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KAUNAS UNIVERSITY OF TECHNOLOGY
GUIDELINES FOR THE PREPARATION AND DEFENCE OF
FINAL DEGREE PROJECTS

CHAPTER I
GENERAL PROVISIONS

1. The Guidelines for the Preparation and Defence of Final Degree Projects of Kaunas University of Technology (hereinafter – Guidelines) establish the volume and nature of final degree projects of the first and second study cycles and integrated studies, the requirements for the selection of topics and supervisors for final degree projects, the preparation of final degree projects, the preparation for defence, the composition of qualification committees, the appointment of reviewers, the defence, evaluation and storage of final degree projects and the intellectual property rights at Kaunas University of Technology (hereinafter – University).

2. The objective of these Guidelines is to ensure a high-quality and smooth process of preparation and defence of the University's final degree projects (Appendix 1 to the Guidelines).

3. A final degree project (hereinafter - Project) – a student's individually prepared written work prepared while finishing the study programme which demonstrates the results of the study programme achieved by the student, the student's ability to analyse a chosen topic, apply the knowledge and skills obtained during studies, evaluate previous research and applied research works in a respective study field, apply the research methods, individually conduct research in a respective field and solve the set tasks, formulate clear and reasonable research conclusions, provide recommendations, describe the Project in a correct language. The Projects of the students of art studies have to reveal the level of their creativity, ability to develop ideas individually in creative work and apply up-to-date knowledge and technologies.

4. Based on the Guidelines and taking into consideration the learning outcomes to be achieved in the study programmes, the faculties prepare the Methodological Requirements for the Preparation and Defence of Final Degree Projects (hereinafter – methodological requirements) which are approved by the Dean of the faculty and published in the University's virtual learning environment Moodle. The methodological requirements prepared by the faculty cannot contravene the provisions

of these Guidelines. The study programme committee, taking into consideration the specificity of the relevant study programme, can stipulate additional requirements for the Project or specify the faculty's methodological requirements, but these requirements cannot contravene the provisions of the Guidelines. The methodological requirements for the preparation and defence of the final degree project of joint study programmes provided in cooperation with other universities are stipulated by the joint study programme committee after coordination of the requirements for the preparation of Projects of the involved universities.

5. The Guidelines are prepared in accordance with the General Requirements for Provision of Studies approved by Order No. V-1168 of the Minister of Education and Science of the Republic of Lithuania 'On Approval of the General Requirements for Provision of Studies' of 30 December 2016.

6. The Vice-Dean for Studies of the faculty, the head of study programmes and the responsible lecturer of the Project's study module are responsible for the information and consultations of students regarding the procedures for the preparation and defence of Projects. The students of the final semester are provided with the timetable specifying the deadlines for the preparation and defence of Projects stipulated by the academic department.

CHAPTER II
VOLUME AND NATURE OF FINAL DEGREE PROJECTS

7. At least 15 credits (12 credits for students admitted to the first year of studies until 2016-2017 (inclusive)) are allocated for the preparation and defence of the Project of the first cycle studies.

8. At least 30 credits are allocated for the preparation and defence of the Project of the second cycle and integrated studies

9. The volume in credits and the nature of the Project of each study programme are determined by the study programme committee. The projects can be either of research or applied nature.

10. The Project is included in the student's individual study plan as a separate module or a few modules. The module's tasks of independent work are assessed according to the timetable provided in the module description. The evaluations of the tasks of independent work are entered into the Academic Information System (hereinafter – AIS). Based on these evaluations, the credit for the module is given to the student who subsequently gains the right to defend his/her thesis at the hearing of the qualification committee.

11. If the Project's volume in credits exceeds the limit outlined in Paragraphs 7 and 8 of the Guidelines, it can be implemented within the last and the penultimate semester. In such a case, the Project is included in the student's individual study plan as several modules; the last study module is evaluated by a mark and the previous modules (evaluating the intermediate assessments of the parts of the Project) are evaluated as 'IS' (passed/credit) is replaced by 'NS' (failed).

12. A student is provided with access to the final degree project's electronic module in the University's Moodle which contains all the information on the preparation and defence of the Project relevant to the student.

