

APPROVED BY
Resolution of the Senate of the
Lithuanian Academy of Music and Theatre of
27 June 2012 (Minutes No 8-SE)
REVISED BY
Resolution of the Senate of the
Lithuanian Academy of Music and Theatre of
21 October 2015 (Minutes No 7-SE)

PROCEDURE OF THE SUBMISSION AND EXAMINING OF APPEALS AGAINST LEARNING OUTCOMES AT THE LITHUANIAN ACADEMY OF MUSIC AND THEATRE

I. GENERAL PROVISIONS

1. The Procedure of the submission and examining of appeals against learning outcomes (hereinafter referred to as the Procedure) at the Lithuanian Academy of Music and Theatre (hereinafter referred to as the Academy or the LMTA) shall regulate the procedure of submission and examination of appeals against learning outcomes, the procedure for setting up the Board of Appeal and the organisation of its work.
2. An appeal is a written request by a student of the first study cycle, the second study cycle or the third study cycle or non-degree study programmes to examine:
 - 2.1. decision on the assessment of the learning outcomes of the subject of studies at the examination session¹ when the evaluation was carried out by 1 (one) lecturer;
 - 2.2. infringement of the procedure for evaluating the learning outcomes of the subject of studies²;
 - 2.3. infringement of the procedure for defending and evaluating the final thesis³;
 - 2.4. decision on the crediting of learning outcomes⁴.
3. The submission and examination of appeals for the assessment and recognition of competences acquired in non-formal and autonomic ways is regulated in the *Procedure of the assessment and of competences acquired through non-formal or autonomic learning and their recognition as learning outcomes*, approved by the Senate of the LMTA.
4. Appeals shall not be admissible:
 - 4.1. Against the assessment of the subject of studies during the examination session, provided that, in accordance with the provisions of the Regulations of Studies of the LMTA, the evaluation committee has been set up to evaluate the learning outcomes during the examination session;
 - 4.2. Against the assessment of the final thesis.

II. SUBMISSION OF APPEALS

¹The strategy, methods and criteria for evaluating the learning outcomes are set out in the description of the subject (module) of the studies.

²The procedure for evaluating the learning outcomes of the subject of studies is described in the Regulations of Studies of the LMTA and the description of the subject (module) of studies.

³The procedure for the evaluation of the defence of final theses is described in the Regulations of Studies of the LMTA and the Procedure for the Assessment of Final Theses.

⁴The procedure for crediting learning outcomes of the studies is described in the Procedure of crediting learning outcomes at the Lithuanian Academy of Music and Theatre.

5. A student of the first study cycle, the second study cycle or the third study cycle or non-degree study programmes (hereinafter referred to as the Appellant) shall submit an appeal in writing or send a scanned copy thereof by e-mail to the dean of the faculty.
6. An appeal against the assessment of learning outcomes during the examination session may be submitted not later than on the working day following the publication of the evaluation of learning outcomes.
7. An appeal against the infringements of the procedure for the assessment of learning outcomes and/or the defence of the final thesis may be submitted no later than on the working day following the date of the examination (assessment) or the defence of the final thesis.
8. An appeal against the crediting of learning outcomes may be submitted not later than on the working day following the date of publication of the decision on the crediting of learning outcomes.
9. The appeal shall state clearly the objective arguments of appealing. Appeals which are not reasoned or subjective shall not be considered.
10. The Appellant shall have the right to appeal only against the assessment of his/her learning outcomes.

III. FORMATION OF THE BOARD OF APPEAL

11. The Board of Appeal shall be set up within a maximum of 3 (three) working days after receipt of the appeal and after assessing its validity:
 - 11.1. The Board of Appeal for examining an appeal against the assessment of learning outcomes during the examination session shall be set up by the dean of the faculty, to which the department administering the subject of studies belongs. The Board of Appeal shall be set up and its chairman shall be appointed by the dean's ordinance;
 - 11.2. The composition of the Board of Appeal for examining an appeal against the infringements of the procedures for evaluation of learning outcomes, the defence and evaluation of the final thesis and the crediting of learning outcomes shall be set and its chairman shall be appointed by the Vice-Rector of the LMTA for studies and approved by the Rector's order;
 - 11.3. If the Appellant is a student of the third cycle of study, the composition of the Board of Appeal and its chairman shall be provided by the Vice-Rector of the LMTA for research and approved by the Rector's order.
12. The Board of Appeal for examining the cases on the assessment of learning outcomes during the examination session and the crediting of learning outcomes shall consist of 3 (three) lecturers of the department administering the subject of studies or lecturers of the field of studies to which the subject belongs. A member of the Board of Appeal may not be a lecturer whose assessment of the subject is the subject of appeal.
13. The Board of Appeal for examining the cases of the infringements of the procedures for evaluation of learning outcomes and the defence and evaluation of the final thesis shall consist of 5 (five) persons:

- 13.1. The dean of the faculty to which the department administering the subject studies belongs;
 - 13.2. The head and a lecturer of the department administering the subject of studies or the field of studies to which the subject belongs (may not be a lecturer teaching the subject involved in the appeal on the infringement of the subject assessment procedure);
 - 13.3. A representative of the Quality Management Office;
 - 13.4. A student representative (except the Appellant).
14. If the head of the department administering the subject of studies or the dean of the faculty to which the said department belongs are replaced, other staff of the Academy of at least the same rank shall be appointed to the Board of Appeal.
15. The secretary of the Board of Appeal shall be elected from among the members of the Board of Appeal during the meeting.
16. The Board of Appeal shall act in accordance with the Statute of the LMTA, the Regulations of Studies of the LMTA, this Procedure and other legal acts of the LMTA regulating all cycles of studies.

