

APPROVED
Academic Councils
meeting of 28 April 2022
Protocol No 14-7

A DESCRIPTION OF THE PROCEDURES FOR THE PREPARATION, DEFENCE, ASSESSMENT AND STORAGE OF FINAL THESES

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for the Preparation, Defence, Evaluation and Storage of Final Theses of Vilnius College of Technology and Design (hereinafter - the Description) regulates the procedure for the preparation, defence and evaluation of final theses by contact and distance learning.
2. The description applies to graduates, thesis supervisors, reviewers, members of thesis Qualification Committees, heads of departments, chairpersons and members of study programme committees, other employees of the College involved in the preparation and defence of theses.
3. The description of the procedure for preparation, evaluation and storage of final theses of Vilnius College of Technology and Design (hereinafter - the College) has been prepared in accordance with the Regulations of Studies of the College (the wording was approved by the Academic Council on 30 October 2017, Minutes of the Academic Council Meeting No.14-7), and the descriptions of the fields of study approved by the NMSM.
4. The Qualifications Board assesses the levels of achievement of the student's thesis and awards the qualification of Professional Bachelor's degree.
5. The qualifying degree of professional bachelor is awarded if the thesis is defended.

II UNIT 1 PREPARATION OF FINAL THESES

6. The final thesis is the student's qualifying independent work, which he/she completes after completing all the subjects in the study programme.
7. The Department announces the thesis directions by 1 October each year. In the SSO SSO single sign-on system.
8. 5 working days before the start of the final internship, the student is assigned a thesis supervisor and advisors (if necessary) on the recommendation of the Head of the Department and by order of the Dean of the Faculty.
9. The Dean of the Faculty shall approve the topic of the final thesis by his/her order within 10 working days from the start of the final practice.
10. Final theses are prepared in accordance with the final thesis timetable approved by the Dean of the Faculty, which is sent to students by e-mail / published in the Faculty study timetables section.
11. The final thesis consists of 2 parts:
 - 11.1. Text - Explanatory memorandum;
 - 11.2. Graphic part / creative or technical projects (drawings, layouts, photographs, films etc.).
12. Taking into account the specificities of the study programme, the parts of the final

thesis, their content and

The scope of the programme shall be discussed and approved by the curriculum committee meeting.

13. Recommended structure of the explanatory memorandum:

- 13.1. Title pages.
- 13.2. Content.
- 13.3. Work task.
- 13.4. Annotations in Lithuanian and foreign languages.
- 13.5. Introduction.
- 13.6. Parts of the final thesis (according to the methodological guidelines for the preparation of final theses approved by the study programme committees).
- 13.7. Conclusions and recommendations.
- 13.8. List of information sources.
- 13.9. Annexes.
14. The requirements for the final thesis are set out in the General Requirements for Theses and Dissertations approved by the Academic Council (as amended by the Academic Council in its Minutes No 14-5 of 21 March 2022). In accordance with these, methodological guidelines for the preparation of the final thesis are drawn up for each study programme and are used as a guide for the student in the preparation of the final thesis. The methodological guidelines for the preparation of the thesis shall be approved by the Study Programme Committees.
15. The thesis is supervised by a thesis supervisor. He/she assists the student in selecting the topic of the thesis, prepares the thesis assignment, familiarises the student with these Regulations, arranges the dates of midterm examinations, recommends sources of information, provides methodological and subject-specific support, agrees the timetable of consultations together with the student, and cooperates with the head of the department in solving any problems arising during the preparation of the final thesis, performs the final thesis proofreading using the eLABa repository proofreading system ESAS (after the students have uploaded their final theses to the *Moodle* system), evaluates the completed final thesis and writes a feedback, participates in the student's defence of his/her thesis at the department and at the qualification committee. In case of an emergency, the supervisor may replace some of the assignments with other assignments that are more suitable for a distance learning final project.
16. The thesis advisor advises the individual parts of the thesis, recommends sources of information, provides methodological and subject support, agrees the timetable for the consultation with the student, cooperates with the supervisor on the preparation of the thesis, evaluates the work and writes a feedback.
17. The Head of the Department coordinates the preparation of final theses, decides on the organisation of the final thesis preparation, organises the defence of the final thesis in the Department, assesses the compliance of the final thesis with the requirements, signs the final thesis and makes recommendations to the Dean on the appointment of thesis reviewers and the establishment of the qualification committee, organises the discussion of the report of the chairman of the qualification committee and the results of the defence at the Department.
18. The Dean of the Faculty, taking into account the recommendations of the Head of the Department, drafts the orders of the Director of the College concerning the appointment of reviewers and the composition of qualification committees.
19. The evaluation of the thesis takes place in three stages:
 - 19.1. During the preparation of the final thesis, interim thesis reviews or interim thesis reports are carried out in the department;
 - 19.2. Once the thesis is finalised, the thesis is discussed at a meeting of the department;
20. After the discussion in the department, the dean, on the recommendation of the head of the department, prepares an order on the authorisation to defend the thesis at the latest 3 working days prior to the meeting of the qualification committee.
21. The thesis must be fully completed (assessed and signed by the advisors, supervisor and head of department) at least 5 working days before the meeting of the qualification committee and submitted for review.
22. Interim thesis reviews, the thesis review at the departmental meeting, and the thesis defence at the CC are organised and carried out by contact.
23. In case of emergency and in exceptional circumstances, by separate order of the Director, all procedures may be carried out remotely on the *Microsoft Teams* distance learning and working platform (for objective reasons, students may be allowed to defend their theses remotely