CHAPTER III
SELECTION OF THE TOPICS AND SUPERVISORS OF FINAL DEGREE PROJECTS

13. **The topics (thematic areas) of Projects can be submitted by any academic employee of the University conducting the research activities related to the target results of a specific study programme. The Project topic (thematic area) can be suggested by the social partners of the University. the industrial, business and public institutions or by the student with the consent of the head of study programmes and the responsible lecturer of the Project's study module. The head of study programmes ensures that the Project topics (thematic areas) proposed by the external institutions and/or research institutes are provided to the students.**
[Amended by the Rector's Order No. A-197 of 21/04/2021]

14. Any academic employee (lecturer or researcher) of the University, who conducts the research in the thematic area of the Project, can serve as a Project supervisor. For a Bachelor's final degree project, it is a person holding at least the Master's qualification degree or an equivalent qualification of higher education. For a Master's final degree project, it is a person holding at least the Doctor's qualification degree and experience in research activities in the specific field. For a Project of the arts, it is a recognised artist who has higher education. A student of the third cycle studies or a project researcher (postdoctoral trainee), who holds a respective qualification degree and does not work in a pedagogical job position, can be appointed a Project supervisor by the Dean's decision with the mandatory appointment of the University's professor or associate professor as a consultant.

15. A person who has practical and/or research work experience in the topic area of the Project – the University's employee or a student of the third study cycle or a representative of another institution – can be appointed a Project consultant. It is recommended to appoint a representative of the University's science institutes and/or industrial, business or public sector as a consultant. A consultant can be suggested by the project supervisor. A consultant, if any, is specified on the title page of the Project.

16. The suggested Project topics (thematic areas) are evaluated and the list of the topics (thematic areas) and the supervisors for the students is approved by the study programme committee.

17. The approved list of the Project topics (thematic areas) and the list of supervisors are announced in the AIS by the head of study programmes, providing a preliminary topic, the possible

number of students, a short description of the topic, the supervisor's name, surname and position, the name of the company (if the topic is submitted by a company).

18. The selection of the approved Project topics (thematic areas) and supervisors is conducted in the AIS until the end of the autumn semester at the latest: the students of the first cycle and integrated studies select their topics (thematic areas) in the penultimate semester of studies; the students of the second cycle – in the first semester of studies. If the students begin their studies in the spring semester, the selection of their Project topics (thematic areas) is conducted in the spring semester. If the students fail to select the Project topic (thematic area) within the specified deadline, it is selected by the head of study programmes in coordination with the head of the academic department.

19. While choosing or suggesting a Project topic (thematic area), the students can be consulted by the head of study programmes, the responsible lecturer of the Project's study module, the academic employees, the academic mentors and the social partners.

20. The head of study programmes clarifies the wording of the students' Project topics in the AIS until the end of the second month of the final semester and submits them to the appointed employee of the academic department responsible for the administration of Projects. The lists of students, Project topics, supervisors and consultants are approved by the Dean until the third month of the final semester.

21. The Project topics and supervisors may be changed only due to essential reasons. A student wishing to change the Project topic submits to the head of study programmes a well-reasoned request approved by the Project supervisor; a student wishing to change the Project supervisor submits a well-reasoned request approved by the new Project supervisor and the head of the academic department coordinating the topic. The head of study programmes decides regarding the changes and, if needed, submits the student's new topic or supervisor for a repeated approval of the Dean.

CHAPTER IV
PREPARATION OF FINAL DEGREE PROJECTS

22. A Project is prepared with consultations of the Project supervisor and a consultant if appointed.

23. The Project supervisor:

23.1. Sets forth the periodicity and forms of consultations; consults the student in accordance with the prepared individual plan of Project preparation;

23.2. Supervises the preparation of the student's Project, evaluates individual tasks of the Project according to the timetable provided in the description of the study module, provides the student with feedback on the Project's content and form.

