

APPROVED

by protocol resolution (Protocol No SV1-04)  
of the meeting of 9 March 2018  
of the Academic Council  
of Klaipėda State University of Applied Sciences

**KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES  
PROCEDURE FOR THE PREPARATION, DEFENCE AND STORAGE OF  
GRADUATION PAPER**

**CHAPTER I  
GENERAL PROVISIONS**

1. The Klaipėda State University of Applied Sciences Procedure for the Preparation, Defence and Storage of Graduation Paper (hereinafter – the Procedure) shall establish the general requirements for the preparation, defence and storage of Graduation Paper at Klaipėda State University of Applied Sciences (hereinafter – the University).

2. In accordance with the Procedure and taking the study programme outcome into account, academic divisions (faculties and, if necessary, departments) shall prepare methodological recommendations for organising the preparation and defence of Graduation Paper (hereinafter – the Methodological Recommendations). The Methodological Recommendations shall be approved by the order of the dean of the faculty.

3. The Procedure has been prepared in accordance with the General Requirements for the Implementation of Studies No V-1168 of 30 December 2016; the study field descriptions approved by the Ministry of Education and Science; the Klaipėda State University of Applied Sciences Study Regulations approved by protocol resolution No SV1-5 of 18 September 2017 of the Academic Council; the Klaipėda State University of Applied Sciences Community Code of Ethics approved by protocol resolution No SV1-7 of 17 December 2015 of the Academic Council; the Klaipėda State University of Applied Sciences Procedure for the Assessment of Learning Achievements approved by protocol resolution No SV1-05 of 18 September 2017 of the Academic Council; the Klaipėda State University of Applied Sciences Regulations for the Submission and Examination of Appeals approved by protocol resolution No SV1-05 of 18 September 2017 of the Academic Council; the Klaipėda State University of Applied Sciences Description of the Procedure for Depositing Electronic Documents to the Lithuanian Academic Electronic Library (hereinafter – eLABa) approved by Order No V1-209 of 19 December 2016 of the Director of the Klaipėda State University of Applied Sciences.

4. The key terms used in the Procedure are:

4.1. **Graduation Paper** – an original document prepared independently by a student by systematising, employing reflective and critical analysis, and integrating and applying theoretical,

practical, experiential and empirical information in order to demonstrate the learning outcomes that has been achieved; a graduation paper is defended publicly.

4.2. **Plagiarism** – the appropriation of another author’s work, i.e. the presentation (use) of material protected by copyright or part thereof without acknowledging the real source or author of the text, or not citing it properly (not adhering to citation requirements)/providing an erroneous reference.

4.3. **eLABa** – the Lithuanian Academic Electronic Library, in which higher education and research documents and/or the metadata thereof are collected and made publicly available.

## **CHAPTER II THE FORM AND SCOPE OF GRADUATION PAPER**

5. Higher education college studies are completed with an assessment of the level of achievement of learning outcome, when the graduation paper is defended.

6. At least nine credits are allocated for the preparation and defence of a professional bachelor’s graduation paper, unless otherwise specified in the study field description. In the case of interdisciplinary studies, it is recommended that one general graduation paper be done that integrates the learning outcomes of the fields.

7. In implementing a joint study programme, the requirements and procedure for the preparation and defence of the graduation paper are provided for in the joint study programme implementation agreement signed between the University and the other partner institutions.

## **CHAPTER III PREPARATION OF THE GRADUATION PAPER**

8. The themes/fields for graduation paper shall be published in the academic divisions at least one year before the end of studies for the programme. The exact dates shall be set out in the Methodological Recommendations of the academic divisions.

9. In accordance with the published themes/fields, graduation paper topics may be proposed by students, lecturers, social partners, etc.

10. The preliminary list of graduation paper topics shall be compiled by the head of the department. The list of topics shall be approved during a meeting of the department. When publishing the preliminary list of graduation paper topics, the students and graduation paper advisers are to be specified. The preliminary graduation paper topics shall be published in the academic divisions at least seven months before graduation. The exact publication date shall be set out in the Methodological Recommendations of the academic division.