in the College premises, with all necessary equipment and health and safety requirements).

24. Interim reviews of final theses are held according to a schedule drawn up by the Head of the Department and approved by the Dean of the Faculty, which is provided to students at the e-mail address provided by the College.

25. At least 10 working days before the public defence of the final thesis in the CC, the final thesis prepared by the students shall be discussed at a meeting of the department. During the meeting, the student presents the thesis and the meeting assesses the compliance of the thesis with the mandatory requirements, i.e. the structure, content, scope, formatting, and compliance with the rules of Lithuanian language.

26. In case of an emergency situation or in exceptional cases, by the decision of the Director, the final thesis discussion at the Department meeting shall be held according to the timetable established by the Head of the Department on the *Microsoft Teams* distance learning and working platform. Students shall upload their theses to the *Microsoft Teams Share Point* website 1 working day before the departmental meeting. After the final theses have been discussed at the departmental meeting, a member of the Information Technology Centre staff shall delete the students' uploaded theses from the *Microsoft Teams Share Point* distance learning and working platform.

27. The departmental minutes record which students did not submit their final theses and which theses were deemed to be ungradable. The defence of the thesis is not allowed in the following cases: if the student has not fulfilled all the requirements for the thesis, if the thesis has not been completed in its entirety, if the thesis is of poor quality, if the supervisor or the advisors have given negative marks, if the ESAS overlap checking system has detected plagiarism in the thesis, if the percentage of overlap in the thesis is greater than 20%, or if the student has not fulfilled the requirements of the thesis.

28. If academic dishonesty is detected during the preparation of the thesis, the student shall be allowed to prepare a thesis on a different topic and to defend the thesis no earlier than one year later. In case of repeated cases of academic dishonesty (plagiarism), the student shall lose the right to prepare and defend the thesis at the College.

29. The student has the right to revise the thesis after the departmental meeting. 5 working days before the final thesis defence at the CC, the student shall upload the final electronic version of the thesis, together with all the annexes in PDF format and the completed Declaration of Integrity in PDF format, to a place specifically created for the student on the *Microsoft Teams Share Point* site. The format of the Declaration of Integrity is set out in Annex 1 to this Schedule.

30. The student sends an email from the email address provided by the College to the Head of Department's email about the uploading of the thesis and the Declaration of Integrity to the *Microsoft Teams Share Point* website.

31. Depending on the specifics of the study programmes and the methodological guidelines for the preparation of final theses, the graphic part of the final thesis/creative or technical projects (drawings, layouts, photographs, plachets, etc.) may also be submitted in printed form.

32. The thesis supervisor sends the signed conclusions (Annex 2) about the thesis of all students assigned to him/her by e-mail to the Head of the Department at least 3 working days before the date of the thesis defence at the CC.