24. The Project consultant, if appointed, consults the students according to the timetable submitted by the consultant.

25. The head of study programmes or the responsible lecturer of the Project's study module organises the intermediate assessments of the parts of the Project or any other type of assessments (participation in the students' conference, preparation of publications in the students' press, etc.) which are not evaluated by a separate mark but mandatory to the students of a certain study cycle of the entire study programme. It is recommended for the students of the second cycle and integrated studies to publish their research results in a scientific publication or case study, deliver a presentation at a scientific event, organise the discussion seminars on the topic of the conducted research, etc. If a student does not participate in the intermediate assessment and/or fails to account for intermediate results of the Project, the Project supervisor gives the evaluation 'NS' (failed) for the Project's study module; in this case, the student is not allowed to defend the Project in the session of the qualification committee.

26. The Project has to be prepared in accordance with the methodological requirements approved by the faculty and the University's methodological guidelines for the preparation of written works and standard forms of final degree projects provided in the appendices to the guidelines. The students participate in the training organised by the University's librarians according to the set timetable where the students are taught about the citation requirements applied to the academic written works, the use of the information sources, the preparation of the list of references, etc. The Library's employees consult the students on the above-mentioned issues if needed.

27. The Project is prepared in the Lithuanian language. For the study programmes taught in the English language, joint study programmes with foreign universities, if the Project supervisor is a foreign lecturer, or due to the specificity of the study programme or the Project, the Project can be prepared in the English language. In other cases, the Project can be prepared in the English language under the agreement with the Project supervisor and the head of study programmes. In case the Project text is written in the English language, its summary must be provided in the Lithuanian language.

28. The Project has to be written in the correct language. The students follow the methodological tools uploaded in the University's Moodle, participate in the training organised by the University's linguists according to the set timetable where they are taught about the style of the academic written works, language culture, terminology, punctuation, grammar, etc. The University's linguists consult the students on the above-mentioned issues if needed.

29. The correctness of the language of the Master's Projects of the students of the second cycle and integrated studies is verified and evaluated under the following procedure:

29.1. The student sends 5 pages of the Project text in the electronic form (WORD format) to the specified linguist for a primary review at least 45 days before the date of the Project defence;

29.2. The linguist submits the remarks regarding the correctness of the language of the Project that the student has to consider while writing the entire Project text;

29.3. The student sends the final version of the Project text in the electronic form (PDF format) to the specified linguist for the final review at least 15 days before the date of the Project defence; if the student fails to send the Project text for the evaluation of the correctness of its language within the set deadline the Project supervisor gives the evaluation 'NS' (failed) for the study module;

29.4. The linguist selectively reads at least 5 pages of the Project text, evaluates the level of correctness of its language (high, medium or low level) and enters it into the AIS at least 3 working days before the date of the Project defence.

30. The student prepares the Project individually and honestly, following the provisions of the Law on Copyright and Related Rights of the Republic of Lithuania, the University's Regulations on Management and Transfer of Intellectual Property Rights, the requirements of ethics specified in the Code of Academic Conduct and confirms the Declaration of Academic Integrity.

31. The Project has to be prepared in accordance with the provisions of the European Union and Lithuanian legislation regulating the protection of personal data. It is prohibited to provide any personal data in the Project without the written consent of the concerned person.

32. If a student conducts research at the organisation, he/she has to have the oral or written consent of the organisation's authorised representative. If it is not required and it has no negative impact on the quality of the Project, the student does not provide the organisation's confidential information in the Project. If it is required to provide the confidential data of the organisation in the project and the project is marked by a confidentiality flag under the procedure stipulated by the University, the procedure for the insurance of confidentiality provided in Appendix 2 to the Guidelines is applied to the Project.

33. If any ethical issues arise during the preparation of the Project with regards to the research involving the participation of people and/or personal data processing, the student coordinates the compliance of the research with the requirements of ethics with the Project supervisor. If the Project supervisor lacks the competence to decide regarding the compliance of the research with the requirements of ethics, it is recommended to apply to the University's research ethics committee.

34. With regards to the specificity of the Project topic, if several components of one product are developed in the Project, two or three students can prepare the Project by the decision of the Dean. In this case, the Project's volume increases proportionally, each student can contribute to the preparation of each part of the Project; the project is submitted as a solid work and an individual contribution of each student is specified in percentage in the summary.