11. The lists of student graduation paper topics, with the advisers specified, shall be

approved by the dean of the faculty, on the proposal of the department heads, at least three months before graduation. The student graduation paper topics and graduation paper advisers approved by the dean of the faculty may only be changed for important reasons by proposal of the head of the department.

12. A professional bachelor's graduation paper may also be prepared by two students if the topic requires knowledge and abilities from different study fields, or if the specifics of the topic require a larger amount of data to be collected.

13. In accordance with the Methodological Recommendations of the academic division, students shall prepare their graduation paper independently, counselled by the graduation paper adviser.

14. The graduation paper adviser shall provide guidance to the student during set hours according to the graduation paper preparation plan (Appendix 1), and shall give suggestions on how to improve the work and propose consultants if they are necessary.

15. If a graduation paper is being prepared by two students, the contribution that each of them made must be specified in the introduction.

16. In preparing the graduation paper, the student must observe rules of academic integrity and other ethical requirements as defined in the Klaipėda State University of Applied Sciences Community Code of Ethics.

#### **CHAPTER IV THE STRUCTURE AND FORMAT OF GRADUATION PAPER**

17. The recommended components of the graduation paper are:

17.1. *Title page.* This contains the names of the University, faculty and department; the student's full name; the title of the graduation paper, the type of graduation paper and the state study programme code, the name of the study field, the student's full name and signature, the graduation paper adviser's academic degree, full name and signature, and the year and place where the graduation paper was written (Appendix 2).

17.2. *Table of contents.* This gives the titles and page numbers for the chapters and sections of the graduation paper. The table of contents itself is not included in the list.

17.3. *List of tables and figures.* This gives the numbers and names of the tables and figures in the graduation paper. The list of tables and figures is not numbered in the table of contents.

17.4. *Terms.* The key terms used in the graduation paper and their definitions are presented.

17.5. *Abstract.* This is prepared in Lithuanian and English. The abstract summarises the content, research/practical problem, purpose, conclusions, and keywords of the graduation paper. It

is written on a separate page, starting with the title of the graduation paper. The abstract should be no more than one page. If the graduation paper is written in English, the abstract must be prepared in English and Lithuanian (Appendix 3).

17.6. *Introduction*. This describes the main parameters of the graduation paper: the relevance of the topic, the problem, the subject, the purpose, the tasks, and the methods of research data collection and analysis.

17.7. *Body*. A review of scientific and professional literature (analysis) and presentation of the research methods and results (the structure, content and scope of the graduation paper are regulated in more detail by the Methodological Recommendations approved by the academic divisions).

17.8. *Conclusions and recommendations/suggestions*.

17.9. *Bibliography and other references*. This should only contain the bibliographic descriptions of the scientific and other publications used (cited, paraphrased, or mentioned) in the paper, set out in alphabetical order in international APA style or in accordance with LST ISO 690:2010 guidelines. It is recommended that at least one third of the literature be by foreign authors. More detailed information is available in the Methodological Recommendations of the academic division.

17.10. *Appendices* (if any). Material prepared independently by the student or other supplementary material may be presented in appendices. Appendices should be titled and numbered. The text is linked with the appendices by references.

18. Graduation paper formatting:

18.1. The graduation paper is written in correct Lithuanian. In individual cases, i.e. when studies are conducted in a foreign language or as part of a joint study programme, theses may be written in a foreign language.

18.2. The page header of the graduation paper should include the author's full name (on the left) and the graduation paper title (on the right). The name of the University and the year should be written in the page footer (on the left). The text of the page header and footer is formatted in grey, 10 pt Times New Roman, and separated from the main text of the graduation paper by a thin (1/2 pt), grey continuous line.

18.3. The pages of the graduation paper, with the exception of the title page, should be numbered.

18.4. The parts (chapters, sections) of the graduation paper are numbered with continuous page numbering.

18.5. Recommended graduation paper length is 40–50 pages, excluding appendices, unless specified otherwise in the Methodological Recommendations of the academic divisions. If the

graduation paper is being prepared by two students, the length should be 60–80 pages, excluding appendices.

