

Amendment to the Regulations of the Appeals Commission of the SMK University of Applied Social Sciences approved by 4 September 2014 Order of the Director No. V-4	Approved by 13 November 2018 Order of the Director No. V-41	1.35	3	
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REGULATIONS OF THE APPEALS COMMISSION OF THE SMK UNIVERSITY OF APPLIED SOCIAL SCIENCES

I. GENERAL PROVISIONS

1. The Regulations (hereinafter – the Regulations) of the Appeals Commission (hereinafter – the Commission) of the SMK University of Applied Social Sciences (hereinafter – the SMK) shall regulate the procedures of forming the Commission, its activities, filing and examining the appeals.

2. The activities of the Commission shall be carried out in accordance with the Statute of the SMK, the Regulation of Studies, the Procedures of Assessing the Learning Outcomes, the Procedures of Preparation, Defence and Storage of Students' Theses, these Regulations and other documents regulated to studies.

3. Before making a decision regarding the relevance of the appeal, the students shall be obliged to consult the lecturer of his/her course unit and the appropriate members of the SMK administration of the academic department in question regarding the possibilities of solving the issue that has arisen. In case the discussed way of solving the problem does not satisfy the student (unclassified student), the student shall have the right to initiate a formal problem-solving process at the SMK.

4. It shall be guaranteed that the student who files his appeal in good faith, shall not suffer any negative consequences thereof.

5. The Department of Studies, where the appeals process shall be initiated, shall provide the student with the impartial information regarding the procedures of filing and examining an appeal.

II. PROCEDURES OF FORMING THE COMMISSION AND THE SCOPE OF COMPETENCIES OF THE COMMISSION

6. After receiving an appeal, each SMK branch shall form an Appeals Commission consisting of 4 members.

7. The Commission shall consist of the Head of the Branch, the Head of the Study Programme, a representative of the Students' Representation, lecture of the study program who had not participated in the assessment of the course unit regarding which the appeal was filed.

8. The Appeals Commission shall be formed of the individuals taking the above mentioned positions for solving the specific cases. After the appeal is received, the Chairman of the Commission shall summon the members of the Commission. The composition of the Appeals Commission shall be approved by issuing a protocol.

9. The Head of the Academic Department shall be appointed the Chairman of the Commission.

10. The Commission shall accept the appeals (hereinafter – the appeals) of students (unclassified students) related to the assessment of their learning outcomes:

10.1 the appeals related to the final assessment of the learning outcomes of a course unit (module);

10.2. the appeals related to the violations of the organisation of the exam (assessment), final exam or procedures of the defence of final theses.

10.3. the appeals related to the admission results and/or violations of the admission procedures.

11. Appeals related to the assessment of the learning outcomes of the final exam and final thesis shall not be examined.

12. The Commission shall decide whether the request stated in the appeal is sufficiently grounded and shall start examining it in detail in accordance with the procedures prescribed in the Regulations.

13. Unsubstantiated appeals shall not be examined.

III. FILING AN APPEAL

14. Appeals against violations of the admission rules must be filed no later than within 24 hours from the date of publication of the results of the admission and/or the establishment of another fact of violation of the admission rules.

15. Students (listeners) of all study programs and modes, after consultations with the lecturer of the course unit (module), relevant staff of the University administration, who do not agree with the assessment of the examination (credit), have the right no later than within three working days submit a reasoned request for a review of the results of the assessment.

16. Appeals of students regarding violations of the examination (credit), final exam and/or final thesis defense procedures may be filed no later than within 24 hours from the day of passing the exam (credit test), passing the final exam or defending the final thesis. An appeal against the violation of the examination (credit) procedure does not exclude the possibility of filing an appeal against the assessment of the achievements of the final exam of the course unit (module).

17. The appeal must include:

17.1. the name, surname, study program, study mode, e-mail address and telephone number of the applicant;

17.2. the grounds (motives) for disagreement with the decision of the Admission Commission, the final assessment of the achievements of the course unit (module) or a specific violation of the examination (credit) procedure or defense of the final thesis (final examination) and the circumstances confirming the violation;

17.3. the specific request of the applicant;

17.4. signature of the applicant.

18. The applicant(s) must submit the printed and signed appeal application to the Head of the Academic Department of the University in a sealed envelope.

