

APPROVED BY
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PROCEDURE FOR PREPARATION, DEFENCE AND STORAGE OF FINAL THESES AND ORGANISATION OF FINAL EXAMINATIONS AT KAUNAS UNIVERSITY OF APPLIED SCIENCES

CHAPTER I GENERAL PROVISIONS

1. The Procedure for Preparation, Defence and Storage of Final Theses and Organisation of Final Examinations (hereinafter, the Procedure) determines the general requirements for the preparation, defence and storage of professional bachelor theses and organisation of final examinations at Kaunas University of Applied Sciences.

2. The Procedure has been developed on the bases of the *Description of General Requirements for Implementing Studies; Description of General Requirements for Degree Providing Undergraduate and Consecutive Study Programmes; Study Procedure at Kaunas University of Applied Sciences; Code of Academic Ethics of Kaunas University of Applied Sciences; Procedure for Joint Degree Studies at Kaunas University of Applied Sciences*; the descriptions of study fields approved by the Ministry of Education, Science and Sports; the *Description of Plagiarism Prevention System at Kaunas University of Applied Sciences*.

3. Following this Procedure and considering the learning outcomes of the study programmes, academic units shall develop *Methodological Guidelines for Preparation, Defence and Storage of Final Theses and (or) Organisation of Final Examinations*. The *Methodological Guidelines* shall be approved by order of the Dean of the Faculty and coordinated with the Unit for Studies.

4. Key definitions used in the Procedure:

4.1. **Professional Bachelor Thesis (Final Thesis)** is a student's applied science paper or art project independently developed and defended upon completing studies to demonstrate the learning outcomes achieved.

4.2. **Final thesis of education studies** is a self-study paper of a student of a study programme in education, which integrates courses of education studies and is developed and defended at the end of education studies. It is intended to demonstrate the learning outcomes of education studies achieved to acquire the qualification of a teacher.

4.3. **A contracted final thesis** is a student's final paper developed under a trilateral agreement between the customer (legal and (or) natural entity), Kaunas University of Applied Sciences, and the student.

4.4. **Final examination** tests students' theoretical and practical knowledge and learning outcomes, which are demonstrated by independently performing tasks to acquire a professional qualification.

CHAPTER II THE SCOPE OF FINAL THESES AND FINAL EXAMINATIONS

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

6. The volume in credits assigned for the development and defence of a final thesis and preparation for a final examination (in cases provided for in the description of the field of study) is at least 9 credits unless the description of the field of study requires otherwise. The final thesis may be developed in the same field of studies or different fields of studies if two students work on the same thesis, and the topic needs knowledge and competencies from two different fields of studies.

7. The volume of credits assigned for the development and defence of the final thesis in the field of education is at least 3 credits.

8. For joint degree study programmes, the requirements and procedures for the development and defence of final theses shall be laid down in the agreement on the implementation of a joint degree study programme between Kaunas University of Applied Sciences and partner institutions.

CHAPTER III DEVELOPMENT OF A FINAL THESIS

9. The topics/fields of final theses shall be announced in academic divisions at least one academic year before graduation. Specific dates shall be outlined in the methodological guidelines of academic divisions.

10. It is students, academic staff, stakeholders, contractors (in case of contracted final theses), etc. who may propose topics according to the directions announced.

11. The list of the topics planned for the final theses shall be discussed at a department/academy/centre meeting. The list of the anticipated topics for final thesis shall include the names of students and supervisors with their scientific degrees. The topics of final thesis approved shall be announced to students in academic divisions at least 3 months before their graduation. Specific dates shall be outlined in the methodological guidelines approved by academic divisions.

12. The lists of the titles of final theses in English and Lithuanian with supervisors' names indicated shall be approved by the Dean of the faculty on the proposal of the head of the department/academy/centre/subdivision at least 2 months before graduation. The titles of final theses and the supervisors approved may be changed on the proposal of the head of the department/academy/centre/subdivision only due to important reasons.

13. The topic of a contracted thesis shall be discussed and coordinated among the head of the department/academy/centre/subdivision, the contractor, the supervisor, and the student developing the final thesis.

