

APPROVED BY
Resolution No. SEN-N-12
of March 24, 2021,
of Vytautas Magnus
University Senate

**VYTAUTAS MAGNUS UNIVERSITY
REGULATIONS FOR SUBMISSION OF APPEALS
REGARDING EVALUATION OF LEARNING OUTCOMES AND/OR
ASSESSMENT PROCEDURE**

I. GENERAL PROVISIONS

1. The Appeal Regulations (hereinafter referred to as the Regulations) of Vytautas Magnus University (hereinafter referred to as the University) govern the order for submission of appeals by the University students and unclassified students (hereinafter referred to as the students) and regulate the appeal hearing procedure.
2. An appeal is a student's motivated written application in a prescribed form (see the Annex) requesting to reconsider the evaluation of his/her learning outcomes and/or the assessment procedure.
3. The Appeal Committee (hereinafter referred to as the Committee) means the committee established by order of the head of the academic unit for the hearing of appeal(s). For the hearing of a single appeal (*ad hoc*), the Appeal Committee [*enter the appeal data*] (hereinafter referred to as the *Ad hoc* Appeal Committee) shall be composed. The head of the academic unit may establish several or one Permanent Appeal Committee [*enter the name of the unit*] [*enter the study field if necessary*] in the unit (hereinafter referred to as the Permanent Appeal Committee). The 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 assessment of learning outcomes.

II. PROCEDURE FOR SUBMISSION OF APPEALS

4. A student shall have a right to appeal against:
 - 4.1. evaluation of learning outcomes;
 - 4.2. violations of the assessment procedure.
5. Where the learning outcomes are evaluated by the Committee composed of at least three members, the evaluation shall not be appealed.
6. A student who does not agree with the teacher's evaluation and/or assessment procedure may submit an appeal to the head of the academic unit in which he/she is studying within five working days after the evaluation is announced in the register.
7. The head of the academic unit, after receiving the appeal, may:

- 7.1. establish the *Ad hoc* Appeal Committee and ask it to hear the appeal;
 - 7.2. forward the appeal for hearing to the Permanent Appeal Committee;
 - 7.3. forward the appeal to the head of another academic unit after assessing the distribution of competence required to consider the appeal in the academic units of the University and in agreement with the head of another academic unit;
 - 7.4. reject the appeal if it does not satisfy formal requirements.
8. In the event of unforeseen circumstances (but not later than within five days after their expiry), a student may submit the appeal after the end of the time limit, by submitting documents proving those circumstances.

III. THE APPEAL COMMITTEE

9. The Committee shall be composed in accordance with the following requirements:
 - 9.1. The Committee shall be composed of at least four members, at least three of whom are teachers in the academic unit and at least one student representative delegated by the Student Representative Council;
 - 9.2. A teacher whose course's evaluation is appealed against and a student who submits an appeal cannot be a member of the *Ad hoc* Appeal Committee;
 - 9.3. when the Committee is composed, its chairperson shall be also appointed at the same time;
 - 9.4. the head of the academic unit in which the appeal is submitted and/or the appeal is heard may not be present at the Committee.
10. The head of the academic unit shall ensure the material and organizational conditions necessary for the Committee's activities. The head of the academic unit shall also appoint the secretary of the Committee. The secretary of the Committee shall not be the member of the Committee. The secretary of the Committee shall attend the sessions of the Committee. Where the secretary of the Committee is unable to attend the session, a person acting in his/her capacity shall be present at the session.
11. If a teacher whose course's evaluation is appealed against or a student who submits an appeal are the members of the Permanent Appeal Committee, they shall be obliged to opt out of the hearing of the appeal.
12. During voting on the evaluation of learning outcomes, the representative delegated by the Student Representative Council shall opt out of the voting.
13. The Committee shall perform the following functions:
 - 13.1. hear the appeals registered in accordance with the prescribed order;
 - 13.2. take decisions in the event of possible violations related to the assessment procedure and/or evaluation of learning outcomes;
 - 13.3. inform on its decision by submitting an extract of the minutes to the head of the unit, who, within three working days of the date of adoption of the decision, shall notify the persons concerned (the student, the teacher whose course's evaluation and/or the assessment procedure are appealed against, etc.) about the Committee's decision.

14. The Committee shall have the right:
 - 4.1. to collect information relating to the appeal that is being heard;
 - 4.2. to ask questions related to the appeal hearing during the session;
 - 4.3. to invite all the necessary parties needed for decision making to participate in the session.