19. General requirements for the text:

19.1. Must be printed on single-sided, white A4 (210x297 mm) paper. Margins should be set at: top and bottom – 2 cm, left – 3 cm, right – 1 cm.

19.2. The first line of each paragraph should be indented 1.5 cm. Paragraphs should be fully justified, i.e. the text should be flush with the left and right margins.

19.3. Pages should be numbered in Arabic numerals at the bottom centre of each page, without dots or commas.

19.4. The graduation paper should be printed in 12 pt Times New Roman. Chapter titles should be written in bold all caps; section titles should be written in lower-case 12 pt Times New Roman bold.

19.5. If the graduation paper contains special symbols or characters that cannot be entered or printed on a computer, they should be entered by hand.

19.6. The graduation paper should be printed with 1.5 line spacing.

20. The graduation paper should be submitted to the department bound in accordance with the Methodological Recommendations of the academic division.

## **CHAPTER V PREPARATION FOR GRADUATION PAPER DEFENCE**

21. For public defence of graduation paper, an examining committee shall be formed and a chairperson shall be appointed thereto by proposal of the dean of the faculty and order of the director.

22. An examining committee shall be appointed to assess the learning outcomes achieved by the students of each study programme. The examining committee must consist of at least three (five) members, unless otherwise specified in the study field description. The structure of the examining committee must be in line with the requirements of the study field descriptions.

23. The members of the examining committee must be familiar with the assessment criteria and the Methodological Recommendations of the academic division.

24. Theses may be defended by students who have fulfilled all of the requirements provided for in the study programme.

25. At least 14 calendar days before the public defence begins, review of the graduation paper shall take place in the department. This is attended by the graduation paper advisers, the students, and the department head. The review may also be attended by other interested persons (teachers, students, social partners). The purpose of the graduation paper review is to listen to the

student's presentation of the graduation paper, and then to assess if all of the mandatory requirements have been met regarding the structure, content, length and format of the graduation paper, and recommend to the student which shortcomings to correct. The graduation paper advisers and the head of the department shall review the theses and shall provide recommendations for improvement of each graduation paper and the ability to defend it to the examining committee.

26. The student must deposit the properly prepared graduation paper to eLABa at least three working days before the department review. The electronic version of the graduation paper and its metadata are deposited to eLABa by the student, using the access granted. If a graduation paper has not been deposited to eLABa, the graduation paper adviser shall not evaluate it and shall not allow it to be presented at the department review.

27. Before making a decision about the review of a graduation paper in the department, the graduation paper adviser must become acquainted with the ESAS (electronic plagiarism detection system) verification report for the graduation paper, as well as with all information on computer verification of independence in eLABa. If the level of similarity to other papers is higher than *30 per cent*, the graduation paper adviser shall present a decision to the department head to not permit public defence of the graduation paper. The student shall be informed of the graduation paper adviser's decision to permit or not permit public defence of the graduation paper at the department meeting during the review.

28. The content of graduation paper that are recognised as suitable for public defence at the department meeting after the graduation paper review may be revised prior to submission for assessment (public defence) at the meeting of the examining committee. Content revisions shall be carried out in agreement with the graduation paper adviser.

29. The student must submit for public defence at least one hard copy of the graduation paper and must deposit an electronic version to eLABa. Submission of the graduation paper is recorded in the graduation paper register (Appendix 4).

30. Once the student deposits the final electronic version of the graduation paper to eLABa, the graduation paper adviser shall repeat computer independence verification on the graduation paper, and, if the graduation paper is not plagiarised (eLABa does not establish plagiarism. The fact of plagiarism can only be established by the graduation paper adviser, based on the information on similarities detected), approve it for defence. The graduation paper adviser shall, at least two working days before the public defence, submit a graduation paper endorsement (Appendix 5) to the department in writing about the graduation paper prepared.

31. The University's ITC system administrator shall advise the graduation paper advisers and department heads on computer independence verification issues.

