

APPROVED  
by the Order No. 253  
of 18 May 2020  
of Rector of Vytautas Magnus  
University

## **GENERAL ORDER ON THE PREPARATION AND DEFENCE OF THE FINAL THESES**

### **I. GENERAL PROVISIONS**

1.1. General Order on the Preparation and Defence of Final Theses (hereinafter – the Order) describes the general requirements for the preparation and defence of the final theses of first- and second-study cycle integrated and non-degree studies at Vytautas Magnus University (hereinafter – VMU).

1.2. Special requirements for the preparation, formatting and presentation for the defence of the final theses shall be defined by the subdivisions, namely, Faculties, Academies or their subdivisions (Departments, Institutes, Groups of Programmes). In accordance with a particular study programme, they shall define the requirements for the final theses, including the requirements for the preparation, defence and special evaluation criteria.

### **II. PURPOSE AND NATURE OF THE FINAL THESES**

2.1. A final thesis (final art project) is an independent scientific research, project or creative work performed at the end of the study programme and intended for acquiring analytical, research, artistic, and other cognitive and functional competencies.

2.2. The preparation and defence of the bachelor's degree thesis shall consist of at least 15 credits (those accepted before 2016 (inclusive) shall consist of at least 12 credits).

2.3. The preparation and defence of the final thesis (project) or final thesis (project) and final exams (as defined in the legislation) of integrated studies shall consist of at least 30 credits (unless otherwise defined in the course description).

2.4. The preparation and defence of the master's degree thesis shall consist of at least 30 credits.

2.5. The preparation of the final paper of vocational (pedagogical) studies shall consist of at least 3 credits.

### **III. PREPARATION OF THE FINAL THESES**

3.1. Topics for final theses shall be defined by Departments, Institutes or Group of Programmes.

3.2. Upon the Order of the Dean or the Chancellor, the topics of the final theses may be distributed and approved with regard to research areas.

3.3. Topics for theses shall be announced publicly by the Faculty or Academy on the website, while the lecturers working in the field shall be enlisted.

3.4. The suggested topics for final theses shall be announced by the Departments no later than the beginning of studies annually. The Special Requirements for the Preparation and Evaluation

of Final Theses prepared by the Subdivision may provide a detailed schedule for the announcement of the topics and the deadline for students' choices.

3.5. The chosen topic and the title of the thesis formulated according to it shall be agreed with the research supervisor.

3.6. The chosen and agreed topics and supervisors shall be approved by the Head of the Department, the Director of the Institute or the Head of the Group of Programmes not later than the end of the first month of the final semester.

3.7. The specified topics of final theses (titles must be submitted in Lithuanian and English) are approved by the Chancellor or Dean's Order upon the proposal of the Head of the Department, the Director of the Institute or the Head of the Group of Programmes not later than a month before the public defence. The topics of final theses approved by the Dean's Decree shall not be changed.

3.8. When carrying out the research of the final thesis, the student shall follow the requirements of research ethics which are specified in the Special Requirements for Final Theses Preparation and Evaluation prepared by the subdivision of the studies.

3.9. The student shall prepare the thesis independently according to the methodological requirements of the Department, the Institute or the Academy consulting with the research supervisor.

3.10. The research supervisor shall provide consultations on the appointed time.

#### **IV. STRUCTURE AND FORMATTING OF THE FINAL THESES**

4.1. The following structural parts of the final theses shall be obligatory for all VMU programmes:

- Title page (Annex 1, 2, 3);
- Outline;
- Summary in two languages – Lithuanian (1 p.) and one of the working languages of the European Union (English, French or German) (1 p.). Requirements for the summary are introduced in Annex 4;
- Introduction which introduces the research problem and presents the following research parameters: research object, aim, objectives, and hypotheses (2–3 pages);
- The main part, the structure and contents shall be governed by Special Requirements for Preparation and Evaluation of Final Theses set at each subdivision of studies of the University;
- Conclusions and recommendations;
- A list of references and other information sources;
- Appendices.

