

APPROVED
by the Resolution of the Academic Council of
Lietuvos Inžinerijos Kolegija
Higher Education Institution,
30 September 2025, Minutes No. V18-73

**REGULATIONS ON THE PREPARATION, DEFENCE, ASSESSMENT AND
STORAGE
OF THE PROFESSIONAL BACHELOR'S FINAL THESIS
AT LIETUVOS INŽINERIJOS KOLEGIJA HIGHER EDUCATION
INSTITUTION**

I. GENERAL PROVISIONS

1. The Regulations (hereinafter – the Regulations) on the preparation, defence, assessment and storage of the Professional Bachelor's Final Thesis of Lietuvos Inžinerijos Kolegija Higher Education Institution (hereinafter – LIK) establish the general requirements for final theses of professional bachelor studies and define the procedure for their preparation, defence, assessment and storage.
2. The Regulations have been prepared in accordance with the Order of the Minister of Education, Science and Sport of the Republic of Lithuania of 30 December 2016 No. V-1168 "On the Approval of the Description of General Requirements for the Implementation of Studies" (TAR, 30-12-2016, No. 2016-30192; 07-07-2023, No. 2023-14153), and the Study Regulations of LIK approved by the Academic Council of LIK on 14-03-2023, Minutes No. V18-29.
3. The Regulations apply to students, final thesis supervisors, reviewers, members of the Final Thesis Attestation Committee and the Qualification Committee, as well as other LIK employees involved in the preparation, defence, assessment and storage of final theses.
4. When implementing a joint Study Programme, the requirements and procedures for the preparation, defence and assessment of the final thesis shall be laid down in the agreement on the implementation of the joint Study Programme signed by LIK and other partner institutions. Upon completion of a joint Study Programme, a joint qualification degree may be awarded.
5. The professional bachelor's qualification degree shall be awarded provided that a final thesis has been prepared and successfully defended. A student shall be permitted to defend the final thesis only after fulfilling all Study Programme requirements and having no academic debts. The qualification degree shall be certified by a diploma (in the case of a joint programme – a joint diploma) and a diploma supplement.
6. Key terms used in these Regulations:
 - 6.1. **Professional Bachelor's Final Thesis** (hereinafter – FT) – an independent student work of a defined structure and scope, prepared at the completion of a Study Programme, demonstrating the student's competencies specified in the Study Programme.
 - 6.2. **Commissioned Final Thesis** – a student's final thesis prepared under a tripartite agreement concluded between the commissioning party (a legal and/or natural person), LIK and the student.
 - 6.3. **Final Thesis Supervisor** (hereinafter – FT Supervisor) – a lecturer appointed by the Head of the Study Field Programme or a practitioner specialist in the relevant field holding a qualification degree not lower than a Master's degree or an equivalent qualification, who supervises the preparation of the student's final thesis.
 - 6.4. **Reviewer** – a specialist in the study field of the Study Programme holding a qualification degree not lower than a Master's degree or an equivalent qualification, who reviews and assesses the prepared final thesis in points.
 - 6.5. **Attestation Committee** – a collegial assessment body which listens to the student's presentation of the prepared final thesis, verifies compliance with mandatory requirements for the structure, content, scope, formatting and use of literature sources, and adopts a decision on granting permission to defend the final thesis before the

Qualification Committee.

- 6.6. **Qualification Committee** – a collegial assessment body which evaluates the quality of prepared final theses, determines the level of achievement of the student's learning outcomes and adopts a decision on awarding the professional bachelor's qualification degree.
- 6.7. **Learning outcomes** – the student's knowledge, understanding, skills and attitudes upon completion of a study module (subject) and/or the entire Study Programme.