14. The student(s) shall develop the final thesis independently following the methodological guidelines and consulting with the supervisor.

15. The supervisor shall counsel the student following the plan of developing the final thesis, provide recommendations for improvement, and, if necessary, discuss with the head of the department/academy/centre/subdivision a possibility to recommend advisors.

16. If two students develop the final thesis, each student's input shall be specified in the Introduction.

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

CHAPTER IV STRUCTURE, FORMATTING AND LAYOUT OF THE FINAL THESIS

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

18.1. Cover page. The cover page shall include the names of the institution, faculty, and department/academy/centre/subdivision; student's name and surname; the title and type of final thesis; the national code of the study programme; the study field; the scientific degree, name, and surname of the

supervisor; the scientific degree, name and surname of the advisor (if any); location, year of the final thesis, and the special tag, if any (Annex 1).

18.2. Contents. The contents shall include the titles of parts, sections and subsections and their page numbers.

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

18.4. Definitions. Key terms and their definitions used in the final thesis shall be provided. They shall not be included in the contents.

18.5. Summary. The summary shall be written in Lithuanian, and the foreign language studied at the higher education institution. It shall shortly describe the essence of the final thesis, the practical/art problem, and the conclusions. The summary shall be written on a separate page and start with the title of the final thesis. The summary shall be no longer than one page. When the final thesis is written in English, the summary shall be written in English and Lithuanian. The summaries shall not be included in the contents.

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

18.7. Theoretical and practical parts. These parts contain the analysis of scientific and professional literature; the research methodology used; the surveys conducted, and the presentation of the results of the product/system developed (the requirements for these parts are defined in more detail in the methodological guidelines approved in the faculties).

18.8. Conclusions, recommendations/proposals.

18.9. References. Bibliographic descriptions of scientific and other publications used (quoted, paraphrased, or mentioned) in the paper 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 recency of literature sources is specified in the methodological guidelines approved by the faculties.

18.10. The annexes contain the materials individually developed by the students and other relevant materials. All annexes shall be numbered and named and referred to in the body text of the final thesis.

19. Formatting and layout of the final thesis:

19.1. The final thesis shall be written in correct Lithuanian. In exceptional cases, i.e., when the course is delivered in a foreign language, it is a joint degree study programme, or due to specific features of the study programme, the final theses may be developed in a foreign language.

19.2. The pages of the contents, the list of tables and figures, definitions, and summaries of the final thesis shall not be numbered. However, they shall be included in the total number of pages. The numbering shall start from the Introduction in Arabic numerals in the lower right corner of the page.

19.3. The parts of the final thesis (sections, subsections) shall have a uniform numbering.

19.4. The recommended length of a Professional Bachelor Thesis is from 40 to 50 pages, excluding annexes, unless the methodological guidelines approved by the faculty provide otherwise. The recommended length of the final thesis developed by two students is from 50 to 70 pages, excluding annexes, unless the methodological guidelines approved by the faculty provide otherwise.

19.5. The length of the final thesis of study programmes in education shall be from 15 to 20 pages, excluding annexes.

19.6. The final thesis shall be formatted according to the requirements set.

20. General requirements for the text:

20.1. The text format shall be A4 (210 x 297 mm). Margins: top and bottom 2 cm, left side 3 cm, right side 1 cm.

20.2. The paragraph indentation shall start at 1.5 cm from the left margin and be justified.

20.3. The final thesis shall be typed in *Times New Roman*, font size 12. Titles of sections shall be written in bold uppercase letters, headings of subsections in bold lowercase letters, *Times New Roman*, font size 12.

20.4. The line spacing shall be 1.5.

21. The final version of the final thesis shall be uploaded to Moodle in MS Word format.

22. If the final thesis includes a model/a product/a piece of art/an achievement portfolio, etc., the requirements for it shall be established in the methodological guidelines approved by the faculty.

CHAPTER V PREPARATION FOR DEFENDING THE FINAL THESIS AND TAKING THE FINAL EXAMINATION

23. For the defence of final theses and the final examination, a committee for assessing final thesis and (or) final examination shall be set up, and the chairperson shall be appointed by order of the Director on the proposal of the Dean of the faculty.

