

APPROVED by  
Academic Board of Utena University of  
Applied Sciences  
12 January 2022 decision No AT-4

**PROCEDURE OF EVALUATION AND ORGANIZATION OF THE FINAL EXAMS AND  
OF THE FINAL THESIS PREPARATION, SUBMISSION, AND DEFENSE  
OF UTENA UNIVERSITY OF APPLIED SCIENCES**

**CHAPTER I  
GENERAL PART**

1. The procedure (hereinafter - the Procedure) for the organization and evaluation of final exams and the final thesis preparation, submission, and defense of Utena University of Applied Sciences (hereinafter - the University) regulates the planning and organization of the organization of final exams, preparation, submission, defense and evaluation of final theses of the University.

2. When organizing final exams, preparation, presentation, defense, and evaluation of the final thesis, the University is guided by the Law on Science and Studies of the Republic of Lithuania, the descriptions of study fields or their groups, the University's study regulations, this Procedure, and other legislation.

3. The University's final exams, the final thesis' preparation, submission, and defense are organized by the faculties.

4. A final exam is a form of the final evaluation of the study results, intended to determine the level of the student's study results and/or acquired professional competencies.

5. The final thesis - in accordance with the requirements of the study program and this Procedure, a student's independent scientific research or project-type work, examining a relevant topic, demonstrating the student's ability to organize the acquired theoretical knowledge, apply it in practical situations, apply research work skills to specific circumstances, demonstrate the student's achieved study results and/or level of professional competences.

6. Advanced students who have fulfilled all the requirements of the study programme are allowed to take final exams and defend their thesis, by the decision of the department and the order of the Faculty Dean.

7. In study programmes in which studies are completed by taking a final exam and defending a final thesis, students who have not passed the final exam are not allowed to defend the final thesis.

8. The final exam can be organized and the final thesis can be defended remotely by means of video conferences used in the University if contact is limited in the state.

9. If the student submits a reasoned request, no later than 14 days before the start of the public defense, the final thesis can be defended remotely by the order of the Dean.

**CHAPTER II  
PREPARATION FOR THE FINAL EXAMINATION AND/OR THESIS  
FOR THE DEFENSE**

10. The date of the final exam and the defense of the final thesis is determined by the Qualifying Committee and its members are approved by order of the University Director, at least 30 days before the final exam or the defense of the final thesis. The Faculty Dean submits the draft list of the Qualifying Committee and the date of the defense to the University Director. The Qualifying Committee is established in accordance with the requirements set in the descriptions of Study fields or their groups.

11. The schedule of the final exam and defense of the final thesis, approved by the Faculty Dean, is published on the website of the University and on Moodle LMS.

12. Not later than 3 working days before the day of the final exam or the defense of the final thesis, the Head of the Department provides the Faculty Dean with a list of students who are allowed to take the exam or defend the final thesis. Permission to take an exam or defend a final thesis in the Qualifying Committee is legalized by the order of the Faculty Dean.

13. At the suggestion of the Head of the Department, by order of the Faculty Dean, a work group is formed to prepare the exam tasks.

14. The task preparation for the final exam group prepares and approves the content of the final exam at the department meeting, that is, it provides the study subjects included in the exam, and topics from which the exam tasks are prepared. Students are introduced to the topics of the final exam, before leaving for the final professional practice.

15. One week before the final exam, a consultation is organized for students (contact or remote).

16. Taking into account the specific description of the study field or their groups and the specifics of the study program, the department can prepare methodological recommendations for holding the final exam and defense of theses for a specific study program. The regulations of the recommendations cannot object with this Procedure.

### **CHAPTER III PREPARATION OF TASKS FOR THE FINAL EXAMINATION**

17. The tasks of the final exam are created in such a way that students have the opportunity to demonstrate the achieved study results and/or acquired professional competencies; the Qualifying Committee – evaluates the achieved study results and/or the level of all professional competencies.

18. When preparing tasks for the final exam, this Procedure and the description of the final exam preparation according to the specifics of the study programme is followed.

19. The tasks of the final exam must include all the study results and/or professional competencies provided for in the study programme unless otherwise specified in the description of the study programme.

20. At least 50 percent of the entire exam is devoted to performing practical tasks and/or analyzing practical situations (hereinafter - Practical Tasks). Each Practical Task contains:

20.1. task conditions or (and) a detailed description of the practical situation;

20.2. task questions or (and) raised problem;

20.3. answers to task questions or problem solving examples;

20.4. an appendix with a list of study results and/or professional competencies that are assessed by this assignment.

