

APPROVED
Meeting of 12 */illegible/* 2015
of the Council of the Faculty of Medicine
(Minutes No. 150000-T-3)
/Signature/
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Dean of the Faculty of Medicine, VU
/Seal/: Faculty of Medicine,
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**VILNIUS UNIVERSITY
FACULTY OF MEDICINE**

**PROCEDURE FOR SUBMITTING APPLICATIONS AND APPEALS TO
AND THEIR HEARING BY THE DISPUTE RESOLUTION COMMISSION
OF THE FACULTY OF MEDICINE**

I. GENERAL PROVISIONS

1. The Procedure for Submitting Applications and Appeals to and their Hearing by the Dispute Resolution Commission of the Faculty of Medicine (hereinafter – the Procedure) sets out the procedure for submitting applications at the Faculty of Medicine (hereinafter – the Faculty) concerning disputes between University students and other community members employed at the Faculty in relation to research and studies, as well as appeals concerning violations of the assessment procedure of study achievements (except final examinations and final papers) and examinations (credit tests) or final thesis defence to the Dispute Resolution Commission of the Faculty of Medicine (hereinafter – the Commission), as well as the procedure for their hearing, decision-making and appealing.

2. The provisions of this Procedure shall apply for the hearing of applications and appeals to the extent these matters are not regulated by the Regulation of the Dispute Resolution Commission of Academic Division of Vilnius University (hereinafter – the Regulations of the Commission) as approved by Resolution No. S-2014-10-2 of 2 December 2014 of the Senate of Vilnius University “On the approval of the Regulations of the Central Dispute Settlement Commission and of the Dispute Resolution Commission of Academic Division of Vilnius University”, and by other legal acts of Vilnius University.

II. SUBMISSION, ACCEPTANCE AND REGISTRATION OF APPLICATIONS AND APPEALS

3. Applications and appeals may be submitted to the Commission in writing, delivered in person to the Dean's Office of the Faculty of Medicine or by electronic means to the e-mail address of the Faculty of Medicine mf@mf.vu.lt.

4. The applications and appeals delivered in person or sent by e-mail shall be registered in the relevant Register of Incoming Documents (hereinafter – the Register) by the administrator of the Administration Group of the Dean's Office, Faculty of Medicine, who is responsible for the administration of documents of the Dean's Office or by his/her substitute. The registration stamp shall be attached on the application or the appeal where the receipt date and registration reference number of the application or the appeal shall be written.

5. The applications and appeals received at the Faculty shall be registered on the day of their receipt, except for the applications received by e-mail out of office hours.

6. The applications and appeals received by e-mail out of office hours shall be printed out and registered on the next working day.

7. At the request of the person who has submitted an application or an appeal, a copy of his/her application or appeal marked with the stamp (with the receipt date and registration reference number) shall be given.

8. The person who submits an application or appeal by e-mail shall be informed about the registration of the document received at the Faculty by e-mail (by the e-mail address indicated) by stating the receipt date and registration reference number, if the e-mail sent requests confirmation that the document has been received.

9. The applications and appeals registered by the administrator of the Administration Group of the Dean's Office of the Faculty who is responsible for the administration of documents of the Dean's Office or by his/her substitute shall be handed over or sent by e-mail to the Chairperson of the Commission within 2 working days.

10. The applications submitted to the Commission shall be:

10.1. written in the national language or in the foreign language in which the studies are organised at the Faculty;

10.2. written legibly;

10.3. shall state:

10.3.1. the date and place of the application;

10.3.2. the applicant's name, surname, the e-mail address assigned by the University and telephone number, the student's main study programme, the student's registration number, year, group;

10.4. the description of the violation;

10.5. the description or enclosure of information or circumstances to confirm that a violation has been committed;

10.6. a specific request by the applicant;

10.7. the list of information available;

10.8. the applicant's signature.

