

CONFIRMED

By the order No. 10.8-1053 of the Rector of Vilnius Gediminas Technical University dated December 5, 2025

(Edition of the Rector's order No. 10.8-____ of Vilnius Gediminas Technical University dated December ____, 2025)

PREPARATION AND DEFENSE OF FINAL THESES PROCEDURE DESCRIPTION

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for the Preparation and Defense of Final Theses (hereinafter – the Procedure Description) regulates the stages of preparing and submitting final theses for first and second cycle studies and integrated studies at Vilnius Gediminas Technical University (hereinafter – VILNIUS TECH), as well as the defense and evaluation stages.

2. The terms used in the Procedure Description are:

2.1. **The final thesis** (hereinafter – FT) is a student's independent scientific research or applied, project, or creative project work carried out at the end of the study program, revealing skills that correspond to the program's objectives.

2.2. **The final thesis reviewer** is a scientist in a certain scientific field and/or a recognized artist, and/or lecturer, and/or social partner who provides scientific opinions on FT and evaluates the student's FT with scores.

2.3. **The thesis supervisor** is a researcher working at VILNIUS TECH and/or a recognized artist and/or lecturer, leading the FT preparation process and advising the student preparing the FT on methodological and subject-related issues.

2.4. **The final thesis consultant** is a specialist in their field proposed by the FT supervisor, who provides specific consultations on the student's FT topic if needed.

2.5. **The Degree Awarding Commission** (hereinafter – DAC) is a commission established by Vilnius Tech, which defends and evaluates bachelor's and master's FTs and decides on awarding the degree.

2.6. **A social partner** is a company or organization that represents the interests and problems of the labor market in all aspects and is interested in providing consultations, providing useful information, and cooperating with VILNIUS TECH in the fields of science and studies.

2.7. **A conflict of interest** is a situation where a person, in the course of their duties, is required to perform a certain action, but that action (activity) is related not only to their duties but also to their private interest.

CHAPTER II PREPARATION OF THE THESIS

FIRST SECTION CHOOSING THE TOPIC OF THE THESIS

3. Stages of choosing FT topics:

3.1. During the first month from the start of the semester for which *Final Thesis 1* or *Research Paper 1* is planned (if the internship takes place at the beginning of that semester, then within two weeks after the internship):

3.1.1. The department's lecturers, who will lead the FT, formulate and, after coordinating with the head of the department, upload the FT topics along with a brief description (which also indicates

how many students can complete the FT and what type of FT is performed according to the proposed topic) into the manoVILNIUSTECH information system;

3.1.2. During this period, students can also propose a FT topic. In this case, the student coordinates the topic with a potential supervisor who uploads the FT topic proposed by the student into the information system;

3.1.3. FT topics approved by the head of the department are published in the manoVILNIUSTECH information system;

3.2. students within three weeks of the FT topics being published:

3.2.1. selects the FT topic from the department or social partners' proposed topics and the FT guide;

3.2.2. together with the FT leader, formulates the FT topic, goal, objectives, tasks, outlines a preliminary work structure, and discusses the bibliography;

3.3. For students who have not chosen the FT topic and supervisor by the set date, the head of the department assigns the topic and supervisor within two weeks from the set date, taking into account the supervisors' pedagogical workloads. The student is informed about the FT topic and supervisor by email;

3.4. If necessary, the FT topic may be adjusted after *the evaluation of Final Thesis 1 or Research Work 1* for the respective semester, but no later than two weeks before the FT defense at DAC.

4. If the student chose a work topic proposed by social partners, when coordinating a specific topic, the social partners must specify what kind of support the company or organization provides to perform the FT:

4.1. the student's access to company data necessary for the research;

4.2. the student's access to the technologies or equipment required to perform the FT;

4.3. assigns the student a workplace in the company;

4.4. provides material support necessary for research, experiment, or prototype production;

4.5. appoints a company or organization consultant working on a topic related to the student's FT topic, who can be described as a work consultant.

