

APPROVED

Resolution SV1-1, issued during the meeting of the Academic Council of Klaipėdos Valstybinė Kolegija/Higher Education Institution on 16 January 2024
(Resolution SV1-30, issued of the Academic Council of Klaipėdos Valstybinė Kolegija/Higher Education Institution on 12 June 2026)

KLAIPĖDOS VALSTYBINĖ KOLEGIJA/HIGHER EDUCATION INSTITUTION PROCEDURE FOR THE PREPARATION, DEFENCE AND STORAGE OF FINAL THESES

SECTION I GENERAL PROVISIONS

1. The Procedure for the Preparation, Defence and Storage of Final Theses of Klaipėdos Valstybinė Kolegija/Higher Education Institution (hereinafter – the Procedure) shall establish the general requirements for the preparation, defence and storage of final theses at Klaipėdos Valstybinė Kolegija/Higher Education Institution (hereinafter – KVK).

2. Based on the Provisions and taking into account the outcome of the study programmes, academic departments (faculties and, if necessary, departments) prepare methodological recommendations for organising the process of final theses writing and defence (hereinafter – Methodological recommendations). Methodological recommendations are approved by the order of the dean of the faculty.

3. The Provisions have been prepared according to the General Requirements for the Implementation of the Studies; study field descriptions, approved by the Ministry of Education, Science and Sport; KVK Study Regulations; KVK Code of Academic Ethics; KVK Procedure for the Assessment of Learning Achievements; KVK Regulations for the Submission and Examination of Appeals; KVK Description of the Procedure for Depositing Electronic Documents to the Lithuanian Academic Electronic Library (hereinafter – eLABa), the Guidelines for the Use of Artificial Intelligence at Klaipėdos Valstybinė Kolegija Higher Education Institution.

4. Major concepts, used in the Procedure:

4.1. **Final thesis** (hereinafter – FT) – 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 have been achieved; a final thesis is defended publicly.

4.2. **Plagiarism** – purposeful or accidental (due to ignorance) appropriation of the authorship of a discovery, invention, scientific, artistic or literary work or its part, and publishing it under one's name without proper reference to the real source or author or any reference thereof (not adhering to citation requirements, provision of a misleading reference).

4.3. **eLABa** – the Lithuanian Academic Electronic Library, which accumulates higher education and research documents and/or their metadata and makes them publicly available.

SECTION II FORM AND SCOPE OF FINAL THESES

5. The higher education studies are completed with an assessment of the level of achievement of the learning outcome during the defence of the final thesis.

6. The writing and defence of the professional bachelor's final thesis is subject to at least 9 credits, unless indicated otherwise in the Procedure. In the case of interdisciplinary studies, it is

recommended to produce one general final thesis that integrates the learning outcomes of the fields involved.

7. In case of a joint study programme, the requirements and procedure for the writing and defence of the final thesis are provided for in the joint study programme implementation agreement, signed between KVK and the other partner institutions.

SECTION III FINAL THESES WRITING

8. The topics/fields for final theses are published in the academic divisions at least one year before the end of the study programme. Specific dates are established in the Methodological Recommendations of the academic divisions.

9. Topics, based on the themes/directions offered can be suggested by students, lecturers, social partners, etc.

10. The preliminary list of final thesis topics is compiled by the head of the department. The list of topics is approved at the department meeting. The preliminary list of final thesis topics includes students and their final theses advisors. The preliminary final thesis topics are published at academic divisions no later than 7 months until the graduation. The exact publication date is determined in the Methodological Recommendations of the academic division.

11. The lists of student final thesis topics and advisors, proposed by department heads, are approved by the dean of the faculty at least three months until graduation. Once approved by the faculty dean, student final thesis topics and final theses advisors may only be changed for important reasons, as proposed by the head of the department.

12. A professional bachelor's final thesis may also be written 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. According to Methodological Recommendations of the academic division, students write their final thesis independently, counselled by their final thesis advisor.