21. The tasks of the final exam are approved by the Chairman of the Qualifying Committee. The Faculty Dean and the head of the task preparation for the final exam group determine the order of storage and reproduction of tasks by mutual agreement. No later than 2 working days before the day of the exam, the head of the task preparation for the final exam group hands over to the Faculty Dean the required number of copies of the approved exam tasks. The chairman of the Qualifying Committee, the Faculty Dean and the members of the task preparation working group are responsible for the confidentiality of the tasks until the exam.

### **CHAPTER IV ORGANIZATION OF THE FINAL EXAMINATION**

22. The final exam can consist of several parts. Separate parts of the final exam may take place on different days. The final exam is held before the Qualifying Committee in writing or orally, during which practical tasks can be performed. According to the decision of the Qualifying Committee, students may be allowed to use certain literature (e.g. dictionaries) and tools.

23. For the meeting of the Qualifying Committee, the secretary of this committee submits the following documents in electronic or paper form:

23.1. the University Director's order of the formation of the Qualifying Committee;

23.2. the Faculty Dean's order regarding permission to take the final exam;

23.3. study programme, description of the study field or their group;

23.4. this Procedure;

23.5. final exam tasks and their appendices;

- 23.6. Evaluation procedures of study achievements;
- 23.7. Protocol of the final examination (Appendix 1).

## **CHAPTER V**

### **ASSESSMENT OF FINAL EXAMINATION RESULTS**

24. The final assessment of the results of the final exam is determined at the meeting of the Qualifying Committee. The final exam is considered passed if the student's knowledge, understanding and abilities (skills) meet the minimum requirements set out in the study programme description.

25. Qualifying Committee meeting is protocolled (Appendix 1). The protocol, which is signed by all members of the Committee, records the assessment of the results of the final exam and/or the decision on the granting of a professional qualification.

26. When organizing the final exam remotely, after the Committee meeting, the Committee members confirm the information stated in the protocol by e-mail to the Committee secretary.

27. The results of the final exam are announced to students within 2 working days at the latest.

28. Students who have claims regarding procedural violations in the organization of the final exam may file an appeal on behalf of the Director of the University within two working days from the announcement of the results of the final exam.

29. In order to ensure the quality and academic integrity of the exam conducted remotely an audio and video recording may be made during of it. Members of the Qualifying Committee monitor the students throughout the final exam. The Committee members have the right to ask the student to point the camera in the specified direction. Students are informed about the video recording at the beginning of the exam.

30. If the Committee determines a case of academic dishonesty, the student who behaves dishonestly is removed from the remote final exam system.

## **CHAPTER VI**

### **FINAL THESIS PREPARATION**

31. The student prepares the thesis independently, in consultation with the supervisor of the thesis (contact or remote) and/or the adviser according to the Schedule for preparation and submission of the thesis (Appendix 2).

32. Thesis topic:

32.1. The topic of the thesis is offered to the student by the supervisor of the thesis, the **supervisor of professional practice, social partners, clients (commissioned thesis)**, or the student chooses the topic independently.

32.2. The topic of the thesis must be relevant to specific professional practice, company (institution) activities, be focused on modern perspectives of science, technical and technological development and/or correspond to the field of specialization chosen by the student.

32.3. The student agree on the topic of the final thesis with the thesis supervisor no later than two months after the beginning of the year of final studies. If the Department approves, the thesis can be prepared by 2 students.

32.4. The topics of theses are discussed at the Department meeting and approved by order of the Faculty Dean no later than 2 months before graduation. The thesis topics approved by the Faculty Dean can be changed at the request of the Head of the Department only in case of important reasons.

33. The supervisor of the thesis can be a University professor; the adviser (if needed) can be a specialist in the relevant field with at least 3 years of practical work experience. The supervisor and adviser is appointed by order of the Faculty Dean no later than within two months from the beginning of the final year of studies.

34. The supervisor helps formulate the topic, object, and tasks of the thesis, choose work and research methods, recommends literature sources, advises the student, but is not responsible for the quality of the student's work. The student is responsible for the preparation, formalization, correctness of the results and conclusions of the thesis.

35. The thesis advisor provides comments and suggestions, advises on preparation issues.

36. The thesis supervisor can be changed only in agreement with the Head of the Department no later than before the first interim revision of the thesis. The change is formalized by order of the Faculty Dean.

37. The final thesis must be prepared and formalized in accordance with the "Methodological requirements for the preparation of independent writing and final theses", approved by the Academic Board of the University if the department does not provide otherwise taking into account the specifics of the final thesis.

