COMBINED DESCRIPTION OF PREPARATION, DEFENCE AND KEEPING OF FINAL PROJECTS

I. GENERAL PROVISIONS

1. Combined description of procedure for preparation, defence and keeping of final projects (hereinafter – Description) establishes requirements for selection of subjects and supervisors for final projects of first and second study cycles at Kaunas University of Technology (hereinafter - University) as well as for preparation, defence, evaluation and keeping of final projects.

2. Final project (hereinafter - Project) – student's individually prepared thesis, which reveals a level of his/her knowledge and understanding, ability to analyse a chosen subject, evaluate previous Projects in a respective study field (area) by other persons, study individually and perform research in that field (area), describe his/her research Project in a correct language, formulate clear and reasonable research conclusions. Projects by student of artistic studies must reveal a level of his/her creativity, ability to develop ideas individually in a creative work, apply up-to-date knowledge and technologies.

3. Based on Description, academic departments prepare methodological requirements for preparation and defence of Projects, taking into consideration learning outcomes that are to be achieved by study programme; they must be approved by a decree of the head of academic department (faculty, institute, centre).

4. Description is prepared in accordance with Description of general requirements for first cycle and integrated degree study programs, approved by order No. V-501 of the Minister of Education and Science of the Republic of Lithuania, dated 9 April, 2010 (Žin., 2010, No. 44-2139) and Description of general requirements for Master study programs, approved by order No. V-501 of the Minister of Education and Science of the Republic of Lithuania, dated 3 June, 2010 (Žin., 2010, No. 67-3375).

II. VOLUME AND NATURE OF FINAL PROJECTS

5. At least 12 credits are allocated for preparation and defence of Project of the first cycle (Bachelor) studies.

6. At least 3 credits are allocated for preparation and defence of Project of the minor (area) studies.

7. At least 30 credits are allocated for preparation and defence of Project of the second cycle (Master) studies.
8. Committee for study programs determines Project's volume in credits and nature for each study program. Project's nature can be scientific research or applied research.

9. Project is included in student's individual study plan as a separate module (or several modules); assessment of individual work tasks of this module is performed according to the schedule indicated in study module description. Evaluation of individual work tasks is entered into academic information system (hereinafter – AIS). These evaluations are basis for module credits given to student and he/she acquires a right to defend his/her work at a public session of qualification commission.

III. SELECTION OF SUBJECT

10. Head of study programme announces a contest for Project subjects and supervisors more than one year until the end of programme studies. Specific contest dates are determined in methodological requirements for Preparation and defence of projects.

11. Project subjects for contest are offered by University's academic departments (departments, scientific institutes and centres). Social partners or student can offer a Project subject under agreement with a potential supervisor (University's lecturer or researcher).

12. Subjects offered for contest are assessed and the list of subjects offered for students is made by the head of study programme in cooperation with committee for study programmes.

13. Subjects of Projects that will be defended in a year are published in AIS, until 30 June and 30 January of that year, respectively. The head of study programme publishes Project subjects indicating a subject, possible amount of students, supervisor's position, degree, name and surname.

14. At the beginning of penultimate semester, but no later than until the end of the second month students receive consultations of academic advisors, heads of study programmes, lecturers and researchers, and choose their Project subject. Student confirms a chosen Project subject and supervisor in AIS until the end of the third month of penultimate semester.

15. Lists of students, Project subjects and supervisors are approved by Dean's decree two months before the beginning of the last semester at the latest.

16. Preparing a combined Project of the main and minor (area) studies, one or two supervisors can be assigned, if that does not contravene department's specific methodological requirements (see p. 3 of Description).

17. Project subjects and supervisors approved by the Dean are changed only for essential reasons:

17.1. If student wants to change Project subject, he/she provides a head of study programme with a well-grounded request (Appendix 6), agreed upon with Project supervisor and head of academic department which offered that subject;
17.2. If student wants to change supervisor, he/she provides a head of study programme with a well-grounded request (Appendix 7), agreed upon with new Project supervisor and head of academic department which offered that subject;

17.3. Decision regarding changes is made by the head of study programme. Changes are approved by Dean's decree. Data in AIS is managed by administrator for studies.

18. Students are notified regarding procedures of Project subject choice and terms by faculties' study centres and Students information centre.

