

APPROVED BY

The Resolution No. V4-8 of the Academic Council of 26 November 2025 (new edition))

PANEVĖŽIO KOLEGIJA/STATE HIGHER EDUCATION INSTITUTION DESCRIPTION OF THE PROCEDURE FOR SUBMITTING AND EXAMINING APPEALS

I. GENERAL PROVISIONS

1. The Description of the Procedure for Submitting and Examining Appeals of Panevėžio kolegija/State Higher Education Institution (hereinafter – the Description) regulates the procedure for submitting appeals by students and learners (hereinafter – Student), forming the Appeals Committee, examining appeals, and making decisions at Panevėžio kolegija/State Higher Education Institution (hereinafter – the College).

2. The Description is prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, the Statute of the College, the Description of the Procedure for the Assessment of Study Achievements of the College, the Study Regulations, the Description of the Procedure for the Recognition of Partial Study Results and Competences Acquired through Formal Education, the Description of the Procedure for the Assessment and Recognition of Competences Acquired through Non-formal and Informal Learning, and other internal documents.

3. The main terms used in the Description:

3.1. Appeal – a written, reasoned request by a student to reconsider the assessment of the semester learning outcomes of a studied module (subject) and/or violations of the module (subject) assessment procedures, and/or the recognition of partial study results, and/or the recognition of competences acquired through formal education, and/or violations of the assessment procedures specified in the descriptions of the final examination organization procedure, and/or the final thesis (project) preparation and defense procedure.

3.2. Appellant – a Student submitting an appeal.

3.3. Other terms used in the Description shall be understood as defined in the Law on Science and Studies of the Republic of Lithuania, the Statute of the College, the Study Regulations of the College, and other College documents.

4. Appeals regarding final theses (projects), final examinations, and other assessments in which study achievements are evaluated collectively (i.e., where an assessment commission is formed) may be submitted only regarding procedural violations of the study achievement assessment. Appeals regarding the grades of these works are not examined. Repeated defense of the final thesis (project) or retaking of the final examination is not organized.

II. PROCEDURE FOR SUBMITTING APPEALS

5. A Student has the right to submit appeals:

5.1. Regarding the assessment of module (subject) interim assessments, examinations (integrated examinations), projects (integrated projects).

5.2. Regarding the calculation of the final module (subject) grade.

5.3. Regarding violations of module (subject) interim assessments, examination (integrated examination), project (integrated project) assessment procedures.

5.4. Regarding procedural violations of the assessment of the final thesis (project) and final examination.

5.5. Regarding the recognition of partial study results and competences acquired through formal education.

6. The Appellant submits the appeal to the faculty dean in the cases specified in points 5.1–5.4, and to the Director of the College in the case specified in point 5.5. The appeal must be submitted:

6.1. No later than within 3 working days after the module (subject) assessment is published in the College's academic information system AKADIS in the cases specified in points 5.1–5.3.

6.2. No later than within 2 working days after the publication of results in the case specified in point 5.4.

6.3. No later than within 3 working days after receiving the decision in the case specified in point 5.5.

7. The appeal must be submitted in writing. It must contain: the date of appeal, the Appellant's first and last name, email address and other contact details, the decision being appealed, the grounds for disagreement (arguments), factual circumstances and documents supporting the grounds. The appeal must be signed by the Appellant.

8. If the appeal is submitted to the faculty dean, it is registered at the faculty. When submitting an appeal to the College Director, it is registered at the College Secretariat.

9. The faculty dean or the College Director evaluates whether the appeal can be examined. The appeal is not examined if it is unreasoned and based only on the student's subjective opinion and/or submitted regarding cases not listed in point 5 of the Description, and/or submitted after the deadlines established in point 6 of the Description, and/or is anonymous. If the appeal is not examined, the Appellant is informed of the reason(s) by email (to the College-provided email inbox) within 3 working days from the registration of the appeal.

III. FORMATION OF THE APPEALS COMMITTEE, EXAMINATION OF APPEALS AND DECISION-MAKING

10. The Appeals Committee (hereinafter – the Committee) shall be formed no later than within 3 working days from the date of appeal registration by order of the faculty dean in the cases specified in points 5.1–5.4, and by the order of the College Director upon the dean's proposal in the case specified in point 5.5:

10.1. The Committee consists of 5 members, one of whom is appointed Committee Chair.

10.2. The Committee for examining appeals specified in points 5.1–5.3 shall consist of the faculty dean, teachers of the study field to which the study module (subject) belongs (excluding the teacher whose assessment and/or procedural violations are being appealed), and a student representative delegated by the College Student Representation (excluding the student who submitted the appeal).

10.3. The Committee for examining appeals specified in point 5.4 shall consist of the Deputy Director for Studies, the Quality Representative of the Management, the College Lawyer, the faculty dean, and a student representative delegated by the College Student Representation (excluding the student who submitted the appeal).

10.4. The Committee for examining appeals specified in point 5.5 shall consist of the Deputy Director for Studies, the faculty dean, teachers of the study field, and a student representative delegated by the College Student Representation (excluding the student who submitted the appeal).

11. The Committee must examine the submitted appeal within 10 working days from the date of registration.

12. The Committee must make decisions in accordance with the principles of independence, impartiality, non-discrimination, fairness, transparency, and confidentiality.

13. Before starting their work, Committee members must sign a confidentiality agreement and an impartiality declaration (Annex 1). If there are justified doubts regarding impartiality or independence, the Committee member must withdraw from the examination and decision-making.

14. Appeals are examined and decisions are made during Committee meetings.

15. The Committee meeting is organized and chaired by the Committee Chair. The meeting is valid when at least 3 Committee members participate. Decisions are made by majority vote. If votes split evenly, the Chair's vote prevails.

16. The Committee may invite relevant specialists (experts) to participate in meetings. After signing the impartiality and confidentiality forms, experts may participate in Committee work.

Experts do not vote in decision-making. Appellants are not invited to Committee meetings, and appeals are examined without their presence.

17. After examining the appeal, the Committee must make a decision and inform the Appellant by email (to the College–provided email inbox) no later than within 2 working days after the examination date.

V. FINAL PROVISIONS

18. Appeal documents are stored at the faculty for one year, then transferred to the College archive.

19. Other questions related to appeals and not discussed in the Description shall be resolved by the College Director.

**Confidentiality Commitment and Impartiality Declaration of a Member of the
Appeals Committee**

I, as a member of the Appeals Committee, by signing this declaration, undertake to:

1. Perform the duties assigned to me objectively, professionally, without prejudice, and in accordance with the principles of non-discrimination, transparency, independence, and impartiality.
2. Act solely as an individual, not representing any institution, organization, political party, interest group, or person, and adhere to the principles of academic ethics.
3. Withdraw from the duties of a member of the Appeals Committee and refrain from examining an appeal if circumstances arise that create a conflict between public and private interests.
4. Comply with confidentiality obligations:
 - 4.1. Protect and use only for the purposes and in the manner established by law and other legal acts any information related to the examination of the appeal that becomes known to me in my capacity as a member of the Appeals Committee.
 - 4.2. Safeguard documents entrusted to me that contain confidential information in such a manner that third parties are not able to access or use them.

I confirm that the information provided is accurate and complete.

(date)

(signature)

(First name, Last name)