

APPROVED BY  
Academic Board resolution  
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## PROCEDURE FOR FINAL THESES WRITING, DEFENDING AND STORING, AND ORGANIZING QUALIFICATION EXAMINATIONS AT KAUNAS UNIVERSITY OF APPLIED SCIENCES

### CHAPTER I GENERAL PROVISIONS

1. The Procedure for final theses writing, defending and storing, and organizing qualification examinations at Kaunas University of Applied Sciences (hereinafter the Procedure) lays down the general requirements for the writing, defending and storing of final theses, and organizing qualification examinations for Professional Bachelor's degree at Kaunas University of Applied Sciences.

2. The Procedure has been developed according to the Description of general requirements for implementing studies, Description of general requirements for degree providing undergraduate and consecutive study programmes, Regulation of studies at Kaunas University of Applied Sciences, Code of Academic Ethics of Kaunas University of Applied Sciences, Regulation of joint degree studies at Kaunas University of Applied Sciences, descriptions of study fields approved by the Ministry of Education and Science, Description of plagiarism prevention system at Kaunas University of Applied Sciences.

3. Academic units shall develop methodological guidelines for final paper writing, defending and storing and/or organising qualification examinations according to this Procedure and taking into consideration the learning outcomes of the study programmes delivered by the unit. The methodological guidelines shall be approved by the faculty dean's order in coordination with the University's Studies Administration Services.

4. Key definitions used in the Procedure:

4.1. **Professional Bachelor's final thesis** is the student's independent applied science or art project developed and defended upon the completion of studies with the aim to demonstrate the achieved learning outcomes.

4.2. **Final thesis of education studies** is education study programme student's independent work integrating education study subjects, prepared and defended at the end of education studies. It is intended to demonstrate the achieved learning outcomes of education studies and to acquire a teacher's qualification.

4.3. **Commissioned final thesis** is the student's final work done under a tripartite agreement by and between the customer (legal and/or natural person), Kaunas University of Applied Sciences and the student.

4.4. **qualification examination** is the checking of the student's theoretical and practical knowledge and achieved learning outcomes demonstrated in independently performed tasks to acquire a professional qualification.

### CHAPTER II THE SCOPE OF FINAL THESES AND QUALIFICATION EXAMINATIONS

5. Higher non-university education ends with the evaluation of the learning outcomes of a study programme evaluated in the defence of the final thesis and/or in qualification examination (if such examination is provided by legislative acts).

6. The credit value of Professional Bachelor's thesis writing and defence is at least 9 credits, unless the description of the field of studies provides otherwise. The final thesis may be written in the

same field of studies or in different fields of studies if two students work on the same thesis and the topic requires knowledge and competencies from two different fields of studies.

7. The credit value of the final thesis writing and defence in the field of education is at least 3 credits.

8. For joint degree study programmes the requirements and procedures for final thesis writing and defence shall be laid down in the joint degree study programme delivery agreement by and between Kaunas University of Applied Sciences and partner institutions.

### **CHAPTER III FINAL THESIS WRITING**

9. The topics/fields of final theses shall be announced in academic units at least one academic year before the end of the studies of graduating students. Specific dates shall be set forth in methodological guidelines of academic units.

10. Students, teachers, social partners, contractors (of commissioned final theses) may propose thesis topics in the announced field of research.

11. The list of topics planned for the final theses shall be discussed in department/academy/centre meeting. The list of the planned final thesis topics shall include the names of students and final theses supervisors with their degrees. The planned topics of final theses shall be announced to students of academic units at least 3 months prior to the end of their graduation. Specific dates shall be set forth in methodological guidelines of academic units.

12. The lists of final theses topics with names of theses supervisors shall be approved by the faculty dean after coordination with the head of department/academy/centre at least 2 months before the graduation. The topics of final theses and thesis supervisors approved by the faculty dean may be changed upon the recommendation of the head of department/academy/centre only for important reasons.

13. The topic of a commissioned thesis shall be discussed and agreed upon by the head of department/academy/centre, the contractor, the final thesis supervisor and the student.

14. The student shall write the final thesis independently according to methodological guidance and in consultation with the thesis supervisor.

15. The thesis supervisor shall advise the student according to the final thesis writing plan, give recommendations for improvement, and recommend advisers, where necessary.

