

APPROVED
by Order of the Director of
Lietuvos Inzinerijos Kolegija
Higher Education Institution,
20 March 2025, No. V1-43

**PROCEDURE FOR THE PROCESSING OF STUDENT APPEALS
AT LIETUVOS INZINERIJOS KOLEGIJA
HIGHER EDUCATION INSTITUTION**

I. GENERAL PROVISIONS

1. The Regulations (hereinafter – the Regulations) on the Submission and Examination of Student Appeals of Lietuvos Inzinerijos Kolegija Higher Education Institution (hereinafter – LIK) govern the procedure for submitting and examining student appeals concerning violations of subject knowledge assessment procedures, as well as the formation of the Appeals Committee and the organisation of its activities.
2. These Regulations apply to (unclassified) students of all modes of study, course participants, and persons seeking recognition of competencies acquired through non-formal education and informal (self-directed) learning.
3. An appeal is a reasoned written complaint submitted by a person studying at LIK regarding violations of knowledge assessment procedures.
4. An appellant is a person studying at LIK who has submitted an appeal.

II. SUBMISSION OF APPEALS AND FORMATION OF APPEALS COMMITTEES

5. An appellant may submit a reasoned appeal regarding violations of knowledge assessment procedures to the Study Organisation Office.
6. An appeal must be submitted no later than three working days from the announcement of the assessment or entry in the Academic Information System (hereinafter – AIS).
7. Once an appeal has been registered by the Study Organisation Office, an Appeals Committee (hereinafter – the Committee) shall be approved by order of the Director of LIK, upon the proposal of the Head of the Study Organisation Office, no later than three working days after registration.
8. The Committee shall not be formed and the appeal shall not be examined if:
 - 8.1. the appeal is submitted after the deadline specified in Paragraph 6;
 - 8.2. the appeal is illegible or incomprehensible;
 - 8.3. the appeal is anonymous.
9. The appellant shall be informed of the decision not to examine the appeal by the Head of the Study Organisation Office.
10. The Committee for examining appeals concerning *violations of knowledge assessment procedures* shall consist of five (5) members:

- 10.1. the Dean of the Faculty responsible for the subject concerned, who shall act as Chair of the Committee;
- 10.2. the Head of the Study Organisation Office;
- 10.3. a Study Quality Specialist;
- 10.4. the Head of the relevant Study Field Programme or a committee member delegated by them (who may not be the lecturer whose assessment is under appeal);
- 10.5. a student delegated by the Students Representative Council (who may not be the appellant).

11. The Secretary of the Committee shall be elected from among the Committee members during the meeting.
12. In its activities, the Committee shall be guided by the Statute of LIK, the Study Regulations, the Regulations on the Preparation, Defence and Assessment of Final Theses, these Regulations, and other regulatory documents.

III. PROCESSING OF APPEALS

13. The Chair of the Committee shall organise a meeting to examine the appeal no later than three (3) working days after the Committee has been formed.
14. When examining appeals concerning violations of knowledge assessment procedures, the lecturer who conducted the assessment and the appellant have the right to present their views at the Committee meeting.
15. After examining an appeal concerning violations of knowledge assessment procedures, the Committee shall adopt one of the following decisions:
 - 15.1. the knowledge assessment procedure was not violated; therefore, the original assessment remains valid;
 - 15.2. the knowledge assessment procedure was violated, but the violation could not have affected the assessment outcome; therefore, the original assessment remains valid;
 - 15.3. the knowledge assessment procedure was violated and the violation could have affected the assessment outcome; therefore, the assessment is annulled and the student's knowledge shall be reassessed. In such cases, the Committee shall oblige the lecturer to organise a reassessment for the appellant no later than three working days and to inform the Committee of the result no later than the next working day. The Committee has the right to recommend to the Director that an observer or observers be appointed to attend the reassessment by order of the Director.
 - 15.4. Appeals concerning procedural violations during final thesis defences may be submitted to the Head of the Study Organisation Office within 24 hours of the publication of results in the AIS. Appeals must be submitted in writing. The Head of the Study Organisation Office shall decide on the validity of the appeal within two working days. If the appeal is found to be justified, it shall be forwarded to the Committee, which, in the event of a violation, shall adopt one of the following decisions: the violation did not affect the assessment of the Final Thesis and the

existing assessment remains valid; or the violation affected the assessment of the Final Thesis and the Head of the Study Field Programme shall be obliged to form a Qualification Committee for a repeated Final Thesis defence no later than ten working days.

16. Any amended assessment shall be entered into LIK's Academic Information System on the next working day by the study coordinator of the Faculty of Engineering Industry and Technologies or by the study administrator of the Faculty of Environmental Engineering, upon receipt of an extract from the Appeals Committee minutes.

17. A Committee meeting shall be considered valid if **all** Committee members are present. The final decision of the Committee shall be adopted in a closed session.

18. Committee meetings shall be recorded in Minutes. The Minutes shall indicate the Committee's decision and the reasons for it. The Minutes shall be signed by all Committee members.

19. No later than the next working day following the examination of the appeal, the Chair of the Committee shall inform the appellant and the lecturer who conducted the assessment of the Committee's decision by email.

IV. FINAL PROVISIONS

20. Committee minutes shall be stored in LIK's Registry.

21. Decisions of the Committee concerning violations of knowledge assessment procedures may be appealed in accordance with the procedure established by the laws of the Republic of Lithuania

22. Any other matters related to appeals not covered by these Regulations shall be decided by the Director of LIK.

23. These Regulations and any amendments thereto shall be considered by the Academic Council of LIK and approved by order of the Director of LIK.

Reviewed and approved:
By the Academic Council, Meeting of 18 March 2025 (Minutes No. V18-26)