

APPROVED BY
Protocol No. V3-2
Of 14 January 2015
Of the meeting of Alytaus Kolegija
Academic Board
Protocol No. V3-57
Of 29 August 2019
Of the meeting of Alytaus kolegija
Academic Board
(since 2 September 2019)
Protocol No. V3-31
Of 23 June 2020
Of the meeting of Alytaus kolegija
Academic Board

DESCRIPTION OF ORDER OF PREPARATION, SUBMISSION, DEFENCE AND ASSESSMENT OF ALYTAUS KOLEGIJA GRADUATION THESES

PART I

GENERAL PART

1. The Description of Order of Preparation, Submission, Defence and Assessment of Graduation Theses (hereinafter – Description) regulates the organization of preparation, submission, defence and assessment of graduation theses at Alytaus kolegija (hereinafter – Kolegija).

2. In organizing the preparation, submission, defence and assessment of graduation theses, Kolegija follows the Law on Science and Studies the Republic of Lithuania, Lithuanian Qualifications Framework, Regulations on Undergraduate, Specialized Professional and Integrated Study Programmes, Description of General Requirements for Degree-Awarding First-Cycle and Integrated Study Programmes, Statute of Kolegija, Quality Guide of Kolegija, Study Regulations of Kolegija, this Order and other legal acts.

3. Supervisors of final theses, Departments, reviewers, qualification commissions and students follow this Order. Preparation, submission, defence and assessment of Kolegija's graduation theses is organized by Departments.

4. Graduation thesis is student's self-developed research or qualifying project work which deals with a relevant topic in accordance with the study programme requirements and the Order of Preparation, Submission, Defence and Assessment of Graduation Theses.

5. The aim of the graduation thesis is to reveal student's ability to link separate study subjects, systematize the acquired knowledge, form the research work skills by practice, and demonstrate specific, social and personal abilities in a particular professional area.

6. The right to defend the thesis is granted to students who have fulfilled all requirements provided for by the study programme previous to the defence of the graduation thesis

in the Department. Permission to defend the graduation thesis is validated by the order of the director of Kolegija.

PART II

PREPARATION OF GRADUATION THESIS

7. A student chooses a topic of the graduation thesis and a supervisor from the list of graduation theses provided by the Department or a student himself can suggest a topic in coordination with the supervisor of the graduation thesis and the Head of the Department.

8. A supervisor of a thesis helps a student formulate the object of the work, choose methods of work and research, recommends reference literature and consults a student (Annex 1). A student consults with a thesis supervisor no less than once a month.

9. Preliminary topics of graduation theses and supervisors are discussed in departmental meetings and approved by the order of the Director of Kolegija not later than 5 months till the completion of the studies. The final adjustment of the topic of the graduation thesis is done after the last intermediary defence in the Department not later than within 2 working days.

10. The date of the defence of graduation theses in the qualification commission shall be established not later than 3 months before the commencement of the public defence of the graduation thesis.

11. A lecturer of Kolegija or other higher education institution or a specialist/practitioner with a higher education in the relevant field and/or practical experience in the area of specialization of student's study programme field may be a supervisor and a reviewer of a graduation thesis.

12. A student is responsible for preparation, formalization, correctness of the outcomes, conclusions and quality of the graduation thesis following the principles of the Statement of Academic Integrity (Annex 2).

13. A student must upload the graduation thesis into the eLABa repository at least 2 working days before the defence of the graduation thesis in the Department. A student is responsible for the proof of the graduation thesis.

14. A student must obtain a written consent of the particular organization to use its data in the graduation thesis (Annex 3)

15. The supervisor, reviewer, and members of the qualifying commission must respond to cases of student dishonesty: plagiarism, falsifying data, submitting somebody else's work as one's own, bribery, etc.

16. The topic of the graduation thesis and/or the supervisor may be changed only in agreement with the Head of the Department.

17. A graduation thesis must be prepared and formalized in accordance with the methodological requirements for preparation of Independent Work and Graduation Theses of Kolegija.

