

REGULATIONS ON APPEALS OF VILNIAUS KOLEGIJA / HIGHER EDUCATION INSTITUTION

CHAPTER I GENERAL PROVISIONS

1. Regulations on Appeals of Vilniaus Kolegija/Higher Education Institution (hereinafter – Regulations on Appeals) regulates the procedure for submission of appeals by students and unclassified students, the formation of the Commission for Appeals, the process of appeals and decision-making at Vilniaus Kolegija /Higher Education Institution (hereinafter – VIKO).
2. Terms used in the Regulations on Appeals:
 - 2.1. Appeal** – a written, reasoned complaint by the student against the assessment of study results, procedures of the assessment of study results or the inclusion of study results.
 - 2.2. Appellant** – a student who submits the appeal.
3. Other terms used in the Regulations shall be understood as they are defined in the Statute of the VIKO, the Study Procedure of the VIKO and other legal acts of the VIKO.
4. Appeals regarding final projects and other assessments, where students' achievements are evaluated collegially by an assessment committee, can only be submitted due to procedural violations in the assessment of study achievements. Appeals regarding the grades of these projects are not considered.

CHAPTER II APPEAL SUBMISSION PROCEDURE

5. Appeals can be lodged against:
 - 5.1. evaluation of the interim/or final assessment of the course unit;
 - 5.2. the violation of the procedures for the assessment of the interim and/or final evaluation of the course unit;
 - 5.3. the violation of the procedure for the defence of the final thesis;
 - 5.4. crediting of the results of studies attained in another higher education institution or in other study programmes of VIKO;
 - 5.5. the assessment and recognition of the results of the learning achievements obtained in the form of non-formal and informal learning (hereafter - assessment of the learning achievements).
6. Before submitting an appeal, a student has the right to review their completed assignment and receive explanations regarding the interim and/or final evaluation of the study subject from the evaluating lecturer. Additionally, the student may familiarize themselves with the conclusions regarding the decision made in their case, as specified in sub-paragraphs 5.4 and 5.5 of the Regulations, and receive explanations from the VIKO staff who made the decision. An appeal is submitted when, even after receiving explanations from the VIKO staff mentioned in this section, the student still has justified arguments regarding possible violations.
7. A student can submit an appeal no later than:

- 7.1. within 3 working days since the announcement of the evaluation for the cases referred to in sub-paragraphs 5.1 and 5.2 of the Regulations;
- 7.2. On the next working day after the results are announced in the case specified in sub-paragraph 5.3 of the Regulations;
- 7.3. Within 3 working days from the date of receiving the decision in the cases specified in sub-paragraphs 5.4 and 5.5 of the Regulations;
- 8. The day of the announcement of the learning achievement evaluation and the day of receiving the decision are not included in the deadlines specified in sub-paragraph 7.
- 9. Appeals shall be submitted to :
 - 9.1. the Faculty Dean – for cases specified in sub-paragraphs 5.1 to 5.3 of the Regulations;
 - 9.2. the Rector of the VIKO for cases specified in sub-paragraphs 5.4 to 5.5 of the Regulations;
- 10. Appeals shall contain:
 - 10.1. the name and surname of the student, the study-programme, the study year, e-mail address given by the VIKO, the phone number and the date of the appeal.
 - 10.2. a specific request from the student;
 - 10.3. clear and objective arguments supporting the appeal;
 - 10.4. the signature of the person submitting the appeal.
- 11. The appeal shall be registered at the Registrar’s Office of the Faculty or VIKO accordingly.
- 12. The Faculty Dean or the VIKO Rector assesses whether the received appeal is eligible for review. An appeal is not considered if:
 - 12.1. it is unsubstantiated and based solely on the student's subjective opinion;
 - 12.2. it is submitted for cases not specified in the Regulations;
 - 12.3. It is submitted after the deadlines specified in the Regulations;
 - 12.4. It is anonymous.
- 13. If the appeal is not considered, the student is informed of the reason(s) for the rejection via the email address provided by the VIKO.

CHAPTER III

ESTABLISHMENT OF THE APPEAL COMMISSION

- 14. Upon receipt of the appeal, a Commission for Appeals (hereinafter – Commission) is formed no later than 3 days after receiving the appeal.
- 15. The Commission consists of 3 members, one of whom is appointed Chairperson.
- 16. Members of the Commission may not be employees whose decisions have been appealed.
- 17. The Commission for the consideration of appeals specified in sub-paragraphs 5.1-5.3 of the Regulations is formed by Order of the Dean of the Faculty, and for the consideration of appeals specified in sub-paragraphs 5.4-5.5 of the Regulations, by the Rector of the VIKO.
- 18. It is recommended to appoint the following as members of the Commission:
 - 18.1. an employee of the faculty administration for the consideration of appeals specified in sub-paragraphs 5.1-5.3 of the Regulations;
 - 18.2. an employee of the VIKO administration for the consideration of appeals specified in sub-paragraphs 5.4-5.5 of the Regulations;
 - 18.3. lecturers of the field of study to which the subject is assigned;
 - 18.4. a representative delegated by the student representative body;
 - 18.5. other people competent to consider the appeal.

19. The number and composition of the Commission members must be such that the Commission can examine the student's appeal and, if necessary, make a new decision.