5. The FT leader, the social partner's representative, and the student must conclude a free-form agreement, which is attached to the FT. It must specify the form and conditions of the social partner's assistance in completing the FT, as well as:

5.1. discuss the confidentiality conditions of data or technologies used in the work;

5.2. to discuss the conditions for using the company or organization's name and logo and for publicizing the results of the defended FT;

5.3. assess the need for the company to acquire or otherwise commercialize products developed during the FT drafting, research results, etc., and if necessary, agree on the terms of such actions.

SECOND SECTION

APPOINTMENT OF THE THESIS SUPERVISOR AND APPROVAL OF TOPICS

6. The FT preparation is supervised by the FT leader appointed by the head of the department. When appointing a FT supervisor, the student's preference may be taken into account. FT can only be led by a lecturer, researcher, or artist working at the University. At the suggestion of the FT leader, the student may have a FT consultant, who may also be a person not working at the University. The FT consultant is indicated in the FT introduction or another part of the FT.

7. The FT supervisor must meet the following requirements:

7.1. when preparing the bachelor's FT – holding at least a master's degree and having at least one year of pedagogical work experience at a higher education institution and/or conducting scientific research in the same scientific field;

7.2. when preparing the master's FT – holding a doctoral degree and having at least one year of pedagogical work experience at a higher education institution, as well as conducting scientific research in the same scientific field. In the groups of arts study fields, the master's FT supervisor can

be a recognized artist working at VILNIUS TECH, holding higher education and at least one year of pedagogical work experience at a higher education institution.

8. A lecturer may begin supervising no more than 10 undergraduate FT students and no more than 5 FT master's students in the same academic year.

9. The department administrator records the names of students and supervisors along with FT topics into the final works database of the university's information system (hereinafter – UIS) study subsystem.

10. Lists of student FT topics and supervisors are approved in the system by the end of the semester in which *Final Thesis 1* or *Research Paper 1* is planned.

THIRD SECTION FINAL THESIS PREPARATION PROCESS

11. FT is organized in the semesters specified in the study program structure.

12. FT must be directly related to the student's study program direction.

13. The preparation, advocacy, and evaluation of the FT are organized by the head of the department overseeing the study program or specialization or an authorized person.

14. With the department head's permission, FT can train 2–3 or more students. Then the subtopics of each student's planned work are clearly separated, and separate goals and objectives are formed. Each student separately reports on their subtopic. The completed work is presented as a coherent work, highlighting each student's contribution. The same requirements apply to subtopic preparation as in FT.

15. The student or group of students prepares the FT independently, in consultation with the FT supervisor and, if necessary, a consultant.

16. The student must coordinate the frequency and format of consultations with the FT supervisor. Consultations are intended to monitor the progress of the FT preparation, assist in solving emerging problems, provide comments and suggestions, and discuss the prepared FT presentation. When preparing the FT, the student takes into account the advice and feedback of the supervisor and consultant.

17. The FT leader advises the student in creating the FT preparation plan and provides feedback on the areas of the FT that need to be corrected.

CHAPTER III REQUIREMENTS FOR THE FINAL WORK

18. The completed FT must meet the following requirements:

18.1. The FT is written in Lithuanian according to the applicable record-keeping regulations. With the permission of the department head and the faculty dean, work may also be prepared in a foreign language. Individuals studying in study programs in English prepare the FT in English.

18.2. The FT is prepared according to the recommended structure provided in the annex to this description.

18.3. The special requirements for the preparation, formalization, and submission of the FT are established by the faculties, whose divisions (departments) prepare methodological guidelines.

18.4. The topic addressed in FT is relevant. Relevance means that there is a specific need to investigate a particular chosen problem that must be addressed considering contemporary world issues.

18.5. The goals and objectives of the FT are clearly formulated and correspond to the chosen problem.

18.6. The content of the FT corresponds to the chosen problem and responds to the goals and tasks set out in the introduction, examining the formulated scientific problem.

18.7. The FT formulates conclusions proving that the set goal and objectives have been achieved. Additionally, the FT may include proposals (recommendations) related to the topic examined in the FT.