16. If the final thesis is written by two students, the input of each student shall be specified in the introduction.

17. The student shall write the final thesis abiding with the requirements of academic integrity, the ethics of applied science (art) research defined in the University's Code of Academic Ethics and Description Document of Plagiarism Prevention System.

### **CHAPTER IV FINAL THESIS STRUCTURE, FORMATTING AND LAYOUT**

18. The following structure of the final thesis is recommended:

18.1. Cover page. The cover page shall contain the following information: the names of Kaunas University of Applied Sciences, faculty and department/academy/centre/branch, student's name and surname, final thesis topic, final thesis type, title and the national code of the study program, title of the study field, scientific degree, name and surname of the final thesis supervisor, scientific degree, name and surname of the final thesis consultant (if a consultant was appointed), year of writing of the final thesis and, if available, information of the special mark of the final thesis (Annex 1).

18.2. Table of Contents. The table of contents shall carry the titles of sections and subsections, and their page numbers.

18.3. A list of tables and figures. The list shall carry the numbers and titles of tables and figures in the final thesis. The list of tables and figures shall be not included in the table of contents.

18.4. Definitions. Key terms and their definitions used in the final thesis shall be provided. The definitions shall not be numbered.

18.5. Summary. The summary shall be written in Lithuanian and the foreign language studied at the University. The summary shall describe in short the essence of the final thesis, the practical/artistic problem and the conclusions. The summary shall be written on a separate page and start with the final thesis title. The summary shall be not longer than one page. If the final thesis is written in English, the summary shall be written in English and Lithuanian. The page of the summary shall not be included in the table of contents.

18.6. Introduction. The Introduction shall describe the main parameters of the final thesis (the relevance of the topic, the problem and object of research, the aim, objectives, data collection and analysis methods, the structure of the paper (main parts, the length in pages, the number of sources of information, the number of tables and figures). The recommended length of the Introduction is 1-3 pages.

18.7. Theoretical and practical part. This part contains scientific and professional literature analysis, research methodology used, surveys conducted and presentation of developed product/system results (the requirements for the writing of this part are presented in more detail in methodological guidelines of the faculties).

18.8. Conclusions, recommendations/proposals.

18.10. Bibliography. Bibliographic descriptions of scientific publications (quoted, paraphrased or mentioned) and other publications used in the paper only shall be listed in alphabetical order according to the international APA rules. Preferably, at least one third of the sources should be by foreign authors. The newness of literatures sources is defined in methodological guidelines of the faculties.

18.11. Annexes The declaration of academic integrity signed by the final thesis author(-s) shall be annexed to the final paper (Annex2). The annexes may also contain the materials developed by the students and other relevant material. All annexes must be numbered and named. The annexes must be referred to in the body text of the final thesis.

19. Formatting and layout of the final thesis:

19.11. The final thesis must be written in standard Lithuanian without spelling or grammar mistakes. In exceptional cases, for instance when the course is delivered in a foreign language, or in joint degree study programmes, or due to specific features of the study program, the final theses may be written in a foreign language.

19.12. The pages of the final thesis must be numbered, except for the title, table of contents, the list of tables and figures, definitions, and summary.

19.13. The parts of the final thesis (parts, chapters) must have a uniform numbering.

19.14. The recommended length of professional bachelor's final thesis is from 40 to 50 pages excluding annexes, unless the methodological guidelines of the faculties provide otherwise. The recommended length of the final thesis written by two students is from 50 to 70 pages excluding annexes, unless the methodological guidelines of the faculties provide otherwise.

19.15. The recommended length of the final thesis in education study programmes is from 15 to 20 pages excluding annexes.

19.16. The final thesis shall be formatted according to the following requirements:

20. General requirements for the text:

20.11. The text must be written on one side of an A4 (210 x 297 mm) sheet of white paper. Margins: top and bottom 2 cm, left side 3 cm, right side 1 cm.

20.12. The body text shall have paragraph indentation at 1.5 cm from the left margin. The body text shall be justified.

20.13. The pages shall be numbered in Arabic numerals in the bottom right corner without points and commas.

20.14. The final thesis shall be written in *Times New Roman*, font size 12. Titles of chapters shall be written in bold uppercase letters, titles of sections in bold lowercase letters, font *Times New Roman*, font size 12.

20.15. The line spacing shall be 1.5.

21. The final version of the final thesis shall be uploaded onto Moodle in MS Word format. One copy of the thesis shall be printed and bound in accordance with methodological guidelines of the academic unit and delivered to the department/academy/unit.