II. PREPARATION OF THE FINAL THESIS

7. The Head of the Study Field Programme coordinates the preparation of FT, resolves organisational issues related to their preparation and organises their defence at meetings of the Attestation Committee and the Qualification Committee.
8. FT topics according to the announced thematic areas/study fields may be proposed by students, lecturers, social partners or commissioning parties. Taking into account the aim and learning outcomes of the Study Programme, the student selects the final thesis topic. The topic of a commissioned final thesis shall be discussed and agreed upon by the Head of the Study Field Programme, the commissioning party, the FT Supervisor and the student.
9. FTs shall be prepared according to the final thesis preparation schedule for the respective academic year drawn up by the Head of the Study Field Programme, which shall be sent to students by e-mail and published in the Moodle learning environment no later than 15 October.
10. The student selects the FT Supervisor from the list provided by the Head of the Study Field Programme and agrees with the supervisor on the thesis topic and assignment. If the student fails to select an FT Supervisor by the deadline specified in the final thesis preparation schedule, the supervisor shall be appointed by the Head of the Study Field Programme.
11. The student submits the prepared FT assignment (Annex 1), agreed with the FT Supervisor, to the Head of the Study Field Programme. Students returning from academic leave must submit this assignment no later than during the first week of the spring semester.
12. A working group formed by the Head of the Study Field Programme reviews final thesis topics, provides comments, makes adjustments where necessary and approves them by protocol. Students' final thesis topics in Lithuanian and English, indicating the FT Supervisors, shall be approved by an order of the Director of LIK no later than 5 May and shall not be changed after approval. The Attestation Committee may recommend an adjustment to a student's final thesis topic, which shall be approved by an order of the Director.
13. The preparation of the final thesis shall be supervised by the FT Supervisor. The FT Supervisor assists the student in selecting the topic, prepares the final thesis assignment, familiarises the student with these Regulations and the methodological guidelines for final theses of the relevant Study Programme, recommends information sources, provides methodological and subject-matter support, agrees on a consultation schedule with the student, cooperates with the Head of the Study Field Programme in resolving issues arising during thesis preparation, performs a text similarity check, evaluates the completed thesis and prepares a written assessment, and participates in the defence of the final thesis at the meeting of the Attestation Committee.
14. When a single FT is prepared by two students from different study fields, one supervisor may be appointed or separate supervisors may be appointed for each study field student. Students may prepare a FT jointly only if the thesis topic requires knowledge and skills from different study fields.
15. If necessary, the Head of the Study Field Programme may appoint consultants for the preparation of specific parts of final theses. The FT consultant provides consultations regarding specific parts of the thesis, recommends information sources, provides methodological and subject-matter support and cooperates with the FT Supervisor.
16. The student prepares the final thesis independently in accordance with these Regulations and the methodological guidelines of the relevant Study Programme, observing the principles of academic integrity. The student is responsible for the preparation and formatting of the final thesis, the accuracy of facts, conclusions and results, and the timely submission of prepared thesis parts to the FT Supervisor according to the deadlines specified in the preparation schedule.

III. STRUCTURE AND FORMATTING OF THE FINAL THESIS

17. Final theses shall be prepared in accordance with these Regulations and the methodological guidelines for final theses of the relevant Study Programme. Methodological guidelines for final thesis preparation shall be approved by the Study Field Programme Committees.
18. The structural components of the FT are as follows:
 - 18.1. Title page;
 - 18.2. Abstract in Lithuanian and a foreign language;
 - 18.3. Thesis assignment;
 - 18.4. Table of contents;
 - 18.5. Introduction;
 - 18.6. Main parts of the final thesis (according to the methodological guidelines of the relevant Study Programme);
 - 18.7. Conclusions and recommendations;
 - 18.8. List of references;
 - 18.9. Appendix.
19. Final theses shall be written in Lithuanian. When studies are conducted in a foreign language or due to the specificity of the Study Programme, the final thesis may be prepared in the language in which the studies were conducted.
20. The final thesis shall be formatted according to general text layout requirements:
 - 20.1. Text shall be printed on one side of an A4 white paper sheet. Margins: top and bottom – 2 cm; left – 3 cm; right – 1 cm.
 - 20.2. Text shall be written in Times New Roman, 12-point font. Chapter titles shall be written in bold uppercase letters, **TIMES NEW ROMAN**, 12-point font; subsection titles – in bold lowercase letters, **Times New Roman**, 12-point font.
 - 20.3. The first line of each paragraph shall be indented 1.5 cm from the left margin.
 - 20.4. Text shall be justified on both sides.
 - 20.5. Line spacing shall be 1.5.
 - 20.6. Pages shall be numbered with Arabic numerals in the bottom right corner, without punctuation marks.
21. The final thesis shall be formatted in accordance with these Regulations and the methodological guidelines of the relevant Study Programme.

IV. PREPARATION FOR FINAL THESIS DEFENCE

22. Final thesis assessment shall be carried out according to the defence schedule, approved no later than 30 calendar days before the start of the public defence before the Qualification Committee, in the following stages:
 - 22.1. upon completion of the FT, it is reviewed and considered at a meeting of the Attestation Committee;
 - 22.2. after permission for public defence is granted, the thesis is defended at a meeting of the Qualification Committee.
23. The final thesis shall be considered by the Attestation Committee in contact form. In exceptional cases, for objective reasons, students may be allowed to participate in the defence remotely. Upon submission by the Head of the Study Field Programme, the Attestation Committee shall be approved by an order of the Director.
24. A student whose Final Thesis is required to be assigned a special designation due to commercial secrecy or other confidential or classified information, i.e. where non-public (classified) data and results are used in the Final Thesis and may not be disclosed publicly, shall submit an application to the Head of the Study Field Programme no later than 5 working days prior to the review of the FT by the Attestation Committee, requesting the assignment of a special designation to the FT, together with supporting documents substantiating the validity of the request. In the application, the student shall indicate whether it is requested that the Final Thesis be defended in a closed session of the Attestation Committee and the Qualification Committee. Upon receipt of the student's application, the Head of the Study Field Programme shall discuss the case with the Faculty Dean. The decision shall be approved