18.8. FT meets the department's recommended scope and other requirements.

18.9. The FT must be prepared honestly and independently, in compliance with the Republic of Lithuania's Copyright and Related Rights Law, the VILNIUS TECH Academic Ethics Code, this description, and other legal acts.

CHAPTER IV THESIS DEFENSE

FIRST SECTION PERMISSION TO DEFEND THE FINAL THESIS BEFORE THE DEGREE AWARDING COMMISSION

19. If the FT is continuous and consists of several components, the first parts are evaluated by commissions established by the department. The grade is entered into the timesheet by the head of the department or an authorized person.

20. In the final semester of studies, there can be only one continuous part of the FT, for which the intermediate assessment in the commission established by the department is the permission to defend the work in the DAC (the timesheet records "Passed" or "Not passed"), and the final assessment is FT defense at DAC.

21. Before the FT is reviewed by the department's commission for permission to defend the work, the FT supervisor must be familiar with the FT and provide their comments and suggestions to the student.

22. The permission to defend the thesis is considered by a commission established by the department during the last FT preparation semester no later than 10 working days before defending the FT at DAC. The decision on whether the FT meets the requirements and whether it is permitted to defend the DAC is recorded in the minutes of the department commission meeting.

23. If the department committee decides that minor corrections are still needed in the FT, the student must correct the work within 5 calendar days and re-upload the revised work into the manoVILNIUSTECH information system. The FT leader is responsible for reviewing the corrections:

23.1. if the corrections are appropriate, the head of the FT informs the head of the department, and the FT is allowed to defend the DAC;

23.2. If corrections are not made or are made incorrectly, the FT leader informs the department head, and the student is not allowed to defend the FT at DAC. The student may register to prepare and defend the FT in the following academic year.

24. If the department committee decides that significant amendments are still needed to the FT or that it is not fully prepared and cannot be defended by the DAC, the student may register to prepare and defend the FT in the following academic year.

25. If a student leaves under a student exchange program during the first FT preparation stage, a mobility agreement is concluded for 27 credits, and for the first FT preparation stage, they must settle the payment at their institution before the start of the next FT preparation stage.

26. One month before the FT defenses, the head of the department or an authorized person organizes the recording of FT defense schedules into the information system and submits the FT defense and/or final exam schedules to the faculty dean's office.

SECOND SECTION THESIS SUBMISSION AND REVIEW

27. Documents required to organize payments for FT, including FT defense at DAC, FT tasks, supervisor's feedback, review, and others, are filled out in the manoVILNIUSTECH information system. If such an option to fill out documents is not available, they are sent from the official VILNIUS TECH employee/student email inbox (for non-VILNIUS TECH employees – from their official mailbox). Such documents are considered signed documents.

28. At least 5 working days before defending the FT at DAC, the student must submit the final version of the FT, which must be uploaded to the manoVILNIUSTECH information system.

29. The head of the FT must, at least 3 working days before the public defense of the DAC:

29.1. to confirm the FT uploaded by the student in the manoVILNIUSTECH information system;

29.2. submit the manager's feedback on FT in the manoVILNIUSTECH information system.

30. No later than 5 working days before the public defense, the head of the DAC department appoints reviewers. A FT reviewer must have at least a master's degree and at least one year of teaching experience at a higher education institution and/or conduct scientific research in the same scientific field. A social partner with higher education and at least five years of practical work experience can also be a bachelor's FT reviewer. Usually, one FT reviewer is appointed. If the reviewer's opinion radically differs from that of the FT head, the department head may appoint a second reviewer.

31. The reviewer examines the FT and provides an opinion on the FT, its compliance with the requirements set by the FT, and its suitability for public defense, as well as evaluates the work.

32. The reviewer must submit the feedback in the manoVILNIUSTECH information system at least 1 working day before defending the DAC.

33. If two reviewers are appointed to review the FT and their opinions differ significantly, the head of the department may appoint a third reviewer, who, after reviewing the FT and both reviews, submits their conclusion. In such a case, the FT defense is postponed until the third reviewer's response is received.

34. Students can view the feedback from the supervisor and reviewer in the manoVILNIUSTECH information system.

35. The department may ask the student to complete consent to process their personal data for the purpose of teaching other students.