33. If a consultant has supervised the preparation of a particular part of the thesis, the consultant shall submit to the thesis supervisor his/her conclusions and evaluation of the part of the thesis that he/she supervised prior to the consideration of the department.

34. Reviewers can access students' final theses on the *Microsoft Teams Share Point* distance learning and work platform. At least 2 working days before the date of the final thesis defence meeting, the reviewer sends a review (Annex 3) by e-mail to the Head of Department, noting the strengths and weaknesses of the final thesis and the questions to the author of the final thesis.

35. For contact-based work, thesis supervisors and reviewers can sign the documents sent to them in the following ways: with a qualified electronic signature (for signing with a qualified electronic signature

any dedicated signature platform is suitable), plain written signature (for signing, documents are printed, signed, scanned and emailed to the Head of Department).

36. The Head of the Department organizes the information sent to him/her: the signed conclusions of the thesis supervisors, reviews, forms an electronic file of the documents and submits it to the Secretary of the CC 1 working day before the date of the CC meeting. The Secretary of the CC shall upload the electronic file to the place created on the *Microsoft Teams Share Point* site for each individual student before the start of the CC meeting.

III SECTION 2 QUALIFICATION BOARD

37. The composition of the Qualification Board shall be approved by the Director of the College by an order submitted by the Dean of the Faculty.

38. In the case of a contact defence, the Qualification Board shall be composed of at least 5 persons and shall include:

38.1. representatives of employers, academics and lecturers from other higher education institutions (at least half of the members of the commission), one of whom shall be appointed as the chair of the commission;

38.2. Responsible administrative officer, dean of the faculty, head of the department or chair of the study programme committee, lecturer(s) in the speciality.

39. In the case of a distance defence, the Qualifications Board consists of 3 members:

39.1. Two members - employers' representatives, academics and lecturers from other higher education institutions - are appointed as chairpersons.

39.2. One member shall be a responsible member of the administration, the dean of the faculty, the head of the department or the chair of the study programme committee.

40. The meetings of the Commission shall be minuted and its work shall be organised by the Secretary of the Commission appointed by order of the Director.

IV CHAPTER CONTACT THESIS DEFENCE

41. The meetings of the Final Thesis Defence Committee, where final theses are defended, are organised in accordance with the final thesis defence timetables approved by the Deans of the Faculties, which are published on the website of the College.

42. The final thesis is defended in a public meeting of the qualification board.

43. The Secretary of the Board prepares the premises for the Board meeting and takes care of the office supplies necessary for the Board's work, coordinates the defence schedule with the Chairperson of the Board, familiarises students with the Order of the Director of the College on the composition of the Qualification Board, formalizes the minutes of the Board's meetings, and submits the original minutes of the Qualification Board's meetings to the Archive.

44. The Secretary of the Commission shall submit the following documents to the Commission:

44.1. an order from the dean of the faculty authorising the defence of the thesis;

44.2. final theses;

44.3. the conclusions of the reviewers;

44.4. the conclusions of your supervisor;

44.5. this inventory.

45. The members of the CC must be familiar with the students' final theses posted on the *Microsoft Teams Share Point* distance learning and work platform and with these Regulations.

46. The final thesis defence time is 15 minutes per student, during which the student presents his/her thesis (up to 7 minutes) and answers questions from the members of the CC (up to 8 minutes).

47. In the case of a student defending his/her thesis by contact method, in the event of technical problems during the thesis defence in the CC, the presentation of the student's thesis shall be postponed to a later time of the CC meeting, i.e. at the end of the thesis presentations of other students.

48. The minutes of the CC meeting are taken (see Annex 6 for an example of the minutes of a CC meeting). No video and/or audio recordings shall be made during the presentation of the thesis.

49. A student who, for an important reason, was unable to appear at the scheduled time to defend his/her final thesis may, by order of the Dean of the Faculty, have the defence of his/her final thesis postponed until the next meeting of the qualification committee.

50. A student who fails to attend the thesis defence without defending the thesis is removed from the student list. The student shall not be allowed to defend his/her thesis again until after one year. The topic of the thesis may be kept the same, subject to the agreement of the thesis supervisor and the Head of Department.