4.2. Formatting of the final theses:

4.2.1. The final theses shall be written in a correct Lithuanian language, without mistakes; the ideas shall be developed clearly, coherently, understandably and systematically. The theses shall be typed by computer without corrections and erasures. In specific instances, such as joint-degree study programmes or the specificity of the study programme, the final theses may be written in a foreign language;

4.2.2. The recommended length of the final theses is the following:

The Bachelor theses: from 35 to 45 pages without appendices;

The Master theses: from 20 to 25 pages without appendices;

Papers for non-degree studies: from 40 to 50 pages without appendices.

4.2.3. With regard to the study field, the length of the final theses may be changed. Such cases are defined in the Special Requirements for Final Theses Preparation and Evaluation prepared at the subdivision of studies.

4.3. The main formatting requirements are as follows:

- 4.3.1. The text shall be printed on one side of A4 format page (210 x 297 mm) with the following margins: top and bottom 20 mm, left 30 mm and right 10 mm;
- 4.3.2. The pages shall be numbered, except the title page;
- 4.3.3. The page number shall be located at the centre of the bottom margin; in the Arabic numbers, without dots and commas;
- 4.3.4. The first line of each paragraph shall be indented from the left margin by 15 mm. All paragraphs shall be justified, i.e. they shall be aligned to both left and right margins;
- 4.3.5. Line spacing in the text shall be 1.5. Chapter titles shall be separated from the text by double spacing, while sections by 1.5 spacing;
- 4.3.6. The theses shall be typed in *Times New Roman* font (unless indicated differently in Special Requirements for Final Theses Preparation and Evaluation prepared at the subdivision of studies); the main text shall be in 12-point size;
- 4.3.7. The title of the theses and chapters shall be typed in capital bold letters, and sections – in low-case bold letters. The size of chapter titles shall be 16 pt, sections – 14 pt, and sub-sections – 12 pt.

## **V. PREPARATION FOR DEFENCE OF THE FINAL THESES**

- 5.1. The final thesis can be defended by students only after completing the study programme. The Department, the Institute or the Faculty responsible for the study programme shall decide whether the study programme is completed. The Subdivisions may organize the interim defence of the final theses before the public defence (exam session). The Academies and Faculties describe the order of the defence.
- 5.2. The Faculty Dean or the Academy Chancellor, upon the proposal of the Head of the Department, the Director of the Institute or the Head of the Group of Programmes approve the Attestation Commission for the interim defence of Master final theses, consisting of three lecturers, who shall review and assess the completed final theses no later than 1 month before to the beginning of public defence.
- 5.3. The main function of the Attestation Commission for Master final theses is to assess whether all obligatory requirements for structure, content, volume, and formatting have been fulfilled and to indicate which drawbacks must be corrected. After the interim assessment at the Department, the student may correct only the drawbacks specified by the Commission before the established date.
- 5.4. The conclusion of the Attestation Commission for Master final theses shall be recorded in the certificate provided to the Commission for the Public Defence of Final Theses (Annex 5).
- 5.5. No later than 10 working days before the public defence of the final theses, students of all study cycles and types of studies shall upload an electronic version of the final thesis to the CRIS Repository (<https://vdu.lt/cris>), following the description of *Accumulation and Storage Procedures of Master theses, doctoral dissertations and their summaries (ETD works) at VMU*. By the decision of the Faculty or Group of Programmes, one copy of the printed final thesis may be requested.
- 5.6. The supervisor of the thesis shall write a report (the recommended form is provided in Annex 7) not later than five days before the public defence. The supervisor's participation at the public defence shall be desirable.
- 5.7. The Head of the Department, the Director of the Institute or the Head of the Group of Programmes shall appoint the reviewer of the thesis not later than 10 days before the public defence. The thesis shall be presented to the reviewer not later than five working days before the public defence.
- 5.8. The Commission for the public defence of final theses (hereinafter – the Commission), consisting of 3–5 competent specialists of the study field (fields) – scientists (artists), practitioners /professionals, social partners – shall be appointed by the Rector's Order or the

Chancellor's Order upon the proposal of the Faculty Dean or the Head of the Group of Programmes.

