

**LITHUANIA BUSINESS UNIVERSITY OF APPLIED SCIENCES**

APPROVED BY  
order № 1.6-162(1.5),  
dated 07 August, 2018,  
of the director of Lithuania Business  
University of Applied Sciences

**DESCRIPTION OF THE PROCEDURE  
FOR PREPARATION AND DEFENSE OF FINAL THESIS  
FOR A BACHELOR DEGREE**

**KLAIPĖDA, 2018**

## **I. GENERAL PROVISIONS**

1. *Description of the procedure for preparation and defense of the final thesis* (herein further – the Final thesis or the FT) *for a bachelor degree* (herein further – the Description) sets out the underlying principles to be followed in preparing, defending and assessing final thesis for a bachelor degree acquired under higher education study programmes implemented by Lithuania Business University of Applied Sciences (herein further – the University).

2. Positive evaluation of the final thesis allows to award the student a professional bachelor's degree in the respective study field and to issue a professional bachelor's diploma.

3. The description was prepared in pursuance with the *Law on Science and Study of the Republic of Lithuania; Descriptor of Study Cycles; General requirements for study implementation, the University's Study Regulations* and other regulatory acts.

## **II. OBJECTIVE AND PURPOSE OF THE DESCRIPTION**

4. The objective of the Description – to set general requirements to be followed in preparing and defending Final thesis under higher education study programmes implemented by the University and to define the key criteria to be applied for assessment of final thesis.

5. The purpose of the description – to standardize the procedures for choosing the topic, preparing and defending the Final thesis at the University.

6. The provisions set out in the Description are binding to students, academic supervisors of Final theses, departments, reviewers and the Qualifying Board for Final Thesis Defense.

## **III. PURPOSE OF FINAL THESIS**

7. The purpose of the Final thesis – to evaluate the extent of student's achievement of study outcomes of higher education study programme, to estimate the level of acquired knowledge, skills and professional competences.

8. The Final thesis is the final stage of studies that helps to evaluate the level of study outcomes achieved by the student, his/her critical thinking skills, ability to interpret data, creativity and other competences related to the practical application of acquired knowledge to solving specific, study field-related problems. Assessment is made of student's ability to understand and formulate problems, to choose appropriate methods for their solution, to conduct empirical research, to analyse and summarize data by providing logical conclusions and substantiated recommendations.

## **IV. CHOICE AND APPROVAL OF THE TOPIC OF FINAL THESIS**

9. The topic of the Final thesis is chosen by a student. There are several options available:

9.1. A task formulated by particular enterprise or organisation during student's practice placement, the purpose of which is to solve an actual problem of the company's performance.

9.2. Further examination of the topic covered in course papers and research conducted during the studies under the study programme by providing more detail analysis of the topic, which has been examined by the student over several semesters of study.

9.3. New topic to analyse relevant problems of particular companies (organisations) where the student performed his/her final professional practice.

9.4. Relevant topics of research ordered by business associations or municipalities of the region.

10. The FT topic chosen by the student has to be relevant to his/her specialisation of the study programme or study field.

11. The Final thesis is an individual work of student.

12. In certain cases, when analysing complex topics or conducting wider-scope research, Final thesis may be written by two students. Students wishing to jointly work as co-authors of Final thesis, shall submit a joint application to the department and specify the reasons of such an option. Consent to allow preparing the Final thesis by two students - co-authors is given by resolution of the Department.

13. Students who jointly prepare the Final thesis have to defend it together. If for certain reasons one of the authors is not able to or has no right to defend, defense of joint thesis is postponed to the next academic year. When postponement of defense of final thesis is made due to serious reasons (such as illness, death of next of kin, etc.), no extra fee shall be required for defense of Final thesis. This procedure applies to all co-authors of joint final thesis irrespective who of the co-authors caused the postponement.

14. When two students are co-authors of the Final thesis, the contribution of each author must be indicated in the introduction.

15. In accordance with the topic of the Final thesis, student shall choose an academic supervisor to consider the choice of the topic and to discuss it in more details; following which, the topic shall be approved at the meeting of the Department.

16. Student's application for preparation of the Final thesis (Annex 1) shall be submitted to the Department by the end of week 11 of the current study semester (semester V in full-time studies, VII – in part-time).

17. Work group formed by the Department shall review the wordings of topics and approve them at the meeting of the Department by the end of week 13 of the current study semester (semester V in full-time studies, VII – in part-time).

18. Approved topics of the Final thesis and respective academic supervisors shall be publicly announced by the Department by the end of week 14 of the current study semester (semester V in full-time studies, VII – in part-time).

