

APPEALS REGULATIONS OF MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. Appeals Regulations (hereinafter – the Regulations) of Mykolas Romeris University (hereinafter – the University) govern the procedure for appeals, examination of appeals and setting up appeals commission and its processing of the appeals of prospective university students, university students in the first, second and third cycles of study, students of professional studies and free listeners (hereinafter – the students), persons seeking University recognition of knowledge and skills acquired in an informal manner, and persons seeking to obtain a PhD degree in an extern manner (hereinafter – the external students) at the University.

2. The terms used in these Regulations are used as defined in the University Statute and other university legislation.

3. If there are contradictions between the Regulations and the Regulations of Doctoral Studies and (or) legal acts of the Republic of Lithuania, the Regulations of Doctoral Studies and (or) Legal Acts of the Republic of Lithuania shall be applied.

II. SUBMISSION OF APPEALS

4. An appeal may be brought against:

- 4.1. errors in the calculation of the competition score, procedural violation of the admission to the University and verification of knowledge and skills;
- 4.2. violations of the admission procedure to the third cycle of studies;
- 4.3. procedural violation of the final assessment, continuing attestations, final examination, course work or defence of the final theses;
- 4.4. final assessment, certification in continuing subjects or evaluation of course work;
- 4.5. crediting of the results of studies achieved at another higher education institution or in other study programmes at the University;
- 4.6. recognition of knowledge and skills acquired through non-formal education;
- 4.7. the decision of the University not to grant a degree;
- 4.8. rejection of an extern applicant`s or a doctoral student`s request to defend a thesis.

5. Appeals against the evaluation of the final thesis, the final examination and the doctoral research project are not admitted.

6. Appeals shall be filed in Lithuanian or English.

7. The right of appeal is granted to:

- 7.1. an applicant to the University studies;
- 7.2. a University student and a free listener;
- 7.3. a person seeking recognition of the knowledge and skills acquired through non-formal means of studies at a university;
- 7.4. a person challenging the decisions provided for in points 4.7-4.8 of the Regulations.

8. Appeals shall be submitted:

- 8.1. to the Chairman of the Reception Commission – regarding cases provided for in point 4.1 of the Regulations;

- 8.2. to the Scientific Doctoral Committee (hereinafter – the Doctoral Committee) or the Rector in accordance with the procedure laid down in the Regulations on Doctoral Studies – regarding the case provided for in point 4.2 of the Regulations;
- 8.3. to the Head of the Academic Unit in which the student studies – regarding the cases provided for in points 4.3-4.4 of the Regulations. If the subject of course studies which is the subject of an appeal for evaluation or procedural violations is administered by another academic unit, the appeal shall be filed with the Head of the Academic Unit administering the subject of studies;
- 8.4. to the Rector – regarding the cases provided for in paragraphs 4.5-4.8 of the Regulations.
9. Appeals shall be filed within the following time limits:
- 9.1. in the event of an error in the calculation of the competitive score referred to in point 4.1 of the Regulations – not later than 24 hours before the deadline for submitting applications for admission to the University, for admission to the University or for procedural irregularities in the verification of knowledge and skills – not later than within three working days from the date of publication of the results. The date of publication shall not be included in this time limit;
- 9.2. for cases provided for in paragraph 4.2 of the Regulations, within the time limits specified in the Regulations of Doctoral Studies;
- 9.3. for cases provided for in paragraphs 4.3 to 4.4 of the Regulations, no later than five working days after the date of publication of the assessment or decision. The date of publication shall not be included in this time limit;
- 9.4. for cases provided for in paragraph 4.5 of the Regulations, not later than within ten working days from the date of publication of the decision. The date of publication shall not be included in this time limit;
- 9.5. for cases provided for in paragraph 4.6 of the Regulations, not later than fourteen working days from the date of publication of the decision. The date of publication shall not be included in this time limit;
- 9.6. for cases provided for in paragraphs 4.7-4.8 of the Regulations, within the time limits specified in the Regulations of Doctoral Studies.
10. Before filing an appeal, a student shall have the right to review his final work assessment, which shall be kept at the institute where the lecturer who assessed the work is employed, or familiarise oneself with the assessment record in the Moodle environment course content (if the final work is defended online) in accordance with the paragraph 143 of the Order of Assessment of the University Studies Results and to receive comments regarding the evaluation from the lecturer who assessed the results of the work.
11. Before filing an appeal concerning the crediting of the results of studies achieved at another higher education institution or another study programme of the University a student shall have the right to familiarise oneself with the conclusions of the University employee who assessed the compliance of the results of studies with the requirements of the study programme.
12. Before appealing for recognition of knowledge and skills acquired in non-formal adult education, a person shall have the right to familiarise oneself with the conclusions of an expert or group of experts.
13. Before appealing against a decision of the University not to award a degree, a doctoral student shall have the right to consult the minutes of the vote of the Defence Board, which shall state the reasons for such a decision.
14. The appeal must clearly state the grounds on which the appeal is based. Appeals which are not substantiated but are based only on a subjective opinion are not examined.

