, etc.) and other information necessary to perform their duties;

2) participate in meetings of the Appeal Committee;

3) participate in voting on decisions of the Appeal Committee.

2.2.16 Members of the Appeal Committee shall be obliged to:

1) conduct timely and impartial review of appeals under the legislation of the Russian Federation, the Charter of NUST MISIS, the Procedure for Conducting Entrance Examinations of NUST MISIS, Regulations for Conducting Entrance Examinations Using Distance Technologies for Admission to Higher Education Programs namely Bachelor's Programs, Specialist Programs, Basic Higher Education Programs, Master's Programs, Specialized Higher Education Programs, and Programs for Training Scientific and Scientific-Pedagogical Personnel in Postgraduate Studies at NUST MISIS and its branches, these Regulations, and other LRA of the University;

2) perform their assigned duties at a high professional level, adhering to professional ethical standards;

3) maintain confidentiality and comply with information security requirements;

4) follow established records management procedures at NUST MISIS as well as the retention of documents and materials of entrance examinations.

3 Responsibility

3.1 The Chair, Deputy Chair, and members of the Appeal Committee shall be responsible for:

3.1.1 the accuracy and completeness of information provided to the applicant;

3.1.2 maintaining the confidentiality of applicants' personal data.

3.2 The Deputy Secretary of the Admissions Committee of NUST MISIS and the Deputy Secretaries of the Admissions Committee of the University branches shall be responsible for storing documents of the Appeal Committee (applicants' applications and protocols of the meetings) until September 1 of the current year.

3.3 The Chair, the Deputy Chair, and members of the Appeal Committee shall bear responsibility in accordance with the legislation of the Russian Federation in the following cases:

a) nonperformance or improper performance of assigned duties,

b) violation of confidentiality and information security requirements,

в) abuse of authority.

3.4 The Director of the CNAO shall be responsible for:

3.4.1 updating these Regulations in accordance with established procedures;

3.4.2 transferring the original of this LRA for storage to the QMS Department;

3.4.3 distributing an electronic copy of these Regulations via the Directum RX EDMS to interested University employees.

3.5 The Director of the QMS Department shall be responsible for organizing:

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3.5.1 the storage of the original of these Regulations;

3.5.2 the posting of an electronic copy of these Regulations in the Directum RX EDMS registry of LRA and a special section for LRA.

3.6 The Vice-Rector for Academic Affairs of NUST MISIS shall oversee compliance with these Regulations.

4 Final Provisions

These Regulations shall enter into force on the date of their approval.

DEVELOPED BY:

Director of the CNAO	[Signature]	M.A. Baranova
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COORDINATED BY:

Vice-Rector of Education	[Signature]	A.I. Voronin
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Deputy Head of SDO	[Signature]	N.V. Polishchuk
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EXPERT REVIEW CONDUCTED BY:

QMS Department Staff	[Signature]	V.M. Kasimova
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LEGAL REVIEW CONDUCTED BY:

Legal Department Staff	[Signature]	A.O. Apollonov
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Appendix A (mandatory)

Procedure for Process Implementation

Inputs	Activities (Process Operations)	1 Responsible Party/ Performer 2 Duration (Days)	Outputs	Notes
1	2	3	4	5
Applicant's Appeal	Acceptance of Appeal	1 Deputy Head of CNAO / Deputy Secretary of the Admission Committee of the branch. 2 2 (two) days (Chair of the Appeal Committee)	Work forwarded to the Appeal Committee	
Applicant's Examination Work	Review for Grading Errors on the Examination Work	1 Appeal Committee. 2 1 (one) day (applicant)	Grading Error Review Results	
Grading Error Review Results	Appeal Committee Deliberation and Vote on the Applicant's Work	1 Appeal Committee. 2 1 (one) day (applicant)	Voting Results	
Voting Results	Decision of the Appeal Committee	1 Appeal Committee. 2 1 (one) day (applicant)	Protocol	
Protocol	Posting of Appeal Results on the NUST MISIS / NUST MISIS Branch Website	1 Deputy Head of CNAO / Deputy Secretary of the Admission Committee of the branch. 2 1 (one) day	Appeal Results	