22. If the final thesis involves a model/a piece of art/a portfolio, etc., the requirements for such theses shall be laid down in the methodological guidelines of the faculty.

## **CHAPTER V PREPARATION FOR DEFENDING THE FINAL THESES AND TAKING QUALIFICATION EXAMS**

23. A Qualifications Board shall be set up and the board chairman shall be appointed by director's order in coordination with the faculty dean for the public defence of final theses and taking the qualification exam.

24. The Qualifications Board shall be appointed for one academic year to evaluate the learning outcomes of each study programme. The composition of the Qualifications Board shall be determined in the description of the field of studies. If no description of the field of studies is available for the study programme, the composition of the Qualifications Board shall be determined by the University's Procedure for Studies. The board shall consist of at least five members (three of them from external organisations). The Qualifications Board shall be chaired by the employers' representative and teachers of the study subject, practice professionals, representatives of social partners, researchers of other higher education institutions shall be members of the board. The Qualifications Board members shall be acquainted with the Procedure for the preparation, defence, and storage of final theses and organizing qualification examinations, Methodological guidelines of academic units for final theses writing, which contain the final theses and qualification exams evaluation criteria.

25. The tasks of the qualification exam shall be prepared in accordance with the learning outcomes of the study program not later than 4 weeks before the qualification exam and shall be approved at the meeting of the department/academy/centre.

26. Students who have met all requirements of the study programme and fulfilled obligations stipulated in the studies agreement may defend their final theses and take qualification exam.

27. The review of the final theses in the department/academy/centre shall take place at least 14 days prior to the public defence. Final thesis supervisors, graduate students and the head of department/academy/centre shall attend the review meeting. Foreign language teachers and other stakeholders may also take part in the defence. Final thesis supervisors and the head of department/academy/centre shall review the final theses verified by plagiarism prevention tool and give recommendations for the improvement and the suitability of the thesis to be defended in front of the Qualifications Board.

28. The aim of final theses review is to hear the student's presentation, check if all mandatory requirements are met regarding the thesis structure, contents, length, layout and formatting, use of literature sources, language correctness, and either to recommend or not to recommend the thesis for public defence and make remarks about the drawbacks to be corrected.

29. If the findings of the final thesis review at the department/academy/centre state that the paper does not meet the recommendations and cannot be defended in public or if the paper was not delivered for the review on time, the student must address the head of the department/academy/centre at least two days prior to the review with the request for permission to defend the thesis. The motifs of the request must be presented in writing. The head of the department/academy/centre shall inform the faculty dean about the student's request and provide recommendations after the final thesis review regarding the suitability of the final thesis for defence. The faculty dean shall analyse the situation and within three days shall pass one of the following decisions:

30.1. Reject the request to defend the final thesis;

30.2. Satisfy the request to defend the final thesis and include the thesis in to the list of theses to be defended in the Qualifications Board's meeting;

30.3. Satisfy the request to defend the final thesis following the review at the department/academy/centre in cases when the student could not attend the final theses' review meeting for a valid reason or the thesis did not comply with all the requirements in full.

31. In the event the final thesis is subject to a special mark for trade secret, other confidential or classified information (i.e. when sensitive data and results used in the final thesis may not be made

public), no later than 14 calendar days before the start of the public defence the author of the thesis shall file a request supported by documents proving the validity of the request to the head of department/academy/centre/branch asking to place a special mark on the final thesis. The request shall carry a note regarding the defence of the thesis in a closed Qualifications Board's meeting. The head of department/academy/centre/branch shall discuss the student's request with the faculty's dean. The decision shall be approved by the faculty dean's order. Upon the adoption of the positive decision the head of department/academy/centre/branch shall notify the student and the Qualifications Board about the special marking of the thesis and that the thesis will be defended in the closed Qualifications Board's meeting.

32. The student shall deliver one printed and bound copy of the final thesis to the department/academy/centre/branch and upload the final electronic version of the thesis in MS Word format into Moodle at least 7 workdays prior to the public defence date.

33. By delivering the final thesis the student represents and warrants that:

33.1. The final thesis is the author's copyright work where the copyright of other persons is not infringed and where the thoughts of other authors used directly or indirectly are distinguished by providing references to the sources;

33.2. The final thesis contains no sensitive information or information that may not be made public due to legal restrictions (unless the final thesis carries a special mark).