18. For the preparation of the graduation thesis at least 2 intermediate reviews shall be organized in the Department, The thesis topic, substantiation of its novelty and relevance, object, aim, objectives, research/work methods, preliminary content and references are presented at the review. (graduation thesis review protocol). A student and a supervisor have to participate at interim reviews of the graduation paper in the Department. In agreement with the head of the Department, the review of the graduation thesis may be conducted remotely.

PART III

SUBMISSION OF GRADUATION THESIS FOR DEFENCE

19. The defence of the prepared thesis takes place at the Department meeting during which the decision on the authorization (permit or refuse) to defend the graduation thesis at the Qualification Commission is taken.

20. The aim of the defence of the graduation thesis in the Department is to listen to the student's presentation of the thesis, review if all mandatory requirements for the structure, content, volume and formalization of the graduation thesis have been fulfilled and decide on the suitability of the thesis for the public defence as well as provide comments on what deficiencies should be corrected. After defending the thesis in the Department, the student may correct the thesis by the date specified by the department. The supervisor of the thesis must confirm whether corrections have been made.

21. The head of the department shall decide on the duration of the student's graduation thesis defence in the department and shall inform the students. After the defence of the thesis in the Department, on a proposal of the Head by the order of the Director of Kolegija at least 5 working days before the date of the defence of the thesis in the Qualification Commission, reviewers of graduation theses are appointed.

22. A student submits to the Head of the Department a bound thesis with his own and the supervisor's signatures on the title page no later than 2 working days prior to the defence of the thesis in the Department. The review of the supervisor (Annex 4) and an electronic version of the thesis (PDF format) are submitted inside the cover at the end of the work, after appendices, in the envelope. A student whose thesis is evaluated negatively by the supervisor is not allowed to defend the thesis at the meeting of the Department.

23. The graduation thesis shall be mandatorily defended in the Department in

accordance with the approved schedule, but not later than 10 working days prior to the Qualification Commission meeting.

24. Not later than 5 working days before the defence at the Qualification Commission, the Head of the Department provides the Dean of the Faculty with a list of students who are allowed to defend the theses at the Qualification Commission. The permission to defend the thesis at the Qualification Commission is formalized by order of the Director of Kolegija.

25. After the defence in the Department, the Head of the Department shall forward (can be by mail) the theses to reviewers. The review (Annex 5) shall be submitted to the Department no later than 3 working days prior to the defence of theses at the Qualification Commission meeting. Negative reviewer's assessment is not a ground for preventing the defence of the thesis at the Qualification Commission. A student shall have access to a review in the Department no later than 1 working day prior to the thesis defence at the Qualification Commission.

26. On the proposal of the Head of the Department, the Qualification Commission consists of 5 persons. The structure of the qualification Commission is as follows: the chairman, the deputy chairman, members and a secretary.

27. The structure of the Qualification Commission is approved by order of the Director of Kolegija no less than 5 working days prior to the defence.

28. The meetings of the Commission shall be recorded in the minutes. The Commission meeting is supplied with the following:

- 28.1. AK Director's order concerning the formation of the Qualification Commission;
- 28.2. AK Director's order concerning permission to defend the graduation thesis';
- 28.3. Goals and outcomes of the study programme;
- 28.4. The summary of students' final grades;
- 28.5. The students' graduation theses with the reviews and supervisors' comments;
- 28.6. This Order.

PART IV

DEFENCE OF GRADUATION THESIS

29. The graduation thesis is defended in a public meeting of the Qualification Commission

30. A student presents his thesis report with duration of up to 10 minutes. A student can also use additional information material to illustrate or supplement the text of the report (leaflets, samples of research objects, models, etc.).

31. At the request of the student based on the suggestion of the Head of the Department

by order of the Director the graduation thesis may be defended remotely. Equipment adequacy and reliability of the Internet connection is ensured by the IT staff.

32. General requirements for the defence of graduation thesis:

32.1. Informative slide (Annex 10);

32.2. Relevance of the topic, motives of the choice, problem of the work / research;

32.3. Aim, object and objectives of the graduation thesis;

32.4. Methods of work /research and organization of work /research;

32.5. Results and analysis of work/research;

32.6. Conclusions;

32.7. Practical suggestions and or recommendations (if any).

33. After the student's presentation of the graduation thesis, the review is read and the reviewer asks questions. The student answers the reviewer's questions and then the Qualification Commission's questions.