**IV. PREPARATION OF FINAL PROJECTS**

19. Student or group of students individually prepare Project under methodological requirements of academic department, advised by Project supervisor and, if needed, consultant. Appointed Project consultant can be from different department than the Project is prepared for or from another institution. If Project is prepared by a few students, its introduction indicates each author's input into Project preparation.

20. Project supervisor:

20.1. consults a student on making of individual plan for Project research and text preparation;

20.2. supervises student's Project preparation and evaluates separate Project tasks according to the schedule indicated in study module description;

20.3. offers consultant candidates, if necessary.

21. Project text is written in Lithuanian language. For consolidated study programmes or the ones in foreign language, due to specifics of study programme or Project, Project can be prepared in a different language under agreement with the head of academic department (department, institute, centre). Project summary is written in a language that is different from the language of Project text. In case Project text is not written in Lithuanian language, its summary must be provided in Lithuanian language. Summary cannot exceed 5 000 characters (with spaces). Project must be written in correct language.

22. Mandatory parts of Project:

22.1. title and heading pages (Appendixes 1-3);

22.2. declaration of academic honesty, signed by Project author (-s) (Appendix 4);

22.3. contents;

22.4. summary (prepared in a different language) (Appendix 5);

22.5. introduction;

22.6. the main part of Project, which consists of sections of review, research methodology and presentation of results (detailed regulation of Project's structure, contents and volume is provided in department's special methodological requirements);
22.7. conclusions;
22.8. list of literature references and other information sources;
22.9. appendixes.

23. During Project preparation student must comply with requirements of ethical research, described in Academic Conduct Code of Kaunas University of Technology.

V. PREPARATION FOR DEFENCE OF FINAL PROJECT

24. Projects can be defended by the students who completed study programme: obtained assessment of all programme modules and credits for a module of final Project.

25. Projects are defended during examination session. Schedule for Project defence is made during the first month of final semester and published in AIS before the end of the first month of semester. Project defence schedule is confirmed by faculty's Dean.

26. Project is defended at the public session of study field’s qualification commission, formed by Rector's order. Commission for evaluation of Project and its defence includes competent scientists of studied study field, professional practitioners and employers' representatives. Commission must comprise at least one member from another institution, who has not worked for University for the last three years. Commission includes at least 5 persons. It is recommended that an employee from a faculty different than the one that students study at, be appointed as commission chairman.

27. Qualification commissions are made at least three months before the end of final semester. Members of commission are approved by the order of Rector or his authorised person. In case there are more than fifty final-year students of a certain study field study programmes, a few qualification commissions can be comprised.

28. Membership of qualification commission is one of the possible functions of professor's, senior lecturer's and lecturer's position. Work at qualification commission is included into the workload of University's lecturers under workload accounting procedure.

29. First cycle students who want to acquire a double qualification degree defend their main and minor (area) studies Projects at the qualification commissions of a relevant field (area). In case a combined Project is prepared, it is defended separately at qualification commission of each field, providing Project results relevant to that field. In case more integrated Projects of the same field are prepared, a joint public defence session of two qualification commissions can be organized.

30. Project can be defended when supervisor gives credits for module, i. e., confirms that it is prepared properly and is defendable. Supervisor must inform student about his/her decision to allow or forbid Project defence 4 working days before the session of Project defence commission at the latest.
31. If supervisor evaluates Project as inadequate and not defendable at the public session of commission, student has a right to apply to qualification commission with a reasoned and well-grounded request to allow Project defence. Student must provide a request and documents indicated in p. 36 2 working days before the beginning of announced public defence at the latest. After consideration of student's request, commission decides whether the student is allowed to defend Project.

32. Chairman of qualification commission appoints Project assessor (member of commission) 15 days before the session of public defence at the latest.

33. Head of study programme appoints one Project reviewer no later than 15 days until public defence session; it can be University's competent lecturer-researcher of the same or related study field as prepared Project. If necessary, head of study programme can appoint two reviewers, one of them can be not University's employer.

34. Reviewer of final Project is one of the possible functions of professor's, senior lecturer's and lecturer's position. Reviewing of final projects is included into the workload of University's lecturers under workload accounting procedure.

35. Member of qualification commission must be acquainted with Description and Methodological requirements for preparation and defence of projects, prepared by academic department.

36. Student presents two printed and bound copies and electronic version (uploaded to computer storage device) of Project to faculty's study centre no later than 3 working days before the session of Project defence commission. Project's conformity with formal requirements is assessed by administrators of faculty's study centre. Projects which do not conform to formal requirements are not accepted and are returned to student for correction.