20. The Commission is obliged to:

20.1. examine the appeal objectively and impartially;

20.2. respect the rights of the persons participating in the meeting and adhere to the principle of equal treatment for all participants.

21. A member of the Commission must:

21.1. attend Commission meetings and vote on all matters under discussion;

21.2. inform the Chairperson of the Commission in writing and withdraw from the appeal examination if there are signs of a conflict of interest;

21.3. vote objectively and impartially;

21.4. not disclose any information to third parties that has become known to them due to their work in the Commission;

21.5. adhere to academic ethics, the VIKO Personal Data Processing Regulations, and confidentiality obligations.

CHAPTER IV EXAMINATION OF APPEALS AND DECISION-MAKING

22. Appeals are examined, and decisions are made during the Commission meeting.

23. The Commission convenes for a meeting no later than 3 working days from the date of signing the order establishing the Commission.

24. The Commission is led and its work is organized by the Chairperson of the Commission, who sets the date, time, and location for the appeal hearing. The Chairperson appoints the Secretary of the Commission from among the Commission members.

25. If, for objective reasons (illness, holidays, or other circumstances), the Chairperson of the Commission is temporarily unable to fulfill their duties, they must immediately inform the Commission members in writing. In such a case, another Commission member (hereinafter - the Meeting Chairperson), elected by a simple majority of the attending Commission members, presides over the meeting.

26. A Commission meeting is considered valid if at least 2/3 of the Commission members, but no fewer than 3 members, are present.

27. The Commission meeting is closed. However, the appellant, the VIKO employee whose decision is being appealed, and other relevant individuals have the right to participate in the meeting upon invitation of the Commission.

28. The Commission shall inform the VIKO employee who made the decision regarding the appellant about the appeal received.

29. If necessary, the Commission may require the appellant and the VIKO employee who made the decision to provide explanations and request additional information from the appellant, VIKO employees, or other students. These explanations and/or information must be provided within two working days from the date of the Commission request.

30. The Commission must review the appeal and make a decision within 10 working days from the date of the Commission's formation. This period does not include student leave periods as specified in the VIKO regulations. In exceptional cases, when more time is needed to review the appeal and make a decision, the person who established the Commission may extend the review period by an additional 10 working days.

31. The Commission meetings are recorded in minutes. The minutes are signed by the Chairperson of the Commission or the Chairperson of the meeting and the Secretary of the Commission.

32. The decisions of the Commission shall be taken by open vote by a simple majority of the votes of the Commission members present at the meeting. In the event of an equal division of votes, the Chairperson of the Commission shall have the casting vote, except in cases where the Commission is chaired by the Chairperson of the meeting.

33. The Commission, upon reviewing an appeal regarding interim and/or final assessment of a study subject, makes one of the following decisions:

33.1. to reject the appeal and uphold the previous assessment;

33.2. to accept the appeal and reassess the interim and/or final assessment of the study subject.

34. Upon deciding to reassess the task of an interim and/or final assessment of a study subject, the Commission members who are not lecturers in the study field and the delegate from the student representation withdraw from the decision-making process. The decision to increase or decrease the assessment of the study subject is made by no fewer than 3 Commission members who are lecturers in the study field.

35. The Commission, upon reviewing an appeal concerning procedural violations in the assessment procedures of a study subject or thesis defense procedure, makes one of the following decisions:

35.1. to reject the appeal – the assessment or thesis defense procedure was not violated, thus the assessment remains valid;

35.2. to accept the appeal – the assessment or thesis defense procedure was violated, but the violations did not affect the assessment, thus the assessment remains valid;

35.3. to accept the appeal – the assessment or thesis defense procedure was violated and these violations had a significant impact on the appellant's assessment. In this case, the Commission annuls the appellant's assessment, and the employee who constituted the Commission enables the appellant to re-take the assessment or defend the thesis anew.

36. The Commission, upon reviewing an appeal regarding the recognition of study results achieved in another higher education institution or in other programs of the VIKO, makes one of the following decisions:

36.1. to reject the appeal – the procedure for recognition of study results was not violated;

36.2. to accept the appeal and recognize the study results in a different manner.

37. The Commission, having examined the appeal regarding the assessment and recognition of learning outcomes acquired through informal learning and self-education, adopts one of the following decisions:

- 37.1. To dismiss the appeal and uphold the decision made;
- 37.2. To grant the appeal and assess and recognize the learning outcomes differently.
38. The Chairperson of the Commission shall inform the employee who composed the Commission no later than the next working day after the day of examination of the appeal about the Commission's decision via the VIKO e-mail addresses.
39. The administration of the Faculty or VIKO shall, no later than within 3 working days from the date of receiving the Commission's decision, send the decision adopted by the Commission to the appellant and to the VIKO employee regarding whom the appeal was submitted to the VIKO e-mail addresses.
40. Before the Commission makes a decision, no administrative decisions related to the matters under consideration in the appeal regarding the appellant shall be made, and the implementation of decisions already made shall be suspended.
41. The decision of the Commission is final and not subject to appeal.

SECTION V
FINAL PROVISIONS

42. In its decisions, the Commission may provide recommendations to the VIKO or faculty administration regarding the improvement of study organization.
43. The minutes of the Commission meetings and other documents are stored at the VIKO in accordance with the procedures established by law.