

SUBMISSION AND CONSIDERATION OF ACADEMIC APPEALS OF ALYTAUS KOLEGIJA

CHAPTER I

GENERAL PROVISIONS

1. Order of submission and consideration of academic appeals of Alytaus kolegija (AK) (thereinafter – order) regulates the order of formation of the appeal commission, submission and consideration of appeals.
2. AK students, unclassified students and entrants shall be entitled to submission of appeals.
3. An appeal is a reasoned written request of an entrant, an unclassified student or a student to provide an opportunity to consider the assessment of the admission or study outcomes and (or) settlement procedures.
4. Appeals are accepted for consideration of:
 - 4.1. assessment of session examinations (pass tests);
 - 4.2. violation of the regulations of examination (pass test) session procedures;
 - 4.3. objectivity of recognition of study outcomes;
 - 4.4. violation of the order of final (qualification) examinations and defence of graduation theses;
 - 4.5. compliance with the admission rules (when entering AK).
5. Appeal Commission is not formed and appeals are not considered for assessment of final (qualification) examinations and defence of graduation theses.

CHAPTER II

SUBMISSION OF APPEALS

6. Appeals may be submitted for consideration of :
 - 6.1. assessment of session examinations (pass tests) and (or) violation of the regulations of examination (pass test) session procedures – no later than in 3 working days from the publication of the assessment results;
 - 6.2. objectivity of recognition of study outcomes – no later than in 3 working days from the registration of the recognition results;
 - 6.3. violation of the order of final (qualification) examinations and defence of graduation theses – no later than in 24 hours from the publication of the assessment results;
 - 6.4. compliance with the admission rules when entering AK according to the admission rules to AK.
7. Appeals shall be submitted to:
 - 7.1. Dean of the faculty where the appellant is studying concerning the assessment of session examinations (pass tests) and (or) violation of the regulations of examination (pass test) session procedures;
 - 7.2. Head of the Study Quality Assurance Department concerning objectivity of recognition of study outcomes and violation of the order of final (qualification) examinations and defence of graduation theses.
 - 7.3. Chairperson of the Admission Commission concerning compliance with the admission rules (when entering AK).

CHAPTER III

FORMATION OF APPEAL COMMISSION

8. Upon receipt of the appeal, the Appeal Commission is formed in no later than 5 working days. The Appeal Commission consists of no less than 3 members

9. The chairperson of the Appeal Commission, who proposes a candidate of the secretary, is elected by majority of votes.

10. The Appeal Commission for consideration of the assessment of session examinations (pass tests) and (or) violation of the regulations of examination (pass test) session procedures and objectivity of recognition of study outcomes is composed of the head of the department, teachers of the faculty and a representative of students delegated by the Student Embassy.

11. The appeal Commission for consideration of the order of final (qualification) examinations and defence of graduation theses is composed of the Head of the Study Quality Assurance Department, teachers of the faculty and a representative of students delegated by the Student Embassy.

12. The Appeal Commission concerning compliance with the admission rules (when entering AK) is formed by the director.

13. Appeal Commissions work following the Study Regulations, the given order of Submission and Consideration of Academic Appeals, the programme of the study subject, the Order of Admission and other documents.

CHAPTER IV

CONSIDERATION OF APPEALS

14. Firstly, the Appeal Commission makes a decision about the validity of the appeal. Upon recognition of the validity of the appeal, the Appeal Commission is given the possibility to check the objectivity of the assessment or recognition of the study outcomes again. Upon recognition of the invalidity of the appeal, the previous assessment is considered valid.

15. If there is a need, the Appeal Commission may listen to the opinion of the teacher who did the assessment or the person who made recognition of study outcomes and the person who submitted the appeal.

16. The Appeal Commission may adopt the following decisions:

16.1. maintain the previous assessment of the examination (pass test), decision concerning recognition of study outcomes as valid;

16.2. assess the other way (decrease or increase the assessment mark). The assessment of student's work has to be indicated by a mark in a ten point system and noted in the minutes of the Appeal Commission.

16.3. give permission to retake a pass test or examination if the appeal concerning assessment is upheld or violation of the regulations of examination (pass test) session procedures is identified ;

16.4. acknowledge the recognition of study outcomes as not objective and make a new decision concerning recognition of the study outcomes;

16.5. give permission to retake the final (qualification) examination or defend a graduation thesis again if violation of the order of final (qualification) examinations or defence of graduation thesis is identified. The Qualification Commission for retaking the final (qualification) examination or defending a graduation thesis is approved by AK director.

16.6. acknowledge the calculation of the contest grade or assessment of achievements according to the main and additional criteria as inaccurate and make a new decision;

17. If the Appeal Commission makes decisions pointed out in paragraphs 16.3. and 16.5., a pass test or examination, the final (qualification) examination has to be retaken or a graduation thesis defended again no later than in 10 working days from the decision of the Appeal Commission.

18. The Appeal Commission makes a decision in no later than 10 working days from the day of the formation of the Appeal Commission.

19. The decision of the Appeal Commission shall be submitted to the appellant in writing no later than in 3 working days from the decision making day.

20. Minutes of the Appeal Commission meetings have to be recorded. The minutes have to be signed by the chairperson and the secretary of the commission.

21. Appeal consideration documents (AK director's orders, minutes of the Appeal Commission, etc) are stored according to the terms noted in AK Documentation plan (RK 1.7, under State Archives decision – permanently).

22. A student, an unclassified student has the right to apply to the Dispute Settlement Commission if he/she is not satisfied with the decision of the Appeal Commission or has not received a solution in 14 working days.
