

**REGULATION
OF THE DISPUTE RESOLUTION COMMISSION OF CORE ACADEMIC UNITS OF
VILNIUS UNIVERSITY**

I. GENERAL PROVISIONS

1. The Regulation (hereinafter the Regulation) of the Dispute Resolution Commission (hereinafter the Commission) of Core Academic Units (hereinafter the Unit) of Vilnius University (hereinafter the University) shall regulate the formation and competences of the Commission and the organisation of work of the Commission.

2. In its activity, the Commission shall adhere to the Statute of Vilnius University (hereinafter the Statute), other laws of the Republic of Lithuania, this Regulation, and other legal acts of the University.

II. FORMATION AND COMPOSITION OF THE COMMISSION

3. The Commission shall consist of six members: three members of the Commission shall be appointed from lecturers and research (art) fellows of the Unit and the remaining three members shall be appointed from parties authorised by the Students' Representation.

4. The council of the Unit shall form the Commission and appoint the Commission chairperson from its members, i.e. lecturers and research (art) fellows of the Unit, with consideration to proposals of the chairperson. The chairperson of the Commission shall appoint the deputy chairperson from members of the Commission.

5. Members of the Commission shall enjoy equal rights, except in the case where, pursuant to this Regulation, the Commission chairperson's vote is the decisive vote.

6. Members of the Commission shall be appointed for a two-year term of office. The number of terms of office served by a member of the Commission shall be unlimited.

7. A member of the Commission may be removed from this position prior to expiry of his/her term of office, if he/she commits a violation of academic ethics or another violation of legal or moral norms, which is incompatible with the position of a member of the Commission. Members of the Commission appointed by the Students' Representation may also be removed in cases set by the Students' Representation. A decision concerning removal of a member of the Commission shall be passed by the council of the Unit.

8. Should a member of the Commission resign from his/her job or complete his/her studies at the University or present to the council of the Unit an application to resign from the position of the member of the Commission, or is removed according to clause 7 of the Regulation, the council of the Unit shall, according to the procedure prescribed by this Regulation, appoint a new member to the Commission for the remaining part of the term of office.

III. AREA OF ACTIVITY OF THE COMMISSION

9. The Commission shall examine the following:

9.1. Applications concerning disputes (hereinafter applications) connected with research and studies between University students and other community members working in the Unit, with the exclusion of disputes concerning academic ethics and disputes concerning labour relations;

9.2. Appeals from the Unit students concerning evaluation of academic achievements (hereinafter appeals):

9.2.1. Appeals concerning final evaluations of achievements in a particular academic subject (module), with the exclusion of evaluations of final examinations and final thesis defence;

9.2.2. Appeals concerning violations of the procedures of examination (course credit test) passing or final thesis defence.

IV. ORGANISATION OF THE WORK OF THE COMMISSION

10. Meetings of the Commission shall be held on receipt of an application or appeal.

11. Meetings of the Commission shall be convened and chaired by the chairperson of the Commission. If a received application concerns the chairperson of the Commission, the meeting shall be convened and chaired by the deputy chairperson of the Commission.

12. Applications and appeals shall be presented to the administration of the Unit. Applications and appeals may also be presented electronically according to the procedure prescribed by the council of the Unit.

13. Meetings of the Commission shall be closed, except in cases where members of the Commission and parties to the respective dispute agree on a public consideration of the application.

14. Parties to the dispute shall be informed about the contents of the application and may attend the meeting of the Commission, in which the application is considered.

15. A decision signed by members of the Commission shall, within 7 calendar days from the date it is passed, be sent to the parties to the dispute to the email addresses assigned by the University and to the head of the Unit and shall be deemed delivered to them on the day following the day of sending.

16. The Commission shall consider applications according to the principles outlined in Article 25(5) of the Statute. The Commission must provide the parties to the dispute with an opportunity to be heard. This right, by decision of the Commission, may be implemented either in writing or orally.

17. Minutes of meetings of the Commission shall be drafted, and the chairperson of the Commission (if the chairperson is absent – the deputy chairperson) shall sign the minutes. Minutes of meetings of the Commission shall be stored according to the procedure prescribed by legal acts of the University.

V. PARTICULARITIES OF CONSIDERATION OF APPLICATIONS

18. Any student of the University who thinks that his/her rights are being infringed may lodge applications with the Commission. The Commission shall only consider applications concerning members of the University community working in the respective Unit. Any disputes concerning staff and students of units of the University that do not have their separate dispute resolution commissions shall be settled by bodies appointed by resolution of the Senate.

19. An application may be lodged within one month from the date when the respective violation was committed or established. This deadline may, by decision of the Commission be extended in the presence of valid reasons due to which the deadline was not met and in the presence of a motivated application of the applicant, provided that no more than six months have passed since the date on which the violation was committed or established.

20. An application must contain the following information:

- The given name, surname and main study programme of the applicant, the email address assigned to the applicant by the University and the applicant's telephone number;
- A description of the violation and specification and attachment of the available information or circumstances confirming that the violation was actually committed;
- A specific request of the applicant; and
- The applicant's signature.

Anonymous applications shall not be considered. Applications not satisfying any other requirements listed herein shall not be considered either.

21. The Commission must consider the received application and pass a decision within 30 calendar days from the date the application is registered with the Unit. The deadline specified herein shall not include the summer holiday period granted to students according to legal acts of the University.

VI. PARTICULARITIES OF CONSIDERATION OF APPEALS

22. Student appeals concerning final evaluation of achievements in an academic subject (module) may be lodged within 7 calendar days from the date the examination (course credit test) results are announced. In all cases, appeals concerning evaluation of examinations (course credit tests) may be lodged within 7 calendar days from the last exam date specified in the Unit's timetables, except in cases where a student passes an examination (course credit test) according to an individually prescribed procedure. The deadlines specified herein may not be extended.

