

## THE DESCRIPTION OF THE PROCEDURE FOR PREPARATION, DEFENCE AND STORAGE OF FINAL THESES AND ORGANISATION OF FINAL EXAMINATIONS AT KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION

### CHAPTER I GENERAL PROVISIONS

1. *The Description of the Procedure for Preparation, Defence and Storage of Final Theses and Organisation of Final Examinations* (hereinafter referred to as the Description) determines the general requirements and procedures for the preparation, defence and storage of professional bachelor theses and organisation of final examinations at Kauno kolegija Higher Education Institution (hereinafter referred to as Kauno kolegija HEI or KK).

2. The Description has been developed in accordance with the *Description of General Requirements for the Provision of Studies* approved by order of the Minister of Education and Science of the Republic of Lithuania No. V-1168 of 30 December 2016, *KK Study Procedure*; *KK Code of Academic Ethics*; *the Description of the Procedure for Organising Joint and Double Degree Studies at KK*; *the Description of Plagiarism Prevention System and Ethical Use of AI Tools at KK*.

3. Following this Description and considering the *Descriptors of the Group of the Study Fields* approved by order of the Minister of Education, Science and Sport of the Republic of Lithuania, academic units can develop the *Methodological Guidelines for Preparation of Final Theses*, designed to provide students with information relevant to the implementation of the research (i.e. methods of data collection, methods of data analysis, etc.), taking into account the requirements of the specific study field. The *Methodological Guidelines for Preparation of Final Theses* prepared by the academic units shall comply with the provisions of this Description.

4. Key definitions used in the Description:

4.1. **Declaration of the Author of the Final Thesis** is a declaration in which the student confirms that the final thesis submitted for assessment has been carried out independently, in compliance with legislative requirements and academic ethics.

4.2. **Final Thesis** is a student's applied science paper or art project independently developed and defended upon completing studies to demonstrate the achieved learning outcomes of the study programme and to acquire a professional qualification.

4.3. **Final Thesis of Education Studies** is an independently developed thesis by 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.

4.4. **Commissioned Final Thesis** is a student's final paper developed under a trilateral agreement between the customer (legal and (or) natural entity), Kauno kolegija HEI, and the student.

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

4.6. **Final Thesis and / or Final Examination Assessment Committee** (hereinafter referred to as the Committee) refers to the Committee approved by order of KK Director upon the proposal of the Dean of the faculty. It consists of professionals in the relevant study area whose education or professional activities are related to the study field.

## **CHAPTER II**

### **THE SCOPE OF FINAL THESES AND / OR FINAL EXAMINATIONS**

5. The studies are completed by the assessment 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 of credits assigned for the development and defence of the final thesis and/or preparation for the final examination is at least 9 credits unless otherwise provided for in the *Descriptor of the Group of the Study Fields* approved by order of the Minister of Education, Science and Sport of the Republic of Lithuania. The final thesis may be prepared by two students. The final thesis may be prepared in the same study field or in different study fields.

7. The recommended scope of the final thesis is from 40 to 50 pages, excluding appendices, unless otherwise specified in the *Methodological Guidelines for Preparation of Final Theses* approved by academic units. If two students prepare one final thesis, the scope of the final thesis shall be between 50 and 70 pages, excluding appendices, unless otherwise specified in the *Methodological Guidelines for Preparation of Final Theses* approved by academic units.

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

9. The scope of the final thesis in the field of education is between 15 and 20 pages, excluding appendices.

## **CHAPTER III**

### **DEVELOPMENT OF A FINAL THESIS**

10. The thematic areas / fields of final theses shall be announced in the faculty of the study programme (in the Virtual Learning Environment (hereinafter referred to as VLE), in the VLE classroom for Final Theses) at least one academic year before graduation.

11. The topics for final theses are proposed by students, academic staff, stakeholders, contractors and others, in accordance with the announced topics or fields.

12. The list of proposed topics for the final theses shall be discussed at meeting of the department / academy / centre / Alytus faculty Dean's Office meeting according to the relevant field of study. The list of the proposed topics for the final theses is announced in the VLE classroom for Final Theses of the relevant study programme. The list of the proposed topics for the final theses shall include the names of students and supervisors with their scientific degrees. The proposed topics for the final theses shall be announced to students in academic units at least 3 months before their graduation.

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

14. The topic of a commissioned final thesis shall be discussed and coordinated among the Head of the department / academy / centre / study development coordinator, the contractor, the supervisor, and the student(s) before its submission for approval.

15. The student(s) shall develop the final thesis independently, consulting with the supervisor, following this Description and the *Methodological Guidelines for Preparation of Final Theses* approved by academic units, if any. When two students from different study fields work on the same final thesis, one or two supervisors may be appointed to supervise their final thesis, one for each study field.

16. The supervisor shall consult the student(s) in accordance with the plan of developing the

final thesis, provide recommendations for the improvement and the presentation of the final thesis, check whether all the mandatory requirements for the structure, content, scope, format, use of literature and other references, and language accuracy have been fulfilled, and, if necessary, discuss with the Head of the department / academy / centre / study development coordinator a possibility to recommend advisors.

17. The advisor may be a KK staff member or a representative of another institution or organisation with practical and/or academic expertise in the field of the final thesis.

18. If two students prepare one final thesis, each student's input shall be specified in the Introduction.

19. The student shall develop the final thesis abiding with the requirements of academic integrity, the ethics of applied science (art) research defined in the *Description of Plagiarism Prevention System and Ethical use of AI Tools at KK*.