CHAPTER V
COMPOSITION OF QUALIFICATION COMMITTEES AND APPOINTMENT OF REVIEWERS

35. A Project is defended at the session of the qualification committee of the study field composed by the Rector's order under the proposal of the Dean. The qualification committee consists of competent specialists in the relevant study field (in case of the study programme of a single field) or study fields (in case of the study programme of two fields or an interdisciplinary study programme): scientists, professional practitioners and representatives of the social partners. At least one member of the committee has to be a representative of another institution. The committee includes at least 5 members; one of them is appointed as the chairman.

36. The qualification committees are assembled one month before the date of the Project defence at the latest. The composition of the committee is approved by the order of the. In case there are more than fifty final-year students of a certain study field study programme, a few qualification committees can be assembled. If the Project includes several study modules and one of them is conducted in the penultimate semester, the qualification committee is assembled at least one month before the end of the semester when the study module is conducted.

37. The committee's session is legitimate if at least two-thirds of the members of the committee are present (including those participating in the teleconference).

38. If the chairman of the qualification committee leaves the premises during the defence, the defence is suspended, a break is announced; the defence is continued only when the chairman has returned. The chairman of the committee can be absent from the session due to a valid reason; in such a case, the session has to be organised at another time suitable for the chairman of the committee, or another chairman is appointed by the Rector's order.

39. In case a Project of two study fields is prepared, a joint session of the committees of both fields is held for the Project defence.

40. The head of study programmes, in coordination with the head of the academic department, appoints one Project reviewer who can be a competent University lecturer-researcher of the Project study field or represent a related study field 7 working days before the date of the Project defence at the latest. The Project reviewer is specified next to the student's Project topic in the AIS.

41. The members of the qualification committee and the reviewers have to be familiar with the Guidelines and the faculty's methodological requirements.

42. The membership of the qualification committee and the reviewing of Projects are several of the functions of the position of a professor, an associate professor and a lecturer. The work in the qualification committee and the reviewing of Projects are included in the workload of the University's lecturers in the framework of the workload accounting procedure.

CHAPTER VI
PREPARATION FOR THE DEFENCE OF FINAL DEGREE PROJECTS

43. The students who have met all the requirements of the study programme (have got the assessments of the mandatory modules of the study programme, collected a mandatory number of study credits and received 'IS' (passed/credit) for the module of the final degree project) are eligible to defend their Projects.

44. The Project defence timetable is drafted until the end of the third month of the final semester and published in the University's AIS and Moodle. The Project defence timetable is approved by the Dean of the faculty.

45. **The student submits the final prepared Project in electronic format (PDF) to the appointed employee of the academic department within the deadline set out by the academic department for the verification of the Project's compliance with the formal requirements.**
[Amended by the Rector's Order No. No. A-197 of 21/04/2021]

46. The appointed employee of the academic department verifies the compliance of the Project with the formal requirements 5 working days before the Project defence date at the latest. The Projects which fail to comply with the formal requirements are not accepted.

47. **The student uploads the Project compliant with the formal requirements in electronic format (PDF) to Moodle within the deadline stipulated by the academic department but 5 working days before the Project defence date at the latest. While uploading the Project, the student confirms the declaration of academic integrity and the fact that the student is the author of the Project (an electronic confirmation is equivalent to the student's signature). The student submits the Project's appendices to the academic department if stipulated by the methodological requirements of the faculty.**
[Amended by the Rector's Order No. A-197 of 21/04/2021]

48. The Project supervisor conducts the inspection of co-occurrence according to the provisions of the University's Guidelines for the Detection of Plagiarism in the Students' Written Works 4 working days before the Project defence date at the latest. After the inspection, the Project supervisor submits a summary of the report of the Project's originality to the appointed employee of the academic department confirming that plagiarism has not been detected in the project (an electronic confirmation is the equivalent of the Project supervisor's signature). If the Project supervisor detects plagiarism. the procedures stipulated by the University's Guidelines for the Detection of Plagiarism in the Students' Written Works are applied.