IV. APPEAL HEARING AND DECISION MAKING

15. The Committee shall hear an appeal and make a decision in five working days since filing of the appeal. In important circumstances, the head of the academic unit dealing with the appeal may, by his/her order, extend the period for the appeal hearing.
16. The appeals shall be heard, and decisions shall be made at the Committee session.
17. The Committee sessions shall be closed.
18. The Committee session shall be deemed legitimate if not less than two-third of the Committee members participate in it.
19. The Committee session shall be organized and managed by the chairperson of the Committee.
20. The minutes of the Committee sessions shall be taken.
21. The Committee, after having heard the appeal, may make the following decisions:
 - 21.1. to satisfy the appeal and change the evaluation of learning outcomes;
 - 21.2. to satisfy the appeal (in whole or in part) but not to change the evaluation of learning outcomes, if violations detected do not affect the evaluation;
 - 21.3. after having detected violations related to the assessment procedure, allow the appellant to retake the test/examination;
 - 21.4. to reject the appeal;
 - 21.5. to transfer the appeal hearing to other VMU institutions according to their competence and content of the appeal.
22. The assessment and/or proceedings relating to the appeal shall be suspended until a decision is made by the Committee.
23. The Committee's decisions shall be made by open voting, by a simple majority vote. In case of equal number of votes, the result of the vote shall be determined by the vote of the chairperson of the Committee.
24. The Committee's minutes shall be signed by the chairperson and the secretary of the Committee.
25. The minutes shall be stored in the academic unit for one year.
26. The head of the academic unit in which the appellant studies shall take the decisions necessary to implement the Committee's decision.

V. FINAL PROVISIONS

27. These Regulations shall come into effect after the University Rector has approved them by order.
28. 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.



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ANNEX to

Vytautas Magnus University Regulations
for Submission of Appeals Regarding Evaluation of Learning Outcomes and/or Assessment
Procedure

(student's name, surname, academic unit)

(study program, cycle, course)

(student's phone number(s) and e-mail address(es) provided by the University)

VYTAUTAS MAGNUS UNIVERSITY

(Please specify the head of the unit in which you study)

APPEAL

against _____

(date)

The course that is being appealed:-

**The teacher of the course that is being
appealed:_____**

**Date of publication of the evaluation of learning outcomes of the course that is being
appealed:_____**

Steps you have taken to solve the problem with the teacher:_____

1. To be completed when the procedural violations relating to the assessment procedure are appealed.

Please specify what possible procedural violations have been committed in relation to assessment (e.g. not enough time has been given, the test/examination began at an unforeseen time, the teacher did not inform about the test/examination time, etc.). Please provide all evidence of a possible violation.

(If you appeal a non-procedural violation, please proceed to the next point).

2. To be completed when the evaluation of assignments provided as tests for students is appealed.

Please indicate which evaluation of the test question is potentially not fair. Please explain why you think the evaluation of learning outcomes is not fair.

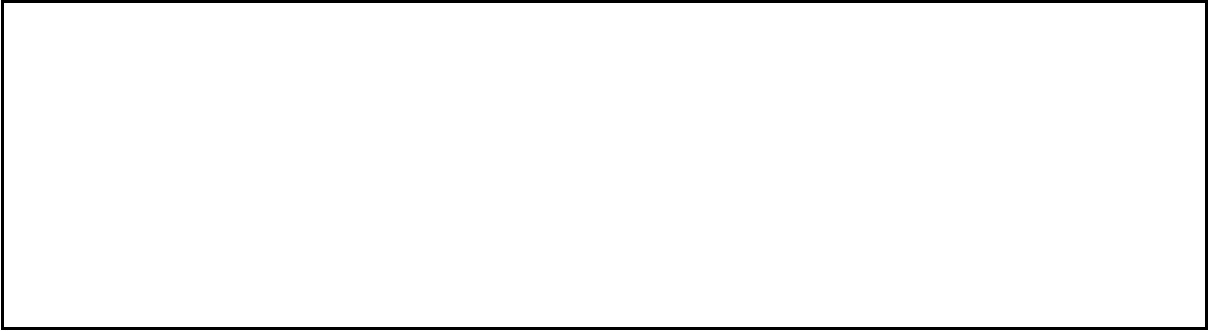
(If you appeal the evaluation of a non-test form assignment, please proceed to the next point below).

3. *To be completed when evaluations of all other forms of assignments (not tests) are appealed (e.g. essay, oral assignments, etc.).*

Please explain why you think the evaluation of learning outcomes is not fair.

4. Please specify what solutions you are seeking:

5. Please indicate the documents and/or evidence (if any) to support the appeal (if the document and/or evidence is available on the internet, please provide a link to it):



Student(s)

(signature) *(name, surname)*