## **CHAPTER IV**

### **STRUCTURE, FORMATTING AND LAYOUT OF THE FINAL THESIS**

20. The mandatory components of the final thesis structure are as follows:

20.1. **Title page.** The title page shall include the name of the institution, the faculty where the student studied and/or the department / academy / centre; student's name and surname; the title of the final thesis, the entry "Final Thesis"; the name and the state 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, and the year of the final thesis (see Annex 10).

20.2. **Summary.** It shall be written on a separate page of the final thesis. The summary shall contain the following information: the name(s) of the author(s) of the final thesis, the scientific degree(s) and name(s) of the supervisor(s), the title of the thesis, and a list of keywords (no more than five) reflecting the topic and summarising the information of the final thesis. The summary shall include the following research parameters: the research problem, the aim of the research, the objectives of the research, the methods of data collection and analysis, the results of the research. The summary shall be no longer than one page (or at least 2000 characters). The summary shall be written in both Lithuanian and foreign languages.

20.3. **Contents.** The table of contents shall include the titles of chapters, sections, subsections and their page numbers.

20.4. **Terms and Concepts.** Key terms / concepts and their definitions used in the final thesis shall be provided. The pages of the final thesis shall be numbered sequentially. Page count begins with the title page, and page numbering begins with this section.

20.5. **List of tables and figures.** The list shall include the numbers and titles of tables and figures used in the final thesis (See Annex 10).

20.6. **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 (sections and subsections), the length in pages, the number of references, the number of tables and figures). The recommended length of the Introduction is 1-2 pages.

20.7. **Theoretical and empirical and/or project parts.** These parts contain the analysis of scientific literature and other references, research methodology, findings of the research and the developed product / object / system (this part is further specified in the *Methodological Guidelines for Preparation of Final Theses* of study fields / study programmes). Scientific literature and other references shall be referred to and cited in the final thesis according to the international guidelines of APA 7.

20.8. **Conclusions / insights, recommendations / suggestions.** This part is further specified in the *Methodological Guidelines for Preparation of Final Theses* of study fields / study programmes.

20.9. **References and other sources of information.** 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 guidelines of APA 7. It is recommended that at least one-third of the references and other sources of information should be by foreign authors. The types and novelty of literature sources are specified in the *Methodological Guidelines for Preparation of Final Theses* approved by academic units.

20.10. **Appendices.** The appendices include the material individually developed by the students, as well as other relevant material. Appendices shall be titled and numbered separately and shall not be included in the scope of the final thesis. The text of the final thesis and the appendices shall be cross-referenced.

21. Formatting and layout requirements of the final thesis:

21.1. The final thesis shall be written in correct Lithuanian. In exceptional cases, i.e., when the studies are delivered in a foreign language, it is a joint and/or double degree study programme, or due to specific features of the study programme, upon agreement with the Dean of the faculty, final theses may be developed in a foreign language.

21.2. The parts of the final thesis (chapters, sections, subsections) shall have a uniform numbering (e.g., 1., 1.1., 2);

21.3. The final thesis shall be formatted according to the requirements specified in Annex 1.

22. If the structure of the final thesis includes a model / product / work of art / student's achievement portfolio, etc., the requirements for the final thesis shall be specified in the *Methodological Guidelines for Preparation of Final Theses* of study fields / study programmes approved by academic units.

23. The final thesis shall be considered submitted if the student(s) is (are) allowed to defend the final thesis at the meeting of the Committee by order of the Dean of the faculty of the relevant study programme.

## **CHAPTER V**

### **PREPARATION FOR DEFENDING THE FINAL THESIS AND TAKING THE FINAL EXAMINATION**

24. The Assessment 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 *Descriptor of the Study Field*. The Committee shall be set up by order of KK Director on the proposal of the Dean / Head of the faculty implementing the study programme. 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 shall include representatives of the faculty of the study programme in the relevant field of study. The Committee members shall be acquainted with this Description and the *Methodological Guidelines for Preparation of Final Theses*, which contain the criteria for the evaluation of final theses and final examinations approved by academic units.

25. In the case of a joint study programme at KK with the partner institution(s), it shall be agreed on how many representatives of each higher education institution are to be included in the Committee and in what manner.

26. The tasks for the final examination shall be prepared in accordance with the learning outcomes of the study programme at least 4 weeks before the beginning of the final examination. They shall be approved at the meeting of the department / academy / centre / Alytus Faculty Dean's Office meeting, which shall be attended by the faculty representatives of the study programme according to the respective field of study.

27. Only those students who have met all of the study programme requirements and fulfilled obligations specified in the Study Agreement at least 14 days before the scheduled defence of the final thesis and final examination may defend them and (or) take the examination.

28. The final thesis shall not contain sensitive, confidential or classified information, or the information that may not be made public due to legal restrictions.

