

THE DEPARTMENT OF MANAGEMENT

Structure of Bachelor's degree final work:

1. Cover of Bachelor's degree final work.
2. The Second cover of Bachelor's degree final work (It must be with a student's academic supervisor's signature. It is possible to sign by mobile signature or electronic signature. It must be included in the electronic work version).
3. Objectives of for Bachelor's degree final work (It must be with a student's signature and his\her academic supervisor's signature. It is possible to sign by mobile signature or electronic signature. It must be included in electronic work version).
4. Label of Bachelor's degree final work ((It must be with a student's academic supervisor's signature. It is possible to sign by mobile signature or electronic signature. It will be submitted separately, not be included in the final work).
5. Annotation in English (2 copies uploaded from the „my.VILNIUSTECH“ system – one copy should be included in the electronic work version, another one is submitted separately. It must be with a student's signature and his\her academic supervisor's signature. It is possible to sign by mobile signature or electronic signature).
6. Annotation in Lithuanian (2 copies uploaded from the „my.VILNIUSTECH“ system – one copy should be included in the electronic work version, another one is submitted separately. It must be with a student's signature and his\her academic supervisor's signature. It is possible to sign by mobile signature or electronic signature).
7. Declaration of authorship (It must be with a student's signature. It is possible to sign by mobile signature or electronic signature. It must be included in electronic work version).
8. Consent to the use of personal data (It must be with a student's signature. It is possible to sign by mobile signature or electronic signature. It must be included in the electronic work version).
9. Content.
10. Abbreviations, list of figures, and tables.
11. Introduction.
12. Parts of Bachelor's degree final work.
13. Conclusions and suggestions (It must be with a student's signature. It is possible to sign by mobile signature or electronic signature.).
14. References.
15. Appendixes.

Every student has to send the electronic version of the Bachelor's degree final work and additionally two copies of annotation (one copy in English and one copy in Lithuanian, signed by the supervisor) as well as the label of the Bachelor's degree final work separately. Please send them to the administrator of the Department of Management by email: Kristina.Audickaite@vilniustech.lt or vvvk@vilniustech.lt.

Please pay attention to the year (must be 2021 year), filling all the title sheets, the objective, and the label.

Also, wherever necessary, you have to write the name and the surname of your supervisor and the head of the Department of Management.

Also, I draw your attention to the numbering of pages. Pages of a Bachelor's thesis are numbered consistently starting from the title page (page numbers are not written on title pages: cover of Bachelor's degree final work., the second cover of Bachelor's degree final work, lists of figures, pictures, and tables as well as pages of the table of contents). The page number is written only from the page "INTRODUCTION" above the text (in the center at the bottom of the page) in Arabic numerals without any dots or hyphens. The page named "APPENDICES" is even-numbered and added to the content.

The text of research work is written with the help of a computer on pages of white plain paper; font size is 12, and spacing between lines is 1.5 lines. No full stops are used after titles of chapters, subchapters, or subsections. Tables, figures, and formulas of a Bachelor's thesis are numbered consistently throughout the whole thesis. The numbering of the pages of annexes of a Bachelor's thesis should be consistent, and figures and tables in each annex should be numbered separately.

If needed the text of a final thesis is divided into chapters, subchapters, and subsections. Chapters are numbered in Arabic numerals. Subchapters are numbered only inside a chapter. So the running number of a subchapter starts with the number of the chapter and the number of that chapter's subchapter. They are divided by full stops, e.g.: 2.1.; 2.2.

If the text is also divided into subsections, then they are numbered according to the same principle: the first numeral refers to the number of the chapter, the second one means the subchapter, and the third shows the number of the subsection, e.g.: 2.1.1.; 2.1.2.

A chapter heading is placed one line below the beginning of the page text field, and headings of subchapters or subsections are distinguished from the text before and after them by a space of one line. If there is a subchapter heading right after a chapter heading then a space of one line is left

between them. A heading cannot be on one page and the text on another – they must be on the same page. Each paragraph is started from a new line, which is shifted from the left side by 1,5 lines.

You can find the state codes of study programs and the titles of your study fields on the website of VILNIUS TECH.

Students of <i>MVfuc-18 and MVfu-18 groups</i> must write this information in the Bachelor's degree final work:

Business Management study programme, state code 612N10007 (6121LX043)

Marketing Management specialisation

Business study field

The Bachelor's degree final work must be completed with your signature and your supervisor's signature in the electronic version of the final work! *It is possible to sign by mobile signature or electronic signature.*

You can find the approving data of title of your Bachelor's degree final work and the number of the decree, connected to the „my.VILNIUSTECH“ portal.

The label of Bachelor's degree final work is necessary. However, it will not be included in the final work. It is added separately.

