

APPROVED BY
Resolution No. SV1-05 of the 18 September 2017
meeting of the Academic Council
of the Klaipėda State University of Applied Sciences

APPEALS SUBMISSION AND EXAMINATION REGULATIONS OF THE KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES

CHAPTER I GENERAL PART

1. The Appeals Submission and Examination Regulations (hereinafter – Appeals Regulations) of the Klaipėda State University of Applied Sciences (hereinafter – University) shall regulate the appeals submission and examination procedure. This procedure shall be applicable to the students of the University.

2. **Appeal** shall mean a student's reasoned written request to reconsider the assessment of his/her course unit (module) study results achieved during the semester or breaches of the qualification examination and/or the assessment procedure thereof, or the defence of his/her final thesis and/or the assessment procedure (hereinafter – final assessment procedures of study results).

3. **Appellant** shall mean a student submitting an appeal.

4. The Appeals Regulations have been drawn up pursuant to the Law on Higher Education and Research, the University Statute, the Study Regulations, director's orders and other legislation.

CHAPTER II SUBMISSION OF APPEALS

5. Students shall have the right to submit appeals regarding the following within no more than 5 (five) calendar days following the day of publication of examination assessments:

5.1. regarding the assessment of his/her course unit (module) study results achieved during the semester;

5.2. regarding a breach of the assessment procedure of course unit (module) study results achieved during the semester;

6. Appeals may be submitted regarding both satisfactory and unsatisfactory final evaluations of course unit (module) study results.

7. Appeals regarding assessments of final theses or qualification examinations shall be submitted to the deputy director for research and studies no later than by the next working day after taking a qualification examination or defending a final thesis.

8. Appeals may be submitted regarding breaches of the final thesis or qualification examination assessment procedures which may have had an effect on the final evaluation.

9. Appeals shall be free form, specifying the relevant arguments and reasons for disputing the final assessment of the course unit (module) or the assessment of the final thesis or qualification examination. Appeals shall specify the following:

9.1. the applicant's full name, study programme, e-mail address and phone number;

9.2. the grounds (reasons) for disputing the received final assessment of the course unit (module) study achievements or specific breaches of the examination, final thesis defence or qualification examination procedure, also specifying the circumstances confirming the fact of the respective breach;

9.3. the applicant's specific request;

9.4. the applicant's signature.

CHAPTER III ESTABLISHMENT, FUNCTIONS AND RIGHTS OF THE COMMITTEE

10. Within no more than 3 (three) working days following the receipt of an appeal regarding the assessment of course unit (module) study achievements attained during the semester, the dean shall issue an order to form an Appeals Committee (hereinafter – Committee) which shall consist of 3 (three) members, namely – teachers of the study field of which the respective course unit (module) is a part.

11. The teacher whose assessment was appealed shall have no right to be a member of the Appeals Committee.

12. Appeals Committees formed for the purposes of examining breaches of the assessment procedure of course unit (module) study achievements attained during the semester shall consist of representatives of the study programme to which the respective student has been assigned.

13. Within no more than 3 (three) working days following the receipt of an appeal regarding the assessment of a final thesis or qualification examination, the University director shall issue an order to form an Appeals Committee (hereinafter – Committee) which shall consist of 5 (five) members, namely – the head of the qualifications commission and a member thereof, the faculty dean or vice dean, the dean or vice dean of another faculty, and a representative of another faculty department.

14. The Appeals Committee shall:

14.1. examine appeals registered pursuant to set procedure;

14.2. adopt decisions regarding the demands specified in appeals;

14.3. provide information on adopted decisions pursuant to the procedure set in these Regulations.

15. The Committee shall have the following rights:

- 15.1. to engage experts;
 - 15.2. to receive information related to the appeal being examined;
 - 15.3. during meetings – to pose additional questions related to the examination of appeal to appellants and course unit (module) teachers;
 - 15.4. to invite all relevant persons to meetings. Members of the Student Representation Body may take part in meetings as observers.
16. The Committee shall act pursuant to the documents regulating studies and the assessment of the results thereof.

CHAPTER IV EXAMINATION OF APPEALS AND DECISION-MAKING

17. The Committee shall examine and decide on appeals within 3 (three) working days.
18. Appeals shall be examined, and decisions adopted, during Committee meetings.
19. Committee meetings shall be organised and managed by the Committee Chairman.
20. In the case of appeals submitted with regards to a course unit (module) evaluation received by way of a written assessment, the Appeals Committee shall examine only the respective written assignment.
21. In the case of appeals with regards to a course unit (module) evaluation received by way of an oral assessment, if the appeal is deemed justified, the Appeals Committee shall reconsider the oral assessment of the entire course unit (module) programme.
22. Upon examination of an appeal regarding the assessment of course unit (module) study achievements attained during the semester, the Committee may adopt one of the following decisions:
 - 22.1. to revise (either upwards or downwards) the evaluation of the unit (module) study achievements attained during the semester;
 - 22.2. in case a procedural breach of the course unit (module) examination (pass/fail assignment) has been determined, to offer the appellant to retake the examination (pass/fail assignment).
23. The retaking of examinations shall be organised by the faculty. The appellant shall be assessed by a group of course unit teachers formed at the recommendation of the head of the department and approved by order of the dean. The time of the examination shall not be later than 10 calendar days following the end of the examination session.
24. If the study achievement results were assessed by way of a peer assessment, an appeal may be submitted only with regards to a breach of the assessment procedures.
25. Upon examination of an appeal regarding a breach of the final assessment procedures of study achievements, the Committee may adopt one of the following decisions:

25.1. the prior evaluation shall stand because the final assessment procedures of study achievements were not breached;

25.2. the prior evaluation shall stand because the final assessment procedures of study achievements were breached, yet the breach did not have any impact on the assessment thereof;

25.3. the evaluation may be revised (either upwards or downwards) at the decision of the Committee because the final assessment procedures of study achievements were breached and the breach had an impact on the assessment thereof.

26. Repeat defence of final theses or retaking of qualification examinations shall not be organised.

27. The Committee shall submit its decision to the dean in writing no later than within 3 (three) working days following the examination of the appeal. In case the course unit (module) evaluation is to be revised, the necessary entries in the accounting documents shall be made by the study administrators of the dean's office and the Study and Career Centre. A copy of the Committee's decision regarding the appeal shall be stored in the appellant's personal file.

28. Appeal documents shall be stored in the dean's office for one year and shall afterwards be transferred to the University archives.

CHAPTER V FINAL PROVISIONS

29. Appellants shall be introduced to the Committee's decision against signature no later than within three working days following the adoption of the respective decision.

30. Decisions of the Committee shall be final and without appeal.

31. The Appeals Submission and Examination Regulations shall be approved by, and come into force on the day of approval thereof at the meeting of, the Academic Council.