29. By uploading the final thesis to the VLE classroom for Final Theses, the student shall:
- 29.1. *guarantee* that the submitted final thesis is an independent work, which does not infringe the copyright of others, complies with the ethical use of artificial intelligence tools, and the ideas of other authors used directly or indirectly are indicated by providing references;
  - 29.2. *guarantee* that the submitted final thesis does not contain sensitive information or information that may not be made public due to legal restrictions;
  - 29.3. *assume* the responsibility for the correctness of the language and style of the final thesis, and the compliance with the structure and formatting requirements;
  - 29.4. *grant* KK and its authorised representatives the right to:
    - 29.4.1. upload the final thesis to KK institutional repository for indefinite access;
    - 29.4.2. publish the data of the final thesis (metadata, content, summary, abstracts) without restrictions on KK institutional repository and portals accessible through various search engines;
    - 29.4.3. use the final thesis for research and studies by providing conditions for plagiarism detection systems to get imprints.
  - 29.5. *confirm* this in the Declaration of the Author of the Final Thesis (see Annex 2), which is completed in the VLE classroom for Final Theses.
30. The review of all prepared final theses shall take place at the meeting of the department / academy / centre / Alytus Faculty Dean's Office meeting at least 14 days before the public defence. The supervisors of the final thesis, graduates, and the Head of the department / academy / centre / study development coordinator of the relevant field of study shall attend the meeting. Language teachers, advisors and other stakeholders may also take part in the review.
31. The student submits a completed final thesis for the final thesis review, which has to be checked with a plagiarism detection tool, in accordance with the *Procedure for the Use of the Plagiarism Prevention Tool Turnitin* and the *Description of Plagiarism Prevention System and the Ethical Use of AI Tools at KK*. The student is allowed to defend the final thesis only after it has been checked by the text-matching tool *Turnitin*, and there are no cases of text matches that can be treated as plagiarism, and if the final thesis complies with the requirements for its structure and formatting.
32. When two students from different study fields prepare one final thesis, the review of the final thesis may take place in a joint or separate meetings of the department / academy / centre / Alytus Faculty Dean's Office meeting, which shall be attended by the representatives of the faculty coordinating the study programme in the respective field of study. During this meeting, a decision is made on the review of the final thesis, i.e., whether the final thesis will be reviewed by one or two reviewers from different fields of study.
33. During the final thesis review, the supervisors and the Head of the department / academy / centre / study development coordinator shall review the students' final theses. They provide comments (if any) and recommendations for improving the final thesis, its presentation, and check whether all mandatory requirements regarding structure, content, scope, presentation, use of references and other sources of information, and language accuracy have been met.
34. The review of the final thesis aims to make recommendations on the improvement of the final thesis and to reach a conclusion on the suitability of the final thesis to be defended at the meeting of the Committee, in accordance with this Description and the *Methodological Guidelines for Preparation of Final Theses* of study fields / study programmes:
- 34.1. the final thesis meets the requirements and can be defended at the meeting of the Committee;
  - 34.2. the final thesis partially meets the requirements and can only be defended at the meeting of the Committee after the identified shortcomings have been eliminated;
  - 34.3. the final thesis does not meet the requirements and cannot be defended at the meeting of the Committee.
35. If during the final thesis review, it is determined that the final thesis does not meet the requirements and cannot be defended at the meeting of the Committee, the student may be expelled from Kauno kolegija HEI by order of KK Director on the proposal of the Head of the department / academy / centre / study development coordinator.

36. If during the final thesis review it is determined that the final thesis has shortcomings (see sub-paragraph 34.2), the student shall eliminate them within three working days and submit the revised thesis to the supervisor.

37. A student who disagrees with the decision made during the final thesis review (see sub-paragraph 34.3) has the right to submit an appeal, which shall be handled in accordance with the *Description of the Procedure for the Assessment of Study Achievements at KK*.

38. An additional thesis review (see paragraph 33) shall be organised nine working days before the meeting of the Committee, during which the thesis supervisors and the Head of the department / academy / centre / study development coordinator shall review the revised final theses submitted by the students after the initial review (see sub-paragraph 34.2) and those from students who were unable to participate in the final thesis review due to valid reasons (illness, etc.). They also verify compliance with the *Methodological Guidelines for Preparation of Final Theses* and determine whether the final thesis may be defended at the meeting of the Committee.

39. The student uploads the final thesis to the VLE classroom for Final Theses in Word format (for plagiarism checking) and in PDF format (for uploading and storing in KK institutional repository) at least eight working days before to the date of the defence at the meeting of the Committee. The supervisor shall check again that the shortcomings have been eliminated (in Word format) and that the submitted final thesis complies with the formal layout requirements (in PDF format). If the supervisor determines that the student has not eliminated the shortcomings of the thesis, the student is not allowed to defend the final thesis. The supervisor shall inform the Head of department / academy / centre / study development coordinator of the faculty of the relevant study programme, who shall notify the Vice Dean / Vice Dean for Studies and the Dean (see paragraph 44).

40. If the revised final theses are submitted after the review (see sub-paragraph 34.2), they shall be checked using the text-matching tool. The results of the plagiarism check shall be submitted to the Committee.

41. Reviewers are appointed by order of the Dean of the faculty, on the proposal of the Head of the department / academy / centre / study development coordinator, to review and evaluate students' final theses. The reviewers may be scientists and/or renowned artists and/or academic staff, and/or stakeholders in a particular field of science.

42. On the proposal of the Head of the department / academy / centre / study development coordinator of the faculty of the relevant study programme, the list of students whose final theses meet all the mandatory requirements and who will defend the final thesis and/or take the final examination shall be approved by order of the Dean at the latest six working days before the date of the meeting of the Committee.

43. The final thesis supervisor shall provide his/her feedback (Annex 3 or a form approved by the academic unit) to the student and to the Head of department / academy / centre / study development coordinator at least 3 working days before the date of the final thesis defence. The supervisor will provide feedback on the final thesis but will not assign a score. If two students from different study fields prepare the same final thesis under the supervision of two different supervisors, each supervisor shall provide separate feedback.

44. If the supervisor provides negative feedback on the student's final thesis to the Head of department / academy / centre / study development coordinator (i.e., the supervisor does not recommend defending the final thesis at the meeting of the Committee) or the supervisor determines that the student has not eliminated the shortcomings of the final thesis, an extraordinary meeting of the department / academy / centre / Alytus Faculty Dean's Office meeting shall be convened to review the final thesis submitted by the student and to make a justified decision:

44.1. do not allow the student to defend the final thesis;

44.2. allow the student to defend the final thesis, provided that the student presents constructive arguments explaining why the supervisor's recommendations have not been followed.

