

Approved by the order of the rector in accordance with the protocol  
No. \_\_\_\_\_ dated \_\_\_\_\_ of  
the Scientific Council of the Western University

## **WESTERN UNIVERSITY CHARTER OF THE Appeals Commission**

### **1. General provisions**

1.1. The status, activities and management of the Western University Appeals Commission (hereinafter referred to as the Commission) are determined by the educational legislation of the Republic of Azerbaijan, the Model Charter of the higher education institution, the Charter of the University and these Regulations.

1.2. During its activities, the Commission is guided by the laws of the Republic of Azerbaijan, including the "Law of the Republic of Azerbaijan on Education", legislative acts related to education, relevant orders, decrees and instructions of the Ministry of Education of the Republic of Azerbaijan, decisions of the Scientific Council of Western University, orders and instructions of the University administration, as well as the requirements of labor legislation on education.

1.3. The activities of the Commission are carried out under the leadership of the Vice-Rector for Academic Affairs of Western University.

1.4. The Commission is managed by the Chairman appointed to the position by the Rector of the University on the basis of the presentation of the Vice-Rector for Academic Affairs of the University.

1.5. The Commission is an independent body and operates in conjunction with all faculties, departments, and other structural divisions of the University.

1.6. The main purpose of the Commission is to investigate student appeals based on the principles of legality, objectivity, and equality and to make legal decisions on complaints. Interference in the work of the Commission is inadmissible.

### **2. Organization of the Commission and Review of Appeal Complaints**

2.1. An appeal commission is established by the Vice-Rector for Academic Affairs of the University to review appeals filed by students against exam results. The members of the commission consist of the chairman, deputy chairman and teachers elected from the faculties and departments of the University.

2.2. The chairman of the commission ensures that the appeal is considered fairly and objectively.

2.3. When the commission considers complaints, a protocol is drawn up by the secretary and the consideration of the appeal and the outcome of the complaint are recorded.

2.4. If a member of the appeal commission is a teacher who checked (took) the exam in the exam whose results are complained about, he cannot participate in the review of the appeal as a member of the appeal commission.

- 2.5. A student may file a complaint with the Commission within 1 month from the date the exam result became known to him or from the date it was posted on the official website of the University.
- 2.6. The complaint must indicate the name, patronymic, surname of the complainant, faculty, specialty, course and the date of writing the complaint, and must be signed by that person.
- 2.7. The appeal is considered within 7 working days and a relevant decision is made.
- 2.8. The student who filed the complaint and the invited member(s) of the commission are informed about the place and time of the appeal hearing at least 2 days in advance.
- 2.9. The appeal filed by the student is examined in his/her presence.
- 2.10. If a member of the commission is in a close relationship or personal relationship with any of the students who filed the complaint, or if there are circumstances that may lead to a violation of the principles of considering the appeal, he/she objects to himself/herself. The student may object to any member(s) of the commission, justifying the stated circumstances. At the beginning of the consideration of the appeal, the chairman of the commission asks the members of the commission whether they have any objections to their membership as provided for in this paragraph.
- 2.11. During the consideration of the appeal, if a student commits unethical acts against the members of the commission and other persons participating in the consideration of the appeal or obstructs the consideration of the appeal, he may be warned by the chairman of the commission or removed from the consideration of the appeal. If a student is removed from the consideration of the appeal, the appeal is considered without his participation.
- 2.12. The student's examination sheet, as well as other necessary documents, are submitted to the commission for consideration of the appeal.

### **3. Decision on the Appeal**

- 3.1. As a result of the investigation, the commission makes one of the following decisions:
- 3.1.1. maintains the result of the examination;
- 3.1.2. Cancels the exam result and conduct a re-evaluation.
- 3.2. 3.2. The Appeal Commission determines other issues not regulated by these Rules.

### **4. Responsibility of the Commission**

- 4.1. The Commission is responsible for the results of its activities in accordance with the regulatory documents of the University.
- 4.2. The Commission submits an interim report on the results of its activities to the University administration at the end of the examination semesters and a final report at the end of the academic year.