

Approved
by the Senate of Mykolas Romeris University
15 October 2013
Resolution No. 1SN-7

APPEAL REGULATIONS OF MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. The Appeal Regulations of Mykolas Romeris University (hereinafter – the University) (hereinafter – the Appeal Regulations) regulate the procedure for submitting and hearing appeals.

2. An appeal means a written request of the person to examine the decision on:

2.1. validity of the regulations for admission to the University, the decision not to admit to the University;

2.2. procedure of a session examination and defence of a yearly paper;

2.3. assessment of session or study results and/or an examination;

2.4. procedure of the defence of a final paper and taking of a final examination;

2.5. crediting of the study results;

2.6. recognition of the achievements and competencies acquired in a non-formal way;

2.7. decision of the University not to confer a scientific degree;

2.8. expert assessment of the dissertation / monograph submitted externally.

3. The appeal letters regarding defence of the final thesis and the evaluation of the final examination are not accepted.

4. The right of appeal shall be granted to persons entering the University, students of the University, associated students of the University, persons seeking recognition by the University of their achievements and competencies acquired non-formally and persons contesting the University's decision not to confer a scientific degree or the expert assessment of the dissertation/monograph submitted externally

II. SUBMISSION OF APPEALS

5. Persons entering the University and refused admission to the studies shall submit an appeal regarding the assessment objectivity of the entrance examination (credit), the infringement of the admission regulations, the validity of the decision not to admit to the University to the Chairperson of the Admission Commission.

6. A university student and an associated student shall submit an appeal regarding the final assessment of a study subject (examination, credit, yearly paper, final paper), an infringement of the examination procedure of a study subject, defending a final paper to the Dean of his/her Faculty.

7. The person who disagrees with the crediting of first-cycle (bachelor) study, second-cycle (master) study results may submit an appeal to the Vice-Rector for Studies. The person who disagrees with the crediting of third-cycle (doctoral) study results, the expert assessment of the dissertation / monograph submitted externally or disputes the University's decision not to confer a scientific degree may submit an appeal to the Vice-Rector for Research and International Relations.

8. If an appeal has been made in respect of the assessment or a breach of the assessment procedure of the study subject administrated by another faculty, the appeal shall be referred for examination to the faculty administrating the study subject in question.

9. An appeal shall be made not later than within five working days as of the day of announcement of the assessment. This time limit excludes the day of announcement. The set time limit shall not apply in the following cases:

9.1. An appeal regarding the assessment objectivity of the entrance examination (credit), an infringement of the admission regulations, the validity of the decision not to admit to the University, final examinations and final papers shall be made not later than within two working days after the announcement of the assessment.

9.2. An appeal regarding the crediting of study results may be filed not later than within ten working days after the day of announcement of the decision.

10. Before submitting an appeal, the student shall have the right to look through his/her written examination/credit work, which is stored at the department administrating the subject. The person seeking the recognition of the competencies gained in the system of non-formal adult education shall have the right to familiarise him/her with the conclusions made by the expert-lecturer of the study subject.

11. The appeal shall clearly state objective arguments substantiating the appeal. Unsubstantiated or subjective opinion-based appeals shall not be scrutinised.

III. FORMATION OF THE APPEAL COMMISSION

12. Upon receipt of an appeal, the Appeal Commission shall be formed not later than within five working days.

Amendment:

Senate of Mykolas Romeris University,

Resolution 10 November, 2014, No. ISN-17

13. The Appeal Commission regarding the assessment objectivity of the entrance examination (credit), the infringement of the admission regulations shall be formed by the Chairperson of the Admission Commission. The Appeal Commission regarding the crediting of first-cycle (bachelor) study, second-cycle (master) study results shall be formed by the Vice-Rector for Studies. The Appeal Commission regarding the crediting of third-cycle (doctoral) study results, the decision not to confer the degree of doctor of sciences, the expert assessment of the dissertation/monograph submitted externally shall be formed by the Vice-Rector for Research. The Appeal Commission regarding the assessment of a study subject, an infringement of the procedure for a study subject examination or competence recognition shall be formed by the Dean. The Appeal Commission regarding the defence of a final paper and the procedure for taking a final examination, regarding the assessments of the defence of a final exam and final exam assessments shall be formed and the order shall be signed by the Vice-Rector for Studies authorised by the Rector.

14. The Appeal Commission shall consist of 3–5 members. Members of the Commission may be the lecturers of the same field to which the study subject is attributed. The Commission scrutinising appeals regarding infringements of the examination taking procedure of a study subject, the defence of a paper, the recognition of competencies or the assessment of study results shall include at least one representative suggested by the Students' Representative Body. The lecturer whose assessment has been appealed may not be a member of the Appeal Commission.