32. A senior librarian at the academic division of the University shall provide training and

advise students on depositing graduation paper to eLABa, and shall supervise the depositing process.

33. If the graduation paper is submitted properly for review, the head of the department shall appoint a reviewer whom the graduation paper shall be handed over to. It is recommended that representatives of social partners and employers in the relevant field of study possessing a master's degree be invited to review the graduation paper. The list of reviewers assessing the graduation paper of students in the respective study programme shall be approved by order of the dean within three working days of the graduation paper review in the department.

34. Permission to defend a graduation paper shall be approved by order of the director on proposal of the dean of the faculty at least six working days before the date of the meeting of the examining committee.

35. The graduation paper endorsement (Appendix 5) must be delivered to the department at least two working days before the date of the public defence. The graduation paper adviser shall present his or her opinion on the paper, but shall not give it a grade.

36. The graduation paper must be delivered to the reviewers (or sent by e-mail) at least five working days before the date of the meeting of the examining committee.

37. The reviewer's evaluation (Appendix 6) must be delivered to the department at least two working days before the date of the meeting of the examining committee.

38. The student has the right to become acquainted with the assessment of the graduation paper reviewer at least one working day before the date of the meeting of the examining committee.

## **CHAPTER VI COMPUTER INDEPENDENCE VERIFICATION OF THE GRADUATION PAPER**

39. The graduation paper is deposited in accordance with the procedure established in the eLABa Student User Manual. The author who deposits the graduation paper is responsible for its content and authenticity.

40. Within three working days of the public defence of the graduation paper, the head of the department shall submit a list of the theses defended at the meeting of the examining committee with their evaluations to the senior librarian at the academic division of the University, indicating their access status for eLABa storage.

41. Within three working days of their public defence, the graduation paper authors must technically organise the graduation paper metadata and confirm the defence of the graduation paper.

42. Graduation paper that were evaluated by the examining committee as "excellent" or "very good" which do not contain confidential material can be made publicly available; other graduation paper shall only be available on the institution's intranet.

43. A senior librarian at the academic division of the University shall check the compliance of the data entered by the author of the graduation paper with the set requirements and shall confirm them by signing a license agreement on behalf of the University.

44. Within 30 calendar days of the graduation paper defence date, the electronic documents shall be exported by the senior librarian into eLABa (thus becoming available through the eLABa search gateway).

## **CHAPTER VII DEFENCE OF THE GRADUATION PAPER**

45. The graduation paper defence dates shall be published at least 30 calendar days before the public defence begins.

46. Graduation paper defence shall take place at the meeting of the examining committee appointed by order of the director.

47. The public graduation paper defence meeting of the examining committee shall be conducted in Lithuanian. In cases where the graduation paper is prepared in English or English is used at the meeting, it may be translated into Lithuanian.

48. In individual cases, at the request of the student, proposal of the head of the department, and order of the dean, the graduation paper may be defended remotely. The student must apply to the head of the department with a request to defend the graduation paper remotely. Upon receiving a student's request to permit remote defence of a graduation paper, the head of the department shall discuss the case with the faculty dean. Upon receiving consent from the dean, the head of the department shall inform the student and the examining committee that the graduation paper will be defended remotely. Suitability of the hardware and reliability of the Internet connection shall be ensured by a responsible employee appointed by the dean of the faculty.

49. Documents to be submitted to the examining committee:

49.1. the order of the director on formation of the examining committee;

49.2. the order of the director on permission to defend the graduation paper;

49.3. the agenda for the meeting of the examining committee (Appendix 7);

49.4. the form for the graduation papers defence protocol (Appendix 8);

49.5. the graduation papers;

49.6. reviews of the graduation paper and the graduation paper endorsements;

49.7. the graduation paper assessment criteria defined in the Methodological Recommendations prepared by each academic division of the University.

50. The examining committee secretary is responsible for delivery of the documents to the meeting of the examining committee.



51. The examining committee shall follow the procedures for graduation paper defence detailed in this Procedure.

51.1. The examining committee chairperson shall summon the graduation paper author, read the title of the graduation paper, present the graduation paper adviser, and give the student a word.