14. The final thesis advisor consults the students during established hours based on the Final Thesis writing plan (Annex 1), gives suggestions on the improvement of the thesis and, if needed, suggests consultants.

15. If a final thesis is written by two students, each of their contribution must be specified in the introduction.

16. Students writing their final thesis must adhere to academic integrity and other ethical requirements, defined in KVK Code of Academic Ethics.

SECTION IV FINAL THESIS STRUCTURE AND FORMAT

17. The recommended components of the final thesis include:

17.1. *Title page*. It contains the titles of the university, faculty, and department; the title of the final thesis, the type of final thesis and the state study programme code, the name of the study field, the student's full name and signature, the academic degree, full name and signature of the final thesis advisor, and the year and place where the final thesis was written (Annex 2).

17.2. *Table of contents*. Indicates the titles and page numbers for the sections and subsections of the final thesis. The table of contents itself is not included.

17.3. *List of tables and figures*. It features the numbers and names of the tables and figures used in the final thesis. The list of tables and figures is included into the table of contents, but not numbered.

17.4. *Terms*. A list of the key terms used in the final thesis and their definitions. The terms are included into the table of contents, but not numbered.

17.5. *Summary*. Written in Lithuanian and English languages. The summary summarises the

content, research/practical problem, purpose, conclusions, and keywords of the final thesis. It is written on a separate page, starting with the title of the final thesis. The summary should not exceed one page. If the final thesis is written in English, the summary must be written in English and Lithuanian languages (Annex 3).

17.6. *Introduction*. Describes the main parameters of the final thesis: 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 final thesis are defined in more detail by the Methodological Recommendations approved by the academic divisions).

17.8. *Conclusions and recommendations/suggestions*.

17.9. *Bibliography and other references*. Only contains 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. At least one third of the literature should be written by foreign authors. More detailed information is available in the Methodological Recommendations of the academic division.

17.10. *Annexes* (if any). Annexes may contain material, prepared independently by the student, or other relevant additional material. Annexes have titles and numbers. The text is linked with the appendices by references.

18. Final thesis formatting:

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

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

18.3. Pages of the final thesis, with the exception of the title page, should be numbered. Pages are numbered in Arabic numbers on the right of the footer with no dots or commas.

18.4. Individual parts (chapters, sections) of the final thesis are numbered with continuous page numbering.

18.5. The recommended final thesis length is 40–50 pages, excluding annexes, unless specified otherwise in the Methodological Recommendations of the academic divisions. If the final thesis is written by 2 students, the length of the paper must be 60-80 pages, annexes not included.

19. General text requirements

19.1. The paper must be printed on one side of an A4 format (210 x 297 mm) white paper. All pages must have 2 cm top, 3 cm bottom and 1 cm right margins.

19.2. The first line of each paragraph must be offset from the left margin by 1.5 cm. All paragraphs must be aligned according to left and right margins.

19.3. The final thesis must be printed in 12 pt *Times New Roman*. Section titles must be written in bold upper-case letters, subsections – in bold lower-case letters, 12 pt *Times New Roman* font.

19.4. The line spacing must be 1.5 times.

20. The final thesis must be submitted to the department bound in accordance with the Methodological Recommendations of the academic division.

SECTION V PREPARATION FOR FINAL THESES DEFENCE

21. For public defence of final theses, the director issues an order to form an examining committee with an appointed chairperson.

22. The learning outcomes achieved by the students of each study programme are evaluated

by the final thesis examining committee. The commission must consist of at least 3 (5) members unless the Description of the studies provides otherwise. The structure of the examining committee must be in line with the requirements of the study field descriptions.

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

24. Final theses can be defended by students, who have completed all requirements, established in the study programme.

25. The final theses review takes place at the department no later than 14 calendar days prior the beginning of the public defence. It is attended by final theses advisors, students, and the head of the department. The review can also be attended by other interested persons (lecturers, students, social partners). The purpose of the final theses review is to listen to the student's presentation of the final thesis, and then to assess if all of the mandatory requirements have been met regarding the structure, content, length and format of the final thesis, and then give recommendations for improvement and corrections. Final theses advisors and the department head review the final theses and give recommendations for improvement of each final thesis and if they can be defended to the examining committee.