34. The language and style of the thesis follows the standards of academic writing.

35. The student grants the following rights to the University and its authorized representatives:

35.1. To upload the defended thesis into the University's institutional repository for unlimited access via the University's intranet;

35.2. to publish data on the final thesis (metadata, contents, summary, annotations) on the University's intranet and on portals accessible using various search engines without restrictions;

35.3. To use the final thesis for the purpose of research and studies by providing conditions for plagiarism detection systems to get imprints.

36. A public defence of the final theses is allowed when there are no cases of text similarity that can be treated as plagiarism.

37. The list of students eligible to defend their theses in front of the Qualifications Board shall be approved by the faculty dean's order at least 6 workdays prior to the Qualifications Board meeting.

38. Final thesis reviewers shall be appointed. If the final thesis is supervised by a teachers, the reviewer shall be selected from the professional-practical field and vice versa.

39. The thesis supervisor shall provide his/her feedback (template given in Annex 3 or in another form approved in final thesis methodological guidelines of academic units) to the students and department / academy/centre/branch at least two workdays prior to the day of public defence. The final thesis supervisor shall give an opinion about the paper without grading it.

40. Printed final thesis shall be submitted to the reviewers at least 5 workdays prior to the Qualifications Board meeting. The reviewer may also opt to review shared final version of the thesis using the Google Drive tools of KUAS.

41. The final thesis review (template given in Annex 4 or in another form approved in final thesis methodological guidelines of academic units) shall be delivered to the department/academy/centre/branch at least two workdays prior to the day of Qualifications Board meeting.

42. The department/academy/centre/branch shall make the review available to the student at least one workday prior to the day of Qualifications Board meeting.

43. If the revised papers are presented for the public defence after the review in the department, they must be checked by means of similarity check tool prior to the public defence. Information about the outcomes of the checking for plagiarism shall be forwarded to the final paper defence board.

## CHAPTER VI FINAL THESIS DEFENCE

44. Final theses defence dates shall be announced at least 30 workdays prior to the beginning of the public defence.

45. The final thesis shall be defended in the meeting of the Qualifications Board appointed by the University Director's order.

46. Students shall be acquainted with the defence procedure prior to the Qualifications Board meeting.

47. The public meeting of the Qualifications Board shall be held in Lithuanian. Translation into Lithuanian shall be arranged if the final thesis is written in English or English is used in the public defence process.

48. The public thesis may be defended remotely at the student's request approved by the faculty's dean in coordination with the head of department / academy / centre / branch. The student must send a request to defend the thesis remotely to the head of department/academy/centre/branch no later than 14 calendar days before the beginning of the public defence. The head of department / academy / centre / branch shall discuss the student's request with the faculty's dean. Having the request approved by the dean the head of department/academy/centre/branch shall notify the student and the Qualifications Board that the thesis will be defended remotely. If necessary, on the proposal of the head of the department / academy / centre / branch and by the order of the dean, all final theses of the students of the study program can be defended remotely. The faculty dean/head of the branch shall appoint a person in charge of the technical equipment and reliable internet connection during the defence procedure in coordination with the Head of ICT Services

49. The following documents must be delivered to the Qualifications Board:

49.1. Director's order on the setting up of the Qualifications Board

49.2. Order of the dean/head of the centre on the permission to defend final theses

49.3. Agenda of Qualifications Board meeting

49.4. Minutes of Qualifications Board meeting (Template provided in Annex 5)

49.5. Students' final theses (printed and (or) electronic copies shall be submitted in Moodle environment)

49.6. Minutes of final thesis reviews at the department/academy/centre/branch

49.7. Final theses' reviews and supervisors' feedback

49.8. Final theses evaluation criteria defined in final theses methodological guidelines of each academic unit

49.9. Responsibility for collecting and delivering documents to Qualifications Board meeting lies with the secretary of the board.

50. The Qualifications Board shall follow the final theses defence procedures described in detail in this Procedure.

51. In the public defence the thesis author shall shortly introduce his / her final thesis explaining the aim, objectives, present methodology of the research, obtained results, conclusions made, and give substantiated recommendations. The presentation time is 10 – 20 minutes. When defending the thesis remotely, the video camera (s) of the author (s) of the thesis must be turned on for the purpose of personal identification during the defence.

52. Following the student's presentation the Qualifications Board members and other persons present in the public defence may ask questions to the student. After this discussion the student shall answer the thesis reviewer's questions.