24. The Assessment Committee (hereinafter, Committee) shall be appointed for one academic year to evaluate the learning outcomes of each study programme. The composition of the Committee shall be determined in the description of the field of study. In case no description of the field of study is available for the study programme, the composition of the Committee shall be determined by the *KUAS Study Procedure*. The Committee shall consist of at least five members (three of them from external organisations). An employers' representative shall chair the Committee. The academic staff of the speciality courses, practitioners-professionals, representatives of stakeholders, researchers of other higher education institutions shall be members of the Committee. The Committee members shall be acquainted with the *Description of the Procedure for the Preparation, Defence, and Storage of Final Theses and Organization of Final Examinations*, the *Methodological Guidelines for Preparation of Final Theses*, which contain the criteria for the evaluation of final theses and final examinations, approved by academic divisions.

25. The final examination tasks shall be prepared considering the learning outcomes of the study programme at least 4 weeks before the final examination. They shall be approved at the meeting of the department/academy/centre/subdivision.

26. Only those students who have met all of the study programme requirements and fulfilled obligations specified in the Study Agreement before the defence of the final thesis and final examination may defend them and (or) take the examination.

27. The review of the final theses in the department/academy/centre/subdivision shall take place at least 14 days before the public defence. The supervisors of the final thesis, graduates, and the head of the department/academy/centre/subdivision shall attend the meeting. Language teachers and other stakeholders may also take part in the review. The supervisors and the head of the department/academy/centre/subdivision shall review the final theses verified by the text-matching tool, provide recommendations for their improvement, and decide on the suitability of the thesis for its defence in front of the Committee.

28. The review of final theses aims to hear student's presentation; check whether the thesis meets all the mandatory requirements regarding the structure, content, length, layout, formatting, use of references, language correctness; judge whether to recommend or not to recommend the thesis for public defence, and make remarks about the drawbacks to be corrected.

29. In case the conclusion of the review at the department/academy/centre/subdivision is that the final thesis is not recommended to be defended or it was not submitted for the review on time, the student may address the head of the department/academy/centre/subdivision within at least two days after the review asking for permission to defend the thesis. The motifs of the request shall be presented in writing. The head of the department/academy/centre/subdivision shall inform the Dean of the faculty about the student's request and provide the review recommendation regarding the defence of the final thesis. The Dean of the faculty shall analyse the situation and within three days provide one of the following decisions (if the Dean

of the faculty is the supervisor of the student's final thesis, the vice-dean/head for studies shall make the decision and provide the conclusion):

29.1. reject the request to defend the final thesis,

29.2. satisfy the request to defend the final thesis and include the student into the list to defend theses at the meeting of the Committee,

29.3. satisfy the request to defend the final thesis and give permission to review the final thesis at the department/academy/centre/subdivision if the student could not participate in the final theses review for a valid reason.

30. The final thesis may be subject to a special tag for a trade or other secret or classified information (i.e., when confidential data and results used in the final thesis may not be made public). In this case, the student within at least 5 working days before the public defence shall submit a request and the documents proving its reasonableness to the head of the department/academy/centre/subdivision asking to mark the final thesis with a special tag. The request shall also indicate whether the thesis has to be defended at a closed meeting of the Committee. The head of the department/academy/centre/subdivision shall discuss the student's request with the Dean of the faculty. The decision shall be approved by order of the Dean. Upon adopting the favourable decision, the head of the department/academy/centre/subdivision shall notify the student and the Committee about the special marking of the final thesis and its defence at a closed meeting of the Committee.

31. The student shall upload the final version of the thesis in MS Word format to Moodle at least 7 working days before the public defence.

32. By submitting the final thesis, the student:

32.1. shall warrant that the final thesis is the author's copyright work; other persons' copyright is not infringed, and the ideas of other authors used directly or indirectly are indicated by providing reference links,

32.2. shall warrant that the final thesis contains no sensitive information or the information that may not be made public due to legal restrictions (unless the final thesis carries a special tag),

32.3. shall assume the responsibility for the correctness of the language and style of the final thesis,

32.4. shall grant Kaunas University of Applied Sciences and its authorised representatives the following rights:

32.4.1. to upload the defended thesis to the institutional repository for unlimited access on the intranet,

32.4.2. to publish without restrictions the data on the final thesis (metadata, content, summary, annotations) on the intranet and portals accessible using various search engines,

32.4.3. to use the final thesis for research and studies by providing conditions for plagiarism detection systems to get imprints.