V CHAPTER DEFENDING YOUR THESIS AT A DISTANCE

51. In case of an emergency and in exceptional circumstances, by special order of the Director, the final theses shall be defended remotely on the distance learning and working platform *Microsoft Teams* in a public meeting of the qualification board.

52. The meetings of the Final Thesis Defence Committee, where final theses are defended, are organised in accordance with the final thesis defence timetables approved by the Deans of the Faculties, which are published on the website of the College.

53. The Secretary of the Commission shall coordinate the defence schedule with the Chairman of the Commission, acquaint students with the Order of the Director of the College on the composition of the Qualification Commission, formalise the minutes of the Commission meetings, and submit the minutes of the Qualification Commission to the Archive.

54. The Secretary of the Commission shall forward the following documents to the Commission by e-mail:

54.1. an order from the dean of the faculty authorising the defence of the thesis;

54.2. this inventory.

55. The members of the CC must be familiar with the students' final theses posted on the *Microsoft Teams Share Point* distance learning and work platform and with these Regulations.

56. In the case of a distance defence, a member of the Information Technology Centre staff creates two virtual thesis defence teams for each meeting of the CC in the *Microsoft Teams* distance learning and working platform:

56.1. one team, consisting of the students defending their theses on that day, their supervisors and the members of the Thesis Defence Committee and the Secretary of the Thesis Defence Committee. An event is created in the *Microsoft Teams* calendar in the distance learning and work platform for each student individually, indicating the date and time of the defence;

56.2. another team made up of the CC members and the CC secretary for the closed meeting.

57. Persons wishing to participate in the public remote thesis defence shall register at least 3 working days prior to the date of the thesis defence at the email address df@vtdko.lt, sf@vtdko.lt, tf@vtdko.lt of the faculty of the study programme in which they wish to participate in the thesis defence. When registering, it is necessary to indicate the name, surname, e-mail address, date and time of the thesis defence and the programme of study in which the candidate wishes to participate in the public defence.

58. The final thesis defence time is 15 minutes per student, during which the student presents his/her thesis (up to 7 minutes) and answers questions from the members of the CC (up to 8 minutes).

59. In the case of a student defending his/her thesis remotely, in the event of technical problems during the thesis defence in the CC, the presentation of the student's thesis shall be postponed to a later time of the CC meeting, i.e. at the end of the thesis presentations of other

students.

60. In the case of a distance defence, the presence of other persons in the same room as the defending graduate is prohibited. During the defence of the thesis, the graduate student must be wearing video and audio transmission equipment (video camera, microphone or headphones) and must make sure in advance that such equipment is in good working order. It is the graduate's responsibility to ensure that the Internet connection and the technical means and software used are functioning properly during the defence of the thesis.

61. The minutes of the CC meeting are taken (see Annex 6 for an example of the minutes of a CC meeting). No video and/or audio recordings shall be made during the presentation of the thesis.

62. A student who, for an important reason, was unable to join the defence of the final thesis at the scheduled time may, by order of the Dean of the Faculty, have the defence of the final thesis postponed until the next meeting of the qualification committee.

63. A student who fails to join the thesis defence without a valid reason or who fails to defend the thesis may be allowed to re-defend the thesis at the earliest after one year by order of the Dean of the Faculty. The topic of the thesis may be kept the same, after consultation with the thesis supervisor and the Head of Department.

VI CHAPTER EVALUATION OF THE DEFENCE OF THE FINAL THESIS BEFORE THE QUALIFICATION BOARD

64. The final theses are evaluated after the public defence of the final thesis in a closed CC meeting.

65. Only the members of the CC and the Secretary of the Commission shall be present in closed session.

66. In case a member of the AC is the supervisor of the student defending the thesis, or has a close relationship or conflict of interest with the student defending the thesis, he/she must recuse himself/herself from the assessment of the thesis.

67. The final grade for the thesis includes:

67.1. the reviewer's assessment, with a weighting of 0.15;

67.2. the supervisor's evaluation of the thesis, with a weighting of 0.15;

67.3. KK grade with a weighting of 0.7.

68. Each member of the CC evaluates the defence of the final thesis individually by completing the Student Final Thesis Defence Evaluation Table prepared by the Secretary of the CC (Annexes 4, 5).