53. If the thesis reviewer cannot attend the meeting, the thesis review shall be read by the Board's secretary.

54. Minutes of Qualifications Board's meetings shall be taken. The minutes shall be signed by all Qualifications Board members present in the meeting. The secretary of the Board shall deliver the minutes of final thesis defence, reviews and supervisors' feedbacks to the department / academy / centre / branch within two workdays following the defence. When defending the final thesis remotely, a video / audio recording of the meeting can be made only with the consent of all participants of the meeting

(students, members of the board, etc.). Participants in the meeting must be informed of the purpose of the video / audio recording and the destruction of it. If at least one participant does not agree - the record cannot be made. The video / audio recording of the meeting is not published, it can be used to draw up the minutes and must be destroyed after the secretary of the Qualification Board presents the minutes of the defence of the final theses to the Department.

55. The chairperson of the Board shall deliver the report, proposals and recommendations to the department/academy/centre/branch within ten workdays (the report template shall be approved in final thesis methodological guidelines of academic units). The report shall be discussed in the meeting of the department/academy/centre/branch or study field committee.

56. The student who cannot attend the final thesis defence for a valid reason may defend the final thesis in the next meeting of the Qualifications Board of the same programme.

## **CHAPTER VII TAKING A QUALIFICATION EXAM**

57. The qualification exam shall be taken in the entity carrying out a professional activity or at the University.

58. The qualification exam may be taken in writing, orally and/or by demonstrating certain practical skills.

59. The qualification exam may not last more than 8 academic hours per day. The time allocated for the tasks of the qualification exam depends on the learning outcomes of the study program and the specificity of the tasks to achieve the intended learning outcomes.

60. The examiners evaluate student's knowledge of theory and practical skills necessary for the vocation.

61. The students shall be acquainted with the qualification exam procedure before the start of the exam.

62. Each student shall receive the descriptions of the tasks and the task evaluation criteria.

63. The task sheets shall be encoded.

64. The student who cannot attend the qualification exam for a valid reason may take the qualification exam in the next meeting of the Qualifications Board of the same programme.

## **CHAPTER VIII FINAL THESIS EVALUATION**

65. Final theses shall be evaluated in the closed meeting of the Qualifications Board at the end of the public defence. Minutes of the meeting shall be taken. The template of the minutes is provided in Annex 6. The closed meeting shall be attended by Qualifications Board members. Only the Qualifications Board members are entitled to vote. If the final thesis supervisor is a Qualifications Board member or if a Board member has kinship relations with a student defending the thesis, such a member may not vote in the evaluation of the respective thesis. Qualifications Board members shall sign a Declaration of Honour (Annex 7).

66. The final theses shall be evaluated under a 10-point scale by the Board acting as a collegial body.

67. The Qualifications Board members shall evaluate the final thesis according to the compliance with the requirements (structure, contents, length, layout and formatting, correctness of the Lithuanian language), presentation, reviewer's and/or supervisor's feedback. The grade given to the final thesis by the Qualifications Board is equal to the arithmetic average of the grades given by each member and rounded to a whole number. The final grade of the thesis includes the reviewer's grade, the weighting factor of which is not lower than 0,1, and the grade given by the Qualifications Board, the weighting factor of which is not higher than 0,9 (for calculation method see Annex 8).

68. The Qualifications Board resolution on final theses evaluation shall be approved in the closed meeting with all board members signing the minutes of the meeting. The final grade of the final thesis shall be recorded in the Qualifications Board meeting minutes and entered into the final thesis

statement of the study programme in the Studies Management System no later than within 3 days from the date of the Qualifications Board meeting.

69. After the closed meeting the Qualifications Board chairperson shall summarise the final theses and their defence procedure, and notify each student about the evaluation results following the principle of confidentiality.

70. If the evaluation of the final thesis is negative, the student may defend the thesis repeatedly after 6 months, however, no later than after two years.

## **CHAPTER IX QUALIFICATION EXAM EVALUATION**

71. The Qualifications Board shall evaluate the student's knowledge according to the answers written in the answers sheet.

72. The Qualifications Board shall assess the student's practical skills by observing the task performing process.

73. Each member shall individually evaluate the completion of qualification exam tasks by the student according to evaluation criteria.

74. The final grade of the qualification exam shall be given according to the 10-point scale.

75. The final grade given by the Qualifications Board is equal to the arithmetic average of the grades given by each member of the Board, rounded to a whole number.