32.5. confirms this in the Declaration of the Author of the Final Thesis (Annex 2) in e-space.

33. The student is allowed to publicly defend the final thesis only after it is checked by the text-matching tool, and there are no cases of text matches that can be treated as plagiarism.

34. The list of the students eligible to defend their theses and (or) take the final examination shall be approved by order of the Dean of the faculty at least 6 working days before the meeting of the Committee.

35. Reviewers of the final thesis shall be appointed. It is recommended that when a member of the academic staff supervises the final thesis, the reviewer appointed should be a professional-practitioner and vice versa.

36. The thesis supervisor shall provide his/her feedback (the template provided in Annex 3, or the *Methodological Guidelines for Developing Final Theses* approved by academic divisions) to the students and the department/academy/centre/subdivision within at least two working days before the public defence. The supervisor shall provide an opinion about the paper but no evaluation.

37. The final thesis shall be submitted to the reviewer withing at least 5 working days before the meeting of the Committee. The reviewer shall get access to the final thesis in the Moodle environment or review its shared version using the Google Drive tools of Kaunas University of Applied Sciences.

38. The review of the final thesis (template provided in Annex 4, or the *Methodological Guidelines for Developing Final Theses* approved by academic divisions) shall be submitted to the department/academy/centre/subdivision within at least two working days before the meeting of the Committee. The reviewer may sign and scan the review and send it to the department/academy/centre/subdivision by e-mail.

39. The department/academy/centre/subdivision shall send the final thesis review to the student at least one working day before the meeting of the Committee by e-mail.

40. In case the final thesis after the department review was revised, it shall be checked with the text-matching tool before the public defence. Information about the outcomes of the check for plagiarism shall be submitted to the Committee.

CHAPTER VI DEFENCE OF THE FINAL THESES

41. The dates of the defence of final theses shall be announced at least 30 working days before the beginning of the public defence.

42. The final theses shall be defended at the meeting of the Committee appointed by order of the Director.

43. Students shall be acquainted with the procedure of the defence before the meeting of the Committee.

44. The language of the public meeting of the Committee shall be Lithuanian. In case the final thesis is written in English or English is used in the public defence, interpretation into Lithuanian may be provided.

45. At the student's request, on the proposal of the head of the department/academy/centre/subdivision and approval by the Dean of the faculty, the public defence may be organised remotely. The student shall send a request to defend the thesis remotely to the head of the department/academy/centre/subdivision within at least 14 calendar days before the public defence. The head of the department/academy/centre/subdivision shall discuss the student's request with the Dean of the faculty. When the Dean approves the request, the head of the department/academy/centre/division shall notify the student and the Committee that the thesis will be defended remotely. If necessary, on the proposal of the head of the department/academy/centre/ subdivision and by order of the Dean, all students of the study programme may defend the final theses remotely. The Dean of the faculty/head of the academic unit shall discuss with the Head of the IT Division and appoint a person in charge of the technical equipment and reliable Internet connection during the defence procedure. A student defending his/her thesis outside the premises of Kaunas University of Applied Sciences must ensure the reliability of his/her technical equipment and the Internet connection.

46. The following documents shall be submitted to the Committee:

46.1. order of the Director regarding the composition of the Committee,

46.2. order of the Dean regarding the permission to defend final theses,

46.3. agenda of the meeting of the Committee,

46.4. template of the minutes of the meeting of the Committee (Annex 5),

46.5. electronic copies of students' final theses stored in the Moodle environment,

46.6. minutes of the meeting of the review of final theses at the department/academy/centre/ subdivision,

46.7. reviews of final theses and supervisors' feedback,

46.8. criteria of the evaluation of final theses defined in the *Methodological Guidelines for Developing Final Theses* approved by the academic division.