Appendix B (mandatory)

Form of Applicant's Appeal of Disagreement with the Grade Received on an Entrance Examination

To the Appeal Committee of NUST MISIS
from the applicant

_____ (full name)

_____ (details of identity document)

Registration Number _____

UPSG Number _____

Contact Telephone Number _____

APPEAL

I request that the correctness of the grading by the Examination Committee of my written work dated _____, ____ 20__ on

_____.
(name of entrance examination)

I disagree with the assigned grade for the following reasons:

- 1 _____
- 2 _____
- 3 _____

_____, 20__
(date)

(applicant's signature)

Appendix C
(mandatory)**Form of Applicant's Appeal
of Violation of the Procedure for Conducting an Entrance Examination**

To the Appeal Committee of NUST MISIS
from the applicant

(full name)

(details of identity document)

Registration Number _____

UPSG Number _____

Contact Telephone Number _____

APPEAL

I request that the procedure for conducting the entrance examination on

(name of entrance examination),

held on _____, ____ 20____
_____ be reviewed.

Based on the following violations:

1 _____

2 _____

3 _____

_____, ____ 20____
(date)

(applicant's signature)

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Appendix D (mandatory)

Form of Applicant's Appeal for Review of Examination Work

To the Appeal Committee of NUST MISIS
from the applicant

(full name)

(details of identity document)

Registration Number _____

UPSG Number _____

Contact Telephone Number _____

REQUEST

I request access to review the results of my written work dated _____, ____ 20__ on

(name of entrance examination)

_____, ____ 20__
(date)

(applicant's signature)

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Appendix E (mandatory)

Form of Applicant's Request for Familiarization with the Examination Work Review Protocol

To the Appeal Committee of NUST MISIS
from the applicant

(full name)

(details of identity document)

Registration Number _____

UPSG Number _____

Contact Telephone Number _____

REQUEST

I request access to review the protocol of review of my written work dated _____, ____
20__ on _____

(name of entrance examination)

_____, ____ 20__
(date)

(applicant's signature)

Appendix F (mandatory)

Form of Protocol of Appeal Review Regarding Disagreement with the Grade of an Entrance Examination

PROTOCOL of the meeting of the Appeal Committee on

(name of entrance examination)

dated _____, ____ 20__

No. _____

PRESENT:

(Last Name and Initials)

HEARD: appeal of the applicant regarding disagreement with the grade of the entrance examination.

Having analyzed the results of the review of the examination work and the applicant's claims,

RESOLVED:

No.	Full Name	Reg. No.	Date of Entrance Examination	Review Result (Score)	Appeal Results (<u>underline</u>)	Result After Appeal (score)	Decision of the Appeal Committee
1					<i>Dismissed / Granted</i>		

Chair of the Appeal Committee _____ / _____

(signature) (Initials and Last Name)

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Appendix G (mandatory)

Form of Protocol of Appeal Review of Violation of the Procedure for Conducting an Entrance Examination

PROTOCOL of the meeting of the Appeal Committee on

(name of entrance examination)

dated _____, ____ 20__

No. _____

PRESENT:

(Last Name and Initials)

RESOLVED:

Having considered the Applicant's Appeal _____

(full name)

of Violation of the Procedure for Conducting an Entrance Examination on

_____, held

(name of entrance examination)

_____,

(description of form, format, enumeration of members of the Examination Committee present at the entrance examination)

the Appeal Committee resolved:

- 1 The facts stated in the appeal did / did not occur (*cross out the inapplicable*) during the conduct of the entrance examination.
- 2 The impact of the stated facts on the result of the entrance examination is significant / not significant (*cross out the inapplicable*).
- 3 Dismiss the appeal / Grant the appeal with permission to retake the entrance examination (*cross out the inapplicable*).

Chair of the Appeal Committee

_____ / _____

(signature) (Initials and Last Name)