45. If, at an extraordinary meeting of the department / academy / centre / Alytus Faculty Dean's Office meeting, a decision is made not to allow the student to defend the final thesis, the Head of the department / academy / centre / study development coordinator shall submit an official letter

to the Dean of the faculty of the relevant study programme regarding the amendment of the order (see paragraph 42).

46. If, at an extraordinary meeting of the department / academy / centre / Alytus Faculty Dean's Office meeting, a decision is made not to allow the student to defend the final thesis (see subparagraph 44.1), the student may be expelled from Kauno kolegija HEI by order of KK Director, on the proposal of the Head of the department / academy / centre / study development coordinator of the faculty of the relevant study programme.

47. The final thesis shall be submitted to the reviewer via the VLE classroom within at least five working days before the meeting of the Committee.

48. The review of the final thesis (Annex 4 or a form approved by the academic unit) shall be submitted to the Head of the department / academy / centre / study development coordinator at least three working days before the date of defence of the final thesis. The signed and scanned review may be submitted to the department / academy / centre / the Alytus faculty Dean's Office by email. When two students from different study fields prepare one final thesis and it is reviewed by two reviewers, each reviewer shall provide a separate review, assessing the contribution of the student(s) to the final thesis. If the final thesis is reviewed by one reviewer, the conclusion and the score shall be indicated separately for each of the student(s) who prepared the final thesis.

49. The administrator of the department / academy / centre of the faculty coordinating the study programme shall send the final thesis review to the student by his / her institutional email at least one working day before the date of the public defence.

## **CHAPTER VI DEFENCE OF THE FINAL THESES**

50. The dates of the defence of final theses shall be announced at least 30 calendar days before the beginning of the Committee meeting.

51. The final theses shall be defended at the meeting of the Committee appointed by order of KK Director. Upon the decision of the Dean of the faculty coordinating the study programme, when two students from different study fields prepare one final thesis, the defence of the final thesis shall take place in a joint meeting of the Committees, or in a Committee meeting of each student's study programme. The meeting of the Committee shall be public.

52. If the student has studied in a joint or double degree programme, the defence of the final thesis shall take place at a joint meeting of the Committee and the partner institution(s), unless otherwise provided for in the Agreement on Joint or Double Degree Studies (see the *Description of the Procedure for Organising Joint and Double Degree Studies at KK*).

53. Before the beginning of the meeting of the Committee, the Chairperson of the Committee shall inform the students about the procedure for the final thesis defence.

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

55. At the student's request, due to important personal reasons, on the proposal of the Head of the department / academy / centre / study development coordinator and approval by the Dean of the faculty, the final thesis may be defended remotely as an exception. The student shall submit a request to defend the thesis remotely to the Head of the department / academy / centre / study development coordinator within at least 14 calendar days before the defence at the meeting of the Committee. The Head of the department / academy / centre / study development coordinator 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 / study development coordinator shall notify the student and the Committee that the thesis will be defended remotely.

56. If necessary (i.e., during a national state of emergency, etc.), on the proposal of the Head of the department / academy / centre / study development coordinator and by order of the Dean of the faculty, all students of the relevant study programme may defend the final theses remotely. The Dean

of the faculty shall discuss with the Head of Information Technology Development and Maintenance Unit and appoint a person in charge of the technical equipment and reliable Internet connection during the defence procedure. A student defending his/her final thesis outside the premises of Kauno kolegija HEI shall ensure the reliability of his/her technical equipment and the Internet connection.

57. Upon the student's request and taking into account student's individual needs and/or disabilities and/or learning difficulties, appropriate conditions may be created for the student to defend the final thesis (see the *Description of the Procedure for the Individualization of Studies at KK*).

58. The following documents shall be submitted to the Committee by the secretary of the Committee:

58.1. order of KK Director regarding the composition of the Committee;

58.2. order of the Dean of the faculty of the relevant study programme regarding the permission to defend final theses;

58.3. agenda of the meeting of the Committee;

58.4. template of the minutes of the meeting of the Committee (see Annex 5);

58.5. students' final theses (stored in the VLE classroom for Final Theses);

58.6. minutes of the review of final theses of the department / academy / centre / Alytus Faculty Dean's Office;

58.7. the minutes of the meeting of the faculty of the relevant study programme regarding the compliance of the final theses submitted after the review with the *Methodological Guidelines for Preparation of Final Theses* of the study fields of / study programmes and the permission to defend the final thesis at the meeting of the Committee;

58.8. reviews of final theses and supervisors' feedback;

58.9. criteria of the evaluation of final theses defined in the *Methodological Guidelines for Preparation of Final Theses* approved by KK academic unit.

59. During the public defence, the author(s) of the thesis shall 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 present and justify their conclusions (as specified in the *Methodological Guidelines for Preparation of Final Theses* of the study fields / study programmes). The presentation time is 10-20 minutes. When defending the final thesis remotely, the video camera(s) of the author(s) of the thesis shall be turned on for personal identification during the defence.

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

61. If the final thesis reviewer does not participate at the meeting, the secretary of the Committee shall read out the review and state only the concluding remarks without publicly disclosing the reviewer's evaluation.

62. Minutes of the meeting of the Committee shall be taken, which shall be signed or electronically confirmed by all 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 administrator of the faculty of the relevant study programme within two working days following the public defence. When the final thesis is defended remotely, a video/audio recording of the meeting can be made following the *Rules for Ensuring Data Protection When Organising Remote Studies at KK*. 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 secretary of the Committee presents the minutes of the meeting of the defence of the final theses to the administrator of the faculty supervising the study programme.

