

## APPROVED BY

Academic Council decision No. V4-4 in 2010 January 21

Academic Council decision No. V4-12 in 2013 December 18

Academic Council decision No. V4-8 in 2017 March 21.

# REGULATIONS OF THE PANEVĖŽYS COLLEGE APPEALS

## I. GENERAL PROVISIONS

1. Panevėžys College (hereinafter referred to as the College). The appeals regulations regulate the procedure for submitting and examining appeals, which applies to College students.

2. An appeal is a written, motivated request by the student to reconsider the evaluation of the study achievements of the semester of the studied module (subject) or violations of the evaluation procedures of the module (subject) and/or the procedure for organizing the final exam and/or the procedure for preparation and defence of the final thesis (project) specified in the description of the evaluation violations of the procedures (hereinafter referred to as the procedures for the final assessment of study achievements). Repeated defence of the thesis (project) or taking of the final exam is not organized.

3. Appellant - student submitting an appeal.

4. The provisions of appeals are prepared in accordance with the Statute of the College, the Study Regulations, the director's orders and other legal acts.

## II. SUBMISSION OF APPEALS

5. The student has the right to submit appeals:

5.1. Regarding the assessment of module (subject) semester study achievements.

5.2. Due to violations of the evaluation procedure for module (subject) semester study achievements.

5.3. Due to violations of final work (project) or final exam evaluation procedures.

6. It is possible to appeal both for satisfactory and for unsatisfactory final evaluations of the study achievements of the studied module (subject) and determination of the level of achievements.

7. The appellant must submit an appeal to the dean of the faculty no later than one working day after the publication of the evaluation of the study achievements of the module (subject) semester in the College's academic information system AKADIS.

## III. ESTABLISHMENT OF THE COMMISSION, ITS FUNCTIONS AND RIGHTS

8. Upon receipt of an appeal, no later than within 3 working days, by order of the Director (at the recommendation of the Dean of the faculty), an Appeal Commission (hereinafter referred to as the Commission) is formed of 5 members.

8.1. The commission for the evaluation of the semester's study achievements of the module (subject) is composed of the teachers of the field of study to which the study module (subject) is assigned. A member of the appeals commission cannot be a lecturer whose evaluation has been appealed.

8.2. The commission for violations of the procedure for evaluating the study achievements of the module (subject) semester is composed of student representatives of the study program to which the applicant is assigned.

8.3. The commission for violations of evaluation procedures for the preparation and defence of the final exam and/or final thesis (project) is composed of the dean of the faculty, the chairman of the qualification commission, a member of the commission, and student representatives of the two study programs to which the applicant is assigned (at the request of the College Student Representation). A student who has filed an appeal cannot be a member of the appeal commission.

9. Appeal commission:

9.1. Examines appeals registered in accordance with the established procedure.

9.2. Makes decisions on the requirements stated in the appeal.

9.3. Provides information about the decisions made in accordance with the procedure established by these provisions.

10. Rights of the Commission:

10.1. Use experts.

10.2. receive information related to the pending appeal.

10.3. During the hearing, submit additional questions related to the appeal examination to the appellant and the module (subject) lecturer.

11. In its work, the Commission is guided by the documents regulating studies and the evaluation of study achievements.

#### **IV. CONSIDERING APPEALS AND MAKING DECISIONS**

12. The Commission must examine the appeal within three working days and make a decision.

13. Appeals are considered, and decisions are made at the Commission meeting.

14. The commission meeting is organized and chaired by the chairman of the commission.

15. The Commission, having examined the appeal regarding the evaluation of the semester's study achievements of the module (subject), may make one of the following decisions:

15.1. To change the assessment of module (subject) semester study achievements (decrease or increase the assessment).

15.2. if procedural violations of the module (subject) exam (project) procedure have been identified, offer the appellant to retake the exam (defend the project).

16. The commission, after examining the appeal regarding the violation of the procedures for the final assessment of study achievements, may take one of the following decisions:

16.1. The procedures for the final assessment of study achievements were not violated, therefore the previous assessment remains valid.

16.2. The procedures for the final evaluation of study achievements were violated, but did not affect the evaluation of the results, therefore the previous evaluation is left valid.

16.3. Procedures for the final evaluation of study achievements were violated and affected the evaluation of the results, so the evaluation may be changed (reduced or increased) by the decision of the commission.

17. The repeated holding of the module (subject) exam (project) is organized by the faculty. The appellant is evaluated by the group of lecturers of the module (subject) appointed by the decree of the dean of the faculty. The time of the exam cannot be later than 10 calendar days after the end of the exam session.

18. The committee submits its decision in writing to the dean of the faculty no later than three working days from the date of the appeal hearing. If the evaluation of a module (subject) changes, entries are made in the study accounting documents by the faculty secretariat. A copy of the Commission's decision on the appeal is attached to the appellant's personal file.

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

#### **V. FINAL PROVISIONS**

20. The appellant shall be informed of the Commission's decision in a signed form no later than three working days after the adoption of the decision.

21. The Commission's decision is final and non-appealable.

22. The provisions of appeals are approved by the Academic Council and enter into force from the date of their approval at the meeting of the Academic Council

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