5.9. If the topics of the final theses are approved according to the topic areas (research areas) upon the Order of the Dean or Chancellor, several evaluation Commissions for theses defence may be appointed under the permission of Vice-Rector for Studies.

5.10. The Head of the Commission or at least one Commission member shall represent another institution (social partners, alumni representative, or scholars from other universities and research institutions).

5.11. For the programmes where the study field regulations are approved by the Minister of Education, Science and Sport the composition of the Commission for final theses shall conform to the regulation requirements.

5.12. If the supervisor's report and/or the Commission certificate (for Master final theses) state that the thesis does not meet the requirements and is not recommended for public defence, the student can address the Commission with a request to defend his/her thesis, explaining the motives in writing. The request and the thesis shall be submitted to the secretary of the Commission not later than three days before the appointed date of public defence. Having considered the student's request, the Commission shall decide whether the student can defend his/her thesis.

5.13. The reviewer shall submit the review about the thesis to the Commission for public defence of final theses not later than the day of final defence and to the student – not later than two days before public defence (the recommended review form is provided in Annex 6). The review is sent to a student by email. The reviewer's participation in the public defence of final theses shall be desirable.

## **VI. DEFENCE OF THE FINAL THESES**

6.1. The defence of the final theses shall be public and take place at the session of the Commission appointed by the Order of the Rector.

6.2. The public defence of the theses shall proceed during the exam session.

6.3. The defence of final theses (including final exams) in the art study field shall take place in pre-approved premises.

6.4. The following documents are provided to the Commission for theses defence:

6.4.1. Rector's Order on the Formation of Qualification Commission;

6.4.2. Dean's Order on the Permission to Defend Final Theses;

6.4.3. The public defence schedule of the Commission for Theses Defence;

6.4.4. Protocol forms for the defence of final theses (sample form is provided in Annex 9);

6.4.5. Students' final theses;

6.4.6. Reviews of theses and supervisors' reports (the recommended forms are provided in Annexes 6 and 7);

6.4.7. Certificate of the Department, Institute or Group of Programmes Commission on the conformity of the final theses to the obligatory requirements (Annex 5).

6.5. The Commission secretary or a person appointed by the Dean or the Chancellor for theses defence shall be responsible for presenting the documents to the session of the Commission.

6.6. Upon request of the research supervisor, the Head of the Department, the Director of the Institute or the Head of the Group of Programmes, the student, or the institution in which the thesis has been prepared, the thesis may be defended at closed Commission session if secret data have been used and the results of the thesis should not be publicized. In such a case, the Commission shall announce a part of the session closed. The research supervisor and the reviewer may participate in the defence session in addition to the Commission members and the student. The participants of the closed defence shall sign the Confidentiality Promise (Annex 9).

- 6.7. The Commission shall follow the procedures of final theses defence laid down in the Study Regulations and specified in this General Order.
- 6.8. During the public defence, the author of the final thesis shall present his/her work, indicating the problem of the research, the aim, objectives, describe the research object, the results obtained, the reliability of the methods applied, provide the conclusions and grounds them, as well as provides recommendations. The presentation of a Bachelor final thesis shall take up to 10 minutes; the presentation of the Master final thesis shall take up to 15 minutes.
- 6.9. After the presentation of the final thesis, the members of the Commission and other persons participating in the public defence may ask questions. After this discussion, the student shall answer the questions given by the reviewer.
- 6.10. If the supervisor and the reviewer cannot participate in the defence session, their reviews shall be read by the secretary of the Commission.
- 6.11. After a successful student's defence of the thesis, the Commission shall suggest awarding a degree and/or qualification established in the study programme.
- 6.12. The chairperson of the Commission shall enter the evaluation into the protocol of final theses defence.
- 6.13. The protocol of final theses defence shall be signed by all members of the Commission participating in the defence.
- 6.14. The protocol of the final theses defence shall be provided to the Department, the Institute or the Group of Programmes not later than one working day after the defence.
- 6.15. The decision of the Commission shall be irrevocable. Appeals for procedural violations shall be considered in accordance with the procedure laid down in the Study Regulations.
- 6.16. The Department, the Institute or the Group of Programmes shall present the protocols of final theses defence, reviews, and supervisors' reports to the Office of Academic Affairs (students enrolled in studies in 2016 and later, shall upload documents in the student's e-file) within 2 working days after the defence.
- 6.17. A student who did not defend or was not able to defend the final thesis shall be expelled from the University.
- 6.18. The thesis may be defended for the second time after making an agreement with the University. This may be done during the exam session not earlier than half a year if a group of students is formed according to the Order indicated in Study Regulations (not less than five students). If the thesis is not defended for the second time after making a corresponding agreement, a new thesis has to be prepared.
- 6.19. The final thesis may be defended externally not later than in two years after signing the Agreement of External Studies if the thesis was prepared, submitted, and recommended to be defended during earlier study years.