69. The final thesis is marked on a ten-point scale, according to the levels of achievement, which are defined as follows:

69.1. Highest level of achievement (9 - 10 points): the aims of the thesis are acceptable and clearly formulated; the thesis provides and demonstrates a sufficient number of study outcomes; original or several acceptable solutions to the problems raised are presented and the most optimal ones are selected in an argumentative manner; adequate theoretical models and methods of analysis are applied; the results obtained are comparable; the theoretical knowledge revealed is varied in accordance with the study outcomes achieved in the thesis; the thesis results are likely to be of practical significance and their application to be of benefit; the conclusions are argumentative, specific, and cover all of the thesis aims and are consistent with the objectives of the thesis; and the thesis is completed in accordance with requirements.

69.2. Average level of achievement of the learning outcomes (7-8 points): the aims of the thesis are acceptable; not all the learning outcomes of the thesis are revealed; the solutions to the problems are acceptable and well argued; adequate theoretical models and methods of analysis are applied; good theoretical knowledge is revealed in accordance with the learning outcomes of the thesis; the thesis results and conclusions are acceptable, covering and meeting all the aims of the thesis; and the thesis has been completed in accordance with the requirements.

69.3. Minimum level of achievement of the learning outcomes (5 - 6 points): the aims of the thesis are broadly acceptable; the thesis has provided and reproduced a sufficient number of

learning outcomes; the problems have been broadly solved; acceptable theoretical models and methods of analysis have been applied; the minimum required theoretical knowledge has been revealed in accordance with the learning outcomes of the thesis; the thesis has broadly acceptable results and conclusions that are consistent with the aims.

70. Depending on the specific regulation of the field of study, the professional vision standard and the programme of study, other additional assessment requirements may be included, as approved by the departmental meeting.

71. The supervisor and the reviewer of the final thesis shall submit the evaluation of the final thesis in special forms and evaluate the final thesis according to the criteria approved by the department:

71.1. whether the aims and objectives of the thesis are clearly formulated and realised;

71.2. whether a conceptual solution to the topic has been developed;

71.3. whether the thesis solutions are valid and up-to-date;

71.4. whether the student has achieved the intended learning outcomes in the thesis;

71.5. the quality of calculations and decisions;

71.6. whether the language of the explanatory memorandum and the formatting of the thesis meet the requirements;

71.7. the quality of the graphics, layouts and creative work;

71.8. whether the results of the work have practical implications and whether they will be of practical benefit;

71.9. other criteria;

71.10. what shortcomings the thesis has.

72. The final thesis is considered defended if the thesis and its defence demonstrate at least the minimum required level of study performance.

73. The decision of the Final Thesis Defence Committee on the final mark of the graduate's final thesis is final and not subject to appeal.

74. The results of the evaluation of the final thesis are published after the end of the panel meeting. In accordance with the principle of confidentiality, the secretary of the CC sends the final thesis evaluation score to each graduate's e-mail address provided by the College.

75. The marking of students' final theses shall be recorded in the CC minutes (Annex 6), which shall be signed by all members of the CC and the secretary. The minutes shall record the grade of the thesis and the award of the qualifying degree of professional bachelor.

76. In the case of a remote defence, the minutes of the CC meeting shall be sent by the Secretary by email to all members of the CC for information. The members of the AC shall inform the Secretary by e-mail from their e-mail account (or, if the member of the Panel is not a member of the College staff, from his/her e-mail account) that they agree with the information recorded in the minutes of the meeting. If a member of the CC has comments, he/she shall sign them and submit them to the Secretary. These documents shall be treated as signed documents.

77. The Chair of the CC shall submit a report to the Secretary of the CC no later than 10 working days after the end of the defence of the thesis, which shall include:

77.1. evaluations of the organisation of the defence of final theses;

77.2. an overall assessment of the quality of all students' final theses (the level of achievement of the results expressed in the final theses and their defence);

77.3. suggestions on how to improve the quality and organisation of final theses and their defence.

VII CHAPTER KEEPING DOCUMENTATION OF FINAL THESES AND DEFENCES

78. The staff member responsible for the minutes of the CC meetings, as stipulated in the College's documentation plan, shall, no later than 10 working days after the end of the final thesis defence of all the committees, forward the printed minutes of the CC meetings of the final thesis defence, and the report of the CC chairperson to the College Archives.