11. The appeals submitted to the Commission shall be:

11.1. written in the national language or in the foreign language in which the studies are organised at the Faculty;

11.2. written legibly;

11.3. shall state:

11.3.1. the date and place of the appeal;

11.3.2. the applicant's name, surname, the e-mail address assigned by the University and telephone number, the student's main study programme, the student's registration number, year, group;

11.4. the description of the ground (reasons) of disagreement with the final assessment of the achievements of the subject (module) or a specific violation of the examination (credit test) or the final paper defence procedure and the description of the circumstances to confirm that the violation has been committed;

11.5. a specific request by the applicant;

11.6. the applicant's signature.

12. Where an application or appeal is submitted to the Faculty by the person's representative on the person's behalf, he/she shall provide a document evidencing representation and his/her identity document to the Faculty (the Faculty retains copies of the document evidencing representation and of the identity document).

13. Applications or appeals submitted on behalf of a person without a document evidencing representation shall not be accepted.

14. Applications and appeals written in a language other than the national language shall be accepted and heard under the general procedure. The whole text of the application and appeal shall be translated by the Commission. A response shall be provided to the person in the national language.

15. Written applications and appeals sent by electronic means to the e-mail address of the Faculty mf@mf.vu.lt shall be treated as equivalent to written applications and appeals and shall be heard by the Commission.

16. An application or appeal submitted by electronic means shall be drawn up so as to make it possible after their receipt:

16.1. to recognise the format of the electronic document;

16.2. to open and process it by other IT means used by the Faculty;

16.3. to recognise the content of the application, complaint or message;

16.4. to identify the person who submits the application or appeal.

17. Applications and appeals shall be submitted within the time limits set out in the Regulations of the Commission.

III. HEARING OF APPLICATIONS AND APPEALS, DOCUMENTATION OF DECISIONS AND REPLIES

18. Upon receipt of the application and appeal registered by the administrator of the Administration Group of the Dean's Office of the Faculty responsible for the administration of documents of the Dean's Office or by his/her substitute, the Chairperson of the Commission shall convene a meeting of the Commission.

19. Applications and appeals shall not be heard in the following cases:

19.1. anonymous applications and appeals have been submitted;

19.2. applications and appeals do not meet the requirements set out in paragraphs 10 and 11;

19.3. the period of prescription specified in the Regulations of the Commission has expired on the day of submission of the application or appeal.

20. A decision to dismiss the application or appeal shall be communicated by the Chairperson of the Commission to the person not later than within 3 working days after the day of such decision, except in the cases when there are no contact details of the person in the application or appeal.

21. The Commission shall hear applications and appeals and make decisions within the time limits set out in the Regulations of the Commission.

22. Decisions of the Commission shall be formalised by minutes to be signed by all members of the Commission taking part in the meeting of the Commission. The minutes shall be signed by one of the members of the Commission designated by the Chairperson. Meeting minutes shall be drawn up in accordance with the Documentation Regulations as approved by Order No. V-117 of 4 July 2011 of the Chief Archivist of Lithuania.

23. The Commission's decision made in the hearing of appeals shall state the applicant's name, surname, the main study programme, the student's registration number, year and group.

24. The Chairperson of the Commission or the Deputy Chairperson of the Commission shall send a copy or an excerpt of the minutes to the parties to the dispute by the e-mail address indicated in the application or appeal (to members of the academic community – by the e-mail address assigned by the University) not later than within 7 calendar days after issuing of the decision. A copy

to the minutes shall be sent to the Dean of the Faculty not later than within 7 calendar days.

25. An excerpt or copy of the Commission's decision with impact for achievement assessment results shall be sent to the coordinator of studies of the Faculty by e-mail not later than within 7 calendar days.

26. It shall be considered that the Commission's decision has been served on the Dean of the Faculty and on the parties to the dispute on the next day after its sending.

IV. APPEALLING AGAINST DECISIONS OF THE COMMISSION

27. A decision of the Commission concerning the examination (credit test) assessment shall be final.

28. Other decisions of the Commission may be appealed to the Central Dispute Settlement Commission not later than within 7 calendar days as of the day of their service.