VI. DEFENCE AND EVALUATION OF FINAL PROJECTS

37. Public project defence session of study field qualification commission is in Lithuanian language. In case another language is used at the session, interpretation to Lithuanian language must be provided.

38. Under request of Project supervisor or head of department, student or institution in which Project was prepared, in case used data and results should not be published or are confidential, Project can be defended in commission session behind closed doors. In this case, commission announces that part of session during which such Project is defended is a closed one and only members of commission, the student, the reviewer and the Project supervisor can participate.

39. Final evaluation of Project comprises evaluation of Project's text and evaluation of defence. Project's text evaluation consists of reviewer's evaluation (mark's weighted coefficient is
0.2) and commission's evaluation (mark's weighted coefficient is 0.5). Weighted coefficient of defence mark is 0.3.

40. Reviewer and assessor from commission evaluate Project's goals and tasks, Project's relevance and originality, review of Lithuanian and foreign research on Project's subject, described research methodology; reliability and validity of obtained results; validity of wording of defended conclusion and Projects' conformity with requirements of genre; summary's conformity with Project's contents in terms, agreed upon at academic department before public defence session and approved in Methodological requirements for preparation and defence of Projects:

40.1. reviewer provides a written review with remarks and Project's evaluation mark;
40.2. commission's assessor provides members of commission with strengths and weaknesses of the assessed project and remarks on Project results and conclusions;
40.3. student has a right to get acquainted with reviewer's written review and remarks before Project defence.

41. During public Project defence session study field’s qualification commission hears:
41.1. student's report about Project, which reveals Project's goals, tasks, relevance and originality, presents main results, statements and Project conclusions;
41.2. reviewer's review of the presented Project and student's answers to reviewer's remarks;
41.3. student's answers to questions of other members of commission.

42. During defence session members of qualification commission must evaluate Project's text and presentation, ability to validate conclusions, participate in discussion and answer to provided questions. All members of qualification commission who participate in defence session must evaluate the text and defence of defended Project in a mark of ten-point grading system.

43. Final evaluation of Project is calculated as a sum of:
43.1. a weighted average of the marks for text by members of qualification commission who participated in the session, rounded up to a whole number;
43.2. a weighted average of the marks for defence by members of qualification commission who participated in the session, rounded up to a whole number;
43.3. reviewer's evaluation.

44. In case of disputes regarding evaluation, final decision is made by the Chairman of qualification commission. Decision of qualification commission is final. Appeal on evaluation results cannot be submitted. Appeal can be submitted only regarding technical mistakes and procedural violations.

45. Evaluation is entered into AIS by secretary of qualification commission during 1 working day after defence at the latest.
46. Sessions of qualification commission are recorded. Secretary of qualification commission prepares minutes in AIS and prints them. Minutes of commission's session are signed by all members participating in the session. Minutes of Project defence are submitted for keeping under the procedure effective at University no later than during 1 working day after defence.

VII. KEEPING OF FINAL PROJECTS AND INTELLECTUAL PROPERTY RIGHTS

47. Defended Projects are kept at University's faculties and University's database for final theses (information system) according to the procedure for Project keeping and archiving.

48. Author's moral rights and property rights to Project created by student belong to him/her, except when property rights to computer programs, databases, study works and other creations created by student are permanently transferred to University, if they are created using University's accumulated experience, intellectual property, financial support, equipment or premises.

49. For the whole validity period of property rights student provides University with a non-exclusive licence to upload and publish Projects, created by student directly performing his/her duties, indicated in Study contract and legal acts regulating study process at University, in University's intranet databases, in caches of electronic documents information system for Lithuanian science and studies and other Lithuanian and international databases under procedure determined by University.

VIII. FINAL PROVISIONS

50. If student does not defend or fails to defend Project during examination session, and during session it appears that Project contains rude mistakes or it is determined that requirement for individual work on Project has been violated, he/she is expelled from University.

51. It is allowed to defend Project for a second time (re-defend) under a certain agreement, during examination session at least one year later and two years later at the latest.

52. If Project is not defended for the second time or during a two year period, a new Project must be prepared under a certain agreement.

53. Faculties' Vice-Deans for studies are responsible for analysis of feedback regarding quality of project module and its development. Students are informed regarding terms of feedback survey by faculties' study centres and Students information centre.

54. Description can be altered or cancelled by the order of University's Rector.