34. Upon completion of theses defence by all students, a closed-door meeting of the Qualification Commission is announced, in which the decision on final theses assessment is made

PART V

ASSESSMENT OF GRADUATION THESIS

35. Members of the Qualification Commission must access the graduation theses, which are sent to them via e-mail by the Head of the Department, up till the defence of the thesis in the Qualification Commission

36. The graduation thesis is assessed by the reviewer and Qualification Commission members under the assessment criteria (see Table 1) and by completing students' assessment register (Annex 6). The final assessment is made by deriving the arithmetic average of the Commission members and the reviewer's evaluations (Annex 7). In the case of disputes, the final decision is made by the chairman of the Qualification Commission. In the case when the supervisor of the graduation thesis is included in the structure of the Qualification Commission or when a member of the commission is a close relative of the defending student, s/he loses the right of vote assessing the graduation thesis whose supervisor s/he was.

Graduation thesis assessment criteria

Part of assessment of the graduation thesis	Graduation thesis assessment criteria	Coefficient of assessment component
Formal compliance of the graduation thesis	Compliance of the work / research with requirements on a formal structure, execution and language.	0,10
Content of graduation thesis	Relevance of the topic and definition of the problem. Formulation of the work / research aim, object and objectives. Logical consistency and substantiation of the theoretical study of the problem. Description of the work / research methods and organization. Clarity, consistency and practical applicability of work / research results description; the request for the permission to use the organization's data. Validity of conclusions and recommendations. Adequacy and sufficiency of literature sources.	0,70
Defence part of graduation thesis	Defence: quality of visually presented material, time management. Consistency of work presentation, highlighting the essence of work. Logical and reasoned answers to the questions.	0,20

37. Graduation theses are assessed on a scale of ten points:

37.1. Excellent (10 points) – formal compliance of the thesis, content and presentation quality perfectly meet all the assessment criteria. Work/ research performance is excellent and original, without weaknesses in the content and formalization, corresponding to the language requirements. Methodology of the work/ research is immaculately substantiated; theoretical analysis of the problem is carried out in a logical and consistent manner. Results of the work/ research are presented clearly, consistently and contain practical value. Conclusions are detailed, valid, corresponding to the topic, aim, objectives and results of the work/ research. Recommendations are specific and based on the results of the work/research. Literary sources are adequate and sufficient for the topic. . Excellent thesis presentation skills and logical and reasoned answers to questions are demonstrated.

37.2. Very good (9 points) – formal compliance of the thesis, content and presentation quality meet all the assessment criteria very well. Work/ research performance is strong and original, without noticeable weaknesses in the content and formalization, corresponding to the language requirements. Very well substantiated methodology of the work/ research, theoretical analysis of the problem is carried out in a logical and consistent manner. Results of the work/ research are presented clearly, consistently and contain practical value. Conclusions are detailed, valid, corresponding to the thesis topic, aim, objectives and results. Recommendations are specific and based on the results of the work/research. Literary sources are adequate and sufficient for the topic. Very good presentation skills and logical and reasoned answers to questions are demonstrated.

37.3. Good (8) – formal compliance of the thesis, content and presentation quality meet well all the assessment criteria. Work/ research performance is good, with minor weaknesses in the

content and formalization, corresponding to the language requirements. Well substantiated methodology of the work/ research, theoretical analysis of the problem is carried out completely, but not entirely consistently. Results of the work / research are presented intelligibly and contain practical value. Conclusions are detailed but not fully reasoned, corresponding to the thesis topic, aim, objectives and results. Recommendations are specific and based on the results of the work/research. Literary sources are adequate for the topic but not fully sufficient. Good presentation skills and logical answers to questions are demonstrated

37.4. Highly satisfactory (7) – formal compliance of the thesis, content and presentation quality meet the assessment criteria on an average. Work/ research performance is average, with minor weaknesses in the content and formalization, containing some language mistakes. Methodology of the work/ research is substantiated on an average; theoretical analysis of the problem is incomplete and not entirely consistent. Results of the work/ research are presented intelligibly and have practical value. Conclusions are detailed but not fully reasoned, corresponding to the thesis topic, aim, objectives and results. Recommendations are specific and based on the results of the work/research. Literary sources are adequate for the topic but not fully sufficient. Average presentation skills and answers to questions are demonstrated.