## **V. STAGES OF PREPARATION OF THE FINAL THESIS**

19. Preparation of the Final thesis is started in the penultimate study semester. Student shall meet his/her academic supervisor and discuss the FT concept (aim, objectives of the work, research methodology, etc.) and shall have the task of the Final thesis by the end of the current study semester: by the end of semester V in full-time studies, VII – in part-time.

20. Students must follow the stages of the FT preparation approved by respective departments and the deadlines that are publicly announced by each department by the end of week 3 of the current study semester: by the end of semester V in full-time studies, VII – in part-time.

21. The FT task (Annex 2) agreed by the student and the academic supervisor shall be undersigned by the end of current study semester: by the end of semester V in full-time studies, by the end of semester VII – in part-time. Student may modify the FT topic by the end of week 12 of the next semester of studies (semester VI in full-time studies, VIII – in part-time).

22. The structure of the FT, introduction and the outline of the theoretical part are submitted to the supervisor by the end of week 4 of the study semester (semester VI in full-time studies, VIII – in part-time).

23. the theoretical part and the initial version of the empirical part of the FT is prepared and submitted to the supervisor by week 10 – 12 of the study semester (semester VI in full-time studies, VIII – in part-time).

24. Student shall consult with the BD supervisor on all issues related to the preparation of the Final Thesis according to the agreed schedule.

25. No later than 3 working days prior to delivery of the FT to the Department, the student shall provide a final version of the FT to the supervisor in order the latter to be able to write a review (Annex 4), which must be delivered by the student to the Department together with the FT.

26. Defense of the Final thesis takes place in two stages. On the first stage the final theses are considered at the meeting of the Department at the presence of the authors of the theses. Meetings of the departments take place in the last week of the study semester (semester VI in full-time studies, VIII – in part-time).

27. Student defending the final thesis in the Department shall deliver the unbound final thesis undersigned by the author and the academic supervisor of the thesis and a review by the supervisor of the final thesis (Annex 4).

28. A board consisting of the teachers of the Department shall review the final thesis and, if all requirements are met, the thesis is defended in the Department.

29. If essential flaws of the thesis are noted during its defense at the Department, defense of the thesis at the Qualifying Board for Final Thesis Defense shall not be allowed. At the presence of the student engaged into preparation of the FT and his/her academic supervisor, the Department decides if the thesis may be defended following minor corrections or if it requires essential improvement and may be defended next academic year.

30. Having decided that the thesis satisfies the set requirements, it is offered for defense in public, and the head of the department appoints a reviewer. At the second stage, Final thesis is defended at the Qualifying Board for Final Thesis Defense.

31. At least 2 weeks prior to the public defense of the Final Thesis at the Qualifying Board for Final Thesis Defense, the Department shall submit to the director:

31.1. a list of students who are allowed to defend the FT.

31.2. a list of students who are not allowed to defend the FT.

32. Author of the thesis, defense of which has not been allowed, shall be removed from the lists of students as the one who:

32.1. failed to complete the study programme.

32.2. upon resolution of the Department and a motion of the head of the Department – as having failed to timely submit the FT in accordance with qualifying requirements.

32.3. has financial debts.

33. Final theses that during their defense in the Department were not included into the list of theses to be defended, may be re-written upon request of students themselves and defended no earlier than the next semester.

34. Having failed to defend the FT within one academic year, a student must repeat the course of the last year of studies.

35. Arrangement, layout and structure of the FT must correspond with the requirements set out in Methodological recommendations.

36. At least two weeks before defense, students (according to the prepared schedule) have to deliver two copies of the final completed version of the FT to the Department. The thesis shall include a filled-in and undersigned form of the thesis task (Annex 2) and a glued-in envelope containing an electronic data carrier.

37. Declaration on academic integrity (Annex 3) shall be inserted at the beginning of Final thesis (before the table of contents).

38. It's the author's (-s)' responsibility to ensure that the Final thesis does not infringe the copyrights of other persons nor includes any information which is subject to restrictions of publication established by legislation of the Republic of Lithuania.

39. At least 5 working days before public defense of the FT, students must upload the FT to the electronic database.

40. Final thesis shall be delivered together with the enclosed but not bound together feedback written by the academic supervisor (Annex 4).

41. A motion on the composition of the of the Qualifying Board for Final Thesis Defense (herein further – the Board) is made by the Head of the Department and its chairman is approved by order of the University's director. Date of defense of Final theses is publicly announced in advance.

42. To evaluate the results of completion of each study programme, a separate Board of at least 5 persons is formed by order of the University's director every academic year. At least one member of the Board has to be a scientist and at least one – a lecturer from another higher education institution. Composition of the Board:

42.1. Representatives of the business world - practitioners (at least half of the Board members), one of which shall be appointed as the chairman of the Board.