38. During the academic year, the department organizes interim revisions (seminars) of final thesis preparation. The department decides on the amount, frequency and form of these reviews (contact, remote). During the review, the methodological concept of final thesis preparation is presented (topic, justification of its novelty and relevance, object, purpose, tasks, research/work methods, preliminary content, and list of literature sources). The student must participate in the interim revisions of the thesis at the department.

## **CHAPTER VII**

### **SUBMISSION OF FINAL THESIS FOR THE DEFENSE**

39. The final thesis is presented and considered at the department meeting and defended publicly before the Qualifying Committee.

40. No later than 15 working days before the public defense of theses before the Qualifying Committee, the consideration of theses takes place at the department meeting. The purpose of the consideration at the department meeting is to help the student see the drawbacks of the final thesis, to review or fulfill all the mandatory requirements for the structure, content, scope, formalization, and correctness of the Lithuanian language, and to make suggestions on how to correct drawbacks. After the consideration of the thesis in the department, the student can still correct the thesis until the date indicated by the department.

41. The thesis is considered at the department meeting in contact or remotely. It is attended by supervisors of final theses of the study program, students preparing final theses, the Head of the Department, and other interested persons. The meeting is legal if at least half of the professors of the study field whose final theses are being considered participate. The department decides on the duration of the student's thesis presentation at the department.

42. A student, whose thesis must be marked with a special mark because of commercial secret, or other confidential or classified information, i.e., when non-public (secret) data and results used in the final thesis cannot be made public, must submit a request granting a special mark for the final thesis and other documents proving the validity of this request to the head of the department, 5 working days before the consideration of the final thesis in the department.

43. After receiving the student's request, the Head of the Department discusses the case with the Faculty Dean. The ruling is approved by order of the Faculty Dean. If the ruling is in favor, the Head of the Department informs the student that the thesis has been given a special mark and the thesis will be considered in a closed meeting of the Department and the Qualifying Committee.

44. The student must upload the thesis to the place indicated by the head of the department in Moodle LMS no later than 2 working days before the final thesis is considered in the department.

45. It is recommended to submit an unbound thesis for consideration at the department. The title page should contain the supervisor's resolution "Consideration in the department: Agree/Disagree," date, and signature. If the final thesis is defended remotely, the resolution is submitted in Moodle LMS with the uploaded final thesis.

46. The thesis supervisor may not approve the consideration of the final thesis in the department if:

- 46.1. according to the supervisor, the thesis does not meet the requirements;
- 46.3. when the supervisor is not familiar with the thesis due to the fault of the student;
- 46.4. the student ignored the supervisor's comments and recommendations and prepared the thesis without taking them into account;
- 46.5. in other cases, if there's a reasoned written proposal from the supervisor.

47. If the supervisor of the final thesis does not approve the consideration of the final thesis in the department, the student can request the Head of the Department for permission to present the thesis in the department, stating the reasons in writing.

48. If during the consideration of the final thesis of the department, it is decided that the thesis does not meet the requirements and cannot be defended before the Qualifying Committee, the student can apply to the Faculty Dean with a request for permission to defend the final thesis, stating the reasons in writing, no later than within 2 working days after the consideration of the thesis. The Head of the Department submits to the Faculty Dean an extract from the protocol of the department meeting about the results of the student's final thesis consideration. After analyzing the situation, the Faculty Dean makes a decision no later than within 3 working days and presents one of the following conclusions:

- 48.1. rejection of the request for permission to defend the thesis;
- 48.2. grant the request for permission to defend the final thesis and include it in the list of students who will defend the final thesis at the meeting of the Qualifying Committee;
- 48.3. to grant the request for permission to defend the thesis by allowing the review of the thesis at the department.

49. Within 5 working days after the consideration of the final thesis in the department, at the proposal of the Head of the Department, by order of the Faculty Dean, the topics of the final theses are confirmed, and reviewers of the final theses are **appointed**. The reviewer of the final thesis can be a professor of the University and a specialist in the relevant field, who has at least a master's degree and/or at least 3 years of practical work experience.

50. The student uploads the final thesis considered in the department, revised (if recommended by the department), and fully completed no later than 10 working days before the defense of the final thesis in the Qualifying Committee, in the Lithuanian Academic Electronic Library, following the instructions for students, and in the place indicated by the Head of the Department in Moodle LMS.

51. The thesis contains the thesis author's declaration (Appendix 3).

52. Within 2 working days of uploading the final thesis to the Lithuanian Academic Electronic Library, the thesis supervisor, following the instructions for the lecturers, evaluates the final thesis in regard to plagiarism. The permissible level of similarity with other works is no more than 30 percent. If the level of similarity with other works is determined to be higher than 30 percent, the thesis supervisor provides the Head of the Department with a decision not to allow the thesis to be defended.