23. Student appeals concerning violations of the procedures of passing examinations (course credit tests) or final thesis defence may be lodged not later than on the day following the date of passing the examination (course credit test) or final thesis defence. An appeal concerning violations of the procedures of passing examinations (course credit test) shall not exclude the opportunity to lodge an appeal concerning the final evaluation of achievements in an academic subject (module). The deadline specified herein may not be extended.

24. A student may familiarise himself/herself with the examination (course credit test) work, the final valuation of which is contested, and receive explanations about mistakes and shortcomings at the time set by the lecturer, which time may not be later than 2 business days after the announcement of the evaluations of the examination or course credit test.

25. An appeal must contain the following information:

- The given name, surname and main study programme of the applicant, the email address assigned to the applicant by the University and the applicant's telephone number;
- Specification of the grounds (reasons) for disagreeing with the received final evaluation of achievements in the academic subject (module) or a specific violation of the procedures of passing the examination (course credit test) or final thesis defence as well as specification of the circumstances confirming that the violation was actually committed;
- A specific request of the applicant; and
- The applicant's signature.

Anonymous appeals shall not be considered. Appeals not satisfying any other requirements listed herein shall not be considered either.

26. When the Commission receives an appeal concerning violations of the procedures of passing of examinations (course credit tests) or final thesis defence, the Commission shall independently evaluate the justifiability of the appeal. When the Commission receives an appeal concerning evaluation of achievements in an academic subject (module), the Commission shall contact the head of the sector unit, in which the respective academic subject (module) is taught, to have an academic subject (module) expert commission (hereinafter the Expert Commission) formed and assign the Expert Commission to evaluate the student's examination (course credit test) work, the final evaluation of which is contested in the appeal.

27. The conclusion of the Expert Commission must be prepared, signed by the Expert Commission and provided to the Commission within 10 calendar days from the date the Expert Commission is formed. The conclusion of the Expert Commission must specify the evaluation of the student's work and the arguments supporting the evaluation. The Expert Commission must take into account the intermediate evaluation received by the student, if the cumulative grading system is used.

28. Members of the Commission shall familiarise themselves with the conclusion of the Expert Commission and express their agreement or disagreement with the conclusion to the chairperson of the Commission. If all members of the Commission agree with the conclusion of the Expert Commission, it shall be deemed that the evaluation of achievements in the academic subject (module) specified in the conclusion is final and, based on the conclusion, the Commission's decision shall be passed. If at least one member of the Commission disagrees with the conclusion of the Expert Commission, then a meeting of the Commission shall be convened to consider the appeal. The Commission's decision, which is in conflict with the conclusion of the Expert Commission, must be substantiated. In all cases, the Commission by its decision may not lower the evaluation in respect of which the appeal was lodged.

29. If the lecturer who evaluated academic achievements or the student who lodged an appeal is a member of the Commission, then, when the respective issue is considered, he/she may not participate in the work of the Commission. The Commission shall inform the lecturer who evaluated academic achievements about the lodged appeal and about its consideration and, if the Commission deems it expedient, asks for explanations on the subject matter of the appeal.

30. When considering an appeal concerning violations of the procedures for passing an examination (course credit test) or final thesis defence, the Commission shall evaluate whether the violations of the procedures could have materially affected the evaluation of the examination (course credit test) or final thesis defence or not.

31. Before the Commission passes a decision, any decisions of the administration of the Unit connected with the evaluations of academic achievements and procedures of passing examinations or final thesis defence being considered shall not be passed and the implementation of any decisions passed earlier shall be suspended.

VII. DECISIONS OF THE COMMISSION

32. The Commission shall adopt decisions, conclusions and recommendations on issues it considers.

33. A meeting of the Commission shall be deemed lawful, if it is attended by at least two thirds of the members of the Commission.

34. Decisions of the Commissions shall be passed by simple majority of votes of members of the Commission attending the meeting. In the case of an equal distribution of votes, the vote of the chairperson of the meeting shall be decisive.

35. Having considered an application, the Commission shall pass a decision acknowledging whether the respective violation was committed or not. In its decisions and recommendations, the Commission may provide the administration of the Unit with proposals concerning the improvement of the organisation of research and study activities and evaluation of academic results.

36. Having considered an appeal concerning evaluation of achievements in an academic subject (module), the Commission shall pass a decision in adherence to clause 28 of this Regulation.

37. Having considered an appeal concerning possible violations of the procedures of passing an examination (course credit test) or final thesis defence, the Commission may annul the evaluation of academic achievements of the appellant, if the Commission establishes that the identified violations of the procedures could have materially affected the evaluation of the examination (course credit test) or final thesis. If the Commission annuls the evaluation of academic achievements, it shall inform the head of the Unit of its decision and obligate the head of the Unit to form a commission for the student to be able to pass the examination (course credit test) or defend his/her final thesis once again. Members of the commission shall be approved by the head of the Unit and the commission may not include the lecturer (lecturers) whose evaluation results have been annulled. The examination (course credit test) must be taken once again or the final thesis must be defended once again not earlier than 5 calendar days after and not later than 20 calendar days after the date of the Commission's decision, with this deadline not including the lecturer and

student holiday period. The new evaluation shall be entered into the records and the University information system, based on the Commission's decision, by the head of the Unit or a party authorised by the head of the Unit within 7 calendar days.

38. The Commission's decision concerning evaluation of an examination (course credit test) shall be final. Any other decisions of the Commission may be appealed within 7 calendar days from the date of their delivery to the Central Dispute Resolution Commission. If the deadline for lodging an appeal is missed, the deadline may not be extended.

VIII. FINAL PROVISIONS

39. This Regulation shall become effective from the date it is approved by the Senate.