

APPROVED

by the Resolution of the Academic Council

No. (2.2.)-3-17, x/11/2016

**ORDER OF THE DEVELOPMENT, DEFENCE AND PRESERVATION OF FINAL THESES/
PROJECTS AND THE ADMINISTRATION OF THE QUALIFYING EXAMINATIONS
IN KAUNO KOLEGIJA/UNIVERSITY OF APLIED SCIENCES**

I. GENERAL PROVISIONS

1. The *Order of the development, defence and preservation of final theses/projects and the administration of the qualifying examinations* (hereinafter referred to as Order) in Kauno kolegija/University of Applied Sciences (hereinafter referred to as the Kolegija) determines the general requirements set for the development, defence and preservation of Professional Bachelor Theses/Projects and the administration of the qualifying examinations in the Kolegija.
2. Following the Order and taking into account the learning outcomes of study programmes, academic units draft their own methodological recommendations for the development, defence and preservation of Professional Bachelor Theses/Projects and/or the administration of the qualifying examinations, which are confirmed by the Unit for Studies and approved by the order of the Dean/Head of the academic unit (Faculty, Study Centre).
3. The key concepts used in the Order:
 - 3.1. A final thesis/project refers to student's paper of applied scientific/artistic nature, which is independently developed and defended at the end of the studies for the professional bachelor degree, and is intended to demonstrate the learning outcomes achieved. It might refer to a Professional Bachelor Thesis/Project; an interdisciplinary Professional Bachelor Thesis/Project (which might be jointly composed by two students and investigate the issues of different study fields; a Final Thesis in the Minor Study Field (at the end of the studies of the minor field); and a Final Thesis in Pedagogical Studies (at the end of the pedagogical studies).
 - 3.1.1. A Professional Bachelor Thesis/Project refers to student's paper of applied scientific/artistic nature, which is independently developed and defended having finished the studies, and is intended to demonstrate the learning outcomes achieved.
 - 3.1.2. A Final Thesis in the Minor Study Field refers to student's paper/project on the minor study field, which is independently developed and defended having finished the studies of the minor field, and is intended to demonstrate the learning outcomes achieved.

- 3.1.3. A Final Thesis in Pedagogical Studies refers to the paper/project of a student who studies a study programme of the field of pedagogy, which integrates the pedagogical courses studied, is independently developed and defended at the end of the pedagogical studies, and is intended to demonstrate the learning outcomes achieved.
- 3.2. The Qualifying Examination refers to the task(s) intended to demonstrate student's learning outcomes achieved.
4. The Order is composed following the *Description of the general requirements for degree providing undergraduate and consecutive study programmes*, approved by the order of the Minister of Education and Science of the Republic of Lithuania No. V-501, 09/04/2010; the *Order of Studies at Kauno kolegija/University of Applied Sciences*, approved by the resolution of the Academic Council No.(2.2)-3-16, 11/09/2014 (new edition, Resolution No. (2.2)-3-14, 22/09/2016); the *Order of organising the studies of the Minor Field*, approved by the resolution of the Academic Council No. (2.2)-3-1, 25/02/2015; the *Order of organising joint studies in Kauno kolegija/University of Applied Sciences*, approved by the resolution of the Academic Council No. (2.2)-3-13, 22/09/2015; the *Regulations on the filing of the final theses of the students of Kauno kolegija/University of Applied Sciences in the institutional repository*, approved by the order of Director No. 1-751, 22/06/2011; the *Descriptions of study fields*, approved by the Minister of Education and Science of the Republic of Lithuania.

II. THE FORMS AND VOLUME OF THE FINAL THESES/PROJECTS AND QUALIFYING EXAMINATIONS

5. Collegial studies are finished by evaluating the level of the achievement of learning outcomes during the defence of the Final Thesis/Project and/or the Qualifying Examination (in case this is stated in normative legislation).
6. To develop a Professional Bachelor Thesis/Project, at least 9 credits should be assigned, unless the description of the study programme provides otherwise.
7. In case the studies end in the Dual Professional Bachelor Degree, the Final Theses/Projects and/or Qualifying Examinations of both the major and minor fields (branches) should be anticipated (in case this is stated in normative legislation), and at least 12 credits in total should be assigned. To develop and defend the Final Thesis/Project of the minor field (branch), at least 3 credits should be assigned.
8. A Final Thesis/ Project in Pedagogical Studies should be assigned at least 3 credits.