46.9. The responsibility for submitting the documents lies with the secretary of the Committee.

47. The Committee shall follow the procedure of the defence of final theses specified in this Procedure.

48. During the public defence, the author(s) of the thesis shall shortly introduce their final thesis by stating the problem, aim, objectives of the research; presenting the research methodology, the results obtained, the conclusions made, and 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 shall be turned on for personal identification during the defence.

49. After the student's presentation, the members of the Committee and other persons present at the public defence may ask questions. After this discussion, the student shall answer the reviewer's questions.

50. In case the reviewer of the thesis does not participate at the meeting, the questions shall be read by the secretary.

51. Minutes of the meeting of the Committee shall be taken, which shall be signed or electronically confirmed by all the Committee members present at the meeting (an electronic confirmation corresponds to the signature of the Committee members). The secretary of the Committee shall submit the minutes, reviews, and supervisors' feedback to the department/academy/centre/subdivision within two working days following the defence. When the final thesis is defended remotely, a video/audio recording of the meeting can be made following the *Rules for ensuring data security while organising studies at Kaunas University of Applied Science remotely*. The participants shall be informed of the purpose of the video/audio recording and its obliteration. The video/audio recording of the meeting is not made public; it can be used to draw up the minutes. It shall be obliterated after the Committee secretary presents the minutes of the meeting of the defence of the final theses to the department.

52. The chairperson of the Committee shall deliver the report, proposals, and recommendations to the department/academy/centre/division within ten working days (the report template shall be provided in the *Methodological Guidelines for Developing Final Theses* approved by the academic division). The report shall be discussed at the meetings of the department/academy/centre/subdivision or study field committee.

53. The student who cannot participate in defence of the final thesis for a valid reason may defend it at the next meeting of the Committee of the same programme.

CHAPTER VII TAKING A FINAL EXAMINATION

54. The final examination shall be taken in professional enterprises or at the Kaunas University of Applied Sciences.

55. The final examination may be taken in writing, orally and (or) by demonstrating specific practical skills.

56. The final examination must not last more than 8 academic hours per day. The time allocated for the final examination tasks shall depend on the learning outcomes of the study programme and the specificity of the assignments to demonstrate the anticipated learning outcomes.

57. Students' theoretical knowledge and practical skills necessary for professional activities are evaluated during the final examination.

58. The students shall be acquainted with the procedure of the final examination before the Examination.

59. Each student shall receive the description of the assignments and the criteria of their evaluation.

60. The task sheets of the final examination shall be encoded.

61. The student who cannot participate in the final examination for a valid reason may take it at the next meeting of the Committee of the same study programme.

CHAPTER VIII EVALUATION OF THE FINAL THESIS

62. Final theses shall be evaluated at the closed meeting of the Committee after the public defence with the minutes taken (the template is provided in Annex 6). The closed meeting shall be attended by the members of the Committee, and it is only the Committee members who are entitled to vote. If the supervisor of the final thesis is a Committee member or any member of the Committee has kinship relations with the student defending the thesis, they must not vote while evaluating the respective thesis. The members of the Committee shall sign a Declaration of Honesty (Annex 7).

63. The final theses shall be collegially evaluated using a 10-score scale.

64. The Committee members shall assess the compliance of the final thesis with the requirements (structure, content, length, layout and formatting, the correctness of the Lithuanian language), presentation, reviewer's evaluation and (or) supervisor's feedback. The evaluation score of the Committee equals the arithmetic average of the scores given by each member and rounded to a whole number. The final evaluation score includes the reviewer's score, the weighting factor of which is not lower than 0.1, and the score of the Committee, the weighting factor of which is not higher than 0.9 (for calculation see Annex 8).

65. The resolution of the Committee regarding the evaluation of the final theses shall be approved in the closed meeting by all the Committee members signing or electronically confirming the minutes of the meeting. The final score of the theses shall be recorded in the minutes of the meeting and entered into the transcript of records of final theses in the Study Management System within no later than 3 days from the meeting of the Committee.

66. Within 1 working day after the closed meeting, the secretary of the Committee shall enter the results of the final evaluation into the Study Management System of Kaunas University of Applied Sciences.