42.2. The Head or lecturer of respective department responsible for implementation of the study programme.

43. Final thesis shall be defended in public.

44. Minutes shall be taken during defence of Final theses.

45. The secretary of the Board appointed by the director's order is responsible for taking minutes of the Board meetings, their submission to the Study Department and delivery of the defended FT to the library.

46. A list of documents to be delivered to the Qualifying Board for Final Thesis Defense is provided in the table.

#### **Documents to be provided to the Qualifying Board for Final Thesis Defense**

<b>Document title</b>	<b>Submitted by</b>
1. Stages and deadlines for the FT preparation	Head of Department
2. Director's order regarding composition of the Qualifying Board for Final Thesis Defense	Secretary of the Board
3. Director's order regarding permission to defend the FT	Secretary of the Board
4. Table containing a list of students defending the FT, evaluations by academic supervisor and reviewer and other areas to be evaluated (art. 69 )	Secretary of the Board
5. Information on academic progress of students	Study Department
6. Information on participation of students in scientific conferences and a recommendation to take this into account during the FT assessment.	Head of Department

### **VI. SUPERVISOR'S FEEDBACK**

47. Academic supervisor shall write and provide the student with feedback on the student's Final thesis (Annex 4).

48. The supervisor evaluates the Final thesis by a grade and expresses his/her opinion on compliance to the requirements and a possibility to defend the thesis in public.

49. If the thesis is given lower than the highest grade by the supervisor, he/she should specify the main flaws of the work.

50. The student, whose FT was given an unsatisfactory evaluation by the academic supervisor, shall retain the right to publicly defend the Final thesis in the usual procedure.

### **VII. REVIEW**

51. The purpose of review – to make assessment of Final thesis and its compliance to the established requirements. It is made by a reviewer appointed by the Head of the Department, who must present impartial assessment of the final thesis.

52. At least 2 working days are given to a reviewer to read the final thesis and to write a review. Completely formalised and bound thesis shall be delivered to the reviewer.

53. Student has the right to read a review one day before defense of the FT.

54. If the reviewer gives an unsatisfactory evaluation, the review has to specify the reasons for such a decision and the FT flaws.

55. The student, whose FT has received an unsatisfactory evaluation of the reviewer, shall retain the right to defend the Final thesis in public in the usual procedure.

56. A review template is provided in Annex 5.

### **VIII. PROCEDURE OF DEFENSE AT THE QUALIFYING BOARD FOR FINAL THESIS DEFENSE**

57. The Chairman of the Qualifying Board for Final Thesis Defense announces the order of the University's director to the students and brief them on the main requirements, which have to be met by students in the FT.

58. the Qualifying Board for Final Thesis Defense and students must follow the order of precedence of the list of the FT defense, except for the cases when otherwise provided by the chairman of the Board.

59. the secretary shall submit a folder of documents listed in art. 44 to the Qualifying Board for Final Thesis Defense.

60. The minutes of the proceedings of the Qualifying Board for Final Thesis Defense are taken by a secretary appointed by the director's order.

61. Student is given 7 – 10 min. to present the FT. During that time the student has to describe the analysed problem, its novelty, the applied methods of research, the obtained findings, to provide the main conclusions and recommendations and to demonstrate the professional competences acquired during the studies. During the presentation, questions are not given to the student.

62. After the presentation of the Final thesis, the secretary presents the feedback of the academic supervisor and a review to the Board and the student and notes the noticed flaws.

63. Student has the right to respond to supervisor's and reviewer's comments.

64. After the student replies to the supervisor's and the reviewer's comments, the members of the Board ask questions related with the FT topic. The FT-relevant questions may also be asked by other participants present at the defense. The chairman of the Board may stop the discussion if an unspecific, incorrect or irrelevant question is asked.

65. Upon the Board's request, the student has to present the research instruments (completed questionnaires, etc.) used during the work.

66. Members of the Board have to verbally state whether their questions have been appropriately answered.

67. During the meeting, the members of the Board, students and other attendees must follow the general norms of ethics, be tolerant, avoid offending each other, refrain from preliminary public evaluations.

## **IX. PROCEDURES AND ORDER OF ASSESSMENT**

68. The Qualifying Board for Final Thesis Defense must ensure unbiased assessment of FT.

69. The FT is assessed on a 10-point assessment scale. Positive assessment of the FT is given when at least a threshold level of learning outcomes of the study programme is attained in the FT.