## **VII. PREPARATION FOR DEFENCE OF FINAL THESES AND DEFENCE OF FINAL THESES REMOTELY**

- 7.1. No later than 10 working days before the public defence of the final theses, students of all study cycles and types of studies shall upload an electronic version of the final thesis to the CRIS Repository (<https://vdu.lt/cris>), following the description of *Accumulation and Storage Procedures of Master theses, doctoral dissertations and their summaries (ETD works) at VMU*.
- 7.2. The Head of the Department, the Director of the Institute or the Head of the Group of Programmes shall appoint the reviewer of the thesis not later than 10 days before the public defence. The thesis can optionally be sent to the reviewer by e-mail, made accessible via the CRIS Repository link or accessed in a virtual learning environment Moodle (hereinafter - Moodle) no later than 5 days before the public defence.
- 7.3. The reviewer shall submit the review about the thesis to the secretary of the Commission for public defence of final theses and the student by VMU e-mail (hereinafter - the e-mail) or shall

upload it to Moodle (ensuring that the reviewer's review is available only to the author (student) and members of the Commission for public defence of final theses) no later than 2 days before the public defence. The reviewer's participation in the public defence of final theses shall be desirable.

7.4. The supervisor submits the report to the secretary of the Commission for public defence of final theses by e-mail or uploads it to Moodle no later than 5 days before the public defence. The supervisor's participation at the public defence shall be desirable.

7.5. For the members of the Commission for public defence of final theses, all documents required for the defence specified in Clause 6.4 shall be submitted in Moodle or by e-mail. The final theses can be accessed by providing a link to a particular student's work in the CRIS Repository.

7.6. The defence of the final theses shall be performed using the VMU video conferencing tool. In exceptional cases, when the defence of final theses cannot take place using this tool, the secretary of the Commission for theses defence or the session administrator shall apply to the VMU Innovative Studies Institute for the selection of another video conferencing tool used by VMU to organize the defence process.

7.7. Information about the defence of the final theses, the time of the session and the requirements for joining shall be published on the website of the Academy, the Faculty and the Student Portal.

7.8. The session of the thesis defence (image and sound) shall be recorded, if necessary, and with the consent of all participants.

7.9. The final theses shall be evaluated after the defence at the closed Commission session in a video conference room. At the end of the session, the chairperson of the Commission shall read the Protocol of the session and all members of the Commission approve it by open vote, if necessary.

7.10. The chairperson shall generalize the final theses and the defence procedure. Each person who defended his/her thesis shall be notified about the evaluation in writing individually by e-mail.

7.11. The Protocol of the final theses defence, signed by the electronic signature of the chairperson of the Commission or as a scanned copy, shall be provided to the Department, the Institute or the Group of Programmes not later than one day after the defence.

7.12. The detailed requirements and recommendations for the defence procedure of the final thesis remotely are approved by the Order of the Rector "Requirements for the Procedure of the Defence of Final Theses Remotely at Vytautas Magnus University".

## **VIII. EVALUATION OF THE FINAL THESES**

8.1. The final theses shall be evaluated after the defence in a closed session of the Commission which shall be protocolled.