49. Taking into consideration the Project's content and form, the results of the originality report and the evaluation of the level of its language correctness (in case of the Master's Projects), the project supervisor enters into the AIS 'IS' (passed/credit) or 'NS' (failed) 3 working days before the Project

defence date at the latest. If the supervisor evaluates the Project as non-compliant with the requirements and ineligible for defence at the session of the qualification committee, the supervisor enters into the AIS 'NS' (failed). By the entry in the AIS, the Project supervisor confirms his/her decision that the Project is eligible or ineligible for defence at the session of the qualification committee (an electronic confirmation is the equivalent of the Project supervisor's signature).

50. An appointed employee of the academic department submits the student's project to the Project reviewer 4 working days before the Project defence date at the latest.

51. The Project reviewer evaluates the objectives and the tasks of the Project, the relevance and the originality of the Project, the overview of the Lithuanian and foreign research on the Project topic, the description of the research methodology, the reliability and the validity of the obtained results, the validity of the wording of the defended conclusions and the compliance of the Project with the form and content requirements stipulated by the methodological requirements of the faculty that the Project is defended at, the compliance of the summary with the Project content. The reviewer submits a written review with the comments and the Project evaluation mark to the appointed employee of the academic department 3 working days before the Project defence (the review and the mark submitted via the electronic means is the equivalent of the reviewer's signature).

52. The student has the right to get acquainted with the reviewer's written review at his/her initiative before the Project defence date. After the student getting acquainted with the review, the prepared Project cannot be corrected anymore. The students respond to the reviewer's remarks during the Project defence.

53. If the evaluation of a review is negative, the Project cannot be defended. In case of a negative review, the student has a right to apply to the head of study programmes submitting a reasoned request for the appointment of another reviewer within 2 working days before the Project defence date at the latest unless the reviewer indicates a fact of plagiarism. In case the request is granted, another reviewer is appointed for the Project evaluation. Another reviewer provides a written review with remarks and the Project evaluation mark 1 day before the Project defence date at the latest. In case the second review is positive, on the same day, both Project reviews are submitted to the qualification committee which makes a decision regarding the Project defence and notifies the student. The decision of the qualification committee is final and indisputable. If the evaluation of the second review is also negative, the Project is not to be defended and not examined by the qualification committee.

54. In case plagiarism has been identified in the Project or if the evaluations by two reviewers are negative, the credits obtained for the Project are voided, and the record 'IS' (passed/credit) is replaced by 'NS' (failed) by the Project supervisor or the secretary of the qualification committee.

55. The appointed employee of the academic department transfers the Projects, their reviews and summaries of originality reports to the secretary of the qualification committee 2 working days before the Project defence (except for the case specified in Paragraph 53 of the Guidelines).

CHAPTER VII
DEFENCE AND EVALUATION OF FINAL DEGREE PROJECTS

56. A session of the study field qualification committee is held once a year, in January or in June. The provisions of this Paragraph are not applied to the cases stipulated by Paragraphs 11 and 36 of the Guidelines.

57. At the beginning of the session, the chairman of the qualification committee introduces the procedure of the session, the structure of the Project evaluation and the evaluation criteria for the Projects to be evaluated and defended provided in Paragraph 63 to the Guidelines to the students and the committee members.

58. The Project defence session is held in the Lithuanian language. At the student's request and with consent of the qualification committee, the Project can be defended in the English language. The student notifies the head of study programmes about this fact two months before the Project defence date at the latest. In case a session is held in the English language, translation into the Lithuanian language is provided if needed. The translation services are covered by the academic department organising the defence.

59. The Project is defended with a physical presentation of the student. In exceptional cases, when the student is absent at the defence due to justified reasons, a reasoned request to defend the Project remotely may be submitted to the faculty's Dean. The Dean, in cooperation with the chairman of the qualification committee (if a committee is assembled), decides if the student is granted the right to defend the Project remotely. The Project can only be defended by the student remotely when the means for personal identification of the student and information communication are provided.

60. In case two or three students defend a jointly prepared Project, each student's input in the Project must be distinguished; each student defends the project individually, presents the individual results and is evaluated separately.

61. The Project defence session of the qualification committee is public; it can be filmed, and the video material can be used for internal administrative purposes of the University. If the procedure for the insurance of confidentiality provided in Appendix 2 to the Guidelines is applied to the Project, the committee announces that part of the session closed; the only participants of this part of the session are the committee members, the student, the reviewer, the Project supervisor and the enterprise's representative if present.