37.5. Satisfactory (6) – formal compliance of the thesis, content and presentation quality satisfactorily meet the assessment criteria. Work/ research performance is below average, with minor weaknesses in the content and formalization, containing some language mistakes. Methodology of the work/ research is substantiated satisfactorily; theoretical analysis of the problem is satisfactory and not entirely consistent. Results of the work/ research are presented intelligibly, but they have dubious practical value. Conclusions are not detailed, not fully corresponding to the topic, aim, objectives and results of the thesis. Recommendations are of a general nature. Literary sources are not entirely adequate for the topic and not fully sufficient. Satisfactory thesis presentation skills and incomplete answers to questions are demonstrated.

37.6. Sufficient (5) – formal compliance of the thesis, content and presentation quality partly meet the assessment criteria. Work/ research performance is weak, satisfying minimum content, formalization and language requirements. Methodology of the work/ research is substantiated weakly; theoretical analysis of the problem is insufficient and inconsistent. Results of the work/ research are presented intelligibly, but they have no practical value. Conclusions are not detailed, not fully corresponding to the topic, aim, objectives and results of the thesis. Recommendations are of a general nature or not given. Literary sources are inadequate and insufficient for the topic. Weak thesis presentation skills are demonstrated, incomplete or no answers to questions are given.

37.7. Insufficient (4) – formal compliance of the thesis, content and presentation quality do not meet the assessment criteria. Work/ research performance does not meet minimum content,

formalization and language requirements. Methodology of the work/ research is not substantiated; theoretical analysis of the problem is not carried out. Results of the work/ research are not provided or they are incomprehensible. Conclusions do not comply with the topic, aim, objectives and results of the thesis. Recommendations are not given. Literary sources are inadequate and insufficient for the topic. Weak presentation skills are demonstrated, incomplete or no answers to questions are given. Thesis presentation skills do not meet minimum requirements.

38. The chairman of the Commission shall announce publicly the summarised results of graduation theses assessments and shall inform each individual student orally about the result of the graduation thesis assessment

39. Students may write an appeal for violations of the final thesis defence procedure according to Alytaus Kolegija Description of Order of Appeals Procedure not later than 24 hours after the announcement of the assessment results.

40. Graduation theses assessment by grades and the degree of qualification awarded or qualification degree and qualification title are recorded in the final summary of grades and registered in the minutes of the meeting of Qualification Commission on the defence of graduation theses (Annex 8). The minutes are used to prepare a professional bachelor diploma supplement.

41. Students, who are not able to defend the graduation thesis at a scheduled time due to serious reasons, can have the thesis defence postponed until the next tantamount Qualification Commission meeting based on the order of the Director of Kolegija.

42. The student must notify the Dean of the Faculty of the reason for the absence to the graduation thesis defence in advance or on the same day. The student or his / her representative must submit the application and the documents proving the reason for the absence not later than the day after notification to the Dean of the Faculty.

43. Students who fail to appear at the graduation thesis defence at the Qualification Commission without any serious reason or fail to defend their thesis may be allowed to re-defend the graduation thesis under the Study Regulations based on the proposal of the Dean of the Faculty by order of the Director of Kolegija. During that period, a student is removed from the students' list by order of the AK Director or, at the request of the student, s/he shall be granted an academic leave.

44. Students who continue studies after an academic leave or a break in studies must submit a request for thesis preparation and defence to the Study Centre not later than one week before the beginning of the last semester

45. A tuition fee in proportion to the number of credits is paid for the repeated preparation and defence of the graduation thesis

46. The chairman of the Qualification Commission, not later than within 10 calendar days after the date of defence, shall submit a report to the Dean of the Faculty (Annex 9).