by an order of the Director of LIK, upon submission by the Faculty Dean. Upon adoption of a positive decision, the Head of the Study Field Programme shall inform the student and the relevant committees that a special designation has been assigned to the Final Thesis and whether the thesis shall be defended in a closed session of the Attestation Committee and the Qualification Committee.

25. In accordance with the Final Thesis defence schedule, the student shall submit the final version of the FT to the FT Supervisor, enabling the Supervisor to prepare a conclusion regarding the compliance of the FT with the established requirements (Annex 2).
26. During the meeting of the Attestation Committee, the student shall present the prepared Final Thesis. The Committee shall assess the compliance of the Final Thesis with the mandatory requirements, namely its structure, content, scope, formatting, and use of literature sources, shall review the plagiarism check results, shall provide comments on deficiencies to be corrected, and shall decide whether to recommend or not recommend the Final Thesis for public defence at a meeting of the Qualification Committee.
27. Following the defence of Final Theses before the Attestation Committee, the student shall be granted up to 3 working days to revise the FT, taking into account the comments provided by the Committee. The content of the Final Thesis shall be revised in coordination with the FT Supervisor. Upon expiry of the specified period and upon receipt by e-mail of the Supervisor's permission and written feedback on the FT, the student shall upload the final version of the Final Thesis to the Moodle learning environment and shall submit a printed copy of the FT to the Head of the Study Field Programme.
28. If the student's FT does not comply with the established requirements and the Attestation Committee decides not to recommend the thesis for public defence, the student shall be recorded as having an academic debt and shall not be permitted to defend the Final Thesis publicly before the Qualification Committee. In such a case, the student shall be removed from the list of students; however, the student may return to continue studies in the spring semester of the following academic year.
29. The Secretary of the Attestation Committee shall submit the Minutes of the meeting to the Faculty Dean within 3 working days following the date of the Attestation Committee meeting.
30. No later than 3 working days prior to the meeting of the Qualification Committee, upon submission by the Head of the Study Field Programme, the list of students who have been permitted by decision of the Attestation Committee to defend their Final Theses publicly shall be approved by an order of the Director of LIK.
31. Students who repeatedly prepare and defend Final Theses shall pay the fee established by LIK for study credits (the number of credits multiplied by the credit price approved for the current academic year).
32. In cases of identified academic dishonesty, the student shall be subject to the sanctions established in the Academic Ethics Code.

V. DEFENCE AND ASSESSMENT OF THE FINAL THESIS

33. The purpose of Final Thesis assessment shall be to evaluate the student's ability to apply the learning outcomes provided for in the Study Programme within a specific professional field.
34. Upon being granted permission to defend the thesis publicly, the Final Thesis shall be defended at a meeting of the Qualification Committee. The defence at the Qualification Committee meeting shall take place in person. At the student's request, in exceptional cases and where objectively justified, conditions may be provided for participation in the Final Thesis defence remotely.
35. The student's Final Thesis shall be assessed by the Reviewer and the Qualification Committee. The Final Thesis shall be assessed in points according to a ten-point grading system, based on the achieved learning outcomes (see Annex 3), and by determining the level of the student's achievements.
36. Upon submission by the Heads of Study Field Programmes, Reviewers shall be approved by an order of the Director of LIK, together with the list of students permitted by the Attestation Committee to defend their theses publicly.