67. In case the evaluation of the final thesis is negative, the student may defend it repeatedly after 6 months; however, no later than within two years.

CHAPTER IX EVALUATION OF THE FINAL EXAMINATION

68. The Committee shall evaluate the student's knowledge according to the answers provided in the answer sheet.

69. The Committee shall assess the student's practical skills by observing the task performing process.

70. Each member shall individually evaluate the completion of the final examination assignments by the student considering the evaluation criteria.

71. The final score of the final examination shall be presented according to the 10-score scale.

72. The final score of the Committee equals the arithmetic average of the scores proposed by each Committee member rounded to a whole number.

73. The resolution of the Committee regarding the final scores of the final examination shall be approved in the closed meeting by all of the Committee members signing or electronically confirming the minutes of the meeting (Annex 9). The minutes shall be signed or electronically confirmed by all Committee members present at the meeting.

74. The final score of the final examination shall be recorded in the minutes of the meeting of the Committee and entered into the transcript of records of the final examination of the study programme in the Study Management System within no later than 3 days from the date of the Committee meeting.

75. After the closed meeting, the chairperson of the Committee shall summarise the process of taking the final examination and notify each student about the final evaluation.

76. In the event of the negative evaluation of the final examination, the student may take it repeatedly after 6 months, if there is a group of students of the same programme taking the examination; however, no later than within two years.

CHAPTER X STORAGE OF THE DOCUMENTS OF FINAL THESES AND FINAL EXAMINATIONS

77. The documents of the final theses defended and (or) the final examination taken are stored in the department/academy/centre/subdivision following the *KUAS Plan of Documentation* and the *Description of the Procedure for Storing, Using and Retrieving Documents From KUAS Archives*.

78. The defended final theses in PDF format shall be uploaded to and preserved in the institutional repository. The final thesis data (metadata) shall have open access. The full text of the final thesis (in PDF) shall be available on the institutional intranet.

79. On the proposition of the head of department/academy/centre/subdivision, the Dean of the faculty shall appoint a person in charge of uploading the final theses of the department/academy/centre/division to the institutional repository and handling the electronic resources. This person shall verify whether the files uploaded to Moodle are correct and shall contact the student regarding the inaccuracies before the public defence. After the public defence, the person appointed by the Dean shall upload the theses in PDF format to the institutional repository, fill in the metadata, and notify the Library about the final theses uploaded. Having received this information, the responsible librarian shall verify the metadata of the final theses uploaded to the institutional repository and the files uploaded, correct the metadata, where necessary, and confirm the submission of the paper. The responsible librarian shall notify the person appointed by the Dean of inappropriate files or missing metadata of the final thesis if any. After the inaccuracies have been corrected, the files shall be checked repeatedly, and the submission of the final thesis for access in the institutional repository shall be confirmed.

80. The handling of the intellectual property created by the graduate in the final thesis is governed by the *Procedure for Handling Intellectual Property at Kaunas University of Applied Sciences*.

CHAPTER XI FINAL PROVISIONS

81. The evaluation score of the final thesis and (or) final examination may not be appealed. The appeals regarding the violation of the final examination process and the procedure of the defence of final theses may be submitted to the Director within 24 hours following the announcement of the results. The appeals shall be submitted in writing. The Director shall decide on the reasonableness of the appeal within two working days.

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

83. This Procedure shall be approved and may be amended by the resolution of the Academic Council.

Related documents

1. Regulations on uploading the final theses of the students of Kaunas University of Applied Sciences to the Institutional Repository.
2. Rules for using the plagiarism detection tool at Kaunas University of Applied Science
3. Rules for ensuring data security while organising studies at Kaunas University of Applied Science remotely

Description of the Procedure for the Preparation, Defence and Storage of
Final Theses/Projects and Organisation of Final Examinations at Kaunas
University of Applied Sciences
Annex 1



NAME OF THE FACULTY
NAME OF DEPARTMENT/ACADEMY/CENTRE/SUBDIVISION

Author's name and surname

TITLE OF THE FINAL THESIS

Professional Bachelor Thesis

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

Supervisor, scientific degree name, surname

Advisor, scientific degree name, surname

City, year



NAME OF THE FACULTY

Declaration of the Author of the Final Thesis

__(day) _____ (month) _____ (year)

Kaunas

I, _____, a student of the study programme of _____, declare that my professional bachelor thesis _____ was developed 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. The final thesis contains no sensitive information or the information that must not be made public due to legal restrictions (unless it carries a special tag).