THIRD SECTION FORMATION OF THE DEGREE AWARDING COMMITTEE

36. A commission is formed to award the first-cycle degree:

36.1. To award a bachelor's degree, a commission consists of five competent specialists – scientists and/or recognized artists and practitioner professionals. At least three commission members must hold academic degrees or academic titles. At least one member from another study (science) field commission must participate in the commission. The commission chairperson must be a professional practitioner not employed at VILNIUS TECH.

36.2. A commission of five competent specialists—researchers, professional practitioners, and representatives of social stakeholders—is required to award the professional bachelor's degree. At least three members of the commission must be professional practitioners, and at least one member must hold an academic degree or academic title. The chairperson of the commission must be a professional practitioner not employed at VILNIUS TECH.

37. A commission is formed to award the master's degree consisting of 5–7 competent specialists from the field of study (field group) – scientists/artists, professional practitioners, and representatives of social partners. One commission member may be from another scientific and study institution. The chairperson of the commission and at least two other commission members must hold an academic degree and/or a teaching title. The commission may include the master's FT supervisor and a master's thesis reviewer (if two reviewers are appointed – at least one of the reviewers).

38. The composition of the DAC is approved by the rector's order. The DAC composition is collected from the faculty departments by the respective faculty administrator and sent to the Study Directorate no later than 5 weeks before the start of the FT defense, which reviews, prepares, and coordinates the rector's order regarding the formation of the DAC in the respective faculty.

39. All DAC chairpersons or members (who are not VILNIUS TECH employees) must be officially employed and paid for the work performed.

40. No later than one month before the start of the FT defense, the departments shall submit to the Personnel Directorate: summaries of the planned hourly work of the DAC chairpersons and/or members, as well as documents necessary for concluding the employment contract.

41. Newly hired DAC chairmen and members are instructed by the department head about the work requirements according to the procedures established by VILNIUS TECH.

42. The head of the department familiarizes the DAC chairpersons and members with the procedure for assessing the achievements of students at VILNIUS TECH and organizing assessments, the Academic Ethics Code, and the appeals submission process.

CROSS-SECTION

DEFENSE BEFORE THE DEGREE AWARDING COMMITTEE HEARING

43. FT's work is defended in a public DAC session.

44. In exceptional cases, for students with mobility disabilities who, for serious reasons, cannot attend the DAC meeting, the FT defense may be organized remotely. Permission is granted by the faculty dean.

45. At one DAC meeting, the FT is recommended to be defended by no more than ten first-cycle students and no more than seven second-cycle students.

46. The DAC chairperson and members must avoid conflicts of interest. If there is a likelihood of conflict of interest for an DAC member, they must inform the DAC chairperson; if there is a likelihood of conflict of interest by the DAC chairperson, they must inform the head of the department. In both cases, the commission chairperson or member must recuse themselves from voting on the FT evaluation.

47. An DAC meeting is valid when at least two-thirds of DAC members participate. The DAC chairperson must participate in the DAC meeting.

48. FT can also be defended in a previously announced non-public DAC meeting if reasonably requested by the FT leader, department head, social partner, or the student themselves. The DAC meeting is declared private by the DAC chairperson. In addition to commission members and the student, the FT work supervisor, reviewer, department head, Study Program Committee chairperson, and Vice-Rector for Studies may participate in the DAC meeting.

49. After the student presents the FT, they are introduced to the review(s) and asked questions from the reviewer. The student answers questions from the reviewer and then from the committee members. Questions must be related to the FT.

50. If a student, who has already been granted the right to defend FT, for important and justified reasons – illness, injury, death of close relatives, etc. – cannot attend the DAC meeting, they inform the head of the department and the faculty dean, who decide on the possibility of defending FT at the next DAC meeting.

51. A prepared FT is defended only once.

CHAPTER V

FINAL THESIS EVALUATION

52. Each commission member evaluates the FT individually, taking into account the reviewer's conclusion about the FT and the supervisor's feedback. The final FT evaluation is equal to the arithmetic average of all commission members' evaluations.