76. The Qualifications Board's resolution on the final grades of qualification exam shall be approved in the closed meeting with all board members signing the minutes of the meeting. The minutes shall be signed by all Qualifications Board members present in the meeting.

77. The final grade of the qualification exam shall be recorded in the Qualifications Board meeting minutes and entered into the final thesis statement of the study programme in the Studies Management System no later than within 3 days from the date of the Qualifications Board meeting.

78. After the closed meeting the Qualifications Board chairperson shall summarise the qualification exam taking process, and notify each student about the final evaluation results.

79. In the event of the negative evaluation of the qualification exam the student may take the exam repeatedly after 6 months, if there is a group of students of the same programme taking the exam. The exam must be retaken not later than after two years.

## **CHAPTER X STORING THE DOCUMENTS OF FINAL THESES AND QUALIFICATION EXAMS**

80. The documents of the final thesis defended and/or the qualification exam passed department/academy/centre/branch in accordance with the University's Procedure for storing, using and retrieving documents from the University's archives.

81. The defended final theses shall be uploaded and stored in PDF format in the University's repository. The final thesis data (metadata) are open. The full text of the final thesis (in PDF) is available in the University's intranet.

82. The faculty dean, in coordination with the head of department/academy/centre/branch, shall appoint a person in charge of uploading the final theses of the department/academy/centre/branch into the University's institutional repository and handling the electronic resources. This person shall verify whether the files uploaded into Moodle are correct and shall contact the student regarding the inaccuracies prior to the public defence. After the public defence the person appointed by the dean shall upload the theses in PDF format into the University's institutional repository, fill in the metadata, and notify the library about the final theses uploaded. Following the receipt of this information the responsible librarian shall verify the metadata of the final theses uploaded into the institutional repository and the files uploaded, correct the metadata, where necessary, and confirm the submission of the final theses. The responsible librarian shall notify the person appointed by the dean of inappropriate files or missing metadata of the final thesis, if any. After all inaccuracies are corrected, the files shall be checked



repeatedly and the submission of the final thesis for access in the institutional repository shall be confirmed.

83. The management of intellectual property created by the graduate student in the writing of the final thesis is governed by the Procedure for managing intellectual property at Kaunas University of Applied Sciences.

## **CHAPTER XI FINAL PROVISIONS**

84. The final thesis and/or qualification exam grade may not be appealed. The appeals regarding the qualification exam process and procedural errors of the final thesis defence may be filed to the University director within 24 hours following the announcement of results. The appeals must be filed in writing. The Director shall make a decision on the merits of the appeal within two workdays.

85. The Procedure shall become effective on the next day following the day it was announced.

86. This Procedure shall be approved and may be amended by Academic Board's decision.

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### **A list of related documents:**

1. Regulations for uploading the final theses of Kaunas University of Applied Sciences students into the institutional repository.
2. Regulation for using plagiarism detection tool at Kaunas University of Applied Sciences.

Sensitive information mark (if any)



**NAME OF THE FACULTY**  
**NAME OF DEPARTMENT/ACADEMY/CENTRE/BRANCH**

Author's name and surname

## **THESIS TITLE**

Professional Bachelor's Final Thesis

Title of the study programme  
State code of the study programme  
*(to be filled in)*  
Field of studies

Thesis supervisor's academic degree Name and  
Surname

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*(signature)*

*(date)*

Thesis advisor's academic degree Name and  
Surname

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*(signature)*

*(date)*

City, year



NAME OF THE FACULTY

## DECLARATION OF ACADEMIC INTEGRITY

\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year)

Kaunas

I, \_\_\_\_\_,  
student of \_\_\_\_\_ Study Programme, declare that my final thesis  
\_\_\_\_\_ was written independently and all the data  
are correct and obtained honestly. No information that can be attributed to plagiarism or violation  
of copyrights has been used. All the data provided in the thesis have been collected by the author  
or are cited according to the requirements of the legislation and bibliographic references.