79. After the final thesis defence, the Head of the College's Information Technology Centre organises the transfer of the students' theses uploaded on the *Microsoft Teams Share Point* distance learning and work platform website to an external data storage medium, together with the final thesis supervisors' evaluations and the final thesis reviews.

80. The external data storage medium shall be handed over by the Head of the ITC to the

responsible staff member, who shall keep the handed-over external data storage medium for a period of three years after the defence of the thesis

a data storage medium containing students' final theses, supervisors' evaluations and reviews. After three years, the destruction of the external data medium containing the recorded final theses and their annexes shall be organised.

81. Mockups, publications, photobooks, tablets, working models, creative projects and etc. are submitted by students to the person in charge if the final thesis is graded as good, very good or excellent. They are kept in the department for three years.

82. The student may donate the graphic part to the College by signing a donation agreement.

VIII CHAPTER 4 FINAL PROVISIONS

83. The Regulation shall enter into force on the date of its approval by the Academic Council. Amendments may be initiated by the Principal of the College, the Faculty Council, the Department and the Student Representative Body. Proposals shall be submitted to the President of the Academic Council.

84. The Schedule shall be amended in accordance with the legal acts of the Republic of Lithuania.

**VILNIUS COLLEGE OF TECHNOLOGY AND DESIGN**

(Student's name and surname)

(Faculty)

(Study programme, academic group)

**DECLARATION OF
INTEGRITY FOR THE THESIS**

20... m _____ d.
(Data)

I certify that my thesis on _____

is self-written. The material presented in this work is not plagiarised. Direct or indirect quotations from other sources are indicated in the references.

Thesis supervisor: _____

There are no other contributions to the thesis. I have not paid any sums of money for this work that are not required by law.

(Name and surname)



VILNIUS COLLEGE OF TECHNOLOGY AND DESIGN THESIS

**SUPERVISOR
CONCLUSIONS ON THE FINAL THESIS**

Thesis supervisor _____
(Academic degree, name)

Author of final thesis _____
(First name, last name)

Faculty _____

Department _____

Study programme _____
(Name, national code)

(Study programme specialisation, academic group)

Final thesis topic _____
(Subject title)

Thesis (scope):

Number of pages of the explanatory memorandum _____

Number of drawings _____

Number of annexes _____

Layouts _____

Evaluation of consultants:

1. Consultant _____
(Academic degree, name)

1.1. Evaluation of the final part of the thesis:

Evaluation of the final part of the thesis _____

2. Consultant _____

(Academic degree, name)

2.1. Evaluation of the final part of the thesis:

Evaluation of the final part of the thesis _____

3. Handbook _____

(Academic degree, name)

3.1. Benefits of a thesis:

Disadvantages of the final thesis:

Assessment of the final thesis (ten-point grading system):

Thesis supervisor

(First name, last name)

(Data)



**VILNIUS COLLEGE OF TECHNOLOGY AND DESIGN FINAL
THESIS REVIEW**

Final thesis reviewer

(Degree, name, surname)

Author of final thesis

(First name, last name)

Faculty

Department

Study programme

(Name, national code)

(Study programme specialisation, academic group)

Final thesis topic

(Subject title)

Scope of the thesis:

Number of pages of the explanatory memorandum ____

Number of drawings _____

Number of annexes _____

Layouts _____

Benefits of a thesis:

Disadvantages of the final thesis:

Questions for the student:

Final thesis grade (ten-point grading system: 5 (*weak*), 6 (*fair*), 7 (*average*), 8 (*good*), 9 (*very good*), 10 (*excellent*)):

Final thesis reviewer

(First name, last name)

(Data)



VILNIUS COLLEGE OF TECHNOLOGY AND DESIGN
FACULTY
CATHEDRA

Field of study _____
 Study programme _____
 (Programme name, country code)
 Study programmes _____
 specialisation _____

Group Date of _____
 final thesis defence _____

**EVALUATION TABLE FOR THE DEFENCE OF FINAL THESES OF STUDENTS
 BY THE CHAIR OF THE COMMITTEE**

Eil. No.	Name, surname	Evaluation of the final thesis						Final rating*	
		Manager's assessment	Reviewer rating	KK President	Mem bers				
					1	2	3		4

* Final score = supervisor's score, 15% + reviewer's score, 15% + average of the CC members' scores, 70%.