53. When evaluating the FT, the LSC may increase the final passing grade by one point if the student has prepared a scientific report and presented it at a scientific conference or scientific seminar. Participation in a conference or seminar is evidenced by a publication or conference (seminar) protocol and a copy of the publication or presentation, which are provided in the FT annexes (or attached to the FT). Art study students may participate in creative competitions and exhibitions instead of preparing a scientific report, and documents and copies of works proving this are provided in the FT annexes.

54. The course of the DAC meeting is recorded in minutes. Evaluations are recorded in the FT defense protocol by the DAC chairman and members, and the minutes are signed by all DAC members present at the meeting.

55. Audio recording equipment is used during the defense. These recordings may be used when considering appeals. The chairman must inform about the use of audio recording equipment at the

beginning of the DAC meeting. Audio recordings are stored on the university's network disc for 45 days after the DAC meeting.

56. When making an audio recording in the minutes, this is indicated and the detailed course of the session is not recorded. Only the operative part of the protocol is completed. Detailed arguments are recorded in the minutes if:

- 56.1. conflict situations arise during defense;
- 56.2. the student does not answer questions;
- 56.3. work presentation is problematic due to health disorders;
- 56.4. The student's FT is evaluated negatively.

57. Student evaluations are conducted in a closed part of the DAC meeting, with the participation of the commission chairperson and members. The head of the department, dean, the chairperson of the study program committee, or the vice-rector for studies may participate in the evaluation discussion. After the closed part of the DAC meeting ends, the chairperson again declares a public session and presents all participants with summarized information about the FT, its defense process, and announces whether all individuals are awarded or denied bachelor's or master's degrees. Names are not disclosed. If there are individuals receiving negative evaluations, they are informed personally by being invited individually to the closed part of the DAC meeting.

58. The DAC commission's decision regarding the evaluation is final and cannot be appealed.

59. Appeals regarding procedural violations are considered according to the procedure established in the Description of the Procedure for Reviewing Appeals and Complaints of Students at Vilnius Gediminas Technical University.

60. If a student does not attend an DAC meeting without a valid reason, an "P" is entered in the timesheet, and it is considered that the student has an academic debt.

61. The results of the FT defense are recorded in the information system no later than one working day after the FT defense.

62. For students who defended FT at a foreign higher education institution, their defense results are credited based on the Procedure for Recognition of Study Results at Vilnius Gediminas Technical University, approved by the Senate.

CHAPTER VI FINAL PROVISIONS

63. The defended FT is kept according to the VILNIUS TECH student written assignment storage procedure.

64. If the FT is not defended, the prepared new FT may not be defended earlier than after six months. The defense of the FT can be postponed no more than 3 times.

65. For students who, due to important and justified reasons, have not prepared or defended the FT by January 23, and whose study programs end in January, the dean's order may postpone the FT defense until June 23.

66. For students who, due to important and justified reasons, have not prepared or defended the FT by June 23 and whose study programs are completed in June, the dean's order may postpone the FT defense until the retake in the committee in August according to the calendar study schedule.

67. Students who complete the theoretical course but do not defend the FT by the deadline specified in the study schedule are removed from the student lists or may register to organize and defend the FT status as a paying student in the next academic year. In such cases, students wishing to obtain permission to retake and/or defend a deferred FT must submit an application to the dean. The dean, following the fee established by VILNIUS TECH, determines the fee for FT retraining and defense. Taking into account the volume of previously completed FT, the dean may reduce the fee for FT retraining. The student pays the set fee within 1 month from the start of the semester.

RECOMMENDED STRUCTURE OF THE THESIS

1. The first title page.
 2. The second title page lists the manager, reviewers, consultants, and more.
 3. Thesis assignment.
 4. Abstract in Lithuanian.
 5. Abstract in English.
 6. Contents.
 7. Abbreviations.
 8. An introduction presenting the problem and describing all the main research parameters: object, goal, tasks, hypotheses (master's FT).
 9. Descriptive part.
 10. Conclusions and recommendations.
 11. List of used literature and other sources.
 12. Appendices (drawings, sketches, diagrams, etc.).
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