



**LITHUANIAN BUSINESS UNIVERSITY OF APPLIED SCIENCE**

**APPEAL REGULATIONS**

**Klaipėda, 2014**

APPROVED

By the decree, No. 2.12-6, of  
The Academic Council of the Lithuanian  
Business University of Applied Science  
On the 15th of December of 2014.

## **I. GENERAL PROVISIONS**

1. The appeal regulations govern the process of appeal submission to the Appeal committee, dealing with the appeals for objectivity of student's knowledge and practice assessment, student's qualifying (final) exam or thesis defence procedure and the assessment of the qualifying (final) exam or thesis, as well as formation of the committee, its work, rights and functions.
2. Appeal is one's written request for consideration of decisions on objectivity of student's knowledge and practice assessment, student's qualifying (final) exam or thesis defence procedure and the assessment of the qualifying (final) exam or thesis.
3. Students of all the study programs and forms of study may submit appeals.

## **II. PROCEDURE AND COMPETENCE OF THE ESTABLISHMENT OF THE APPEAL COMMISSION**

4. The Appeal committee may be formed not later than within three working days, after the Director's decision to form it.
5. The Appeal committee comprises three members. Proposal on the structure of the Committee is made by the Deputy Director for Studies and Head of a particular study program, and approved by the Director's order. The structure of the Appeal committee is publicly available.
6. The Appeal committee, dealing with the appeals, related to objectivity of student's knowledge and practice assessment, student's qualifying (final) exam or thesis defence procedure or the legitimacy of thesis defence procedure, is made of lecturers of an area of study, an academic subject is assigned to.
7. The Appeal committee, dealing with the appeals, related to the assessment of the qualifying (final) exam and thesis, comprises one constant lecturer, of an area of study, an academic subject is assigned to, and two specialists in a particular field. Scholars and lecturers from other high schools can also be included in the committee.
8. The lecturers, because of an assessment of which an appeal has been received, as well as members of the Qualification Committee cannot become members of the Appeal committee.
9. The chairman of the Appeal committee, governing the institution, is elected by open vote of the Appeal committee members.
10. Work of Appeal committee is governed by University Regulations of Studies, these Appeal Regulations, programs of study and other documents, which regulate studies.
11. The Appeal committee performs such functions:
  - 11.1. Review motivational appeals;
  - 11.2. Makes decisions on the requirements, presented in the appeals.
12. Performing its functions, the Appeal committee has a right to receive all the information, necessary for reviewal of appeals and for decisions to make.

13. The decisions on the requirements, presented in the appeals, made by the Appeal committee, are considered to be adopted, when they are voted for by the majority of the committee members, participating in a meeting.

14. Decisions on the requirements, presented in the appeals, made by the Appeal committee, are documented in minutes of the meetings, signed by the chairman of the meeting and by committee members.

### **III. SUBMISSION OF APPEALS**

15. Students may submit appeals for:

- 15.1. Assessment of their knowledge, acquired during a term and verified during the final exam or test;
- 15.2. Assessment of their practices;
- 15.3. Assessment of their course papers;
- 15.4. Assessment of the qualifying or final exam;
- 15.5. Assessment of their theses;
- 15.6. Violation of order of passing of the qualifying or final exam;
- 15.7. Violation of order of theses defence;
- 15.8. Scoring of their exam results.

16. Appeals are to be submitted to the director of the University.

17. The request, presented in an appeal, must be motivated. The director decides whether the request, presented in an appeal, is quite motivated and whether it is necessary to summon the Appeal committee for discussion of the presented request in the manner, prescribed by the Regulations. Unmotivated requests are not discussed in accordance with the appeal procedure. Director of the University takes decisions within three working days from the date of the appeal submission.

18. Appeals on the assessment of the qualifying (final) exam or thesis and on passing of the qualifying (final) exam or the thesis defence procedure may be submitted within twenty-four hours from announcement of the assessment.

19. Appeals on the assessment of student's knowledge and practice may be submitted not later than within three working days from the date of announcement of the assessment.