63. The Chairperson of the Committee shall deliver the report, proposals, and recommendations (the report template shall be approved by the academic unit) to the administrator of the faculty of the relevant study programme within ten working days. The report shall be discussed at the meetings of the department / academy / centre or study field committee.



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

## **CHAPTER VII TAKING A FINAL EXAMINATION**

65. The final examination shall be taken in professional enterprises that reflect the profile of the study programme or at Kauno kolegija HEI.

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

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

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

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

70. Each student shall receive a description of the assignments and the criteria for their evaluation.

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

72. 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.

73. The Chairperson of the Committee shall deliver the report, proposals, and recommendations (the report template shall be approved by the academic unit) to the administrator of the faculty of the relevant study programme within ten working days. The report shall be discussed at the meetings of the department / academy / centre or study field committee.

## **CHAPTER VIII EVALUATION OF THE FINAL THESIS**

74. 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 only the Committee members have the right to evaluate the final thesis. 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 shall lose the right to evaluate the respective thesis. The members of the Committee shall sign a Declaration of Honesty, which shall be stored in the VLE classroom for Final Theses (see Annex 7).

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

76. The Committee members shall evaluate the final thesis according to the evaluation criteria. The evaluation score of the Committee equals the arithmetic average of the scores given by each member and rounded to a whole number. When the final thesis is prepared by two students from different study fields, each student is evaluated separately by his/her study programme Committee. The evaluation of the final thesis shall be based on the cumulative assessment system of learning achievements as described in the course / module description. The reviewer's evaluation shall account for at least 10% and no more than 25% of the cumulative assessment / score (see Annex 8).

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

78. If the student fails to defend / does not defend the final thesis, he/she is expelled from

Kauno kolegija HEI.

79. The student may repeatedly defend the final thesis not earlier than after six months at the next meeting of the Committee in the same field of study; however no later than within two years. The date of the meeting of the Committee for the re-defence of the final thesis shall be set by KK Director or his/her authorised person.

80. A student who repeatedly defend his/her final thesis not earlier than after six months at the next meeting of the Committee of the same field of study, or a student who has fulfilled all the requirements of his/her study programme and who has returned to prepare and defend his/her thesis after having interrupted his/her studies within a period of one year, may be subject to the requirements of his/her programme of study, provided that this does not conflict with the legal acts regulating the study programme. The Head of the department / academy / centre / study development coordinator of the faculty of the relevant study programme shall determine the differences in the student's study programme and decide in each case whether they need to be eliminated:

80.1. In the case of crediting a course / module, the Head of department / academy / centre / study development coordinator of the faculty of the relevant study programme shall complete a transcript of record of study achievements;

80.2. In the case of differences in the programme of study, the Head of department / academy / centre / study development coordinator of the faculty of the relevant study programme shall prepare a table outlining the student's academic differences. The final thesis shall not be credited.

81. The final thesis and/or final examination defended/taken at the partner institution is not credited to a student studying in a double degree study programme, unless otherwise provided for in the Double Degree Partnership Agreement (see the *Description of the Procedure for Organising Joint and Double Degree Studies at KK*).

## **CHAPTER IX EVALUATION OF THE FINAL EXAMINATION**

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

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

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

85. The final score of the final examination shall be given according to the 10-score scale.

86. 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.

87. 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.

88. 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 no later than three days from the date of the Committee meeting.

89. If the student has failed / has not taken the final examination, he/she is expelled from Kauno kolegija HEI.

90. The student may repeatedly take the final examination not earlier than after six months at the next meeting of the Committee in the same field of study; however no later than within two years. The date of the meeting of the Committee for re-taking of the final examination shall be set by KK Director or his/her authorised person.

91. The Head of the department / academy / centre / study development coordinator of the

faculty of the relevant study programme shall determine the differences in the student's study programme and decide in each case whether they need to be eliminated. A student who re-takes the final examination not earlier than after six months at the next meeting of the Committee of the same field of study, or a student who has fulfilled all the requirements of his/her study programme and who has returned to take the final examination after having interrupted his/her studies within a period of one year, may be subjected to the requirements of his/her programme of study, provided that this does not conflict with the legal acts regulating the study programme.

91.1. In the case of crediting a course / module, the Head of department / academy / centre / study development coordinator of the faculty of the relevant study programme shall complete a transcript of record of study achievements.

91.2. In the case of differences in the programme of study, the Head of department / academy / centre / study development coordinator of the faculty of the relevant study programme shall prepare a table outlining the student's academic differences. The final thesis shall not be credited.

## **CHAPTER X**

### **STORAGE OF THE DOCUMENTS OF FINAL THESES AND FINAL EXAMINATIONS**

92. The documents of the final theses defended and (or) the final examination taken shall be stored for ten years at the faculty of the relevant study programme, following the *KK Plan of Documentation* and the *Description of the Procedure for Storing and Retrieving Documents From KK Archives*.

93. The defended final theses shall be uploaded to KK institutional repository, and the electronic resources shall be managed by the Head of the department / academy / centre / study development coordinator of the faculty of the relevant study programme, or by a staff member appointed by order of the Dean of the faculty.

94. After coordination with the Head of the department / academy / centre / study development coordinator of the faculty of the relevant study programme, a staff member appointed by the Dean shall select defended final theses that have received a score of at least 8 and upload them to KK institutional repository, which is accessible to KK community. Defended final theses with a score of 7 or lower shall be uploaded to KK closed institutional repository, accessible only to authorized KK staff.