15. The Appeal Commission scrutinising appeals regarding the crediting of study results shall consist of at least two thirds of the experts suggested by the Centre for Quality Assessment in Higher Education and representatives of other institutions and organisations (other higher education schools, the Ministry of Science and Education of the Republic of Lithuania, the Students' Representative Body).

16. The Appeal Commission shall follow the Procedure of Studies, the Regulations of Doctoral Studies, these Appeal Regulations, the Study Subject Programme and other legal acts of the University regulating studies.

IV. SCRUTINISING OF APPEALS

17. The Appeal Commission shall decide whether the appeal is reasoned. If the appeal is held reasoned, it shall be made possible to verify the objectivity of the assessment, the crediting of the study results, the expert assessment of the dissertation/monograph submitted externally or the competence recognition anew. If the Appeal Commission recognises with the statement of reasons that the appeal is unsubstantiated, the earlier assessment or the decision regarding the crediting of study results (recognition of competencies) shall be upheld.

18. The Appeal Commission shall hear the opinions of the lecturer who made the assessment, the University employee who credited the study results, the Chairperson of the final examinations or final papers' defence commission or his/her substitute, the lecturer–expert who assessed the competencies gained in the system of non-formal adult education, the scientist–expert who assessed the dissertation/monograph submitted externally and of the appellant.

19. If the appellant appeals against the assessment of a study subject received while providing answers in writing, the Appeal Commission shall assess only the written work.

20. If the appellant appeals regarding the assessment received while answering verbally and the appeal is found to be well-founded, the Appeal Commission shall make a new assessment of his/her verbal answers from the whole subject programme. If the appellant provided answers verbally and there is his/her preparation paper, the Appeal Commission shall take it into consideration when assessing the appellant anew.

21. If the appellant appeals regarding the assessment received after the recognition procedure of the competencies acquired in the system of non-formal adult education, the Appeal Commission shall re-assess his/her verbal answers from the whole programme followed seeking the recognition of competencies.

22. All appeals shall be considered within 15 working days after the day of receipt of the appeal. The Commission's decision shall be formalised by the minutes. The set time limit shall not apply in the following cases:

22.1. Appeals regarding the decision not to confer the degree of doctor of sciences, the expert assessment of the dissertation/monograph submitted externally shall be considered within 4 weeks after the day of formation of the Appeal Commission.

22.2. Appeals regarding the assessment objectivity of the entrance examination (credit), the infringement of the admission regulations, the validity of the decision not to admit to the University shall be scrutinised within 6 working days after the day of receipt of the appeal.

22.3. If the appeal letter regarding the results of the term or studies and/or the evaluation of examination, the procedures of the defence of the final thesis and of taking the final examination are provided later than 5 working days till the end of the spring term, the period for examining the appeal can be transferred and it starts from the beginning of the autumn term.

23. When scrutinising appeals regarding the assessment of study results, a representative of students shall act in advisory capacity.

24. The Appeal Commission may adopt the following decisions:

24.1. to uphold the earlier assessment;

24.2. to give a different assessment (decrease or increase the assessment score, credit or refuse crediting, recognise or refuse recognising the competencies);

24.3. to invalidate the assessment of the examination, credit, final paper and obligate the faculty to make it possible to re-take the examination, credit or defend the paper anew;

24.4. to recall the decision not to confer the degree of doctor of sciences and obligate the Doctoral Committee of the relevant science field to form a new defence council;

24.5. to uphold the expert assessment conclusions of the dissertation/monograph submitted externally;

24.6. to recall the decision of experts recognising the dissertation/monograph submitted externally as not qualifying for defence and to appoint other experts to assess the dissertation/monograph submitted for defence externally.

25. The Appeal Commission shall execute its decision by the minutes to be submitted to the Faculty (Doctoral Committee). If the appeal is scrutinised by the commission formed by the dean of

another faculty, its decision shall be communicated to the dean of the faculty which has received the appeal.

26. The decision of the Appeal Commission to the person seeking enrolment shall be communicated by the Admission Commission by an e-mail (to the personal address of the appellant) not later than within one working day after the day of decision on the appeal.

27. The decision of the Appeal Commission regarding the assessment or the crediting of study results, the decision not to confer the degree of doctor of sciences, the expert assessment of the dissertation/monograph submitted externally shall be communicated to the appellant by the faculty administration by e-mail not later than within three working days after the day of decision on the appeal.

28. Documents of the Appeal Commission (orders of the Rector, orders of the deans, minutes, etc.) shall be stored at the Dean's Office, the Science Centre, for one year and afterwards shall be transferred to the Archive of the University.

29. The appellant shall have the right to apply to the Dispute Resolution Commission under the prescribed procedure, if he/she is dissatisfied by the reply to the application or complaint by the Rector or his/her authorised person or if the appellant has not received the reply within 15 calendar days.