III. COMPOSITION OF THE APPEALS COMMISSION

15. After receiving the appeal, an Appeals Commission (hereinafter – the Commission) shall be set up within five working days. The Commission dealing with an appeal regarding claims stated in paragraph 4.1 of these Regulations concerning technical errors in the calculation of the competitive points shall be formed immediately.

16. The Commission shall consist of and endorse:

16.1. Vice-rector for Academic Affairs as confirmed by the Rector endorses appeals referred to in paragraph 4.1 of the Regulations;

16.2. Head of an Academic Unit (Dean) endorses appeals referred to in paragraphs 4.3-4.4 of the Regulations, if the appeal is against the final work assessment or course work, or against a procedural violation while assessing final work or defending course work;

16.3. Vice-rector for Academic Affairs as confirmed by the Rector endorses appeals referred to in paragraphs 4.2 and 4.5-4.8 of the Regulations and appeals referred in paragraphs 4.3-4.4 of the Regulations, if the appeal is filed for violation of the procedure for arranging the final examination or defending the final work.

17. The Commission shall consist of 3 to 5 members and a secretary.

18. Members of the Commission examining appeals referred to in paragraphs 4.3-4.6 of the Regulations shall be teachers of the field of study to which the subject of study is assigned, if possible, experts in that particular or a close subject. The Commission examining the appeals referred to in paragraphs 4.3-4.4 of the Regulations shall additionally include at least one representative proposed by the University's student representation, who participates with the right of an advisory vote.

19. The person who participated in making a decision on the assessment or approved it or carried out the procedure under appeal (provided a conclusion on the compliance of the learning outcomes with the subject requirements of the study programme, a conclusion on the recognition of knowledge and skills acquired in a nonformal way), provided a conclusion on the recognition of informal knowledge and skills acquired in the adult education system, etc.) shall not be a member of the Commission.

IV. EXAMINING APPEALS AND MAKING DECISIONS

20. Appeals shall be considered and decisions shall be made at the Commission meetings.

21. The meetings of the Commission shall be closed.

22. The meeting of the Commission shall be considered legitimate if at least three members of the Commission are present.

23. The meeting of the Commission shall be organized and chaired by the Commission's chairperson.

24. The Commission shall have the right:

24.1. to receive information related to the pending appeal;

24.2. to invite all the necessary persons to take part in the meeting;

24.3. during the hearing, to submit the issues related to the examination of the appeal.

25. If an appeal is submitted regarding the evaluation of the final thesis, which was obtained by the written evaluation of the learning outcomes, only the work of the final thesis itself shall be evaluated in the Commission. If an appeal is submitted regarding the assessment of the final thesis presented orally, the Appeals Commission shall evaluate the record of the final thesis presentation and take into account the student's preparation notes, if there are any.