President of the CC

 (Signature)

 (Academic degree, name, surname)



VILNIUS COLLEGE OF TECHNOLOGY AND DESIGN

FACULTY

CATHEDRA

Field of study _____
 Study programme _____
 (Programme name, country code)
 Study programmes _____
 specialisation _____

Group _____ Date of _____
 final thesis defence _____

**EVALUATION TABLE FOR THE DEFENCE OF FINAL THESES OF
 STUDENTS WHO ARE MEMBERS OF THE COMMITTEE**

Eil. No	Name, surname	Manager's assessment	Reviewer rating	KK member rating	Notes

Member of the CC _____
 (Signature)

 (Academic degree, name, surname)



VILNIUS COLLEGE OF TECHNOLOGY AND DESIGN
 **FACULTY**
 **CATHEDRA**

COLLEGE DEGREE PROGRAMMES
MINUTES OF THE MEETING OF THE QUALIFICATION COMMITTEE
FOR THE DEFENCE OF FINAL THESES

20...-....-..... No.

.....
 Vilnius

The meeting was held on 20..... d.

Final theses of the study programme "....." (national code.....)
 defence qualification commission

The President -

Members:

.....;

Secretary -

.....

CONSIDERED. Study programmes group students' final thesis defence in the
 Qualification Commission.

20..... m. presented their final theses to the Qualifications Committee on
 (number entered orally) study programmes part-time/full-time
 groups of students.

During the meeting, the members of the Qualifications Board heard the college degree
 programme

..... student thesis defence. A summary of the questions/answers for the
 defence of students' theses is attached as Annex 1 to these minutes.

The detailed evaluation of the final theses by the students' thesis supervisors, reviewers and
 members of the qualification committee can be found in the Final Thesis Defence Evaluation Table,
 Annex 2.

The Qualification Board, having considered the defence of the final theses of the students of the Collegiate Degree Programme in a closed session, and having taken into account the evaluations and feedback of the supervisors and reviewers, has assessed the final theses as follows:

Eil. No.	Student's name and surname	Final thesis topic	Name and surname of the supervisor of the thesis	Name and surname of the reviewer of the thesis	Final thesis evaluation (grade)	Level of achievement of learning outcomes *
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

* Level of achievement of the learning outcomes: 9-10 points - excellent; 7-8 points - typical; 5-6 points - threshold.

AGREED.

1.The final theses submitted to the Qualifications Board are in accordance with the study programme

..... (state code) requirements, the learning outcomes set out in the programme. The final theses have been assessed positively and the following students have been awarded

..... a qualifying professional bachelor's degree:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

President

.....
(First name Last name)

Members:

.....
(First name Last name)

.....
(First name Last name)

Secretary

.....
(First name Last name)



VILNIUS COLLEGE OF TECHNOLOGY AND DESIGN

..... **FACULTY**

..... **CATHEDRA**

STUDY PROGRAMMES
SUMMARY OF QUESTIONS/ANSWERS FOR THE FINAL THESIS DEFENCE

Eil. No.	Student's name and surname	Explanatory memorandum,	Drawings, number of pages	Title of the thesis	Questions, answers
1	2	3	4	5	6
1.					Question: Answer: Question: Answer: Question: Answer: Question: Answer:

2.					Question: Answer: Question: Answer: Question: Answer:
1	2	3	4	5	6
3.					Question: Answer: Question: Answer: Question: Answer:
4.					Question: Answer: Question: Answer: Question: Answer:
5.					Question: Answer: Question: Answer: Question: Answer:
6.					
7.					
8.					
9.					
10.					

7.											
8.											
9.											
10.											

- * President of the CC -
- *1 CC member -
- *2 Member of the CC -
- *3 Member of the CC (for contact defence) -
- *4 Member of the CC (for contact defence) -

** Final score = supervisor's score (15%) + reviewer's score (15%) + average score of the CC members (70%).