9. In the case of a joint study programme, the requirements for and the procedures of the development and defence of the Final Thesis/Project are determined in the agreement on the implementation of a joint study programme signed by the Kolegija and partner institutions.
10. Interdisciplinary final thesis/projects may be developed as well.
11. The Qualifying Examination may be taken in written, orally and/or by demonstrating specific practical skills.

III.DEVELOPMENT OF FINAL THESES/PROJECTS

12. The topics and directions of Final Theses/Projects should be announced in academic units at least a year before the end of studies. The specific dates should be stated in the methodological recommendations of the academic unit.
13. The preliminary topics for Final Theses/Projects may be proposed by students, members of the academic staff, stakeholders, clients, etc.
14. The topic of a contract-based Final Thesis/Project should be discussed and coordinated among the Head of the Department, the client and the student.
15. The list of the preliminary topics for Final Theses/Projects should be composed by the Head of the Department and approved in the meeting of the Department. The announced list of preliminary topics should include the names of the students as well as the names, research degrees and academic titles of the supervisors. The preliminary topics for Final Theses/Projects should be publicly announced in academic units at least 3 months before the end of studies. The specific date should be stated in the methodological recommendations for the development of Final Theses/Projects.
16. The titles of students' Final Theses/Projects with the names of the supervisors should be approved by the Dean of the Faculty /Head of the Study Centre on the proposition of the head of departments at least 2 months before the end of studies. The titles of the Final Theses/Projects and the supervisors approved by the Dean of the Faculty /Head of the Study Centre may be changed only due to serious reasons on the proposition of the Head of the Department.
17. In case the topic requires the knowledge and abilities of different study fields (an interdisciplinary final thesis/project) or in case its specificity requires a large amount of the data, a Professional Bachelor Thesis/Project may be developed by 2 students.
18. The student should develop the Final Thesis/Project following the methodological recommendations of the academic unit independently under the supervision of his/her scientific advisor.

19. The supervisor/scientific advisor of the Final Thesis/Project should consult the student in accordance with the plan of developing the thesis, submit proposals regarding improvements, and, if needed, suggest consultants.
20. In case the Final Thesis/Project is developed by 2 students, its introduction should define the contribution of each of them.
21. While developing the Final Thesis/Project, the student should follow the requirements of academic honesty and ethics of applied scientific/artistic research, which are defined in the Code of Academic Ethics of the Kolegija.

IV. THE STRUCTURE AND FINALISATION OF FINAL THESES/PROJECTS

22. The recommended constituents of a Final Thesis/Project are as follows:

- 22.1. the front cover page, with the names of the institution, faculty, and department indicated as well as the name and surname of the student; the title of the Final Thesis/Project; the kind of the Final Thesis/Project, and the state code of the study programme; the scientific degree, name and surname of the supervisor; the place and the year of the developing of the Final Thesis/Project (Annex 1);

- 22.2. the Declaration of Academic Honesty, which is signed by the author(s) of the Final Thesis/Project (Annex 2);

- 22.3. the contents, with the titles of sections, subsections and their pages indicated. The contents itself is not included into the list;

- 22.4. the list of tables and figures provided in the Final Thesis/Project, with their numbers and titles indicated. This list is not numbered in the contents;

- 22.5. the main concepts used in the Final Thesis/Project and their definitions;

- 22.6. the summary, which is written in student's native language as well as in the foreign language studied in the Kolegija. It should provide a brief general description of the content of the Final Thesis/Project, scientific/practical/artistic problem, and conclusions. The summary should be printed on a separate page, start with the title of the Final Thesis/Project, and be no longer than 1 page. In case the Final Thesis/Project is composed in English, the summary should be written in English and Lithuanian;