53. A student whose thesis shows a higher than the permissible level of similarity with other works may be allowed to prepare a thesis on a different topic with the proposal of the Faculty Dean, by order of the University Director, upon payment of a fixed fee by the University's fee payment procedure, and defend it no earlier than one year after.

54. A student, whose final thesis shows a permissible level of similarity with other works, submit a bound final thesis with the supervisor's, reviewer's, and advisor's signatures on the title page to the department no later than 2 working days before the date of the defense of the final thesis before the Qualifying Committee. The thesis must contain the supervisor's assessment of the final thesis and the reviewer's assessment of the final thesis (appendices 4 and 5). The supervisor's feedback and the reviewer's review are placed on the inside of the cover of the thesis at the end of the thesis after the appendices.

55. The supervisor of the final thesis his/her feedback, and the reviewer his/her review must upload without signatures, in the place specified by the Head of the Department in Moodle LMS no later than 1 day before the defense of the final theses before the Qualifying Committee. If the thesis is prepared by 2 students, the supervisor gives his/her feedback and the reviewer gives a review to each student for individual contribution.

56. The student has the right to familiarize himself/herself with the review 1 day before the final thesis defense before the Qualifying Committee. The reviewer's negative assessment is not a basis for preventing the thesis from being defended before the Qualifying Committee.

57. For the meeting of the Qualifying Committee, the secretary of this committee submits the following documents in electronic or paper form:

- 57.1. the University Director's order of the formation of the Qualifying Committee;
- 57.2. the Faculty Dean's order regarding permission to defend final theses;
- 57.3. study programme;
- 57.4. description of the study field or their group (if any);
- 57.5. each student's thesis defense protocol of the Qualifying Committee (Appendix 6);
- 57.6. students' theses with reviews and supervisors' feedback;
- 57.7. Evaluation procedures of study achievements;
- 57.8. Methodological requirements for the preparation of independently written works and final

theses, approved by the Academic Board of the University, or methodological directions for final theses prepared according to the specifics of the study programme (if any);

57.9. the procedure by which theses are evaluated in a specific study programme (if any);

57.10. this Procedure;

57.11. thesis defense protocol (Appendix 7).

### **CHAPTER VIII**

#### **FINAL THESIS DEFENSE**

58. The final thesis is defended at a public meeting of the Qualifying Committee.

59. A video and audio recording may be made during the thesis defense before the Qualifying Committee. Students are informed about the video and audio recordings at the beginning of the thesis defense.

60. The student presents his/her thesis, usually prepared in Microsoft PowerPoint or another program, the duration of the presentation is up to 15 minutes. To illustrate and supplement the text of the presentation, the student can use other materials (leaflets, samples of the studied item, models, etc.). If 2 students prepare the thesis, the duration of the presentation is extended, and each student presents his/her contribution separately.

61. General requirements for the presentation of the final thesis:

61.1. an information slide that contains the study program, the title of the final thesis, the author, and the supervisor;

61.2. relevance of the topic, reasons for choosing the topic, research/work problem;

61.3. the aim, object, tasks of the final thesis;

61.4. research/work methods and research/work organization;

61.5. research/work results and their analysis. The most important data is presented, reflecting the results of the research/work, and showing its value. Illustrated with diagrams, tables;

61.6. conclusions;

61.7. practical suggestions and/or recommendations (if any). Discussion of application of research/work results areas, other problem-solving, or research directions analyzed in the thesis.

62. After the presentation of the thesis, the review is read, and the reviewer's questions are given. The student answers the questions of the reviewer, then the questions of the members of the Qualifying Committee, submitted in the order established by the Chairman of the Qualifying Committee.

### **CHAPTER IX**

#### **ASSESSMENT OF THE FINAL WORK**

63. Final theses are assessed after the defense, at the meeting of the Qualifying Committee, and each final thesis is assessed by a 10-point system based on the criteria for achieving study results (Appendix 8).

64. Each member of the Qualifying Committee assesses the thesis separately, taking into account its compliance with formal requirements, the level of achieved study results and/or demonstrated professional competencies, the presentation of the work, the review submitted by the reviewer, and the supervisor's feedback. The final assessment of the thesis is determined at the meeting of this commission by mutual agreement or voting. In case of disputes, the final decision is made by the Chairman of the Qualifying Committee.

65. The final assessment of the thesis consists of the reviewer's assessment (at least 30%) and the average assessment of the members of the Qualifying Committee (at least 70%).