IV. EXAMINATION OF APPEALS

17. The appeals shall be registered by the faculty administrator. Within 3 (three) working days of the lodging of the appeal:
- 17.1. The dean of the faculty where the Appellant studies shall review the appeal and assess its validity;
 - 17.2. If the appeal is found to be unjustified, the faculty administrator shall inform the Appellant about that;
 - 17.3. If the appeal is justified, the appeal shall, where appropriate, be transmitted to the dean of the faculty to which the department administering the subject belongs, to the Vice-Rector for studies or the Vice-Rector for research. The Board of Appeal shall be set up to deal with a reasonable appeal (see Chapter III of the Procedure).
18. The chairman of the Board of Appeal shall designate the date, time, place of the examination of the appeal and inform the other members of the Board of Appeal about that. The examination of the appeal shall take place no later than 3 (three) working days after the date of the establishment of the Board of Appeal.
19. Before the meeting of the Board of Appeal at which the appeal is to be examined, the Board of Appeal shall be provided with all factual material relating to the content of the appeal: The Appellant's written answers to the questions of the subject examination (assessment), the video and/or sound recordings of the examination (assessment), the card for crediting learning outcomes, e-mails relating to the assessment of the subject of studies or the infringement of the assessment procedure, etc.
20. The meeting of the Board of Appeal shall be valid if all its members are present. The meetings of the Board of Appeal shall not be public.
21. The Board of Appeal shall decide by consensus. If there is disagreement, the decision shall be made by simple majority.

22. Minutes shall be recorded of the meetings of the Board of Appeal. The minutes shall indicate the decision and arguments of the Board of Appeal. The minutes shall be signed by all members of the Board of Appeal.
23. After having examined the appeal against the assessment of learning outcomes of the subject of studies during the assessment session and against the crediting of learning outcomes, the Board of Appeal shall adopt one of the following decisions:
 - 23.1. To maintain the prior decision on the assessment or crediting;
 - 23.2. To evaluate otherwise (reduce or increase the assessment, to credit or not credit).
24. If the evaluation or crediting of learning outcomes is altered, the corresponding changes shall be recorded in the relevant study records.
25. After having examined the appeal against the infringements of the procedures for evaluation of learning outcomes and the defence and evaluation of the final thesis, the Board of Appeal shall adopt one of the following decisions:
 - 25.1. The evaluation procedure was not breached and the previous evaluation shall remain valid;
 - 25.2. The evaluation procedure was violated, but has not affected the evaluation of the achieved learning outcomes, and the previous evaluation shall remain valid;
 - 25.3. The evaluation procedure was violated and has affected the evaluation of the achieved learning outcomes, which means that the previous evaluation of the learning outcomes is cancelled and the Appellant is allowed to retake an examination (assessment) or defend the final thesis.
26. If the examination (assessment) of the subject is re-organised, the dean of the faculty to which the department administering the subject of studies belongs shall, within 3 (three) working days after the examination of the appeal, set up the evaluation committee of the re-examination (re-assessment), which shall agree with the Appellant the date and time of the re-examination. The re-examination (re-assessment) shall take place no later than 3 (three) working days after the date of the decision of the Board of Appeal.
27. If the defence of the final thesis is re-organised, the Rector of the LMTA shall set up a new evaluation committee of the final thesis and appoint a final date for the defence within 3 (three) working days of the examination of the appeal. The re-defence of the final thesis shall take place no later than 3 (three) working days after the date of the decision of the Board of Appeal.
28. The chairman of the Board of Appeal shall, on the working day following the meeting of the Board of Appeal, forward the minutes and, where appropriate, the extract thereof by e-mail to the Vice-Rector of the LMTA for studies or Vice-Rector of the LMTA for research, the dean of the faculty where the Appellant studies and, where appropriate, the dean of the faculty to which the department administering the subject studies belongs.
29. The dean or the administrator of the faculty to which the department administering the subject of studies belongs shall forward without delay, by electronic mail, the extract of the minutes of the meeting of the Board of Appeal (or the complete minutes) to the Appellant and to the subject lecturer or to the chairman of the evaluation committee of the final thesis.

V. FINAL PROVISIONS

30. The decision of the Board of Appeal shall be final.
31. In the absence of the decision of the Board of Appeal or the reply to the appeal within 15 (fifteen) working days, the Appellant may approach the dispute settlement commission of the LMTA.
32. The Board of Appeal may, in the minutes of the meeting, make recommendations for the improvement of the study process.
33. In cases not provided for in this Procedure, the Rector of LMTA shall have the right, by way of exception, to make other decisions that follow legal acts and the Statute of the Academy.
34. This Procedure shall enter into force on the date of its approval.