8.2. Each member of the Commission shall evaluate the final thesis individually. The final evaluation of the final thesis shall be equal to the arithmetic mean of all Commission members' evaluations rounded off to the nearest whole number. In the case of disagreement on the evaluation, the final decision shall be made by the chairperson of the Commission. The Commission shall also take into consideration the opinion of the reviewer and the supervisor's report. The reviewer and the supervisor shall only provide their opinion on the thesis but shall not evaluate it. If the supervisor is the member of the Commission, his/her evaluation is not included when calculating the arithmetic mean.

8.3. The chairperson shall generalize the final theses and the defence procedure. Each person who defended his/her thesis shall be notified about the evaluation in writing.

8.4. The evaluation of the final theses shall be recorded in the Protocol of Commission Session and recorded into the summary table, on the basis of which a diploma supplement shall be prepared.

8.5. The members of the Commission shall evaluate the final thesis taking into consideration the requirements provided in the present Order and the criteria defined in the Special Requirements for Preparation and Evaluation of Final Theses.

## **IX. STORAGE OF THE FINAL THESES**

9.1. The defended final theses shall be stored in the CRIS Repository (stored in accordance with the procedure approved by the Rector's Order regarding accumulation and storage of electronic documents of master's degree theses, doctoral dissertations and their summaries at Vytautas Magnus University) according to Order on Final Theses Storage and Archiving.

9.2. Conditions for accessing the final thesis in the CRIS Repository (freely accessible on the internet, accessible only on the University intranet or not publicly accessible) shall be established by the student considering the recommendations of the research supervisor and the Commission of the Department/Institute.

9.3. The thesis defended at the closed session shall be stored at the institution which has initiated a closed defence. Only a summary of such a thesis shall be stored at the University.



VYTAUTAS MAGNUS UNIVERSITY<sup>1</sup>  
FACULTY/ACADEMY OF \_\_\_\_\_  
DEPARTMENT/INSTITUTE/ GROUP OF PROGRAMMES OF<sup>2</sup> \_\_\_\_\_  
Student's name, surname<sup>3</sup>

**TITLE OF THE FINAL THESIS<sup>4</sup>**  
(in Lithuanian)

Bachelor final thesis<sup>3</sup>  
\_\_\_\_\_ study programme, state code \_\_\_\_\_<sup>5</sup>  
Study field <sup>5</sup> \_\_\_\_\_

**Supervisor** \_\_\_\_\_<sup>5</sup>  
(degree, name, surname) (signature) (date)

**Defended** \_\_\_\_\_<sup>5</sup>  
(Dean of Faculty/Director of Institute/ Head of Group of Programmes) (signature) (date)  
Kaunas, 20...<sup>5</sup>

<sup>1</sup> *Times New Roman*, 14 p., capital letters.

<sup>2</sup> *Times New Roman*, 12 p., capital letters.

<sup>3</sup> *Times New Roman*, 14 p.

<sup>4</sup> *Times New Roman*, 14 p., capital letters, bold.

<sup>5</sup> *Times New Roman*, 12 p.





VYTAUTAS MAGNUS UNIVERSITY<sup>1</sup>

ACADEMY/FACULTY OF<sup>2</sup>\_\_\_\_\_

DEPARTMENT/ <sup>1</sup>INSTITUTE/ GROUP OF PROGRAMMES OF\_\_\_\_\_

Student's name, surname<sup>3</sup>

**TITLE OF THE FINAL THESIS<sup>4</sup>**

(in Lithuanian)

Master final thesis<sup>3</sup>

\_\_\_\_\_ study programme, state code\_\_\_\_\_<sup>5</sup>

Study field <sup>5</sup>\_\_\_\_\_

**Supervisor**\_\_\_\_\_<sup>5</sup>  
(degree, name, surname) (signature) (date)

**Defended**\_\_\_\_\_<sup>5</sup>  
(Dean of Faculty/Director of Institute/ Head of Group of Programmes) (signature) (date)  
Kaunas, 20...<sup>5</sup>

<sup>1</sup> *Times New Roman*, 14 p., capital letters.