- 22.7. the introduction, which describes the main parameters of the Final Thesis/Project (the relevance of the topic; the problem, subject, aim, objectives of the Final Thesis/Project; the methods of collecting and processing the data; and the structure of the Final Thesis/Project (its main parts, volume by pages; the number of the references and other information sources used; the number of tables and figures). The recommended scope of the introduction is 2-3 pages;

22.8. the main body of the Final Thesis/Project, which consists of the sections of a review of the scientific and professional references; the methodology of the research; and the presentation of the results of the research (the structure, content and volume of a Final Thesis/Project are described in more detail in the methodological recommendations for the development of Final Theses/Projects approved in academic units).

22.9. the conclusions, recommendations/suggestions;

22.10. the list of references and other sources of information, with the scientific references (cited, rephrased or mentioned) listed in the alphabetic order of their authors' surnames. The bibliographic descriptions of other publications should be provided according to the international APA rules. It is recommended for at least one third of the references to be written by foreign scholars. The novelty of the references should be specified in the methodological recommendations for the development of Final Theses/Projects approved in academic units.

22.11. annexes (if any), which may include student's independently prepared or other relevant additional materials. Annexes should be titled and numbered. The text and the annexes should be linked by references.

23. The back cover of the Final Thesis/Project should have an envelope with the text of the Final Thesis/Project and its annexes recorded in electronic media.

24. The finalisation of the Final Thesis/Project:

24.1. The Final Thesis/Project should be composed in correct Lithuanian. In certain cases, i.e. when the studies are implemented in a foreign language, the study programme is joint, or due to the specificity of the study programme, the Final Thesis/Project may be composed in a foreign language.

24.2. The pages of the Final Thesis/Project, except for the front cover page, should be numbered.

24.3. All of the parts of the Final Thesis/Project (sections, subsections) should have an integral digital numeration.

24.4. The recommended length of the Final Thesis/Project should be from 40 to 50 pages, not including annexes, unless the methodological recommendations of the academic unit specify otherwise. In case the Final Thesis/Project is developed by 2 students, its length should be from 60 to 80 pages, not including annexes.

24.5. The length of the Final Thesis/Project in the Minor Study Field should be from 30 to 35 pages not including annexes.

24.6. The length of the Final Thesis/Project in Pedagogical Studies should be from 15 to 20 pages, not including annexes.

24.7. The Final Thesis/Project should be computer-typed. No strikethroughs and corrections are allowed.

25. General requirements for the text:

25.1. the text should be typed on one side of a white A4 format (210 x 297 mm) sheet. The margins should be 2 cm at the top and bottom, 3 cm on the left, and 1 cm on the right;

25.2. the first line of each paragraph should be indented from the left margin by 1.5 cm. The paragraph should be justified, i.e. adjusted so that the print fills a space evenly at both margins;

25.3. the pages should be computer-numbered on the right corner at the bottom of the page;

25.4. the Final Thesis/Project should be typed in 12-point *Times New Roman* font. The titles of sections should be written in bold capital letters, and the titles of subsections should be typed in bold lowercase letters in 12-point *Times New Roman* font.

25.5. in case the Final Thesis/Project needs special characters or the characters that can not be typed or printed by the computer, they should be hand-written;

25.6. the line spacing of the Final Thesis/Project should be 1.5.

26. The Final Thesis/Project should be submitted to the Department bound according to the methodological recommendations approved in the academic unit.

27. In case the structure of the Final Thesis/Project includes a model / work of art / student's achievement portfolio, etc., the requirements for it are defined in the methodological recommendations for the development of Final Theses/Projects approved in the academic unit.

V. PREPARATION FOR THE DEFENCE OF THE FINAL THESIS/PROJECT AND THE QUALIFYING EXAMINATION

28. The Qualifying Board for the public defence of Final Theses/Projects should be composed and its Chairperson should be appointed by the order of the Director of the Kolegija on the proposition of the Dean of the Faculty/ Head of the Study Centre.

