

APPROVED  
in LSU Senate Meeting  
of 7 February 2019  
Minutes No. 7

REVISED  
in LSU Senate Meeting  
of 27 November 2019  
Minutes No. 2

## REGULATION FOR THE FIRST CYCLE (BACHELOR'S) FINAL THESIS PREPARATION AND DEFENCE

### I. GENERAL PROVISIONS

The Regulation for the First Cycle (Bachelor's) Final Thesis Preparation and Defence (hereinafter – Regulation) lays down the requirements for the first cycle (Bachelor's) final thesis (hereinafter – final thesis) preparation and defence at Lithuanian Sports University.

#### 2. Definitions:

**Academic debt** means an examination that a student has failed to pass.

**Final thesis** means an independent student's research work, revealing student's capacities that satisfy programme objectives. Final thesis shall be based on scientific applied research and the application of knowledge. It shall not be solely theoretical.

**Threshold achievement level** means level of academic achievement (minimum requirements that must be met in order to qualify for a degree or a certificate).

**Plagiarism** means theft of intellectual property of various types (texts, visual material), conscious assimilation of research data and simulation and falsification of scientific work.

**Academic achievement portfolio** (hereinafter – Portfolio) means a collection of evidence on academic achievements acquired through formal, informal or non-formal learning processes. A Portfolio of a systematic structure shall be based on self-evaluation and display individual needs for learning and improvement.

3. Final thesis shall demonstrate a student's ability to justify the relevance of the chosen topic formulating a problem / research question, research aim and objectives, as well as a reasonable hypothesis or hypotheses (in some cases, depending on the nature of research, the hypothesis may be omitted, for example, in case of a qualitative research based on justifying theory). Final thesis shall also show the ability to analyse and summarise the readings related to the research problem, justify and describe research subjects, show the relevance of research methods and applicability of statistical analysis methods, clearly present and describe research findings, compare them with the findings of other authors, formulate conclusions and provide practical guidance.

### II. SELECTION OF FINAL THESIS TOPIC AND SCIENTIFIC SUPERVISOR

4. A scientific supervisor of a final thesis shall be a teacher, a researcher or a PhD student working at the University. A scientific adviser may be a teacher, a researcher or a PhD student from outside the University. Final thesis shall not be prepared without a supervisor.

5. The specialist of the Studies Division shall inform teachers, heads of the Departments, laboratory researchers, PhD students and second year students of a corresponding study programme about the possibility to propose final theses topics for the coming academic year before 1 April of the 4th (fourth) semester. The topics may be proposed by students and social partners in agreement

with teachers, researchers and PhD students. The topics shall be related to the study field of the programme.

6. Teachers, researchers and PhD students shall publish a list of final theses topics in LSU Academic Information System before 15 April of the 4<sup>th</sup> (fourth) semester.

7. The specialist of the Studies Division together with the Director of a study programme shall conclude a list of final theses topics, their scientific supervisors and a number of student positions for each topic before 20 April of the 4<sup>th</sup> (fourth) semester.

8. Each student shall select three final thesis topics in LSU Academic Information System presenting the topics in order of priority before 15 May of the 4<sup>th</sup> (fourth) semester. The specialist of the Studies Division shall approve the selected topics in LSU Academic Information System within a week. In case of a competition (if more than one student pretends to one topic), the priority shall be given to a better student (in accordance with his/ her weighted average of studies) and/ or to the student who has more experience in the field and/ or to the student who has proposed the topic. Students, who fail to select a final thesis topic before the deadline, a scientific supervisor shall be allocated following the decision of the specialist of the Studies Division.

9. At the reasoned request of the student, the topics of the final theses can be revised and the scientific supervisor can be changed, but not later than one semester before the submission of the final thesis for assessment (with an exception of termination of scientific supervisor's employment contract with the University or other unforeseen circumstances). The request shall be considered and the decision made by the Study Programme Committee

### **III. FINAL THESIS PREPARATION**

10. A student shall:

10.1. Having selected a thesis topic, draw up and coordinate with his/ her scientific supervisor an individual plan for thesis preparation (Annex 1) within a month.