<sup>2</sup> *Times New Roman*, 12 p., capital letters.

<sup>3</sup> *Times New Roman*, 14 p.

<sup>4</sup> *Times New Roman*, 14 p., capital letters, bold.

<sup>5</sup> *Times New Roman*, 12 p.



VYTAUTAS MAGNUS UNIVERSITY<sup>1</sup>

ACADEMY/FACULTY OF<sup>2</sup>\_\_\_\_\_

DEPARTMENT/INSTITUTE/ GROUP OF PROGRAMMES OF<sup>2</sup>\_\_\_\_\_

Student's name, surname<sup>3</sup>

**TITLE OF THE FINAL THESIS<sup>4</sup>**

(in Lithuanian)

Final thesis of non-degree studies<sup>3</sup>

\_\_\_\_\_ study programme, state code<sup>5</sup>

Study field <sup>5</sup> \_\_\_\_\_

**Supervisor** \_\_\_\_\_<sup>5</sup>  
(degree, name, surname) (signature) (date)

**Defended** \_\_\_\_\_<sup>5</sup>  
(Dean/Director/Head of Faculty/Institute/Group of Programmes) (signature) (date)  
Kaunas, 20...<sup>5</sup>

<sup>1</sup> *Times New Roman*, 14 p., capital letters.

<sup>2</sup> *Times New Roman*, 12 p., capital letters.

<sup>3</sup> *Times New Roman*, 14 p.

<sup>4</sup> *Times New Roman*, 14 p., capital letters, bold.

<sup>5</sup> *Times New Roman*, 12 p.

**Name Surname.** TITLE OF THE FINAL THESIS: Study programme Final thesis / Supervisor Supervisor's name, surname / Vytautas Magnus University, Faculty, Department. – Kaunas, 2020. – p.

## SUMMARY

The text shall be written in Lithuanian or one of the working languages of the European Union (English, French or German) and shall contain main summarized methodological information about the performed research. The summary shall provide written information that does not cite authors, does not indicate document titles, does not provide interview quotes and does not provide empirical digital information.

The summary shall introduce methodological parameters as follows: research problem, research question(s) (or hypothesis(es)), research object, aim, methodology and/or methods, results, conclusions<sup>1</sup>.

The names of the research parameters shall be written in *bold*.

The summary shall be one A4 page. The summary in Lithuanian and foreign language is presented on separate pages.

Line spacing in the summary text shall be 1.5. The text shall be *Times New Roman*.

At the end of the summary, there are 5-7 keywords in the Latin alphabetical order.

---

<sup>1</sup> The special requirements for the preparation and assessment of final theses prepared by the subdivision conducting the studies may provide other summary parameters, supplementing or reducing them, but the aim of the research, research methods, results and conclusions are mandatory.

VYTAUTAS MAGNUS UNIVERSITY  
ACADEMY, FACULTY OF.....  
DEPARTMENT/INSTITUTE/ GROUP OF PROGRAMMES.....

Study field .....

Study programme, state code .....

**CERTIFICATE NO.....**

**ON THE FINAL MASTER THESIS OF .....STUDY PROGRAMME**

Date:

<b>No.</b>	<b>Student's name, surname</b>	<b>Topic of the final thesis</b>	<b>Conclusion of the Commission on the conformity of the final thesis to the obligatory requirements (meets/partly meets/does not meet)</b>	<b>Recommendations of the Commission (recommended for public defence/recommended to correct/not recommended for public defence as the requirements are not met)</b>
1.				
2.				
3.				

Head of Department/ Director of Institute/ Head of Group of Programmes.....

(degree, name, surname)

(signature)

Commission:

.....  
(signature)

.....  
(degree, name, surname)

.....  
(signature)

.....  
(degree, name, surname)

## RECOMMENDED REVIEW FORM OF A FINAL THESIS

### FINAL THESIS REVIEW

Study programme.....

Author of the thesis.....

Title of the thesis.....

Length of the thesis .....pages; ..... entries in the list of references. In the thesis, there are.....  
tables, ..... pictures, and ..... appendices.