26. Students must conduct a plagiarism check using the *Turnitin* tool on KVK Moodle environment at least three business days until the final thesis review. If the check is not conducted, the final thesis advisor does not assess it or allow to submit it for the examining committee.

27. Before making a decision regarding the final thesis review at the department, the advisor must review the final thesis project plagiarism checker report. The total percentage of overlaps, regarded as plagiarism, cannot exceed 20% (7% with one source). A paper is regarded as plagiarised if the total overlaps with other sources (with or without an indication of the source) constitute more than 50% of the total volume. In such case, the final thesis advisor provides the department head with a resolution to refrain from allowing access to public defence. Students are informed of the decision to allow or not to allow access to public defence during the review at the department.

28. Detection of plagiarism in final theses, examination of violations, and application of penalties are subject to KVK Plagiarism Prevention Procedure.

29. The content of the final theses that have been acknowledged as suitable for defence during the final examination at the department meeting, can be edited until the paper is submitted for examination (public defence) at the final thesis examination commission. Changes in the content must be coordinated with the final thesis advisor.

30. The student must submit one hard copy of the final thesis and an electronic version, which may be submitted to the reviewer, archived according to an established procedure, and also deposited to eLABa. The submission of the final thesis is recorded in the final theses register (Annex 4).

31. Final thesis advisors, department heads, and students can receive counselling on all issues of plagiarism checking from the librarian or the system administrator of the Information Technology Centre.

32. The librarian of the academic division organises trainings, consults students on uploading their final theses to eLABa depository, and monitors the uploading process.

33. If the final thesis is submitted for a review properly, the department head appoints a reviewer. It is recommended that final theses should be reviewed by representatives of social partners and employers in the relevant field of study possessing a master's degree. The list of reviewers assessing the final theses of students in the respective study programme is approved by the order of the dean within three business days of the final thesis review in the department.

34. The permission to defend a final thesis is certified by the order of the director at least six business days before the date of the meeting of the examining committee.

35. When the student uploads the final version of the final thesis into *Turnitin* plagiarism checker, the final thesis advisor performs another final thesis check and approves it for defence. Students are allowed to defend their final thesis if there are no cases of coincidences, which could

be interpreted as plagiarism. The final thesis approval (Annex 5) must be delivered to the department at least two business days before the public defence. The final thesis advisor submits their opinion but does not grade the thesis.

36. Final theses must be delivered to reviewers (can also be delivered by e-mail) at least five business days before the date of the meeting of the examining committee.

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

38. The student has the right to get acquainted with the reviewer's evaluation of the final thesis at least one business day before the meeting of the examining committee.

SECTION VI FINAL THESES DEFENCE

39. The final theses defence dates are announced no later than 30 calendar days until the beginning of the public defence.

40. Final thesis defence takes place at the meeting of the examining committee, appointed by the order of the director.

41. The public final theses defence meeting of the examining committee takes place in Lithuanian language. The meeting may be held in English in cases where the final thesis is prepared in English, the study program is conducted in English, or when this is justified due to internationality, the participation of foreign students or foreign experts.

42. In individual cases, at the request of the student, order of the dean, the final thesis may be defended remotely. Requests to defend the final thesis remotely must be submitted to the head of the department. The head of the department discusses all cases of student requests for a remote defence of a final thesis with the faculty dean. Upon receiving consent from the dean, the head of the department informs the student and the examining committee that the final thesis will be defended remotely. The suitability of the technical equipment and internet connection must be ensured by a responsible employee, appointed by the dean of the faculty.