70. The main aspects of the FT assessment are as follows:

70.1. Relevance and significance of the topic.

70.2. Adequate formulation of the problem.

70.3. Relevance of the content and the structure.

70.4. Attainment of the aim and objectives formulated in the Final thesis. Each objective must have a respective solution, i.e. the objective shall be addressed in the thesis and the solution has to be reflected in the conclusions. The quality of the addressing and the validity of solutions must be evaluable.

70.5. Coherence of the findings and the research results, the formulated aim and objectives,

70.6. Scope of the work.

70.7. Detail description of the research methodology. It has to be included in the empiric part describing in detail the object (objects) of the research, its methods and work conditions. The methodology should be described in sufficient detail so that the reader does not question the course of the research. It is necessary to describe the methods of data gathering, to justify their suitability and reasons for choice.

70.8. Use of the latest foreign and national research literature.

70.9. Compliance of the thesis to the document execution requirements.

70.10. Presentation of the thesis, the author's reflections, ability to present his/her approach to the analysed problem.

71. After the defense, each member of the Board shall provide the chairman of the Board with his/her assessment of the FT in ten-point scale based on the following criteria:

	Evaluation of the academic supervisor	Evaluation of the reviewer	Presentation of the Final thesis	Answers to the question and defense of the author's position	Coherence of the topic, aim, objectives and methods of the thesis	Theoretical part of the thesis (consistency, validity, generalization, use of relevant literature)	Findings and their description, validity of conclusions, their relevance to the topic, aim and	Proposed evaluation	Final evaluation
Evaluation coefficient	20%	20%	10%	20%	10%	10%	10%		

72. Following the completion of the FT defense by all students listed in the list approved by the director's order, a closed meeting of the Board is announced whereat the final evaluation of the FT is being discussed.

73. Chairman of the Board calculates the final grade of the FT assessment as an arithmetic mean of the assessments of all members of the Board. The Board should take into account the opinions of the supervisor and the reviewer and their proposed assessment.

74. If a student submits documents on his / her published research articles relevant to the FT topic, research articles published on another topic, papers delivered at scientific conferences, etc., then the Board is recommended to take the student's research and academic attainments as well as the recommendations of the head of the department into account when evaluating the thesis. The final evaluation of the FT may be increased by 1 point maximum.

75. If an arithmetic mean of evaluations given by the Board members does not explicitly generate the final grade of assessment, the opinion of the chairman of the Board shall be decisive in the final evaluation.

76. Minutes of the Board meeting is undersigned by the chairman and all members of the Board. The minutes shall contain the final evaluation of the FT and a record on the awarded degree of professional bachelor.

77. The results of the FT evaluation are publicly announced after the meeting of the Board. Upon student's request, his/her defense results may not be announced in public.

78. Chairman of the Board enters the final results of the FT assessment into the sheets of official records of defense and undersigns them.

79. The final result of evaluation of the FT defense is entered into Addendum to the professional bachelor diploma.

80. Within three working days after the defense, the chairman of the Board shall provide the head of the department with a brief report where he/she evaluates the course of the thesis defense process, , highlights the positive aspects and shortcomings of the Board work and makes suggestions for the improvement of the process.

## **X. APELS AGAINST INFRINGEMENTS OF THE DEFENSE PROCEDURES AND ASSESSMENT**

81. If a student doesn't agree to the FT evaluation or maintains that the procedures of defense have been infringed, he/she shall have the right to file an appeal pursuant to the procedure established in the University's Rules of Appeals.

## **XI. PROVISIONS ON UNDEFENDED FINAL THESES**

82. If the FT is given 1 to 4 points evaluation by the Board, the Final thesis is to deemed to be undefended.

83. The thesis undefended at the Qualifying Board for Final Thesis Defense may be defended following its correction no earlier than after one year.

84. the student shall have the same academic supervisor of Final thesis or, upon student's request, the Department may appoint another supervisor.

85. At the beginning of the next academic year, the student contacts his/her academic supervisor regarding the possibility to improve the Final thesis and submits an application to the Department asking to allow him/her to prepare the Final thesis; the application shall be undersigned by the FT supervisor.

86. The student shall comply with all instructions and deadlines set by the department in regard of students of respective study programme and study mode who are preparing Final theses in that academic year.

## **XII. PROVISIONS ON POSTPONED DEFENSE OF FINAL THESIS**

87. Student may file a written application with the Study department asking to allow for postponement of the FT defense to the next academic year. Such an application must be submitted by student no later than a week before the date of the FT defense at the department according to the schedule published by the department.

88. Upon the director's order, the thesis undefended due to a serious reason (illness, etc.) may also be defended earlier, in the beginning of the next study semester.