29. The Qualifying Board to assess the learning outcomes achieved by the graduates of each study programme should be composed for one year. The minimal number of the members of the Board should be 5, unless the description of the study field specifies otherwise. The composition of the Qualifying Board should meet the requirements of the description of the study field.

30. The members of the Qualifying Board should get acquainted with the methodological recommendations for the development of Final Theses/Projects and the assessment criteria.

31. In case the study programme requires a Qualifying Examination, the Qualifying Board to administrate it should be composed and its Chairperson should be appointed by the order of the Director of the Kolegija on the proposition of the Dean of the Faculty/Head of the Study Centre.

32. The requirements for the composition of the Qualifying Board of a qualifying examination are the same as for the composition of the Qualifying Board of the public defence of Final Theses/Projects.
33. The Qualifying Examination should evaluate student's theoretical knowledge and practical abilities necessary for the professional performance.
34. The tasks of the Qualifying Examination should be composed taking into account the learning outcomes anticipated in the study programme.
35. The tasks of the Qualifying Examination should be composed at least 4 weeks before the Qualifying Examination and approved at the meeting of the Department.
36. The Final Thesis/Project may be defended and the Qualifying Examination may be taken provided the student has fulfilled all the requirements of the study programme before the date of the defence of the Final Thesis/Project.
37. The review of Final Theses/Projects should be organised in the Department at least 14 working days before the public defence. The participants of the review should include the supervisors of the Final Theses/Projects of the study programme, students and the Head of the Department/Head for Studies. Language lecturers and other persons involved may also participate. The supervisors of the Final Theses/Projects and the Head of the Department/Head for Studies review the Final Theses/Projects and submit recommendations regarding their improvement and suitability for the defence before the Qualifying Board.
38. The aim of the review of Final Theses/Projects is to listen to students' presentation of the Final Theses/Projects and assess whether they meet the obligatory requirements for the structure, content, volume and finalisation as well as recommend what might be revised.
39. In case the recommendation of the Department review states that a Final Thesis/Project does not comply with the requirements and is inappropriate for the public defence, the student may address the Head of the Department in written asking for permission to defend the Final Thesis/Project and provide his/her arguments. The Head of the Department should inform the Dean of the Faculty/Head of the Study Centre about the student's request and submit the recommendation of the Department review regarding the suitability of the Final Thesis/Project for the defence.
40. At least one paper copy of the finalised and bound Final Thesis/Project and its copy in the electronic medium should be submitted to the Department at least 7 working days before the date of the public defence.
41. The list of the students entitled to defend their Final Theses/Projects and/or take the Qualifying Examination should be approved by the order of the Dean of the Faculty/Head of the Study Centre at least 6 working days before the date of the session of the Qualifying Board. Students' Final Theses/Projects are assigned reviewers.

42. In case the Final Thesis/Project is supervised by a lecturer, it is recommended for the reviewer to be a professional practitioner, and vice versa.
43. The comment of the supervisor of the Final Thesis/Project (Annex 3) should be submitted to the student and the Department at least two days before the date of the defence. The supervisor of the Final Thesis/Project provides his/her opinion about the paper, but does not evaluate it in a score.
44. The Final Theses/Projects should be submitted (sent by e-mail) to reviewers at least 5 working days before the date of the session of the Qualifying Board.
45. The reviewer's assessment (Annex 4) should be submitted to the Department at least 2 days before the date of the session of the Qualifying Board.
46. The student is submitted the reviewer's assessment of his/her Final Thesis/Project at least 1 day before the date of the session of the Qualifying Board..