PART VI
FINAL PROVISIONS

47. Taking into account the specific regulation of the study field and specifics of the study programme, the Department may prepare methodological recommendations for graduation theses defence of a particular study programme. Propositions of recommendations cannot be in contradiction to this Order.

48. The Order and its amendments shall be approved by the decision of the Academic Council of Kolegija

49. The Order shall come into force from the date of its approval.

**INDIVIDUAL PLAN OF PREPARATION OF PROFESSIONAL BACHELOR
GRADUATION THESIS**

Student _____
 Supervisor of graduation
thesis _____
 Study programme _____
 Group _____
 Topic of graduation thesis _____

Date	Planned activities	Supervisor's assessment (done/not done)	Supervisor's signature

Student _____

 (*signature*) _____

 (*Name, surname*)

Supervisor of
graduation thesis _____

 (*signature*) _____

 (*Name, surname*)

Head of
Department _____

 (*signature*) _____

 (*Name, surname*)

ALYTAUS KOLEGIJA

(Student's name and surname)

(Faculty)

(Study programme, group)

STATEMENT OF ACADEMIC INTEGRITY OF GRADUATION THESIS

20.... _____
(Date)

I hereby confirm that my graduation thesis on the topic of _____

is written independently. The material submitted in this work is not plagiarized. Directly or indirectly cited sources are marked in the reference literature.

(Signature)

(Name and surname)

(Sample of request for permission to use the organization's data in graduation thesis)

ALYTAUS KOLEGIJA

FACULTY of _____

DEPARTMENT of _____

(Title of department)

STUDY PROGRAMME of _____

(Title of study programme)

____ YEAR STUDENT

(Name, surname)

(Title of organization)

(Title of head)

(Name, surname of head)

REQUEST

FOR PERMISSION TO USE THE ORGANIZATION'S DATA IN GRADUATION THESIS

20__-__-__

Alytus

Please allow me to use the following data of your organization in my graduation thesis

(Title of graduation thesis)

: _____
(specify what data may be used*)

(signature) (student name and surname)

APPROVED

(position)

(signature)

(Name, surname)

(date)

*E.g.: name of the organization, requisites,
documentation on operational procedures,
reports, statistical data, etc.

ALYTAUS KOLEGIJA
FACULTY of _____
DEPARTMENT of _____
SUPERVISOR'S REVIEW
OF GRADUATION THESIS

Study programme of _____, group _____

on _____
(Student name, surname)

thesis _____
(Title of graduation thesis)

No.	Assessment criteria	Review
1.	Topic compliance with the study programme	
2.	Implementation of programme goals and learning outcomes in the graduation thesis	
3.	Novelty and relevance of the topic	
4.	Formulation of thesis aim and objectives	
5.	Compliance of thesis content and structure with the topic	
6.	Logical consistency of arrangement	
7.	Theoretical substantiation of thesis	
8.	Solutions in thesis practical part realization	
9.	Practical applicability of thesis results	
10.	Validity of conclusions and recommendations	
11.	Relevance and adequacy of literature sources	
12.	Language and style	
13.	Technical formalization of thesis	
14.	Thesis preparation process	

Graduation thesis **meets** the methodological requirements and **may** be defended publicly.

Supervisor of graduation
thesis

(Position, degree, name surname)

(Signature)

day _____ month _____ 20

ALYTAUS KOLEGIJA
FACULTY of _____
DEPARTMENT of _____
REVIEWER'S REVIEW
OF GRADUATION THESIS

Study programme of _____, group _____

on _____
(Student name, surname)

thesis _____
(Title of graduation thesis)

No.	Assessment criteria	Review
1.	Topic compliance with the study programme	
2.	Implementation of programme goals and learning outcomes in the graduation thesis	
3.	Novelty and relevance of the topic	
4.	Formulation of thesis aim and objectives	
5.	Compliance of thesis content and structure with the topic	
6.	Logical consistency of arrangement	
7.	Theoretical substantiation of thesis	
8.	Solutions in thesis practical part realization	
9.	Practical applicability of thesis results	
10.	Validity of conclusions and recommendations	
11.	Relevance and adequacy of literature sources	
12.	Language and style	
13.	Technical formalization of thesis	

Graduation thesis **meets** the methodological requirements and **may** be defended publicly.