Thesis author

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Name, surname)

Procedure for final theses writing, defending and storing, and  
organizing qualification examinations at  
Kaunas University of Applied Sciences  
Annex 3  
(Recommended template)



NAME OF THE FACULTY  
NAME OF DEPARTMENT/ACADEMY/CENTRE  
**FINAL THESIS SUPERVISOR'S FEEDBACK**

\_\_(day) \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
Kaunas

Student(-s)  
Final thesis title  
Study programme

**FINAL THESIS EVALUATION**

1. Relevance and novelty of the topic and the practical value of the final thesis.
2. Logical consistency of the work (links between the topic, research object, aim, objectives, applied methods and conclusions).
3. Ability to systematize, analyse, and assess the material.
4. Rational approach to problem solving.
5. The merits of results, conclusions and recommendations.
6. Literature sources used (newness, variety, academic integrity, etc.).
7. The quality of printing, text and visual materials.
8. Correctness of the Lithuanian language.
9. Merits of the thesis.
10. Shortcomings of the thesis.
11. Systemic nature and independence of the work.
12. Proposal regarding the defence of the thesis in the Qualifications Board's public meeting.

Final thesis supervisor:

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and surname)

## FINAL THESIS REVIEW

\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
Kaunas

Student(-s):

Final thesis title:

Study programme:

Length of the thesis \_\_\_ pages, the number of sources in the bibliography \_\_\_\_. The thesis contains \_\_\_ tables, \_\_\_ figures, \_\_\_ annexes.

1. Relevance of the topic, the practical value of the final thesis.
2. The accuracy and coherence of research parameters (problem, object, aim, objectives)
3. Appropriateness of acquainting with the work of other authors and correctness of using the sources in the thesis.
4. Clarity and consistency in describing the research methodology.
5. Interpretation of research results.
6. Compliance of conclusions with the objectives and validity of recommendations.
7. Mandatory elements of the paper structure, the length of the paper, the balance of paper parts and chapters, The correspondence of titles of the parts to the text.
8. The quality of printing, text and visual materials, consistency.
9. Practicability of recommendations.
10. Merits of the thesis.
11. Shortcomings of the thesis.
12. Additional comments and questions.

Conclusion and grade

(10 – excellent, 9 – very good, 8 – good, 7 – average, 6 – satisfactory, 5 – weak, 4, 3, 2, 1 – unsatisfactory).

Reviewer:

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(company, organization, position)

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(signature)

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(Name, surname)



**NAME OF THE FACULTY**

**MINUTES OF QUALIFICATIONS BOARD'S MEETING FOR THE PUBLIC THESIS DEFENCE**

\_\_\_(day) \_\_\_\_\_(month) \_\_\_\_\_(year) No \_\_\_\_\_  
Kaunas

Qualifications Board meeting

Chair person

Members

Secretary

The following graduate students of the study programme \_\_\_\_\_  
defended their theses in front of the Board:

1. Graduate student

Supervisor

Reviewer

Thesis title

Questions

Chair person

Members

Secretary



## NAME OF THE FACULTY

### MINUTES OF QUALIFICATIONS BOARD'S MEETING FOR FINAL THESES EVALUATION

\_\_(day) \_\_\_\_\_ (month) \_\_\_\_\_ (year) No \_\_\_\_  
Kaunas

Qualifications Board meeting

Chair person

Members

Secretary

CONSIDERED: Evaluation of the defended theses of study programme \_\_\_\_\_

CONCLUDED:

I. Confirm that the learning outcomes of the study programme were achieved.

II. Award Professional Bachelor's degree/Professional Bachelor's degree and \_\_\_\_\_  
qualification to \_\_\_\_\_ and evaluate the defence of the final thesis by giving a grade

1. 10 (ten)

.....

2. 9 (nine)

.....

3. 8 (eight)

.....

4. 7 (seven)

.....

5. 6 (six)

.....

6. 5 (five)

.....

III. No to award Professional Bachelor's degree/Professional Bachelor's degree and  
\_\_\_\_\_ qualification to \_\_\_\_\_ and evaluate the defence of the final  
thesis by giving a grade:

7. 4 (four)

.....

8. 3 (three)

.....

Chair person

Members

Secretary

**QUALIFICATIONS BOARD MEMBER'S DECLARATION OF INTEGRITY AND CONFIDENTIALITY  
COMMITMENT**

DD/MM/YYYY

I, member of Qualifications Board, by signing this declaration **undertake:**

1. To perform the duties assigned to me objectively, practically, with an open mind, in accordance with the principles of non-discrimination, transparency, independence and impartiality.
2. To work as an individual not representing any institution, organization, political party, interest group or person and adhere to the principles of academic ethics.
3. To resign from the Qualifications Board member's position and to refuse to evaluate the graduate student's final thesis and/or qualification exam in the event of the following circumstances that cause a conflict of public and private interests.