#### ADVANTAGES AND DISADVANTAGES OF THE FINAL THESIS

(Scientific level of the thesis (topicality and significance of the topic; topic formulation; clarity of the research aim, objectives, and hypothesis(es); author's familiarity with the literature on the subject; suitability of methods; data significance and statistical reliability. The level of interpretation of results; correspondence between objectives and conclusions and their grounding)

.....  
.....

(Unity of the thesis and completeness of the content: it is assessed if there are all obligatory structural parts of the thesis, if the length is suitable, if the length of the structural parts is balanced, and if the titles of the parts correspond to the text).

.....  
.....  
.....

(Quality of the thesis formatting: quality of layout and visuals; academic language, its correctness, coherence, laconicism, absence of grammatical and stylistic mistakes, the appropriate presentation of tables and pictures, appropriate presentation of questionnaires, interview participants, and statistical data; accuracy in referencing; quality of the list of references).

.....  
.....  
.....

#### ADDITIONAL REVIEWER'S COMMENTS AND QUESTIONS FOR DISCUSSION

1. ....
2. ....
3. ....

#### GENERAL CONCLUSION ABOUT THE CONFORMITY OF THE THESIS TO THE REQUIREMENTS

.....  
.....

.....  
(reviewer's name and surname)

.....  
(signature)

.....  
(date)

.....  
(reviewer's institution and position)

VYTAUTAS MAGNUS UNIVERSITY  
ACADEMY/FACULTY OF \_\_\_\_\_  
DEPARTMENT/INSTITUTE/ GROUP OF PROGRAMMES

Study field .....

Study programme....., state code.....

## SUPERVISOR'S REPORT

**ON STUDENT'S.....**  
(NAME, SURNAME)

## FINAL BACHELOR/MASTER THESIS

(TOPIC)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Conclusion: .....

.....

.....

.....

.....

.....

Supervisor.....  
(signature)

.....  
(degree, name, surname)

VYTAUTAS MAGNUS UNIVERSITY

---

Name, surname, personal code

**VYTAUTAS MAGNUS UNIVERSITY  
CONFIDENTIALITY PROMISE**

\_\_\_\_\_ 20\_\_  
Kaunas

Being a member of the Defence Evaluation Commission at Vytautas Magnus University or a member of the defence session, I promise:

1. To preserve and use the confidential information gained while evaluating the thesis and/or participating in the closed final thesis defence session only in the cases indicated by law and other legal acts.
2. \_\_\_\_\_  
To store the data and the results of the final thesis with confidential information so that no third party could have a possibility to access and use them.
3. Not to store any copies of the documents provided.

I am aware of the fact that confidential information refers to all information related to the final thesis, which should not be publicized, the content of the thesis and the information the confidentiality of which was indicated by an accredited person of Vytautas Magnus University or the person or institution, having provided the request.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(name, surname)

# VYTAUTAS MAGNUS UNIVERSITY

**ACADEMY, FACULTY OF** .....

Department/Institute/Group of Programmes.....

Study programme (state code)

## DEFENCE COMMISSION PROTOCOL OF BACHELOR/MASTER FINAL THESIS NO.

Student (NAME, SURNAME)

Topic of Bachelor/Master final thesis (topic of the thesis)

Supervisor (name, surname)

Reviewer (name, surname)

Commission:

Chairperson (name, surname)

Secretary (name, surname)

Members (name, surname)

(name, surname)

(name, surname)

Provided for defence:

1.

2.

3.

The defence of Bachelor/Master thesis took place \_\_\_\_\_ (dd/mm/yy)

Beginning of the session: \_\_\_\_\_ (hours) \_\_\_\_\_ (min)

End of the session: \_\_\_\_\_ (hours) \_\_\_\_\_ (min)

The Bachelor/Master thesis assessed \_\_\_\_\_

Defence Commission of Bachelor/Master Final Theses proposes that student \_\_\_\_\_  
\_\_\_\_\_ should be awarded the Bachelor/Master degree.

Commission: 1.

2.

3.

4.

5.