

Requirements for Final Thesis submission For graduates of KIKfuc-16 and KTfmuc-18 groups

Students have to upload their final theses (FT) to the mano.vgtu.lt information system **5 working days before the FT defense**. Students have to check the defense dates in the mano.vgtu.lt information system. **It is not necessary to submit the hard copy of the FT.**

1. Requirements for the written part of the final thesis

1. FT has to include two cover pages (according to the form), the second cover page has to be signed by the **student, the supervisor and the head of the department**.

2. Both cover pages have to contain the name of the department “Department of Computer Science and Communications Technologies”;

3. The order of the parts in the FT.

After the two cover pages the following documents have to be attached:

- The task of the FT **with the signatures of the student, the supervisor and the head of the department**;

- Annotation of the FT (annotation has to be taken from VGTU information system mano.vgtu.lt, before that the student has to fill the Annotation in the information system).

- “Declaration of authorship in the final degree project”. It has to be filled in the information system mano.vgtu.lt;

- Final thesis text;

- Appendices of the FT (if necessary): graphs, circuit diagrams, program codes, etc. **The last FT page of the FT has to be signed by the student.**

- Master's students, if they participated in the conference, upload copies of the documents confirming the participation in the appendices. **This is not obligatory.**

2. Uploading the electronic version of the final thesis

1. The student uploads in mano.vgtu.lt information system all FT files compressed to one .zip file. The uploaded .zip file has to include all documents related to the work, i.e. annotation, final work, drawings and other appendices **with all required signatures of the student, supervisor and head of the department**. The FT have to be uploaded **5 working days before the defense** of the thesis.

2. The supervisor reviews the student's uploaded FT in the information system mano.vgtu.lt, approving it at least 3 working days before the defense. After this confirmation, the FT is considered saved in the registry and the student's access to the annotation and the uploaded FT is closed.

3. If the supervisor decides that a part of the FT needs to be corrected, the submitted version of the work is rejected. The student has to re-upload the updated FT no later than 2 working days before the defense. The supervisor re-reviews the uploaded FT and approves it at least 1 working day before the defense.

Final Thesis submission instructions are given in:

http://www.vgtu.lt/files/1728/86/4/12_0/Instruction%20for%20final%20work%20submission-for%20STUDENTS.pdf

3. Procedure for collecting signatures

All documents related to the FT are only electronic, so after signing the documents they have to be scanned and submitted **in PDF format**. In the absence of a scanner, other methods of inserting a signature into a PDF document should be used.

1. Signatures in the FT task

The task of the FT in PDF format with the signatures of the head of the department and the supervisor will be sent to the student by e-mail. The student signs the FT task and inserts it into the FT text. Also, a **PDF file** of the signed FT task has to be sent to the department administrator Jolanta Saudargaitė: jolanta.saudargaite@vgtu.lt .

2. Signatures on the second cover page of the FT

The student signs (the signature has to be next to the name of student) and sends the second cover page **in PDF format** to the supervisor, the supervisor, after signing the second cover page, sends it **in PDF format** to the head of the department (algirdas.baskys@vgtu.lt). The head of the department signs the second cover page and sends it **in PDF format** back to the student.

3. Signature on the last page of the FT

The last page of the FT has to be signed only by the student.

If the FT task or the second cover page with signatures is not received, the student has to notify the department administrator (jolanta.saudargaite@vgtu.lt) and the head of the department (algirdas.baskys@vgtu.lt) by e-mail. If you do not receive a reply to the email, call to the department by phone: +370 5 2744768.

Information about FT forming is given in:

<https://www.vgtu.lt/studies/final-work-and-thesis/54017?lang=2>

Information about FT submitting and defense you can find there:

<https://www.vgtu.lt/studies/study-documents/201073>