26. If an appeal is submitted regarding the recognition of knowledge and skills acquired informally, the Appeals Commission shall evaluate the portfolio of knowledge and skills acquired by the person in the non-formal adult education system and, if available, the additional tasks assigned by the expert (group of experts).

27. Appeals shall be examined no later than within fifteen working days from the date of the formation of the Appeals Commission. The established deadline shall not apply in the following cases:

27.1. appeals regarding the cases provided for in paragraph 4.1 of the Regulations shall be considered within five working days from the date of receiving the appeal;

27.2. appeals regarding the cases provided for in paragraphs 4.5-4.6 of the Regulations shall be considered no later than within 20 working days from the date of the formation of the Commission;

27.3. appeals regarding the cases provided for in paragraphs 4.7-4.8 of the Regulations shall be examined in accordance with the terms specified in the Regulations of Doctoral Studies;

27.4. if the appeal regarding the cases provided for in paragraphs 4.2-4.3 of the Regulations is submitted later than five working days before the end of the spring semester, the deadline for considering the appeal shall be moved and started to be counted from the beginning of the autumn semester;

27.5. The Commission shall listen to the opinions of the teacher who assessed, the examiner who supervised the procedure of the final assessment, the University employee who carried out the crediting of the learning outcomes, the chairperson of the final examination qualification commission or the thesis defence commission, the deputy or another member, the expert (expert group), the lecturer-expert who evaluated the knowledge and abilities acquired by the person in the non-formal adult education system, and the student (person) who submitted the appeal.

28. The Commission shall be guided by the University's Study Procedure, the University's Learning outcomes Evaluation Procedure, the Regulations of the Doctoral Studies, these Regulations, the description of the study subject and other national and University legal acts regulating the studies.

29. After examining the appeal, the Commission shall make the following decisions:

29.1. to leave the previous (re)assessment in effect;

29.2. to reject the previous (re)evaluation and change the evaluation of the final thesis, attestation in continuing subjects or coursework by increasing it, credit the study result, recognize non-formally acquired knowledge and skills, recalculate the competitive score;

29.3. to cancel the evaluation of the final assessment or attestation in continuing subjects (if the appeal is submitted due to procedural violations), the final exam, the final thesis and oblige the academic department to provide conditions for retaking the final assessment, final exam or re-defending the thesis;

29.4. to revoke the decision not to grant a doctoral degree and oblige the Doctorate Committee to form a new thesis Defence Board;

29.5. to uphold the decision not to award a degree;

29.6. to oblige the Doctoral Committee to review the decision to reject the request of an extern student or doctoral student to defend the thesis and/or to appoint new reviewers to evaluate the thesis;

29.6. to uphold the Doctoral Committee's decision to reject the request of an extern student or a doctoral student to defend a thesis.

30. The decisions of the Commission shall be made by a simple majority of votes. The student representative shall have the right of an advisory vote when considering appeals regarding the assessment of learning outcomes.

31. The Commission shall formalize its decision in a protocol, which shall be approved (signed) by all members of the Commission and the secretary.

32. Depending on the subject of the appeal, the protocol of the Commission shall be submitted to the academic department, the Doctoral School of Social Innovations of the Science and Innovation Centre (Doctoral Committee, Admissions Committee) or the Communication and Marketing Centre (Admissions Committee). If the appeal was examined by a Commission formed by another academic unit, its decision shall be forwarded to the Head (Dean) of the academic unit that received the appeal.

33. The administration of the academic unit or the Doctoral School of Social Innovations of the Science and Innovation Centre shall inform the student (individual, extern) who submitted the appeal about the Commission's decision by e-mail no later than three working days from the date of the appeal. The Admissions Committee shall inform the applicant about the Commission's decision by e-mail no later than within one working day from the date of the appeal hearing.

34. The person dissatisfied with the Commission's decision shall have the right to apply to the University's Permanent Dispute Resolution Commission in accordance with the procedure established in the work regulations of the University's Permanent Dispute Resolution Commission.