I assume the responsibility for the correctness of the language and style of the final thesis.

I grant the following rights to Kaunas University of Applied Sciences and its authorised representatives:

- to upload the defended thesis to the institutional repository of Kaunas University of Applied Science for unlimited access on the intranet,
- to publish without restrictions the data on the final thesis (metadata, content, summary, annotations) on the intranet and portals accessible using various search engines,
- to use the final thesis for the purpose of research and studies by providing conditions for plagiarism detection systems to get imprints.



NAME OF THE FACULTY
NAME OF DEPARTMENT/ACADEMY/CENTRE

FEEDBACK OF THE SUPERVISOR OF THE FINAL THESIS

__(day) _____ (month) _____ (year)
Kaunas

Student(-s)
Title of the professional bachelor thesis
Study programme

ASSESSMENT OF THE FINAL THESIS

1. Relevance, novelty of the topic, and the practical value of the final thesis
2. Logical consistency of the research paper (links between the topic, subject, aim, objectives of the research, the methods applied, and conclusions)
3. Ability to systematise and assess the materials
4. Rational approach to problem solving and the research methods applied
5. Validity of the results, conclusions, and recommendations
6. The references used (recency, variety, academic integrity, etc.)
7. The quality of formatting, text, and visual materials
8. Linguistic correctness
9. Advantages of the thesis
10. Shortcomings of the thesis
11. Systemic nature and independence of the development of the thesis
12. Proposal regarding the public defence of the thesis at the meeting of the Final Thesis Assessment Committee

Supervisor of the final thesis

(Position)

(Signature)

(Name and surname)

REVIEW OF THE FINAL THESIS
____(day) _____(month) _____(year)
Kaunas

Student(-s):
Title of the final thesis:
Study programme:

1. Relevance of the topic, the practical value of the final thesis
2. The accuracy and coherence of research parameters (problem, subject, aim, objectives)
3. Purposefulness of author's acquaintance with the works of other authors and correctness of using the sources in the thesis
4. Clarity and consistency in describing the research methodology
5. The level of the interpretation of the research results
6. Compliance of the conclusions with the objectives and the validity of recommendations
7. Mandatory elements of the structure, adequacy of the length, the balance of structural parts, the compliance of headings of the sections and the text
8. The quality of formatting, text, and visual materials; consistency
9. Applicability of recommendations
10. Advantages of the thesis
11. Shortcomings of the thesis
12. Additional comments and questions

Conclusion and evaluation score

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

Reviewer:

(company, organization, position)

(signature)

(Name, surname)



NAME OF THE FACULTY

**MINUTES OF THE MEETING
OF THE DEFENCE OF FINAL THESES No.**

__(day) _____ (month) _____ (year)
Kaunas

Meeting of the Final Thesis Assessment Committee
Chairperson
Members
Secretary

The following graduates of the study programme of _____ presented their
professional bachelor theses:

1. Graduate
Supervisor

Reviewer

Title

Questions

Chairperson
Members
Secretary



NAME OF THE FACULTY

MINUTES OF THE MEETING OF THE ASSESSMENT OF FINAL THESES No.

__(day) _____ (month) _____ (year)
Kaunas

Meeting of the Final Thesis Assessment Committee
Chairperson
Members
Secretary

CONSIDERED: Evaluation of the defended theses of the study programme of _____

CONCLUDED:

I. Confirm that the learning outcomes of the study programme have been achieved.

II. Award the Professional Bachelor Degree in _____/Professional Bachelor Degree in _____ and the qualification of _____ and evaluate the defence of the final thesis by giving the score

1. 10 (ten)

.....
2. 9 (nine)

.....
3. 8 (eight)

.....
4. 7 (seven)

.....
5. 6 (six)

.....
6. 5 (five)