62. The members of the qualification committee have to get acquainted in advance with the Projects to be defended; during the defence session, they have to get acquainted with the report on the evaluation of the Project supervisor and the level of language correctness (in case of the Master's Projects), the review and the summary of the originality report.

63. The final evaluation of the Project consists of a sum of multiplications of three components – the evaluation of the Project by the reviewer, the evaluation of the Project by the qualification committee and the evaluation of the Project defence by the qualification committee – in the grades multiplied by the weighted coefficient of the respective component rounded to the nearest integer. The average of the evaluations of all the members of the committee is calculated in grades. In case at least one component is evaluated with a negative mark, the Project is considered not defended (with regards to the reviewer's negative evaluation, see Paragraph 47 of the Guidelines). The weighted coefficient of the reviewer's evaluation of the Project is no less than 0.1 and not higher than 0.3. The weighted coefficients of the components of the final degree project evaluation are stipulated by the methodological requirements of the faculty.

64. In case a member of the qualification committee is the supervisor of the defended Project, he/she does not participate in the evaluation of the Project. In case a member of the qualification committee is the reviewer of the defended Project, he/she evaluates only the Project defence.

65. At the session of the qualification committee for the Project defence, the qualification committee shall hear:

65.1. The student's presentation of the Project revealing the objective, the tasks, the relevance and the originality of the Project, presenting the main results, statements and conclusions of the Project;

65.2. The reviewer's review of the Project and the student's answers to the reviewer's remarks;

65.3. The student's answers to the questions of other members of the committee or the participants of the public defence.

66. The members of the qualification committee evaluate the Project and its presentation, the student's ability to justify its conclusions, participate in the discussion and answer the provided questions. All the members of the qualification committee participating in the defence session individually evaluate each Project defended at the session and its defence by a mark in the ten-point scale.

67. The final evaluation of a Project is calculated as a sum of the weighted components which is rounded to the nearest integer:

67.1. The arithmetic mean of the Project evaluation marks by the present members of the qualification committee (not rounded);

67.2. The arithmetic mean of the defence evaluation marks by the present members of the qualification committee (not rounded);

67.3. The reviewer's evaluation.

68. While deciding on the final evaluation of the Master's Project, the qualification committee takes into consideration the level of the correctness of the Project's language (high, medium, low) and whether the student has published the research results in a scientific publication or case study, delivered a presentation at a scientific event, etc. It is not recommended to evaluate the Master's Project with a low level of language correctness as "very good" and "excellent"; it is not recommended to evaluate the Project which research results have not been presented publicly as "excellent".

69. In case of disputes regarding the evaluation, the chairman of the qualification committee makes the final decision which is indisputable. No appeal on the evaluation results may be submitted. An appeal can be submitted only regarding the technical errors and procedural violations.

70. **The sessions of the qualification committee are recorded in protocols. The secretary of the qualification committee drafts a protocol in the AIS. The protocols of the committee's session are signed or confirmed electronically (an electronic confirmation is the equivalent of the qualification committee member's signature) by all the members participating in the session. A signed meeting protocol is stored in the AIS and at the academic department under the procedure in force at the University. The administrator of studies of the faculty transfers the extract of the meeting protocol to the responsible employee of the Library within 1 working day after the date of the Project defence at the latest.**
[Amended by the Rector's Order No. No. A-197 of 21/04/2021]

71. The Project evaluation mark is entered into the AIS by the secretary of the qualification committee within 1 working day after the defence at the latest.

CHAPTER VIII
STORAGE OF FINAL DEGREE PROJECTS AND INTELLECTUAL RIGHTS

72. **The student uploads the defended Project in electronic format (PDF) for the storage to the information system of the Lithuanian Academic Electronic Library (hereinafter – eLABa repository) within 1 day after the announcement of the Project's evaluation in the AIS, setting the access conditions specified in Appendix 3 to the Guidelines. The appointed employee of the academic department also uploads all the defended Projects, including the appendices (if any), reviews and summaries of the originality reports in electronic format (in the online repository or digital media) for the storage at the academic departments according to the approved documentation plan of the University.**

[Amended by the Rector's Order No. No. A-197 of 21/04/2021]

73. The author's moral rights and property rights to the Project created by a student belong to him/her except when the property rights to the software, databases and other works created by the student are permanently transferred to University if the works have been created by using the University's collected experience, intellectual property, financial support, equipment or premises and in the other cases stipulated by the University's Regulations on Management and Transfer of Intellectual Property Rights.