95. No later than 60 calendar days after the defence of the final thesis at the meeting of the Committee, the staff member appointed by the Dean of the faculty of the relevant study programme shall create a record of each final thesis in KK institutional repository, which shall include the metadata of the final thesis from the student's final thesis uploaded to the VLE classroom, in *Word* format, attach the student's uploaded final thesis in PDF format, and upload the final theses to the relevant collection of KK institutional repository (see paragraph 94).

96. A member of staff appointed by the Head of the department / academy / centre / study development coordinator of the faculty of the relevant study programme shall approve the submission of the final theses no later than within the second month of the new semester, and shall inform the Head of the Study Development Unit by email.

97. The defended final theses shall be stored in KK institutional repository for at least three years in accordance with the *KK Plan of Documentation* and the *Description of the Procedure for Storing and Retrieving Documents From KK Archives*.

98. The Information Technology Development and Maintenance Unit, after receiving information from the Head of the Study Development Unit that all defended theses have been uploaded to and approved by KK institutional repository, shall make a backup copy of KK institutional repository. The backup shall be made twice a year, no later than in May and October. The data (metadata) on the final thesis shall be openly available. The thesis (in PDF format) shall be stored in KK institutional repository in accordance with the requirements specified in paragraph 94.

99. The handling of the intellectual property created by the graduate in the final thesis is

governed by the *Procedure for Handling Intellectual Property at Kauno kolegija HEI*.

## **CHAPTER XI**

### **FINAL PROVISIONS**

100. 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 KK Director within three working days of the date of the defence of the final thesis at the meeting of the Committee or of the date of the final examination. The appeals shall be submitted in writing. The Director shall decide on the reasonableness of the appeal within two working days.

101. This Description shall be approved, amended and repealed by the resolution of the Academic Council.

102. The Description shall become effective upon its approval by the resolution of the Academic Council. The Description shall be made public no later than within two working days on the KK internal information system.

## FORMATTING REQUIREMENTS FOR THE FINAL THESIS

Page formatting	Page	A4, portrait orientation.
	Margins	Left – 3 cm, right – 1 cm, top and bottom – 2 cm.
Paragraph formatting	Font type	Times New Roman, 12 pt.
	Line spacing	1.5 pt line spacing.
	First paragraph indentation	1.5 cm from the left margin.
	Text alignment	Justified.
	Spacing between paragraphs	0 pt.
Title page formatting	Kauno kolegija HEI logo	Centred, under the top margin.
	Name of the faculty	14 pt, bold, centred, upper case.
	Name of the department / academy / centre (not to be written for the final thesis of Alytus Faculty)	14 pt, bold, centred, upper case.
	Name and surname	16 pt, centred, lower case, starting with the capital letter.
	The title of the final thesis	20 pt, bold, centred, upper case, 1.5 pt line spacing.
	Type of work: Final thesis	12 pt, centred, lower case, starting with the capital letter.
	The title of the study programme, state code, study field	12 pt, centred, lower case, starting with the capital letter.
	Supervisor(s): scientific degree (if any), name(s) and surname(s)	12 pt, justified, lower case, starting with the capital letter.
	Name of the city where the final thesis was written and the year	12 pt, justified, lower case, starting with the capital letter.
Formatting of chapters, sections and subsections of the final thesis	Parts of the final thesis SANTRAUKA, SUMMARY, CONTENTS, TERMS AND CONCEPTS, LIST OF TABLES AND FIGURES, INTRODUCTION, TITLE OF THE THEORETICAL PART, TITLE OF THE EMPIRICAL / PROJECT PART, CONCLUSIONS,	12 pt, centred, upper case bold font, 1.5 pt line spacing, 0 pt spacing between paragraphs. No full stop after the title, leaving a single line space. Each part of the final thesis (SANTRAUKA, SUMMARY, CONTENTS, TERMS AND CONCEPTS, LIST OF TABLES AND FIGURES, INTRODUCTION, TITLE OF THE THEORETICAL PART, TITLE OF THE EMPIRICAL/PROJECT PART, CONCLUSIONS, REFERENCES AND OTHER SOURCES OF INFORMATION, APPENDICES) shall start on a new page. All titles of the final thesis parts that are included in the table of contents shall be formatted in <i>Heading</i> style. The length of the subsections of the final thesis shall be at least one