.....
III. Not to award the Professional Bachelor Degree in _____/Professional Bachelor Degree in _____ and the qualification of _____ and evaluate the defence of the final thesis by giving the score

7. 4 (four)

.....
8. 3 (three)

.....
Chairperson
Members
Secretary

**DECLARATION OF INTEGRITY OF INTERESTS AND COMMITMENT OF CONFIDENTIALITY OF
A MEMBER OF THE FINAL THESES AND (OR) FINAL EXAMINATION ASSESSMENT COMMITTEE**

DD/MM/YYYY

I, being a member of the Final Theses and (or) Final Examination Assessment Committee, by signing this declaration **undertake:**

1. to perform the duties assigned to me objectively, professionally, without any prejudice, following the principles of non-discrimination, transparency, independence, and impartiality,
2. to work as an individual, not to represent any institution, organisation, political party, interest group or person, and adhere to the principles of academic ethics,
3. to resign from the position of a member of the Committee and refuse to evaluate the graduate's final thesis and (or) final examination in the event of the circumstances mentioned below that might cause a conflict of public and private interests.

I declare the connections and circumstances known to me that 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., do you have family relations, or have you publicly expressed a negative attitude towards any final thesis supervisor/Committee member or a graduate, etc.)?

YES NO

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

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

I declare that the information provided is correct and complete.

I agree that the interests declared would be made known to the head of the department, who organises the defence of the final theses and (or) the final examination.

I will immediately notify the head of the department if any changes in the information provided and the conflict of interests occur.

As a member of the Final Theses and (or) Final Examination Assessment Committee, I undertake to abide by the obligation of confidentiality:

1. to keep the information related to the evaluation of the final theses and final examinations made known to me as a Committee member confidential and disclose such information only for the purpose provided by law,
2. to keep confidential information and the results of the final theses so that they do not become accessible to any third parties and not to make and keep any copies of the documents made available to me,
3. to use all the information about the work of the Committee and closed meetings only to evaluate final theses and final examinations and not to disclose this information to third parties.

I am aware that confidential information contains personal data of the members of the Final Theses and (or) Final Examination Assessment Committee who participate in the assessment; documents made available to me during the evaluation of the final theses and final examinations of Kaunas University of Applied Sciences; the issues discussed and decisions made during the evaluation process; any information related to the evaluation of final theses and the final examination.

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

(signature)

(Name, surname)

Description of the Procedure for the Preparation, Defence and Storage of
Final Theses/Projects and Organization of Final Examinations at Kaunas
University of Applied Sciences
Annex 8



ESTIMATION OF THE EVALUATION OF THE FINAL THESIS

The weighting factor of reviewer's score 0.1

The weighting factor of the Committee score 0.9

Reviewer

<i>Name, surname</i>		<i>Evaluation</i>
1.	Name, surname	

Members of the Final Theses Assessment Committee

No.	<i>Name, surname</i>	<i>Evaluation</i>
1.	Name, surname	
2.	Name, surname	
3.	Name, surname	
4.	Name, surname	
5.	Name, surname	

Average score 0

Average score rounded to a whole number	0.00
-----------------------------------------	-------------

The weight of the reviewer's score	0
The weight of the Committee score	0

Final average score 0

Final score	0
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NAME OF THE FACULTY

MINUTES OF THE MEETING
OF THE ASSESSMENT OF THE FINAL EXAMINATION No.
__(day) _____ (month) _____ (year)
Kaunas

Meeting of the Final Examination Assessment Committee

Chairperson

Members

Secretary

The Committee examined the students of the study programme of _____, and the knowledge of the final examination in _____ was evaluated as follows:

No.	Name, surname	Assignment No	Score	Remarks
1.				
2.				
3.				
...				

CONSIDERED:

I. Results of the final examination

CONCLUDED:

II. To award Professional Bachelor Degree in _____/ Professional Bachelor Degree in _____ and the qualification of _____ to the students who have passed the final examination:

III. Not to award Professional Bachelor Degree in _____/ Professional Bachelor Degree in _____ and the qualification of _____ to the students who have not passed the final examination:

The final examination started at _____, ended at _____

Chairperson

Members

Secretary