51.2. The author(s) of the graduation paper shall give a brief presentation of the graduation paper, specifying the research problem, the purpose, the tasks, the subject, the methodology of the research performed, the results obtained, conclusions, and recommendations. A maximum of 10 minutes shall be allocated for presentation of the graduation paper.

51.3. After the graduation paper presentation, questions may be given to the student by members of the examining committee and, if the chairperson of the examining committee permits, by persons attending the public defence. After this discussion, the student must answer questions submitted by the reviewer.

51.4. If the graduation paper reviewer is unable to participate in the defence, his or her review shall be read by the secretary of the committee.

51.5. Meetings of the examining committee shall be recorded with a digital voice recorder (with the recordings stored) and minutes shall be taken. The examining committee secretary shall deliver the graduation paper defence protocols, reviews and adviser endorsements to the Department within two working days of the defence.

52. Students who fail to appear at the graduation paper defence for valid reasons may be allowed to defend the graduation paper at another examining committee meeting of the same study programme.

## **CHAPTER VIII ASSESSMENT OF THE GRADUATION PAPER**

53. Graduation paper are assessed after the public graduation paper defence in a closed meeting of the examining committee for which minutes are taken (Appendix 8). The closed meeting is attended by the members of the examining committee. Only the members of the examining committee have the right to vote.

54. Theses are assessed collectively, on a 10-point grading scale.

55. The examining committee shall assess the graduation paper according to its compliance with formal requirements, the correct use of Lithuanian grammar, the level of achievement of study programme outcome demonstrated, and the presentation of the work. The examining committee's assessment of the graduation paper is equal to the arithmetic mean of the assessments of all of the committee members, rounded up to the nearest whole number. The

final assessment of the graduation paper includes the reviewer's evaluation, the grade weighting factor of which is at least 0.1, and the examining committee's assessment, the grade weighting factor of which is no more than 0.9. In the event of disputes concerning the assessment, the final decision shall be taken by the committee chairperson.

56. The decision of the graduation paper examining committee shall be approved in a closed meeting by a protocol signed by the examining committee chairperson. The graduation paper assessment is recorded in the examining committee meeting protocol and entered in the final grade summary that is used as the basis in preparing the supplement to the diploma of higher education.

57. After the closed meeting, the examining committee chairperson, having summarised the graduation paper and the process of their defence, shall, in keeping with the principle of confidentiality, present the graduation paper assessment results to each student.

58. The decision of the examining committee is final; appeals regarding the assessment of a graduation paper are not examined. They may be submitted on behalf of the director regarding procedural irregularities within 24 hours of publication of the graduation paper assessment results.

59. Where a graduation paper is evaluated as unsatisfactory, the student, upon improving it, may defend it again after at least six months, but no more than two years.

## **CHAPTER IX STORAGE OF GRADUATION PAPER DOCUMENTS**

60. A defended graduation paper is stored according to the current document archiving procedure.

61. All of the electronic versions of graduation paper written by the University's students that have been deposited to eLABa shall be stored in accordance with the procedure and periods established by eLABa regulations.

62. Author's property and moral rights to a graduation paper belong to the student who wrote it, except in cases where the property rights to computer programmes, databases, study works and other works created by the student are permanently transferred to the University, if they were created using the University's experience, intellectual property or financial support.

## **CHAPTER X FINAL PROVISIONS**

63. The Procedure shall enter into force as of 30 June 2018.

64. This Procedure shall be approved and may be amended by resolution of the

Academic Council.