I declare the connections and circumstances known to me which may affect my independence and impartiality:

Are there any circumstances related to you or your relatives\* that may prevent you from being independent and impartial (e.g. you have family relations or have publicly expressed a negative attitude towards any thesis supervisor/Qualifications Board member or a graduate student, etc.)?

YES    NO

If you have answered yes, please explain in more detail the type of interests, etc.

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\* relatives are parents (adoptive parents), children (adoptive children), brothers (adoptive brothers), sisters (adoptive sisters), grandparents, grandchildren, spouse, cohabitant, partner, etc. when the partnership is registered under the law, as well as parents (adoptive parents), children (adoptive children), brothers (adoptive brothers), sisters (adoptive sisters), grandparents, grandchildren of the spouse, cohabitant, partner, etc. when the partnership is registered under the law.

I declare that information given is correct and complete.

I agree that the interests declared would be made known to the head of the department, which organizes the final theses defence and/or the qualification exam.

I will immediately notify the head of the unit in the event of any changes in the information provided and if the conflict of interests occurs.

As a member of Qualifications Board I undertake to abide with the confidentiality obligation:

1. To keep information related to the evaluation of the final theses and qualification exams made known to me as a member of Qualifications Board confidential and disclose such information only for the purpose provided by law.
2. To keep confidential information and results of the final thesis in such a manner that it does not become accessible to any third parties. Not to make and keep any copies of the documents made available to me.
3. To use all information about the Qualifications Board's work and closed meetings only for the purpose of final theses and qualification exams evaluation and not to disclose this information to third parties.

I am aware that confidential information contains: Personal data of Qualifications Board members; documents made available to me during the evaluation of final theses and qualification exams; issues discussed and decisions made during the evaluation process; other information related to the evaluation of final theses and qualification exam.

I am aware of my legal liability in the event of infringing this commitment.

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(signature)

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(Name, surname)





### CALCULATION OF FINAL THESIS EVALUATION

The weighting factor of reviewer's grade 0.1.

The weighting factor of Qualifications Board's grade 0.9.

#### Reviewer

| <i>Name and surname</i> |                  | <i>Grade</i> |
|-------------------------|------------------|--------------|
| 1.                      | Name and surname |              |

#### Qualifications Board members

| List No | <i>Name and surname</i> | <i>Grade</i> |
|---------|-------------------------|--------------|
| 1.      | <b>Name and surname</b> |              |
| 2.      | Name and surname        |              |
| 3.      | Name and surname        |              |
| 4.      | Name and surname        |              |
| 5.      | Name and surname        |              |
|         |                         |              |
|         |                         |              |
|         |                         |              |

Average grade 0.

|   |              |
|---|--------------|
| Average grade rounded to a whole number | <b>0.00.</b> |
|---|--------------|

|  |    |
|--|----|
| The weight of reviewer's grade             | 0. |
| The weight of Qualifications Board's grade | 0. |

Final average grade 0.

|                    |           |
|--------------------|-----------|
| <b>Final grade</b> | <b>0.</b> |
|--------------------|-----------|



MINUTES OF QUALIFICATIONS BOARD'S QUALIFICATION EXAM  
MEETING

\_\_(day) \_\_\_\_\_ (month) \_\_\_\_\_ (year) No \_\_\_\_  
Kaunas

Qualifications Board meeting

Chair person

Members

Secretary

The examiners examined students of the study programme \_\_\_\_\_, the qualification exam \_\_\_\_\_ was evaluated as follows:

| List No | Name and surname | Assignment No | Grade | Remarks |
|---------|------------------|---------------|-------|---------|
| 1.      |                  |               |       |         |
| 2.      |                  |               |       |         |
| 3.      |                  |               |       |         |
| ...     |                  |               |       |         |

CONSIDERED:

I. Results of qualification exam.

CONCLUDED:

II. To award \_\_\_\_\_ Professional Bachelor's degree / \_\_\_\_\_  
Professional Bachelor's degree and \_\_\_\_\_ qualification to students who have passed the  
qualification exam.

III. Not to award \_\_\_\_\_ Professional Bachelor's degree / \_\_\_\_\_  
Professional Bachelor's degree and \_\_\_\_\_ qualification to students who have not passed  
the qualification exam.

Qualification exam start time \_\_\_\_\_, end time \_\_\_\_\_

Chair person

Members

Secretary