

VYTAUTAS MAGNUS UNIVERSITY

APPEAL REGULATIONS

I. GENERAL PROVISIONS

1. Vytautas Magnus University (hereinafter “University”) Appeal Regulations (hereinafter “regulations”) regulate the order of appeals and their hearing to the University students and those studying on non-resident (external) basis (hereinafter “students”).
2. An appeal is a motivated written application of a student requesting to reconsider his/her study result evaluation and (or) testing procedures.
3. The Appeal Committee (hereinafter “Committee”) shall follow the University Statute, Code of Ethics, Study Regulations, these Appeal Regulations and other internal legal acts of the University that regulate the study process and study result evaluation.

II. ORDER OF APPEALS

4. A student shall have a right to appeal against:
 - 4.1. Evaluation of study results;
 - 4.2. Violation of testing procedures.
5. A student who does not agree with a professor’s evaluation and (or) testing procedures may render a motivated appellate application to the Dean of the faculty in which she/he is studying in 5 working days after the evaluation announcement on the University intranet system.
6. The format of appeals shall be the following:
 - 6.1. Students appealing against test (*multiple choice*) evaluations shall use a fixed form;
 - 6.2. Students appealing against evaluation of any other testing form and (or) violation of testing procedures shall use a free complaint form.
7. If there are additional, unanticipated circumstances, a student shall have a right to render documents that prove these circumstances and have influence on the appeal:
 - 7.1. By requesting to hear an appeal after the term stated in clause 5 has expired, but not later than in a week after the announcement on the University intranet system „First Class“;
 - 7.2. By confirming the indicated reason of appeal.

III. APPEAL COMMITTEE

8. The Committee is formed by a decree of the Dean of the faculty to which the appealed course belongs. The Dean also indicates the chairperson of the Committee.
- 8.1. The Committee for considering study result evaluation shall consist of:
- 8.1.1. the department chair;
 - 8.1.2. not less than two faculty professors;
 - 8.1.3. a representative delegated by the Students' Council.
- 8.2. The Committee for considering violation of testing procedures shall consist of:
- 8.2.1. the department chair;
 - 8.2.2. not less than two faculty professors;
 - 8.2.3. a representative delegated by the Students' Council.
- 8.3. During the voting concerning the study result evaluation, the representative delegated by the Students' Council shall opt out of the voting.
9. The Committee shall perform the following functions:
- 9.1. hear appeals filed in compliance with the set order;
 - 9.2. make decisions concerning the demands stated in an appeal;
 - 9.3. render information about the decisions made, according to clause 12 of these regulations.
10. The Committee shall have a right to:
- 10.1. receive information related to an appeal that is being heard;
 - 10.2. ask questions related to the appeal hearing during the session;
 - 10.3. invite all the necessary parties needed for decision making to participate in the session.
11. The Committee members may not be:
- 11.1. a professor whose work and (or) evaluation is being appealed;
 - 11.2. a student who is appealing;
 - 11.3. a department chair if she/he is also a professor whose work and (or) evaluation is being appealed. In such a case, the Dean shall appoint another professor from the faculty.
12. The Committee informs the student, the professor who teaches the course that has been appealed, and the faculty Dean about its decision in two working days by presenting the minutes or their extract in an electronic format on the University intranet system „First Class“.

IV. APPEAL HEARING AND DECISION MAKING

13. The Committee shall hear an appeal and make a decision in five working days since filing of the appeal. If the appeal concerns work and (or) evaluation of a visiting professor, the hearing term may be extended by the Dean's decree.
14. Appeals shall be heard and decisions shall be made at the Committee session.
15. The Committee sessions shall be closed.
16. The Committee session shall be legitimate if not less than three Committee members participate in it.
17. The Committee session shall be organized and managed by the Committee chairperson.
18. The minutes of the Committee sessions shall be taken.
19. The Committee, after having heard an appeal, may make the following decisions:
 - 19.1. to satisfy the appeal and change the study result evaluation;
 - 19.2. after having detected violations of the procedural study testing order, allow the appellant to retake the test;
 - 19.3. to recognise that appeal has merit but not to change the study result evaluation, if violations detected do not have influence on the evaluation;
 - 19.4. to reject the appeal without change in the study result evaluation;
 - 19.5. to transfer the appeal hearing to other VMU institutions according to their competence and content of the appeal by applying the subsidiarity principle.
20. The Committee's decisions shall be made by secret voting, by a simple majority vote.
21. The Committee's minutes shall be signed by all the Committee members.
22. The minutes are secured at the faculty for a year.
23. The Committee's decision shall be validated by the Dean's verification.

V. CONCLUDING PROVISIONS

24. These Regulations shall come into effect after the University Rector has affirmed them by order.
25. These Regulations shall be valid as much as they do not contradict the University Statute and other internal legal acts of the Republic of Lithuania and the University.
26. Evaluation and (or) procedures related to an appeal shall be suspended till the Committee makes its decision.