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Appendix 1  
to the Klaipėda State University of  
Applied Sciences Procedure for the  
Preparation, Defence and Storage of  
Graduation Paper (recommended)



KLAIPĖDOS  
VALSTYBINĖ  
KOLEGIJA

**FACULTY NAME**

**DEPARTMENT NAME**

**STUDY PROGRAMME NAME**

**GRADUATION PAPER PREPARATION PLAN**

Name of student: \_\_\_\_\_

Group, phone number, e-mail address: \_\_\_\_\_

Graduation paper topic: \_\_\_\_\_

Row No	Activity	Planned date	Graduation paper adviser's comment and signature, date	Student's signature
1.	Graduation paper structure discussion			
2.				
3.				
4.	Graduation paper preparation and presentation to the adviser			
5.	Deposit to the Lithuanian Academic Electronic Library (eLABa)			

Notes: \_\_\_\_\_

Graduation paper adviser: \_\_\_\_\_

(full name, signature)

Graduation paper consultant: \_\_\_\_\_

(full name, signature)

Head of the department: \_\_\_\_\_

(full name, signature)

Appendix 2  
to the Klaipėda State University of  
Applied Sciences Procedure for the  
Preparation, Defence and Storage of  
Graduation Paper



**FACULTY NAME**  
**DEPARTMENT NAME**

Author's full name

**TITLE OF THE GRADUATION PAPER**

Professional bachelor's graduation paper

Study programme name

State study programme code

Study field

Author: Name Surname

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(date)*

Supervisor Assoc. Prof. Dr. Name Surname

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(date)*

City, year



KLAIPĖDOS  
VALSTYBINĖ  
KOLEGIJA

**FACULTY OF XXX**  
**DEPARTMENT OF XX**

Name Surname

**TITLE OF THE GRADUATION PAPER**

Professional bachelor's graduation paper

Xxxxx study programme

State code 653Xzzzzz

Study field of Xxxx

Author: Name Surname

\_\_\_\_\_

(signature)

\_\_\_\_\_

(date)

Adviser: Assoc. Prof. Dr Name Surname

\_\_\_\_\_

(signature)

\_\_\_\_\_

(date)

Klaipėda, 2018

## Santrauka

Vardenis Pavardenis „ (BD pavadinimas) \_\_\_\_\_“,  
\_\_\_\_\_ studijų programa, \_\_\_\_\_ fakultetas, Klaipėdos valstybinė kolegija

**Tyrimo problema.**

**Tyrimo objektas.**

**Tyrimo tikslas.**

**Tyrimo metodai.**

**Išvados.**

**Raktiniai žodžiai.**

## Abstract

Name Surname (graduation paper title) \_\_\_\_\_ -  
Study

Programme, Faculty of \_\_\_\_\_, Klaipėda State University of Applied Sciences

**Research problem.**

**Research subject.**

**Research purpose.**

**Research methods.**

**Conclusions.**

**Keywords.**

Appendix 4  
to the Klaipėda State University of  
Applied Sciences Procedure for the  
Preparation, Defence and Storage of  
Graduation Paper (recommended)



KLAIPĖDOS  
VALSTYBINĖ  
KOLEGIJA

**FACULTY OF .....**  
**DEPARTMENT OF .....**

**GRADUATION PAPER REGISTER**

**201..–201..**

Row No	Student's full name	Graduation paper adviser's full name	Date of delivery of the graduation paper to the department	Student's signature	Position, full name and signature of the person who accepted the graduation paper	Notes





KLAIPĖDOS  
VALSTYBINĖ  
KOLEGIJA

**FACULTY NAME**  
**DEPARTMENT NAME**  
**STUDY PROGRAMME NAME**

**FEEDBACK FROM THE SUPERVISOR**

XX XXXXX 20xx  
Klaipėda

Student(s)  
Graduation Paper/project topic:

Row No	Criteria	Notes
1.	Relevance of the topic, substantiation of the problem, and practical significance of the graduation paper/project	
2.	Links between the graduation paper/project topic, purpose, research subject, methods used, and conclusions obtained	
3.	Theoretical part: the ability to analyse and systematise material	
4.	Soundness of the graduation paper/project results, conclusions, and recommendations	
5.	Newness, variety, etc. of the literature and other sources used	
6.	Graduation paper/project structure, length, format and grammar	
7.	Graduation paper/project advantages and shortcomings	
6.	Systematicness, independence and observance of deadlines in graduation paper/project preparation	