43. Documents to be submitted to the examining committee:

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

43.2. order of the director on permission to defend the final theses;

43.3. agenda for the meeting of the examining committee (Annex 7);

43.4. final theses defence protocol form (Annex 8);

43.5. final theses;

43.6. final theses reviews and advisor comments;

43.7. final theses assessment criteria defined in the Methodological Recommendations prepared by each KVK academic division.

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

45. The examining committee follows the procedures for final theses defence detailed in this Procedure.

45.1. The chair of the examining committee summons the author of the final thesis, reads the title of the final thesis, introduces the final thesis advisor, and allows the student to begin the presentation.

45.2. The author(s) of the final thesis gives a brief presentation of the final thesis, specifying the research problem, the purpose, the tasks, the subject, the methodology of the research performed, the results obtained, conclusions, and recommendations. The final thesis presentation should not exceed 10 min.

45.3. After the presentation, the student answers the questions, submitted by the reviewer, followed by questions by final theses evaluation committee, and, approved by the chair, other persons, taking part at the public defence.

45.4. If the reviewer is unable to participate at the defence, his or her review is read by the

secretary of the committee.

45.5. Meetings of the examining committee are recorded using a voice recorder and in minutes. The secretary of the examining committee must deliver the final theses defence minutes to the Department within two business days after the defence.

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

SECTION VII FINAL THESES EVALUATION

47. Final theses are evaluated after the public final theses defence in a closed meeting of the examining committee, which is recorded in minutes (Annex 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.

48. The evaluation of the final theses is collective and based on a ten-point scale.

49. The examining committee evaluates the final thesis according to its compliance with formal requirements, the correct use of language grammar, the demonstrated level of achievement of the outcome of the study programme, and the presentation. The examining committee's assessment of the final thesis is equal to the arithmetic mean of the evaluations of all of the committee members, rounded up to the nearest whole number. The final evaluation of the final thesis includes the reviewer's evaluation, the grade weighting factor of which is at least 0.1, and the examining committee's evaluation, the grade weighting factor of which is no more than 0.9. In case of any disputes regarding the evaluation, the final decision is adopted by the chair of the committee.

50. The decision of the final theses examining committee is approved in a closed meeting by a protocol signed by the chair of the examining committee. The final thesis evaluation is recorded in the examining committee meeting protocol and entered in the final grade summary that is used as the basis for the issue of the supplement to the diploma of higher education.

51. Following the closed meeting, the chair of the examining committee summarises the final thesis and the process of their defence, and with adherence to the principle of confidentiality, presents the final thesis evaluation results to each student.

52. The decision of the examining committee is final; appeals regarding the evaluation of a final thesis will not be examined. They may be submitted on behalf of the director regarding procedural irregularities within 24 hours of publication of the final thesis evaluation results.

53. If the final thesis is assessed as unsatisfactory, it may be permitted to defend the final thesis at another meeting of the final thesis assessment committee of the same study programme, but the re-defence must take place no later than two years from the date of the unsatisfactory assessment.

SECTION VIII STORAGE OF FINAL THESIS DOCUMENTS

54. Within three business days after the public defence of the final thesis, the head of the department submits a list of the final theses defended at the meeting of the examining committee with their evaluations to the senior librarian at the KVK academic division, indicating their access status for eLABa storage.

55. The final thesis authors must technically organise the final thesis metadata and confirm the defence of the final thesis within three business days.

56. Final theses, evaluated as 'excellent' and 'very good' by the qualification commission, which do not contain any undisclosable information, can be published for public access; other theses are available only on the intranet of the institution.

57. The senior librarian at the KVK academic division checks the compliance of the data

entered by the author of the final thesis with the established requirements and certifies them by signing a license agreement on behalf of KVK.

58. The electronic documents are exported by the senior librarian into eLABa (thus becoming available through the eLABa search gateway) in 30 calendar days since the final thesis defence.

59. All of the electronic versions of the final thesis, written by KVK students and deposited to eLABa, are stored in accordance with the terms and procedures, established by eLABa regulations.

