APPROVED BY

Order of the Principal of the International School of Law and Business of 24 May 2019 No. V-16

APPEAL SUBMISSION AND EXAMINATION PROCEDURE OF THE INTERNATIONAL SCHOOL OF LAW AND BUSINESS

1. GENERAL PROVISIONS
2. The procedure for the submission and examination of appeals by the Higher Education Institution International School of Law and Business regulates the procedure for the formation of the appeal commission, the submission and examination of appeals.
3. Students, listeners and entrants to the International School of Law and Business (hereinafter referred to as the Higher Education Institution) shall have the right to submit appeals.
4. Appeals shall be accepted:
	1. in regards to the assessment of session examinations (credits);
	2. in regards to violation of the procedures for the organisation of session examinations (credits);
	3. in regards to the objectivity of the crediting of study results;
	4. in regards to violations of the procedure for holding final (qualification) examinations or the procedure for defending final theses;
	5. in regards to compliance with the admission rules (upon entering the Higher Education Institution);
5. Appeals concerning the assessment of final (qualification) examinations or the defence of final theses shall not be examined, and the Board of Appeal shall not be formed.
6. SUBMISSION OF APPEALS
7. The following appeals that include the appropriate grounds may be brought:
	1. appeals concerning the assessment of the session examinations (credits) and/or violation of the procedures for the organisation of the session examinations (credits) – not later than within 3 business days from the announcement of the assessment;
	2. appeals concerning the objectivity of the crediting of study results – not later than within 3 business days from the recording of the crediting;
	3. appeals concerning violations of the procedure for holding final (qualification) examinations or the procedure for defending final theses – not later than within 24 hours after the publication of the assessment;
	4. appeals concerning the observance of the admission rules (upon admission to the Higher Education Institution) – in accordance with the admission procedures, dates and deadlines for the general admission of the Lithuanian Association of Higher Education Institutions and in accordance with the ISLB student admission rules.
8. Appeals shall be filed:
	1. To the head of the program of the relevant study program studied by the appellant in regards to the assessment of the session examinations (credits) and/or in regards to the violation of the procedures for the organisation of the session examinations (credits);
	2. The Deputy Principal of Higher Education Institution for studies concerning the objectivity of the crediting of study results and violations of the procedure for the defence of final theses;
	3. Chairman of the Admissions Committee on compliance with the admission rules (upon admission to the Higher Education Institution).
9. FORMATION OF THE BOARD OF APPEAL
10. Upon receipt of the appeal, the Board of Appeal shall be formed within 2 business days at the latest. The Board of Appeal shall consist of at least 3 members.
11. The Board of Appeal for the assessment of session examinations (credits) and/or for the violation of the procedures for the organisation of session examinations (credits) shall be composed of the head of the relevant program. The order shall be signed by the Principal of the Higher Education Institution.
12. The Board of Appeal for the procedure of appeal in regards to objectivity of the crediting of study results shall consist of the Deputy Principal of Studies of the Higher Education Institution. The order shall be signed by the Principal of the Higher Education Institution.
13. The Board of Appeal for the procedure of appeal in regards to the defence of the final thesis shall consist of the Deputy Principal of Studies of the Higher Education Institution. The order shall be signed by the Principal of the Higher Education Institution.
14. The Board of Appeal for the procedure of appeal in regards to compliance with the admission rules (upon admission to the Higher Education Institution) shall be formed by the Chairman of the Admissions Committee. The order shall be signed by the Principal of the Higher Education Institution.
15. In its work, the Board of Appeal shall follow the study regulations of the Higher Education Institution, this Procedure for Submission and Examination of Appeals, the study subject program and other documents.
16. EXAMINATION OF APPEALS
17. The Board of Appeal set up shall first rule on the merits of the appeal. Recognition of the validity of the appeal shall provide an opportunity to re-examine the objectivity of the assessment or crediting of study results. If the Board of Appeal finds the appeal to be unfounded, the previous assessment shall be upheld.
18. The Board of Appeal may, if necessary, hear the views of the lecturer who made the assessment, or the person who credited the studies’ outcomes, and the person who filed the appeal.
19. If the appellant appeals against the assessment of the credit for the session or the examination obtained in the written response, only the written work itself shall be assessed by the Board of Appeal.
20. If the appellant has applied for an oral assessment, he/she shall be given the opportunity to respond to the Board of Appeal from the full course of the program. If the appellant has answered orally and his/her preparation sheet is present, the Board of Appeal shall take it into account when reassessing the student.
21. The Board of Appeal may take the following decisions:
	1. to maintain the previous assessment of the session examination (credit), the decision on the credit transfer of study results, the competitive score;
	2. to assess it differently if the assessment of the session credit or examination was obtained after the written answers were submitted (decrease or increase of the assessment score). The report prepared by the Board of Appeal must indicate the assessment of the student's work with a specific grade in the ten-point system;
	3. to allow the re-examination of the session credit or the examination if the appeal against the assessment received in the oral answer is satisfied or if violations of the procedures for the organisation of the session credit or examination have been established;
	4. to recognise the crediting of study results as objective and to make a new decision concerning the crediting of study results;
	5. to allow the defence of the final thesis to be re-defended if violations of the procedure for the defence of the final thesis have been established. The Qualification Commission for the Thesis Defence shall be re-approved by the Principal of the Higher Education Institution;
	6. to declare the calculation of the competition score to be incorrect and take a new decision on the competition score.
22. If the Board of Appeal takes the decisions specified in Clauses 17.3. or 17.5., the session credit or examination, the final thesis shall be re-defended not later than within 10 business days from the adoption of the decision of the Board of Appeal.
23. The Board of Appeal shall decide upon the appeal within 10 business days at the latest.
24. The decision of the Board of Appeal shall be served on the appellant in writing no later than three business days from the date on which the appeal was examined and the decision taken.
25. Minutes shall be taken of the meetings of the Board of Appeal, which shall be signed by the Chairman of the Commission (in his/her absence, by the Chairman of the meeting) and by the Secretary of the Commission.
26. The documents of the examination of the appeal (orders of the Principal of the Higher Education Institution, the minutes of the Board of Appeal, etc.) shall be kept in accordance with the rules of document management.
27. The student shall have the right to apply to the Dispute Resolution Commission if he/she is dissatisfied with the decision of the Board of Appeal or has not received a response within 14 business days.