89. Within the first week of the current study semester the student has to notify the Department on his/her readiness to defend the Final thesis.

90. Having received a negative evaluation when the thesis is defended in the current study semester, further proceedings shall be subject to the provisions of Section XI of the present Description.

## **XIII. FINAL PROVISIONS**

91. In the beginning of the current study semester ( semester V – for full time studies, VII – for part time), in week 2 – 3, the head of each Department shall prepare and publicly announce a schedule for preparation and defense of Final theses.

92. This description shall come into effect following its approval by the Academic Board of Lithuania Business University of Applied Sciences.



\_\_\_\_\_  
(name, surname in capital letters)

\_\_\_\_\_  
(group, specialization)

\_\_\_\_\_  
(phone number, e-mail)

To the Head of \_\_\_\_\_ Department

**APPLICATION**  
**RE: WRITING A FINAL THESIS FOR A BACHELOR DEGREE**

\_\_\_\_ - \_\_\_\_\_ - 20\_\_  
Klaipėda

I hereby apply for writing a bachelor thesis on the topic: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
(student's name and surname)

**LITHUANIA BUSINESS UNIVERSITY OF APPLIED SCIENCES**  
**DEPARTMENT**

APPROVED  
By the Head of \_\_\_\_\_ Department

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

\_\_\_\_\_  
(name, surname)

\_\_ - \_\_\_\_ - 20\_\_

**TASK OF THE FINAL THESIS**

We offer **Vardenis Pavardenis**, the student of \_\_\_\_\_ study programme, to write a final thesis on the topic:

**TITLE OF THE FINAL THESIS**

Date of completion of the Final thesis: 31 May, 20\_\_.

Details, requirements for the Final thesis:

Aim of the Final thesis – *(the formulated aim to be inserted)*

Objectives of the Final thesis: *(objectives to be listed)*

- 1.
- 2.
- 3.

Structure of the Final thesis:

Title page

Task of the Final thesis

Declaration of academic integrity (statement of independent work)

Abstract

TABLE OF CONTENTS

KEY DEFINITIONS AND TERMS

INTRODUCTION

SECTION 1.

SECTION 2. SKYRIUS

SECTION 3. SKYRIUS

CONCLUSIONS

LIST OF REFERENCES

ANNEXES

Preparation and delivery of the Final thesis is subject to the requirements set in Ramašauskas, O., Grigolienė, R., Martinkienė, J. at al. (2018). *Methodological instructions for preparation of final thesis*. Klaipėda: Klaipėda University Press.

Academic supervisor of the Final thesis:

(signature)

Vardenis Pavardenis

(name, surname)

Annex 3  
to the Description of the procedure for  
preparation and defense of Final thesis

**DECLARATION OF ACADEMIC INTEGRITY  
(STATEMENT OF INDEPENDENT WORK)**

Me, **Vardenis Pavardenis**, candidate for a degree of professional bachelor \_\_\_\_\_, certify that this final thesis is my own independent work and contains only such supplemental information as referred to in the list of references.

I also declare that that contributions from any other sources have not been made without full acknowledgement and none of the parts of the final thesis infringes any personal or institutional copyrights. I guarantee that none of the parts of the work has been submitted in support of another degree or qualification from any other higher education institution.

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

\_\_\_\_\_  
(student's name, surname)

**LITHUANIA BUSINESS UNIVERSITY OF APPLIED SCIENCES**

**Study programme:** \_\_\_\_\_

**Student** \_\_\_\_\_

**TOPIC OF THE FINAL THESIS**

**Academic supervisor of the final thesis** \_\_\_\_\_

**EVALUATION OF THE FINAL THESIS**

The submitted final thesis contains \_\_\_\_ pages, explanatory letter, \_\_\_\_ annexes, \_\_\_\_ figures and \_\_\_\_ tables.

**Relevance and new approach of the final thesis:**

**Presentation of the conceptual part of the final thesis**

**Analytical-research part of the final thesis** (data presentation, analysis, research process)

**Constructive part of the final thesis**

**Flaws of the final thesis** (specify, if any, referring to relevant parts of the work; coherence of the conclusions and the contents of the work)

**Quality of visual presentation (arrangement, layout and structure) of the final thesis and annexes, conformance to the formal requirements, official rules for document preparation**

**Evaluation of the process of preparation of the final thesis (work of the student during writing of the final thesis, independence of the student's work, creative initiative, etc.)**

**Conclusion whether the final thesis meets the requirements and may be approved for public defence**

**I suggest the following evaluation grade of the final thesis of the student:** \_\_\_\_\_

**Supervisor**

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

\_\_\_\_\_  
(name, surname)