20. The appeal submission is payable. The fee is intended to pay for work of the Appeal committee.

21. The students, submitting their appeals to the committee, must provide it with (see annex 1):

- 21.1. Their full names, information about study programs and forms of study (full-time, part-time), year of study and e-mails;
- 21.2. The date of appeal submission;
- 21.3. The title and date of the exam (test, practice) passed, exam hour, name of the examiner (members of the expert committee), the method of assessment of study results and reports;
- 21.4. Circumstances or causes of the situation that made an appeal to be submitted;
- 21.5. Explanation, why they do not agree with the thesis defence or exam passing order and (or) the assessment of the final exam, course work etc., as well as with unscored study results.

22. Students cannot appeal on the decision, made on the cathedral meeting, reviewing theses of the students.

### **IV. APPEAL EXAMINATION ORDER**

23. The Appeal committee must examine an appeal and make a decision on it within five working days from the date of establishment of the Appeal committee.

24. The students, submitting appeals, are informed by email about the time and date of the Appeal committee 's meeting.
25. If the appellants submit appeals for reviewal of the assessment of the knowledge, they acquire during a term, during their practices or the evaluation of the qualifying (final) written exam they take, the Appeal committee examines only the written works. The Appeal committee may take sub scores into account, if the cumulative assessment system was used.
26. If the appellants submit their appeals for reviewal of the assessment, they got for oral reports, they are allowed to appear before the Appeal committee and answer all the questions, related to a subject of the study program. If the appellants were answering orally and were using answer sheets (practice reports), while evaluating a student once again, the Appeal committee takes the answers sheets into consideration.
27. If the appellants submit appeals for reviewal of the assessment, they got for their theses, the Appeal committee evaluates the theses, as well as the answers, the students give on the questions, asked by members of the Qualification committee, during the thesis defence procedure, and registered in the minutes of the Qualification committee's meeting.
28. If the appellants submit appeals for the qualifying (final) exam passage order or the order of the thesis defence procedure, the Appeal committee examines the minutes of the Qualification committee's meeting and the Qualification committee's chairman's report. If necessary, the Appeal committee may require members of the Qualification committee to provide the committee with written explanation of the qualifying (final) exam passing order or the order of the thesis defense procedure. While examining appeal for violations of the procedure, the Appeal committee decides whether the violations influence the exam results.
29. An appeal is considered to be examined by the Appeal committee, when a decision on the requests, listed in the appeal, is made.
30. The decision of the Appeal committee is final and not subject to further appeal.
31. The Appeal committee may make the following decisions:
  - 31.1. to leave the previous assessment unchangeable;
  - 31.2. to evaluate an assessment in a different way (to reduce or increase the assessment);
  - 31.3. while examining an appeal for the qualifying (final) exam passage order or the order of the thesis defence procedure, the Appeal Committee may annul the assessment, an appellant received for the final exam or the thesis, if it determines substantive procedural violations of exam passage or thesis defence.
32. Having annulled the qualifying (final) exam results or thesis defence results, the exam has to be repeated; the thesis defence procedure also has to be repeated not later than 10 days from the date of the Appeal committee's decision.

## **V. FINAL PROVISIONS**

33. The director of the University, the appellant, the lecturer of a certain subject and the Department Head have to be familiarised with the decision of the Appeal committee not later than within three working days from the date of the Appeal committee's decision.
  34. Having summarized the work of the Appeal committee, its Chairman may provide the director of the University and the Department Head, a particular subject is assigned to, with the recommendations on the development of study process.
  35. A copy of the Appeal committee's decision on an appeal is pinned in the personal file of the student, who has submitted the appeal.
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/form of study, year of study and title of the study program/

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/student 's full name/

\_\_\_\_\_  
/e-mail and number/

To prof. dr. Angelė Lileikienė  
Director of the Lithuanian Business University of Applied Science

**APPEAL**

\_\_\_\_\_  
Klaipėda

**Title of the exam (test, student's practice)** \_\_\_\_\_  
\_\_\_\_\_

**Exam date** \_\_\_\_\_

**The number of times, the exam is being passed** \_\_\_\_\_

**Name of the examiner (members of the expert committee)** \_\_\_\_\_

**The method of assessment of study (exam or test) results** \_\_\_\_\_

**The method of report (written, oral, written and oral)** \_\_\_\_\_

**Circumstances or causes of the situation that made an appeal to be submitted** \_\_\_\_\_  
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**Explanation, why they do not agree with the thesis defense or exam passing order and (or) the assessment of the final exam** \_\_\_\_\_  
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