37. The Reviewer shall be familiar with this Description and the methodological guidelines for the preparation of Final Theses of the relevant Study Programme, shall be capable of assessing the compliance of the student's FT with the established requirements, shall prepare a FT review (Annex 4), and shall submit it to the student no later than 1 working day prior to the defence of the Final Thesis. If the Reviewer assigns a negative assessment, the student shall retain the right to defend the Final Thesis publicly before the Qualification Committee.
38. Each academic year, Qualification Committees shall be established for the assessment of Final Theses of the Study Programmes being implemented. The composition of the Qualification Committee shall be approved by an order of the Director of LIK, upon submission by the Faculty Dean, no later than 5 working days prior to the date of the FT defence. The Qualification Committee shall assess the Final Thesis and its defence and shall adopt a decision on the award of the qualification degree (Annexes 5, 6, 7).
39. The Qualification Committee shall consist of no fewer than 6 persons: five assessors of learning outcomes and one Committee Secretary. The Qualification Committee shall include at least three external specialists in the relevant study field (employers, researchers, lecturers), one of whom shall be appointed as Chair of the Qualification Committee, as well as the representative(s) of the Study Programme.
40. The Secretary of the Qualification Committee shall arrange premises for the meeting, shall acquaint students with the Director's order approving the composition of the Qualification Committee, shall prepare minutes of meetings, shall compile the final assessment register of Final Theses, and shall enter the final assessment results into LIK Academic Information System (AIS) within 1 working day following the Qualification Committee meeting.
41. Duties of the Chair of the Qualification Committee:
 - 41.1. Chair and conduct meetings of the Qualification Committee.
 - 41.2. No later than 3 working days after the Qualification Committee meeting, prepare a report on the defence of Final Theses of the Study Programme, the organisation of the defence process, and the evaluation of the quality of Final Theses, in accordance with the established requirements (Annex 8), and submit it to the Secretary of the Qualification Committee, who shall forward the information to the Head of the Study Field Programme.
42. Duties of the Members of the Qualification Committee:
 - 42.1. Familiarise themselves in advance with this Description and with the methodological guidelines for the preparation of Final Theses of the relevant Study Programme.
 - 42.2. Assess the quality of the Final Thesis prepared by a student of the college-level Study Programme, determine the level of learning outcomes achieved in the Final Thesis and during its defence, assess compliance with the Final Thesis preparation requirements, and perform other related evaluations, in accordance with the established assessment criteria (see Annex 3).
43. At the beginning of the Qualification Committee meeting, the Secretary of the Qualification Committee shall present the following documents: a copy of the order approving the composition of the Qualification Committee, a copy of the order granting permission to defend the Professional Bachelor's Final Thesis, Final Theses, supervisors' evaluations, thesis reviews and shall introduce the members of the Qualification Committee. Thereafter, the meeting shall be chaired by the Chair of the Qualification Committee. The Secretary of the Qualification Committee shall be responsible for the submission of documents to the Qualification Committee meeting.
44. During the Qualification Committee meeting, the Chair shall present the main requirements to be observed by students during the Final Thesis defence. The Qualification Committee and students shall comply with the established order of the Final Thesis defence schedule, except in cases where the Chair of the Committee decides otherwise.
45. The student shall be allocated up to 15 minutes to present the Final Thesis. During this time, the student shall: present the analysed topic, identify the problem issues, highlight the practical significance of the work, describe the applied research methods, present the obtained results, provide the main conclusions and recommendations, present prototypes (models), where applicable. No questions shall be asked to the student during the presentation. After the presentation, the Chair of the Qualification Committee shall read out the reviewer's questions,

if the reviewer is not present. The student shall respond to the questions posed by the reviewer and the members of the Qualification Committee. When defending the Final Thesis remotely, the student's video camera must be switched on during the defence for the purpose of identity verification.

46. Meetings of the Qualification Committee shall be recorded in a Minutes. The Final Thesis defence Minutes shall be signed or approved by electronic signature by all members of the Qualification Committee who participated in the defence.
47. FT shall be assessed after the completion of all defences during a closed meeting of the Qualification Committee, at which a decision on the final assessment of the FT is adopted. If the thesis supervisor is included in the composition of the Qualification Committee or if a Committee member has close family relations with the defending student, that member shall not have voting rights when assessing the Final Thesis of that student.
48. The Secretary of the Qualification Committee shall submit the meeting minutes to the Faculty Dean within three working days following the date of the Qualification Committee meeting.
49. Students who fail to defend their Final Thesis at the Qualification Committee meeting may be permitted, by order of the Director of LIK, to defend the FT no earlier than after one academic year.
50. In accordance with LIK's procedure for the examination of student appeals, a student has the right to submit an appeal regarding procedural violations in the FT defence to the Head of the Study Organisation Office within 24 hours of the announcement of the results in LIK's Academic Information System (AIS).
51. The Head of the Study Field Programme shall submit to the Study Organisation Office, no later than 20 June, information on students who failed to prepare and defend Final Theses in the Attestation and Qualification Committees during the given academic year.

VI. TRANSFER OF FINAL THESES FOR ARCHIVING

52. After public defence and assessment by the Qualification Committee, the Final Theses shall be returned to the Head of the Study Field Programme, who shall transfer them for storage to the archive by means of a transfer-acceptance act no later than 10 working days from the date of the Final Thesis defence.

VII. FINAL PROVISIONS

53. This Description shall be approved and may be amended by a resolution of the Academic Council.