60. Author's property and moral rights to a final thesis belong to the student, who wrote it, except in cases where the property rights to computer software, databases, research works and other works created by the student are permanently transferred to KVK, if they were created using KVK experience, intellectual property or financial assistance.

61. The defended final thesis is stored for the term specified in the index of storage terms for KVK activity documents and is destroyed according to the Description of the procedure for the destruction of files (documents) of the KVK in the KVK archives and departments.

SECTION IX FINAL PROVISIONS

62. Issues not covered in this Description shall be resolved in accordance with the Study Regulations of KVK and other legal regulations.

63. The Deputy Director for Studies and Research is responsible for the control of the implementation of this Description, amendments and supplements. The Description shall be amended and supplemented by the decision of the Academic Council of KVK.

64. Data shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and its implementing legal acts.

Annex 1 to the Procedure for the Preparation,
Defence and Storage of Final Theses
(recommended) of Klaipėdos Valstybinė
Kolegija/Higher Education Institution

*(Example of the final thesis preparation plan form)*¹*



FACULTY TITLE
DEPARTMENT TITLE
STUDY PROGRAMME TITLE

FINAL THESIS WRITING PLAN

Student name, surname

Group, phone number, e-mail

Final thesis topic title

Serial No.	Title of the activity	Expected date	FT advisor comment and signature, date	Student signature
1.	Discussion of the final thesis structure			
2.	Final thesis preparation and submission to the advisor			
3.	DP plagiarism check (Turnitin)			
4.	Uploading final thesis into the Lithuanian Academic Electronic Library eLABa			
5.				

Notes

FT advisor

(name, surname, signature)

FT consultant

(name, surname, signature)

Department head

(name, surname, signature)

¹ * This form is for guidance only.

(Example of the title page format for a thesis)



FACULTY TITLE
DEPARTMENT TITLE

TITLE OF THE FINAL THESIS

Professional bachelor's final thesis

Title of the study programme

State code of the study programme

Title of the field of studies

Name and surname of the author

(signature)

(date)

Advisor academic degree Name Surname

(signature)

(date)

City, year

*(Example of the final thesis summary form)*²*

Summary

Name Surname (Title of the final thesis or final project),

_____ Study programme, Faculty of _____, Klaipėdos Valstybinė Kolegija/Higher Education Institution,

Research problem.

Research subject.

Research purpose.

Research methods.

Conclusions.

Key words.

Santrauka

Vardenis Pavardenis „ (BD pavadinimas) _____“,

_____ studijų programa, _____ fakultetas, Klaipėdos valstybinė kolegija

Tyrimo problema.

Tyrimo objektas.

Tyrimo tikslas.

Tyrimo metodai.

Išvados.

Raktiniai žodžiai.

² * This form is for guidance only.

*(Example form of the final thesis registration journal) *³*



**FINAL THESES REGISTRATION JOURNAL
2026-2027**

No.	Student name, surname	Final thesis advisor name, surname	Date, when the final thesis was submitted to the department	Student signature	Position, name, surname, signature of the person that has received the final thesis	Notes

³ * This form is for guidance only.

(Example of a supervisor's feedback form for the final thesis)



FACULTY TITLE

DEPARTMENT TITLE

STUDY PROGRAMME TITLE

COMMENT OF THE FINAL THESIS ADVISOR

..... 20....

Klaipėda

Student

Final thesis/final project topic:

No.	Criteria	Notes
1.	Relevance of the topic, justification of the issue and practical importance of the FT/project	
2.	Relations between the FT/project topic, purpose, research subject, applied methods and conclusions	
3.	Theoretical part: the ability to analyse and systematise material	
4.	Justification of the FT/project results, conclusions and recommendations	
5.	Novelty, variety, etc. of the literary and other information resources used	
6.	FT/project structure, volume, formatting, and language style	
7.	FT/project advantages and disadvantages	
6.	FT/project writing consistency, independence, adherence to established deadlines	

Conclusion about the compliance of FT to methodological requirements and suggestion regarding the permission to defend the final thesis at a public meeting of the final thesis evaluation commission:

Final thesis advisor:

(position)

(signature)

(name, surname)

(Example of a thesis review form)

REVIEW OF THE FINAL THESIS

..... 20....