Every student must submit annotations in Lithuanian and English languages in the section "Bachelor Graduation Thesis" in mano.VILNIUSTECH.lt system (the VILNIUS TECH information system). If the title of Bachelor's degree final work is in the my.VILNIUSTECH.lt system (VILNIUS TECH information system), but it does not correspond to the title of your Bachelor's degree final work, please contact the administrator of the Department of Management by email: Kristina.Audickaite@vilniustech.lt.

Annotations from the information system (mano.VILNIUSTECH.lt) must be submitted in 2 copies: one copy is in Lithuanian and one copy is in the English language, which is included in the Bachelor's degree final work, and the second copy of these annotations is sending to the Management Department separately.

Students must write the presentation's date of the Bachelor's degree final work to the Department of Management in annotations pages. The number of copies (which need to indicate in the annotations forms) for undergraduate students is 1.

Every student must also fill the Declaration of authorship in the Bachelor's degree final work in the my.VILNIUSTECH.lt system (in the VILNIUS TECH information system), and add it in the

Bachelor's degree final work.

The electronic version of the Bachelor's degree final work (with all digital documents related to the Bachelor's degree final work: annotations, Bachelor's degree final work, drawings and other appendices) must be sent in a word and pdf formats which must be signed (must be with your signature and the signature of your supervisor) to the Department of Management **no later than 21th of May in 2022**. Please send it from the official VILNIUS TECH student mailbox to this email: Kristina.Audickaite@vilniustech.lt or vvvk@vilniustech.lt.

Then the administrator of the Department of Management should send to every student the first scanned papers of the presented Bachelor's degree final work with signatures of the head of the Department of Management before 6 days before the defence.

The student must submit the electronic version of Bachelor's degree final work (all digital documents related to the Bachelor's degree final work, that is, annotations, the Bachelor's degree final work, **drawings, and other appendices**) **which must be signed** (must be with your signature, the signature of your supervisor and the signature of the head of the Department of Management) **to the VILNIUS TECH** information system („my.VILNIUSTECH“ information system). This should be done through mano.VGTU.lt portal within 5 days before the defence of Bachelor's degree final works in the Commission. The Final work in word and pdf formats must be compressed to one zip file. The student must notify the Department of Management by email: Kristina.Audickaite@vilniustech.lt or vvvk@vilniustech.lt.

Students Bachelor's degree final work supervisor should check and confirm that Final work is properly presented for archiving in the system. The supervisor of your Bachelor's degree final work views the Bachelor's degree final work uploaded into the information „my.VILNIUSTECH“ system (to the VILNIUS TECH information system), whether it meets the paperwork, after that the supervisor confirms it at least 3 days before the defence of Bachelor's degree final works in the Commission. After this confirmation, the Bachelor's degree final work is considered to save in the registry and the student's access to the annotation is closed and the adjustment of the Bachelor's degree final work uploaded in the information system is closed.

If the supervisor rejects the electronic version of the Bachelor's degree final work because it doesn't meet the signed paperwork version of the Bachelor's degree final work, the student has to upload repeatedly the updated electronic version of the Bachelor's degree final work no later than 2 days before the defence of Bachelor's degree final works in the Commission. The supervisor views repeatedly uploaded electronic version of the Bachelor's degree final work and confirms it at least one day before the defence.

When the supervisor confirms the Bachelor's degree final work, it is saved in the VILNIUS TECH information system, giving the registration number in the register of to the VILNIUS TECH information system and automatically generating the required metadata of Bachelor's degree final work (i.e., an author, names, step, direction, year, date of defence, unit, etc.).

The administrator of the Department of Management joins the information system of VILNIUS TECH and checks that all Bachelor's degree final works are saved in the system one day before defence of Bachelor's degree final works in the Commission, and submits the list of authors of the Bachelor's degree final works, uploaded in the system and confirmed by supervisors in my.VILNIUSTECH.lt portal to the Commission that grants a Bachelor's degree. If you aren't on this list, *you can not defend* this Bachelor's degree final work in Commission that grants a Bachelor's degree.

The Bachelor's degree Final Theses will be submitted to the Department of Management in electronic form (in word and pdf formats) by sending documents from the official VILNIUS TECH student mailbox to this email: Kristina.Audickaite@vilniustech.lt or yvvk@vilniustech.lt **no later than the 21st of May in 2022**. This is the deadline and the Bachelor's degree Final Theses will not be accepted later!

Every student must send his/her Bachelor's degree final work to the Department of Management in this working time:

Working time

I 8:00 - 16:45

II 8:00 - 16:45

III 8:00 - 16:45

IV 8:00 - 16:45

V 8:00 - 15:30

Dinner

11.30 - 12.00

If you have any questions, please contact at this time by e-mail: Kristina.Audickaite@vilniustech.lt.