Assessment of graduation thesis _____

Reasoning of thesis assessment _____

Questions to the student: _____

Reviewer of graduation thesis _____
(Position, degree, name surname) (Signature)

day _____ month _____ 20

ALYTAUS KOLEGIJA
FACULTY of _____
DEPARTMENT of _____
STUDY PROGRAMME of _____
(Title of study programme)

REGISTER OF INDIVIDUAL ASSESSMENT OF STUDENTS' GRADUATION THESES
DEFENCE

20__-__-__ No. ____

Graduation theses of _____ are assessed as follows:
(Title of study programme)

No..	Student name, surname	Formal compliance of graduation thesis	Content of graduation thesis	Defence part of graduation thesis	Sum of assessment grades	Final score (rounded to one decimal place)
1.						
2.						

Chairperson/member of Qualification
Commission

(signature)

(Name, surname)

ALYTAUS KOLEGIJA
FACULTY of _____
DEPARTMENT of _____
STUDY PROGRAMME of _____
(Title of study programme)

REGISTER OF STUDENTS GRADUATION THESES FINAL ASSESSMENT
20__ - __ - __ No. ____

No.	Student name, surname	Reviewer assessment	Assessment of Commission members					Average of assessments	Final assessment by grades
			1	2	3	4	5		

Chairperson of Qualification Commission

(signature)

(Name, surname)

Members of Qualification Commission

(signature)

(Name, surname)

(signature)

(Name, surname)

(signature)

(Name, surname)

(signature)

(Name, surname)

ALYTAUS KOLEGIJA
FACULTY of _____
DEPARTMENT of _____
STUDY PROGRAMME of _____
(Title of study programme)

MINUTES OF GRADUATION THESES DEFENCE

20 - -..... No.

Alytus

Group:

Place of the meeting –

Chairperson of the meeting –

Secretary of the meeting –

Members present –

AGENDA. Assessment of students' graduation theses and their defence.

DISCUSSED. Assessment of students' graduation theses and their defence.

RESOLVED. Taking into account the reviewers and supervisors' remarks, the graduation theses and their defence are assessed as follows:

No.	Name, surname	Topic of graduation thesis	Assessment	Qualification degree awarded
1.				

Chairperson of the Qualification
Commission

(signature)

(Name, surname)

Members of the Qualification Commission

(signature)

(Name, surname)

(signature)

(Name, surname)

(signature)

(Name, surname)

(signature)

(Name, surname)

Secretary of the meeting

(signature)

(Name, surname)

ALYTAUS KOLEGIJA
FACULTY of _____

DEPARTMENT of _____

**REPORT OF THE CHAIRPERSON OF THE QUALIFICATION COMMISSION ON
GRADUATION THESES DEFENCE**

20__-__-__ No. ____

Alytus

1. Conformity of the documents submitted to the Qualification Commission with item 28.

2. Overall assessment of the graduation thesis quality of all students.

2.1. Overall grade average, level of learning outcomes achievement.

Level of study outcomes

Level of learning outcomes achievement	Grade of final assessment	Number of students	Percentage of the total number of students who passed the qualifying exam, %
Highest level of learning outcomes	10		
	9		
Average level of learning outcomes	8		
	7		
Low level of learning outcomes	6		
	5		
Minimum required level of learning outcomes has not been reached	4-1		
Total:			100%


2.2. Conformity of graduation theses with learning outcomes:

3. Organization of graduation thesis defence, suggestions for improvement of graduation thesis defence procedure.

Chairperson of the Qualification
Commission

(signature)

(Name, surname)

 ALYTAUS
KOLEGIJA

STUDY PROGRAMME OF.....

TITLE OF THE GRADUATION THESIS

Graduate.....
Supervisor.....

 ALYTAUS
KOLEGIJA

Graduate (Name Surname)
Title of the Graduation Thesis