66. With the students' agreement, the results of the assessment of the final theses are announced by the chairman or secretary of the Qualifying Committee after the meeting. If the students do not agree to the results being published publicly, the results are published in the student's academic base within 2 working days after the defense of the final thesis.

67. Students who have claims regarding the final thesis defense procedures can file an appeal on behalf of the Director of the University within 2 working days of the announcement of the results of the final thesis defense.

68. The assessment of the final thesis and the name of the awarded qualification degree and

professional qualification (if the qualification is awarded) are recorded in the thesis defense protocol of each student (Appendix 6), in the thesis defense protocol of the meeting of the Qualifying Committee (Appendix 7), based on which the appendix to the diploma of higher education is prepared.

## **CHAPTER X**

### **FOR THE ORGANIZATION OF THE FINAL EXAMINATION REMOTELY, THE DEFENSE OF THE THESIS REMOTELY REQUIRED MEASURES**

69. At the request of the secretary of the Qualifying Committee, a student who is taking a final exam or defending a final thesis must show an identity-confirming document.

70. Members of the Qualifying Committee and students participating in the final exam or final theses defense must have a computer, internet connection, camera, and microphone. The student's camera must be turned on during the entire final exam; during the final thesis defense, the camera must be turned on by all members of the Qualifying Committee and the student presenting the thesis. All microphones must be muted and activated only when the Chairman of the Qualifying Committee gives the floor.

71. During the entire final exam or final thesis defense, members of the Qualifying Committee must clearly hear and see the student, except when the members of the Qualifying Committee indicate in which direction the student should point the camera.

72. Before the start of the final exam or final thesis defense, a connection quality test must be performed with the student and members of the Qualifying Committee to make sure that the quality of the information and communication technologies (hereinafter referred to as ICT) tools and the connection is adequate.

73. There must be no outsiders near when taking the final exam or defending the final thesis, and devices that can emit extraneous sounds and distract the attention of members of the Qualifying Committee or the student (telephone, television, radio, etc.) must be muted.

74. If the internet connection fails during the final exam or final thesis defense, the student must immediately inform the secretary of the Qualifying Committee or the Head of the Department. It is recorded in the protocol of the meeting. The members of the Qualifying Committee make a decision on the further process of the examination or thesis defense:

74.1. during the exam, the Qualifying Committee may extend the time for submitting the exam task, and in the case of an oral exam, the committee may allow the exam to be held at a different time of the meeting or by telephone;

74.2. during the final thesis defense, the Qualifying Committee may allow the defense of the final thesis at another time of the meeting or defend the final thesis by telephone.

75. If the Internet connection fails during the final exam or final thesis defense, the member of the Qualifying Committee must immediately inform the Secretary of the Qualifying Committee or another member of the Qualifying Committee. The procedure for taking the exam or defending the thesis continues; it is recorded in the protocol of the meeting.

76. If a student or a member of the Qualifying Committee does not have an internet connection, a computer, a webcam, or a microphone, they must contact the Faculty for technical assistance in advance (at least 2 days before the day of the final exam or the final thesis defense). Faculties enable such students and members of the Qualifying Committee to defend/assess the thesis remotely in a separate room in the University, providing the necessary equipment. In this case, all security requirements must be taken care of as well.

## **CHAPTER XI FINAL PROVISIONS**

77. For students who, due to important reasons, did not take the final exam or did not defend the final thesis, at the proposal of the Faculty Dean, by order of the University Director, an additional meeting of the Qualifying Committee may be organized, or by order of the Faculty Dean, the final exam, or the defense of the final thesis may be postponed until the next meeting of the Qualifying Committee or granted academic holidays. The student must notify the Faculty Dean about the reason for absence

in advance or on the same day as the exam or final thesis defense. The student must submit the request and documents proving the reason for the absence on the next working day.

78. Students who did not attend the final exam without a valid reason, failed the final exam, did not prepare the final thesis on time, without a valid reason, or did not defend the final thesis before the Qualifying Committee, at the recommendation of the Faculty Dean, by order of the University Director, are expelled from the University.

79. Upon application, the student may be allowed to retake the final exam, and defend the final thesis no earlier than one year and no later than three years after the termination of studies, upon payment of a fixed amount of the fee according to the fee payment procedure. The student must submit the request to retake the final exam or defend the final thesis on behalf of the University Director before the beginning of the final thesis preparation period, determined in the study schedule.

80. The Procedure, its changes, and additions are approved by the decision of the Academic Board of the University.

81. The Procedure takes effect from 1 February 2022.