Klaipėda

Student

Final thesis/final project topic: Study
programme:

No.	Criteria	Notes
1.	Relevance of the topic, reasoning and practical significance of the FT/project	
2.	Precision and purpose in formulating the research parameters (problem, object, aim and tasks)	
3.	Theoretical part: the ability to analyse and systematise material, appropriate choice of information resources	
4.	Clarity and reasoning of the description of the research methods	
5.	Analysis of the research results	
6.	Compliance of the conclusions to the tasks and results, reasoning of the recommendations	
7.	Compliance of the structure, volume, and formatting to methodological requirements and appropriate language	
8.	FT/project advantages and disadvantages	
9.	Questions to the author of the final thesis	

Conclusions about final thesis compliance with methodological requirements and grade
(10 – excellent, 9 – very good, 8 – good, 7 – average, 6 – satisfactory, 5 – poor, 4, 3, 2, 1 – unsatisfactory)

Reviewer:

(company, organisation, position)

(signature)

(name, surname)

*(Example of the agenda form for the final thesis assessment committee meeting)*⁴*



FACULTY TITLE
DEPARTMENT TITLE
STUDY PROGRAMME TITLE

Meeting Agenda of the Final Thesis Evaluation Commission

...-...-2024

Beginning at

Procedure of the final thesis defence:

1. The chair of the examining committee summons the author of the final thesis, reads the title of the final thesis, introduces the final thesis advisor, and allows the student to begin the presentation.

2. During the public defence, the author of the final thesis gives a short presentation of the final thesis, indicating the research problem, purpose, tasks, subject, methodology, results, conclusions, and recommendations. The final thesis presentation should not exceed 10 min.

3. The student then listens to the reviewer comments. If the reviewer is unable to take part at the defence, his or her comments are delivered by the secretary of the commission.

4. The student answers the reviewer's questions.

5. Then final thesis evaluation committee, and, approved by the chair, other persons, taking part at the public defence, can ask their questions too.

6. Each student has 30-40 minutes for their final thesis defence.

The final thesis evaluation grade is determined at a closed final thesis evaluation commission meeting, which takes place, when the last student has defended their final thesis. Final thesis evaluation results are announced at the end of the final thesis evaluation commission meeting with adherence to principles of confidentiality.

No.	Student name, surname	Final thesis topic	Final thesis advisor	Final thesis reviewer
1.				
2.				
3.				
4.				
INTERMISSION				
5.				
6.				
7.				
8.				

Department Head

Name Surname

⁴ * This form is for guidance only.

(Example form of minutes of the final thesis evaluation committee meeting)



FACULTY TITLE
DEPARTMENT TITLE
STUDY PROGRAMME TITLE

MINUTES OF THE FINAL THESIS EVALUATION COMMISSION MEETING

___/___/2027 No. ___ Klaipėda

The meeting took place: (date, time).

Chair of the Final Thesis Evaluation Commission (Name and surname).

Secretary of the Final Thesis Evaluation Commission Meeting (Name and surname).

Members: (Names and surnames).

AGENDA:

1. Regarding the defence of the final theses of the group _____.
2. Regarding the evaluation of the final theses of the group _____.
3. Regarding the proposal to award the professional bachelor's degree to the students of the group _____.

1. ISSUE DISCUSSED: (issue of the agenda)

<...>.

DECISION:

1. <...>.

2. <...>.

2. ISSUE DISCUSSED: (issue of the agenda)

<...>.

DECISION:

1. <...>.

2. <...>.

Chair of the Commission

(Signature)

(Name and surname)

Secretary of the meeting

(Signature)

(Name and surname)