VI. DEFENCE OF THE FINAL THESIS/PROJECT

47. The dates of the Qualifying Examination and the defence of Final Theses/Projects should be announced at least 30 days before the public defence/examination.
48. The defence of Final Theses/Projects should take place at the session of the Qualifying Board appointed by the order of the Director of the Kolegija.
49. The language of the session of the Qualifying Board is Lithuanian. In case the Final Thesis/Project is composed in English or the language of the session is English, interpretation may be involved.
50. In certain cases, on the request of a student, the proposition of the Head of the Department, and by order of the Dean, the Final Thesis/Project may be defended remotely. The student should submit the Head of the Department a written request regarding the distance defence of the Final Thesis/Project. The Head of the Department should discuss the case with the Dean of the Faculty/Head of the Study Centre, and in case of his/her approval inform the student and the Qualifying Board that the Final Thesis/Project should be defended remotely. The availability of the technical equipment as well as the reliability of the Internet connection should be ensured by the staff appointed by the Dean of the Faculty/Head of the Study Centre.
51. The Qualifying Board should be provided with the following documents:
 - 51.1. Director's order regarding the composition of the Qualifying Board;
 - 51.2. Director's order regarding the permission to defend the Final Theses/Projects;
 - 51.3. the timetable of the sessions of the Qualifying Board;
 - 51.4. the templates of the minutes of the defence of the Final Theses/Projects (Annex 5);
 - 51.5. students' Final Theses/Projects;

- 51.6. the minutes of the Department Review of the Final Theses/Projects;
- 51.7. the reviews of the Final Theses/Projects and supervisors' comments;
- 51.8. the criteria of the assessment of the Final Theses/Projects, which are defined in the methodological recommendations for the development of Final Theses/Projects approved in the academic unit.
- 51.9. The responsibility for the submission of the documents listed to the Qualifying Board lies on its secretary.
52. The Qualifying Board should follow the procedures of the defence of the Final Theses/Projects that are specified in this Order.
53. During the public defence, the author(s) of the Final Thesis/Project should give a short presentation of the scientific problem; specify the aim and objectives; describe the subject of the study; discuss the results and methodology of the research; state the conclusions and substantiate them. He/she may also provide recommendations. The presentation of the Final Thesis/Project is allotted up to 10 minutes.
54. After the presentation of the Final Thesis/Project, the members of the Qualifying Board and other participants of the public defence may ask questions. After discussion, the student should answer the questions of the reviewer.
55. In case the reviewer of the Final Thesis/Project does not participate in the defence, his/her questions should be announced by the secretary of the Qualifying Board.
56. The secretary should take minutes of the sessions of the Qualifying Board and submit the minutes of the defence, the reviews and supervisors' comments to the Head of the Department within at least 2 days after the defence.
57. The student who fails to attend the defence of the Final Thesis/Project or the Qualifying Examination due to a justified reason may be allowed to defend the Final Thesis/Project or take the Qualifying Examination during the session of the Qualifying Board of the same study programme in the same academic year.

VII. THE QUALIFYING EXAMINATION

58. The Qualifying Examination may be administered in practical enterprises or in the Kolegija.
59. The duration of the Qualifying Examination should not exceed 8 academic hours per day. The time set for the tasks of the Qualifying Examination depends on the learning outcomes of the study programme as well as the specificity of the tasks to achieve the anticipated learning outcomes.

60. Before the Qualifying Examination, students should be familiarised with the order of its administration.
61. Each student should be provided with the tasks and the criteria of their assessment.
62. The sheets with the tasks of the Qualifying Examination should be encoded.