74. **While signing the learning agreement, the student grants the University the right to upload his/her Project in electronic format to the University's internal databases and the eLABa repository as well as other Lithuanian and international databases. While signing the licence agreement of the eLABa repository, the student grants the University the indefinite, non-exclusive licence to publicise his/her Project (full text) in electronic format for the entire period of validity of the property rights under the access conditions specified in Appendix 3 to the Guidelines.**

[Amended by the Rector's Order No. No. A-197 of 21/04/2021]

75. While preparing a publication based on the Project, it is recommended to follow the Guidelines on Publishing Ethics prepared by the Lithuanian University Rectors' Conference in 2019.

CHAPTER VIII
PREPARATION AND DEFENCE OF THE FINAL DEGREE PROJECTS OF THE FIRST CYCLE MINOR STUDIES

76. The Projects of minor studies are prepared by the students of the first cycle studies admitted to the first year of studies until 2016-2017 (inclusive) who choose to study in the minor studies and obtain a double qualification degree after graduation.

77. At least 3 credits are allocated for the preparation and defence of the Project of minor studies.

78. Two Project supervisors are appointed for the major and minor study fields.

79. The Projects of the major and minor study fields are defended at the qualification committees of the respective study fields. In case of the minor study programme, the qualification committee consists of at least 3 specialists of the study field; one of them is appointed as the chairman.

80. While preparing an integrated Project of the major and minor study fields, it can be defended if the part of the Project of the major study field is eligible for defence, i.e., if the student is evaluated 'IS' (passed/credit) for the Project module of the major study field.

81. While preparing an integrated Project of the major and minor study fields, it has to be defended by submitting the relevant results of the Project to the qualification committee of each field.

82. In case of the joint defence session of the integrated Project of the major and minor study fields, after the student presents the results of the Project, the qualification committee of the major study field has priority to provide the questions; the qualification committee of the minor study field can provide the questions afterwards.

CHAPTER X
FINAL PROVISIONS

83. If a student does not defend or fails to defend the Project at the indicated time, or it is determined that the requirement for individual work on the Project has been violated, he/she is expelled from the University.

84. If a student does not intend to defend the Project in the current year but wishes to get the evaluation 'IS' (passed/credit) for the Project module, he/she can get the assessment of the Project supervisor and the appointed linguist (in case of the Master's Project) until the date of crossing out the final year students from the University student lists of the current year.

85. The students are allowed to defend the Project for the second time (repeatedly) after signing the corresponding learning agreement no sooner than 1 year after and no later than 2 years after the date of the first defence. If the student's Project module had been evaluated 'IS' (passed/credit), he/she submits the final Project to the appointed employee of the academic department until the Project defence date; the latter transfers the Project to the reviewer and the qualification committee. In case the Project module has been evaluated 'NS' (failed), the student submits the Project's intermediate results to the Project supervisor at the beginning of the semester.

86. If a Project fails to be defended for the second time or if the two-year period has lapsed, or at the student's request, a new Project has to be prepared after signing a corresponding learning agreement.

87. The appeals regarding the written decisions made with regards to the student and the complaints regarding the violation of the student's rights and legitimate interests are submitted in accordance with the provisions of these Guidelines, the Guidelines for Submission and Examination of Appeals and Complains and other internal legislation.

88. All the documents used in the preparation and defence of Projects are in electronic form, except for the cases stipulated by Paragraphs 32 and 47 of the Guidelines. The person's signature is equivalent to the electronic confirmation of the identified person (an employee or a student) in the University's internal information (AIS, Moodle) or an email sent from the University's official email box. The transfer of documents is conducted only in the University's internal information systems (AIS, Moodle) or via the University's official email box.

89. The Guidelines can be amended, supplemented or repealed by the Order of the University Rector.

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