Conclusion on the compliance of the graduation paper with methodological requirements and proposal for permission to defend the graduation paper at a public meeting of the examining committee:

Graduation paper supervisor:

\_\_\_\_\_

(position)

\_\_\_\_\_

(signature)

\_\_\_\_\_

(full name)

## REVIEW OF THE GRADUATION PAPER

XX XXXXX 20xx

Klaipėda

Student(s):

Graduation paper/project topic:

Study programme:

Row No	Criteria	Notes
1.	Relevance of the topic, substantiation of the problem, and practical significance of the graduation paper/project	
2.	Research parameter (problem, subject, purpose, tasks) formulation accuracy and expediency	
3.	Theoretical part: the ability to analyse and systematise material, expediency in the selection of information sources	
4.	Research methodology description clarity, soundness	
5.	Analysis of the research results	
6.	Compliance of conclusions with the tasks and results; soundness of recommendations	
7.	Compliance of the structure, length and format with methodological requirements; correct grammar	
8.	Graduation paper/project advantages and shortcomings	
9.	Questions for the graduation paper author	

Conclusion on the compliance of the graduation paper with methodological requirements and grade (10 – excellent, 9 – very good, 8 – good, 7 – highly satisfactory, 6 – satisfactory, 5 – sufficient, 4, 3, 2, 1 – unsatisfactory)

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Reviewer:

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(company, organisation, position)

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(signature)

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(full name)



**FACULTY NAME**

**DEPARTMENT NAME**

**STUDY PROGRAMME NAME**

**Agenda for the meeting of the examining committee**

...-2018

Beginning at xx:00

Graduation paper defence process:

1. The examining committee chairperson summons the graduation paper author, reads the title of the graduation paper, presents the graduation paper adviser, and gives the student a word.
2. During the public defence, the author(s) of the graduation paper should give a brief presentation of the graduation paper, specifying the research problem, the purpose, the tasks, the subject, the methodology of the research performed, the results obtained, conclusions, and recommendations. A maximum of 10 minutes shall be allocated for presentation of the graduation paper.
3. After the graduation paper presentation, questions may be given to the student by members of the examining committee and, if the chairperson of the examining committee permits, by persons participating in the public defence.
4. Answers to committee member questions.
5. The student listens to the reviewer's feedback. If the graduation paper reviewer is unable to participate in the defence, his or her review should be read by the secretary of the committee.
6. Answers to the reviewer's questions and comments.
7. Each student is given 30–40 minutes for defence of the graduation paper.

The graduation paper evaluation score is determined in a closed meeting of the examining committee after the last student has defended his or her graduation paper. The graduation paper

assessment results are published after the meeting of the examining committee is over, in keeping with the principle of confidentiality.

<b>Row No</b>	<b>Student's full name</b>	<b>Graduation paper topic</b>	<b>Graduation paper adviser</b>	<b>Graduation paper reviewer</b>
1.				
2.				
3.				
4.				
5.				
6.				
BREAK				
7.				
8.				
9.				
10.				
11.				
12.				

Head of the Department

\_\_\_\_\_

Name Surname



**FACULTY NAME**  
**DEPARTMENT NAME**  
**STUDY PROGRAMME NAME**

**EXAMINING COMMITTEE GRADUATING PAPER DEFENCE MEETING  
PROTOCOL**

\_\_\_\_\_ 20\_\_ No \_\_\_\_\_  
Klaipėda

Held at: (date, time).

Examining committee chairperson: (full name).

Examining committee secretary: (full name).

Members: (full names).

**AGENDA:**

1. Regarding defence of the graduation paper of group .....
2. Regarding assessment of the graduation paper of group .....
3. Regarding the proposal to award a ..... professional bachelor's degree to the students of group .....
4. Regarding organisation of the defence.

1. CONSIDERED. (Agenda item)

**DECIDED:**

1. ....
2. ....

2. CONSIDERED. (Agenda item)

**DECIDED:**

- 1.
- 2.

Examining committee chairperson (signature) (full name)

Meeting secretary (signature) (full name)