

Internal procedure of the Litigation Committee

1. The student has read the instructions (FAQ) on the website of the Litigation Committee (hereafter LC) and verifies if the appeal falls in the remit of the LC before sending it to commission.litiges@uni.lu.
2. The secretary of the LC sends an acknowledgment of receipt to the student and adds the appeal and all further documents to a Drop-it folder that will be shared with all parties to keep the contradictory approach of the LC.
3. The secretary of the LC contacts the student if information is missing and adds new documents to a Drop it folder.
4. The secretary of the LC informs the rectorate about the appeal and contacts the different parties involved within the UL (Rectorate, Course director(s), Professors, SEVE,...) for transmission of their facts. These facts are added to the Drop-it folder.
5. Based on all received information, the chair of the LC decides if a contradictory audition is necessary or if the appeal is treated in a written procedure.
6. If the chair is personally involved in the appeal, another member of the LC will preside the case and the chair will not participate as a member of the LC in the meeting. The same applies if any other member of the LC is personally involved in the case. However, involved members of the LC can eventually participate in the hearing as an implicated person.
7. The secretary of the LC organizes a LC meeting where ideally five, but at least 3 members of the LC participate based on the decision of point 6. If the appeal is treated in
 - a. A written procedure, the members of the LC discuss the case and agree for a decision.
 - b. An audition; the LC secretary organizes a hearing where all parties involved can transmit their vision of the facts to the LC. Participates in this audition are
 - i. the student and, if applicable, his legal representative,
 - ii. the members of the LC,
 - iii. a representative of the rectorate,
 - iv. depending on the case: the course director, professor, a representative of the SEVE.
 - v. Depending on the case: a legal advisor for the LC; a security guard, a psychologist, any other expert that could be beneficial for the hearing.

In general, the members of the LC discuss the case during first 15 or 30 minutes of this meeting and add the other participants for a contradictory hearing at the previously announced time. After the hearing, the members of the LC deliberate and agree for a decision.
8. The decision is written by the chair and reviewed by the LC members who assisted in the meeting. The chair validates the final version which is then sent to :

- a. The student
 - b. The representative of the rectorate
 - c. Depending on the case: the course director, professor, a representative of the SEVE.
9. If the appeal is rejected, no further action is required from the members of the UL. However, the student has the possibility to file an appeal at the Tribunal administratif du Grand-Duché de Luxembourg within one month as from the date of the notification.
10. If the appeal is approved, the parties involved within the UL must follow the recommendations of the LC.
11. The LC keeps track of the appeals and its decisions. An anonymized list is communicated once a year or upon request to the rectorate and/or the Board of Governors.