VIII. ASSESSMENT OF THE FINAL THESIS/PROJECT

63. Final Theses/Projects should be evaluated after their public defence in a closed session of the members of the Qualifying Board, who have the voting right, and an official written record of it should be kept (Annex 6). In case a supervisor of a Final Thesis/Project is included into the Qualifying Board, he/she loses the right to vote when the Final Thesis/Project supervised by him/her is being evaluated.
64. Final Theses/Projects should be evaluated collegially in accordance with the ten-score assessment scale.
65. The members of the Qualifying Board should assess a Final Thesis/Project taking into account its compliance with the formal requirements; linguistic correctness; the demonstrated level of the achievement of the learning outcomes of the study programme; the quality of the presentation; reviewer's assessment and/or supervisor's comments. The evaluation of the Final Thesis/Project equals to the arithmetic average of the assessment scores provided by each member of the Qualifying Board rounded to the nearest whole number. The final evaluation score should include the reviewer's assessment, the weighting factor of which should be at least 0.1, and the assessment of the Qualifying Board, the weighting factor of which should not exceed 0.9 (Annex 8). In the event of a dispute over the assessment, the final decision should be made by the Chairperson of the Board.
66. The resolution of the Qualifying Board should be confirmed by the minutes of the closed session signed by all the members of the Qualifying Board who participated in it. The evaluation of the Final Thesis/Project should be recorded in the minutes of the session of the Qualifying Board as well as the statement of the final scores, according to which the supplement of the higher education diploma is produced.
67. After the closed session, the Chairperson of the Qualifying Board should give a general review of the Final Theses/Projects as well as the procedure of their defence, and following the principle of confidentiality submit each of the graduates the evaluation score of his/her Final Thesis/Project.
68. The resolution of the Qualifying Board is final, the appeals regarding the assessment of the Final Thesis/Project are not considered. The written appeals regarding the violation of procedures may be submitted to the Director of the Kolegija no later than within 24 hours after the results of the defence of the Final Theses/Projects were announced.

69. In case the Final Thesis/Project is evaluated as insufficient, the student may improve it and defend repeatedly no earlier than after half a year, but no later than after two years.
70. The minutes of the defence of the Final Theses/Projects should be signed by all the members of the Qualifying Board who participated in it.

IX. ASSESSMENT OF THE QUALIFYING EXAMINATION

71. The Qualifying Board should assess students' knowledge by the answers provided in the task sheets.
72. The Qualifying Board should assess students' practical skills by observing the procedures of the entire process of performing the tasks.
73. Each member of the Qualifying Board should assess the fulfilment of the tasks of the Qualifying Examination separately in accordance with the assessment criteria.
74. The final evaluation score of the Qualifying Examination should be submitted in scores according to the ten-score assessment scale.
75. The final evaluation score equals to the arithmetic average of the assessment scores provided by each member of the Qualifying Board rounded to the nearest whole number. In the event of a dispute over the assessment, the final decision should be made by the Chairperson of the Board.
76. The resolution of the Qualifying Board should be confirmed by the minutes of the closed session signed by all members of the Qualifying Board who participated in the Qualifying Examination. (Annex 7).
77. The evaluations of the Qualifying Examination should be recorded in the minutes of the session of the Qualifying Board as well as the statement of the final scores, according to which the supplement of the higher education diploma is produced.
78. After the closed session, the Chairperson of the Qualifying Board should give a general review of the procedures of the Qualifying Examination and submit each of the graduates the evaluation score.
79. The appeals regarding the assessment of the Qualifying Examination are not considered. The written appeals regarding the violation of procedures may be submitted to the Director of the Kolegija no later than within 24 hours after the results were announced.
80. In case the Qualifying Examination is evaluated as insufficient, the student may retake it no earlier than after half a year, provided there is group of students of the same study programme who take the Qualifying Examination, but no later than after two years.

X. PRESERVATION OF FINAL THESIS/PROJECTS

81. The defended Final Theses/Projects should be preserved in the Department according to the established procedures of archiving documents.
82. The electronic copies of the defended Final Theses/Projects should be stored and preserved in the institutional repository following the order established in the Kolegija¹.
83. The diploma holders own the moral and economic copyright to their Final Theses/Projects developed, except for the cases when the economic rights to the software, data bases, study papers and other creations of the diploma holder are permanently transferred to the Kolegija due to the fact that they were created using the experience gained in the Kolegija, its intellectual property or financial support.
84. The documents of the Qualifying Examination should be preserved in the Department according to the established procedures of archiving documents.

XI. FINAL PROVISIONS

85. The Order shall enter into force on the day following its official publication.
86. This Order shall be approved and may be amended on the resolution of the Academic Council.

¹*Regulations on the filing of the final theses of the students of Kauno kolegija/University of Applied Sciences in the institutional repository*, approved by the order of the Director No. 1-751, 22/06/2011.