

APPROVED by  
Vilnius Gediminas Technical University  
Rector's order No. 545 of May 21st, 2012.  
(Revision of Vilnius Gediminas Technical  
University Rector's order No. 489 on May  
17th, 2016)

## **DESCRIPTION OF VILNIUS GEDIMINAS TECHNICAL UNIVERSITY STUDENT'S KNOWLEDGE ASSESSMENT APPEALS SUBMISSION AND EXAMINATION PROCEDURE**

### **I. GENERAL PROVISIONS**

1. Description of Vilnius Gediminas Technical University (herein after referred to as – University) student's knowledge assessment appeals submission and examination procedure (herein after referred to as – Examination description) regulates student appeals for knowledge assessment and/or violation of knowledge assessment procedure during submission and examination, establishment of the appeal commission and organization of its work order.

2. Examination description applies to students and unclassified students of I, II study cycle and integrated studies.

3. The order and procedures of students' knowledge assessment is regulated by University students' knowledge assessment procedure description, University examinations session and final works preparation and defence procedure description, as well as other internal legislation of the University.

4. Terms used in the description of the procedure:

4.1. **A student** – I, II study cycle; integrated full-time or part-time student; unclassified student.

4.2. **Appellant** – a person currently undergoing study who submits an appeal.

4.3. **Appeal** – appellant's submitted written petition on knowledge assessment grade or knowledge assessment procedure violation.

5. A student has the right to submit an appeal on knowledge assessment grade and/or knowledge assessment procedure violation.

6. A student has the right to submit an appeal for either positive or negative knowledge assessment.

7. Appeals for final works, artworks (architectural projects, composition and fine arts) examinations held by commissions, and examinations held by aviation standards can only be submitted upon violation of knowledge assessment procedure.

### **II. SUBMISSION OF AN APPEAL**

8. Before submitting an appeal, the student shall contact the University teacher that gave the examination. The student must also request access to their own written work as well as set up a meeting to discuss the work. This meeting must take place within the time frame set according to the description laid out by University's examination sessions, final works preparation, and defence examination.

9. A student who disagrees with the examining University lecturer's descriptions and arguments can submit a motivated written appeal within 10 calendar days, addressing the head of the department teaching the study module regarding knowledge assessment and/or knowledge assessment procedure violation.

10. The department affairs manager registers the appeal in the department's register (the book) of received letters on the same day the appeal is defended. In case of failure to submit the appeal to the department, appellant has the right to submit it through the office of the University to the dean or vice-dean of the faculty to which the department belongs.

11. If the University teacher, whose examination is being appealed, is also the head of the department, aforementioned appeal shall also be given to the dean of the department to which the teacher belongs.

12. If the appeal is on procedure violation, the copy of the appeal must also be given to the students' representation.

### **III. ESTABLISHMENT OF THE APPEAL COMMISSION**

13. Appeal commission (herein after referred to as – Commission) is established by the decree of the head of the department, responsible for the study subject to which knowledge assessment appeal was submitted.

14. If the appeal has been made in regards to knowledge assessment, the commission formed to review the appeal shall be composed of 3 University teachers belonging to the department against which the appeal has been made. The chairman of the commission is always the head of the department. University teacher whose knowledge assessment is being appealed cannot be a part of the commission.

15. If the appeal has been made in regards to procedure violation, a fourth commission member – a students' representative – is added to the list of members detailed in item 14 of the procedure description.

16. If the appeal is submitted on knowledge assessment conducted by the head of the department, University teachers for the commission are selected by the dean of the faculty to which the department belongs. The chairman of this commission is always the dean.

17. The chairman of the commission sets the date and time of the appeal examination and informs the commission members. If students' representation has not submitted the contact information (phone number or email address) of their representative, the selected student representative must address the head of the department at the time of examination. The appeal must be examined no sooner than three, but no later than five business days from the day the appeal was registered.

### **IV. EXAMINATION OF THE APPEALS**

18. Commission may hear from the appellant and the University teacher that conducted the knowledge assessment.

19. In case of examination of the appeals on procedure violation, the University teacher that conducted the knowledge assessment and the appellant have the right to attend the commission meeting.

20. After analysis of the appeal on knowledge assessment, the commission may adopt one of the following decisions:

- 20.1. To uphold the earlier knowledge assessment;
- 20.2. To give a different assessment – by way of increasing or decreasing the assessment score.
21. After analysis of the appeal on procedure violation the commission may adopt one of the following decisions:
- 21.1. To uphold the earlier assessment as knowledge assessment procedure was not violated;
- 21.2. To uphold the earlier assessment, even though the knowledge assessment procedure was violated, as violation would not have affected the knowledge assessment;
- 21.3. To void the student's grade and re-evaluate the student's knowledge as consequence of knowledge assessment procedure violation.
22. The commission shall make a decision based on a majority vote of members of the commission attending the sitting. If the number of votes is equal, the chairman shall cast a vote.
23. In the instance of a procedure violation, if the appeal commission decides the student has to retake the examination, the knowledge assessment shall be conducted by a different University teacher than previously appointed by the head of the department. The time of knowledge assessment must not be later than:
- 23.1. The last day of the term set by the first repeated examination, if the appeal is submitted on knowledge assessment conducted during or prior to the session time;
- 23.2. The last day of the term set by the examination commission, if the appeal is submitted on knowledge assessment conducted during the time of repeated examination.
24. The appellant must schedule a time for the examination or different type of evaluation with the University teacher appointed by the head of the department. Knowledge assessment must not be scheduled during the University teachers' vacation time.
25. The meeting of the commission is formalized with the protocol. It must state the date, time and place of the meeting, persons that attend, agenda, brief description of expressed opinions and arguments, commissions' voting results and the final decision. The head of the department must submit the copy of the protocol to the dean of the faculty in which the appellant studies. The appellant can view the protocol if he/she wishes.
26. New knowledge assessment evaluation must be submitted to the University's informational system within 3 business days by the chairman of the commission.

## **V. FINAL PROVISIONS**

27. Appeals and appeal commissions protocols shall be held in the department's students' appeal documents file for 1 year.
28. The appeal commission's decision on knowledge assessment is final and cannot be appealed.
29. The appeal commission's decision on knowledge assessment procedure violation can be appealed before the University's dispute commission.
30. Questions concerning the appeals, not covered in this document, shall be decided by the rector.
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