19. The Head of the Academic Department evaluates the validity of the appeal and its compliance with the requirements for the filing of an appeal and examination procedure. The applicant(s) shall be informed of the compliance of the filed appeal with the requirements for the appeal and examination procedure, as appropriate. Appeals shall be registered and remitted to the Appeals Commission.

20. Anonymous appeals will not be considered.

21. The student has the right to get acquainted with the work of the exam (test), the final assessment, which is disputed, and to receive explanations about mistakes and shortcomings within the time set by the lecturer, but no later than 3 working days after the exam or test.

IV. APPEALS PROCEDURE

22. The hearing of an appeal at a meeting of the Commission shall be valid if at least 3 members, including at least one student representative, are present. If a member of the Commission is also a lecturer who has assessed the course unit, he or she may not participate in the work of the Commission during the consideration of this issue. In the latter case, the Head of the Department temporarily replaces the lecturer i.e., the member of the Commission, who has assessed the course unit.

23. If the appellant is a member of the Commission, the President of the Student Representation shall replace him/her as a temporary member of the Commission representing the students in this appeal.

24. The appellant and the lecturer may attend the meeting of the Commission, and on the request of the Commission the lecturer shall present his or her reasons in writing.

25. When examining a reasoned request regarding the results of the examination (credit) assessment:

25.1. The Commission instructs the Head of the Study Program to form a Commission of the Course Unit Specialists (hereinafter - the Commission of Specialists), which submits the proposed assessment of the work to the Commission or the Commission may invite specialists selected by the Head of the Study Program to the meeting.

25.2. The conclusions of the Commission of Specialists must be prepared within 5 working days from the day of formation of this Commission. The reasoned conclusion of the Commission of Specialists must also indicate the assessment of the student's work with a specific grade in the ten-point system.

25.3. The Commission of Specialists must take into account interim assessments if a cumulative assessment system of a course unit has been applied.

25.4. The Commission, based on the conclusion of the commission of specialists invited to the meeting, makes a decision on the assessment of the final exam (test).

26. In examining a reasoned request for procedural irregularities:

26.1. The Commission decides on the possible impact of violations on the assessment of the examination (credit) and the results of admission.

26.2. In the fact of substantial procedural irregularities in the rules for taking the exam (test), the Commission cancels the result (s) of the examination of the appellant (s).

26.3. After canceling the admission results, the Commission notifies the Admission Commission of the relevant academic unit of the SMK (Klaipėda, Vilnius, Kaunas) about its decision and obliges to make a decision on admission of the person at the extraordinary meeting of the admission commission.

26.4. After canceling the results of the examination, the Commission notifies the Department of Studies and the Head of the Department of the course unit and obliges him / her to form a Commission of Specialists to retake the exam. The composition of the Commission shall be approved by the Director. The exam (test) must be retaken no later than within 10 calendar days of the commission's decision.

27. Decisions of the Commission shall be made by simple majority. In the fact of a tie, the Chairman of the meeting shall have the casting vote.

28. The Commission shall submit its decisions no later than within 5 working days from the date of submission of the appeal.

29. Minutes shall be taken of the meetings of the Commission. The minutes shall be signed by the President of the Commission. The minutes of the meetings of the Commission shall be kept in accordance with the procedure established by the legal acts of the SMK.

IV. FINAL PROVISIONS

30. Until the Appeals Commission submits its decision, no decisions of the Department of Studies related to the learning outcomes under consideration and the examination procedure or the violation of the final thesis defense procedure shall be valid for the student (unclassified student).

31. The chairman of the Appeal Commission shall summarize the work of the commission and submit recommendations to the Department of Studies regarding the improvement of the study process.

32. A copy of the decision of the Commission regarding the appeal shall be attached to the file of the student (unclassified student) who submitted the appeal.

33. The amended assessment shall be entered in the journal and in the academic database of the

SMK in accordance with the minutes of the Commission by the responsible administrator of the Department of Studies.

34. The decision adopted by the Commission shall be introduced to the appellant, the lecturer of the course unit and the Head of the Study Program no later than within 3 working days after the adoption of the decision.

35. The decision of the Commission regarding the assessment of the exam (test) is final.

36. The appellants' applications shall be considered only after the payment of the appeal fee set by the Founder of the Chamber.

37. These Regulations shall be approved on the order of the Director with the approval of the Academic Board and shall enter into force on the date of approval.

APPROVED

By the Academic Board of the SMK University of Applied Social Sciences

30 June 2014
Minutes No.5

26 October 2018
Minutes No. 3