	REFERENCES AND OTHER SOURCES OF INFORMATION, APPENDICES	page, and a section shall consist of at least two subsections. The pages of the final thesis shall be numbered sequentially, starting the count with the title page and indicating the numbers from the section “TERMS AND CONCEPTS” onward.
	Level 1 heading (Chapter) titles (e.g., 1.)	12 pt, centred, upper case bold font, 1.5 pt line spacing, 0 pt spacing between paragraphs. All level 1 heading (Chapter) titles of the final thesis that are included in the table of contents shall be formatted in <i>Heading</i> style. A single line spacing shall be left below the title. The number and chapter title shall be separated by a full stop.
	Level 2 heading (Section) titles (e.g., 1.1.)	12 pt, centred, lower case bold font, starting with the capital letter, 1.5 pt line spacing, 0 pt spacing between paragraphs. All level 2 heading (Section) titles of the final thesis that are included in the table of contents shall be formatted in <i>Heading</i> style. A single line spacing shall be left above and below the title. The number and section title shall be separated by a full stop.
	Level 3 heading (Subsection) titles (e.g., 1.1.1.)	12 pt, centred, lower case bold font, starting with the capital letter, 1.5 pt line spacing, 0 pt spacing between paragraphs. All level 3 heading (subsection) titles of the final thesis that are included in the table of contents shall be formatted in <i>Heading</i> style. A single line spacing shall be left above and below the title. The number and subsection title shall be separated by a full stop.
Table formatting	Table	10 pt, justified, lower case, starting with the capital letter, 1 pt line spacing, 0 pt spacing between paragraphs. The first row of the table shall be shaded in grey by 15%, text in bold. A single line spacing shall be left below the table. The text shall include references to tables (e.g., see Table 1.2). The sections and subsections of the final thesis cannot end with a table.
	Title of the table	10 pt, centred, lower case bold font, starting with the capital letter, 1.5 pt line spacing. References to sources are not written in bold. <i>Insert Caption</i> shall be added to all titles of the tables that are included in the list of tables and figures. The title of the table shall be written above the table. A single line spacing shall be left above the title of the table.
	Table numbering	All tables in the text shall be numbered sequentially, including the section number and the order of the table in the section (e.g., Table 1.1, Table 2.3, etc.).
	Table continuation	If the table does not fit on one page, at the end of the page, under the table, it shall be written “ <i>Table continued on next page</i> ”. On the next page, it shall be indicated as “ <i>continued</i> ” and the first line of the table shall be repeated. It is recommended to avoid long tables.
Figure formatting	Figure	In figures, the text shall be written in 10 pt, lower case, starting with the capital letter, 1 pt line spacing, 0 pt spacing between paragraphs. A single line space shall be left before the figure. The text shall include references to figures (e.g., see Figure 1.1). The sections and subsections of the final thesis cannot end with a figure. All illustrations (diagrams, charts, graphs, etc.) in the thesis are referred to as figures. Figures shall be clear, of high quality and maintain a consistent colour scheme.
	Title of the figure	10 pt, centred, lower case bold font, starting with the capital letter, 1.5 pt line spacing. References to sources are not written in bold.

		<i>Insert Caption</i> shall be added to all titles of the figures that are included in the list of tables and figures. The title of the figure shall be written below the figure. A single line space shall be left below the title of the figure.
	Figure numbering	All figures in the text shall be numbered sequentially, including the section number and the order of the figure in the section (e.g., Figure 1.1, Figure 2.1, etc.).
Formatting references and other sources of information	References and other sources of information	12 pt, justified, lower case, starting with the capital letter, 1.5 pt line spacing, 0 pt spacing between paragraphs. The list of references and other sources of information shall be compiled in accordance with the guidelines of APA 7. Each source referred to in the text shall be included in the list. Sources that are not mentioned in the text cannot be included in the list of references.
	Numbering of references and other sources of information	The list shall be numbered in Arabic numerals. The list shall be arranged in alphabetical order by authors' surnames. The list shall be arranged alphabetically starting with the sources written in Latin characters and then followed by the sources written in Slavic characters. The list includes a section entitled "Other sources", which includes laws, regulations, website material, etc. An exception may be made for the final theses in the study field of Law, where laws and regulations are the main sources.
Page numbering	Numbering	Pages shall be numbered sequentially, starting the count with the title page and indicating the numbers from the section "TERMS AND CONCEPTS" onward. The page number shall be written in 12 pt font, right-aligned at the bottom margin of the page.
Appendices	Numbering	12 pt, right-aligned. Appendices added to the final thesis shall not be counted as part of the total page count. They include figures, large data tables and other supporting material referred to in the text.
	Single appendix	If there is only one appendix, it shall not be numbered. The word "Appendix" shall be written in the upper right-hand margin of the page, formatted with a <i>Heading</i> style, and followed by a title.
	Several appendices	Appendices shall be numbered sequentially and their number shall not be defined. Each appendix shall begin on a separate page, with the appendix number and title (e.g., Appendix 1, Appendix 2, etc.) written in the right-hand margin of the top of the page and formatted with a <i>Heading</i> style.
Creating the list of tables and figures	Titles of the list of tables and figures	12 pt, justified, upper case bold font, 1.5 pt line spacing, 0 pt spacing between paragraphs. The lists of tables and figures shall be provided on one page but separated by the titles (TABLES, FIGURES), which shall be written below the general title LIST OF TABLES AND FIGURES.
	List of tables and figures	12 pt, justified, lower case, starting with the capital letter, 1.5 pt line spacing, 0 pt spacing between paragraphs. The list of tables provided in the final thesis is created using <i>Insert Table of Figure</i> .
Creating the table of contents	Table of contents	12 pt, justified, level 1 heading (Chapter) titles are written in upper case, section titles are written in lower case, starting with the capital letter, 1.5 pt line spacing, 0 pt spacing between paragraphs. The table of contents provided in the final thesis is created using <i>Table of Contents</i> .

Submission of the final thesis	The final thesis shall be submitted in Word and PDF format	After converting a document from Word to PDF, it is important to check that the formatting of the PDF document remains consistent (e.g., the text does not start in the middle of the page, figures and tables are not distorted, there are no mistakes in the table of contents, etc).
--------------------------------	--	---



(The declaration is completed on the VLE classroom for Final Theses)

**KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION  
NAME OF THE FACULTY**

**DECLARATION OF THE AUTHOR OF THE FINAL THESIS**

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

I, \_\_\_\_\_, a student of the study programme of \_\_\_\_\_, declare that my final 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 was prepared following the principles of ethical use of AI tools. The final thesis contains no sensitive information or the information that must not be made public due to legal restrictions.

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

I grant the following rights to Kauno kolegija HEI and its authorised representatives:

- to upload the defended thesis to KK institutional repository for unlimited access on the intranet;
- to publish without restrictions the data on the final thesis (metadata, content, summary, abstracts) on KK institutional repository 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.

(Recommended)

**KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION**  
**NAME OF THE FACULTY**  
**NAME OF DEPARTMENT / ACADEMY / CENTRE**

**FEEDBACK OF THE SUPERVISOR OF THE FINAL THESIS**

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

Student(-s):

Title of the final 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 (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 (novelty, variety, academic integrity, etc.):
7. The quality of formatting, text, and visual materials:
8. Language accuracy and correctness:
9. Advantages of the final thesis:
10. Shortcomings of the final thesis:
11. Systemic nature and independence of the development of the final 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, surname)*

(Recommended)  
**REVIEW OF THE FINAL THESIS**

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

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 the correct use of sources in the final 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. Practical applicability of recommendations:
10. Advantages of the final thesis:
11. Shortcomings of the final 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)

**KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION**  
**NAME OF THE FACULTY**

**MINUTES OF THE MEETING OF THE DEFENCE OF FINAL THESES**

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

Meeting of the Final Thesis Assessment Committee.

Chairperson:

Members:

Secretary:

The following students of the study programme of \_\_\_\_\_  
presented their final theses:

1. Student

Supervisor:

Reviewer:

Title:

Questions:

2. Student

Supervisor:

Reviewer:

Title:

Questions:

3. Student

Supervisor:

Reviewer:

Title:

Questions:

...

Chairperson

Members

Secretary

**KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION**  
**NAME OF THE FACULTY**

**MINUTES OF THE MEETING OF THE ASSESSMENT OF FINAL THESES**

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

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**

\_\_\_\_\_  
(date)

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 student'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 student, 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 (non-public) information includes: 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 Kauno kolegija HEI; 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)

## ESTIMATION OF THE EVALUATION OF THE FINAL THESIS

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 (Chairperson of the Committee)	
2.	Name, surname	
3.	Name, surname	
4.	Name, surname	
5.	Name, surname	

Average score 0

Average score rounded to a whole number	0.00
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The weight of the reviewer's score	
The weight of the Committee score	

Final average score 0

Final score	0
-------------	---

**KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION**  
**NAME OF THE FACULTY**

**MINUTES OF THE MEETING OF THE ASSESSMENT OF THE FINAL EXAMINATION**

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

Meeting of the Final Thesis 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





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

Author's name and surname

## **TITLE OF THE FINAL THESIS**

Final Thesis

Title of the study programme  
State code of the study programme  
Study field

Supervisor, scientific degree Name Surname

Advisor, scientific degree Name Surname

City, year

## **SANTRAUKA**

**Studento Vardas Pavardė. Baigiamojo darbo pavadinimas. Baigiamojo darbo rūšis. Baigiamojo darbo vadovo (-ų) mokslinis laipsnis baigiamojo darbo vadovo (-ų) Vardas (-ai) Pavardė (-s), Kauno kolegijos X fakulteto X katedra / akademija / centras.**

Baigiamojo darbo apibūdinimas (trumpai pristatoma baigiamajame darbe pateikta medžiaga, atspindinti baigiamojo darbo temą, pateikiamas temos aktualumas, kodėl šią temą verta nagrinėti).

Tyrimo problema (trumpai aprašoma tyrimo problema).

Tyrimo tikslas (perrašomas baigiamojo darbo įvade suformuluotas tyrimo tikslas).

Tyrimo uždaviniai (perrašomi baigiamojo darbo įvade suformuluoti tyrimo uždaviniai).

Tyrimo metodai (pristatomi baigiamajame darbe naudojami tyrimo metodai).

Tyrimo rezultatai (apibendrinami tyrimo rezultatai ir pateikiamos išvados bei rekomendacijos).

Baigiamąjį darbą sudaro X puslapiai, X lentelės, X paveikslai, X literatūros ir kiti informacijos šaltiniai, X priedai.

Raktiniai žodžiai: (pateikiami 3 – 5 reikšminiai žodžiai išdėstyti lotynų abėcėlės tvarka).

## SUMMARY

**Student's Name Surname. The Title of the Thesis. Type of Thesis. Scientific degree of the supervisor (-s) Supervisor's Name Surname. Kauno kolegija Higher Education Institution, Faculty of X, Department / Academy / Centre of X.**

The description of the thesis (a brief description of the topic of the thesis is provided and its relevance is described).

The problem of the research (the problem of the research is depicted in a brief manner).

The aim of the research (the aim of the research is provided).

The objectives of the research (the objectives of the research are defined).

The research methods (the research methods, used in the thesis, are depicted).

Results (findings) / conclusions (the results (findings) of the thesis are summarized and conclusions and recommendations are presented).

The thesis consists of X pages, X tables, X pictures, X references, X appendices.

Keywords: (3-5 keywords are provided, arranged in Latin alphabetical order).

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## **TERMS AND CONCEPTS**

Term / Concept – definition (author of source, year of publication).

Term / Concept – definition (author of source, year of publication).

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--	---

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--	---

# INTRODUCTION

[illegible]

**Research problem.** Text text text text text text text text text text text text text  
text  
text text text text text text text text text text...

**Subject of the research.** Text text text text text text text text text text text text text text...

[illegible]

### Objectives of the research:

- [illegible]

[illegible][illegible]





## 2. TITLE OF THE EMPIRICAL / PROJECT PART (CHAPTER TITLE)

Text text text text text text text text text text text text text text text text  
text text text text text text text text text text text text text text text...

## 2.1. Section title

Text text text text text text text text text text text text text text text text  
text text text text text text text text text text text text text text text...

### 2.1.1. Subsection title

Text text text text text text text text text text text text text text text text text  
text text text text text text text text text text text text text text text...

## CONCLUSIONS

- [illegible]

## **REFERENCES AND OTHER SOURCES OF INFORMATION**

1. Source.

### **Other sources of information**

1. Source.

Title of the appendix of the final thesis