10.2. Consult his/ her scientific supervisor on matters related to thesis preparation and take into account his/ her advice and comments.

11. A scientific supervisor shall:

11.1. Supervise final thesis preparation: advise a student on the development of an individual thesis preparation plan; agree upon the consultations time as well as the form and content of supervision; advise a student on research activities, development and implementation of an individual final thesis preparation plan; inform the Director of a study programme about the termination of final thesis preparation, etc.

11.2. Provide a student with a feedback about drawbacks, things to be corrected, strengths of his/ her final thesis, etc.

12. A supervisor shall counsel a student for at least 20 hours. Consultations may be held in a remote manner.

13. In case a scientific supervisor, the reviewer or the Final Thesis Approbation Committee doubts the originality of the data, a student shall provide primary research data (filled questionnaires, records, data matrix, the original data tables, etc.) on paper or in digital form, demonstrate data processing skills and answer the questions.

### **IV. REQUIREMENTS FOR FINAL THESIS**

14. If the language of instruction of the studies was Lithuanian, students may write their final theses in the Lithuanian language or in the English language. In this case, the defence will be carried out in the Lithuanian language. If the language of instruction was the English language, students write their theses and defend them in the English language.

15. Final thesis shall be written in the correct Lithuanian or English language with no typographical errors and follow spelling and punctuation standards of the modern language.

16. Final thesis shall consist of:

16.1. Final thesis shall consist of: Cover Page; Flyleaf; Table of Contents; Abbreviations (if any); Summary (in Lithuanian and English); Introduction; 1. Literature Review; 2. Research Methodology and Organization; 3. Research Findings; 4. Discussion; Conclusions; Suggestions and Recommendations; References; Annexes (if any).

16.1.1. **Cover Page** (Annex 2) shall include: the names of the University and a study programme; student's name and surname; entitlement; scientific supervisor's academic title, academic degree, name and surname, signature; scientific adviser(s) (if any); place and year of final thesis preparation.

16.1.2. **Flyleaf** (Annex 3) shall include: student's confirmation that the work has been carried out independently and the correctness of the language used; Final Thesis Defence Committee Secretary's confirmation of placement of the thesis in LSU distance learning system, all thesis evaluation grades (given by a scientific supervisor and a reviewer as well as the grades for defence and the Academic Achievement Portfolio); Final grade.

16.1.3. **Table of contents.** Chapters and sections shall be listed in the table of contents. Arabic numerals shall be used for numbering. Each section shall have the number of the chapter preceding it; the number shall be written respectively before the section number and separated by a dot. "Abbreviations", "Introduction", "Conclusions", "References" and "Annexes" shall not be numbered.

16.1.4. **Summary and Abstract.** Summary in the English and Lithuanian languages is required. The extent shall be up to 250 words. This part shall include the entitlement of the paper (in the English and Lithuanian languages), the aim/ aims, research methodology, key findings, conclusions and up to five key words. Summary and Abstract shall be written on separate pages and begin with the entitlement of the paper.

16.1.5. **Introduction** (it shall be numbered neither in the Table of Contents nor in the paper) shall point out the relevance of the topic and present problematic research question/ questions, the hypothesis/ hypotheses (if any), as well as the aim and objectives of the paper. Recommended volume of the introduction part is up to 500 words.

16.1.6. **Literature Review and Analysis** (the first numbered chapter of the paper). In this part, the concepts and scientific theories shall be analysed and the latest theoretical and empirical research data from over the world summarized. If the hypothesis/ hypotheses have been formulated, explanation of their validity must be provided. It is recommended that all parts of the literature review end with a generalization. The volume of this chapter is from 2,500 to 5,000 words.

16.1.7. **Research Methodology and Organization.** This chapter shall describe the research object, research sample contingent and research methods. It shall clearly explain research organization and describe statistical methods of data processing. If the permission to conduct an investigation has been issued by the Ethics Committee of Biomedical or Social Sciences of the University, the minutes number shall be specified.

16.1.8. **Research Findings.** This chapter shall present analysed and generalized research findings. This chapter may have sections. Presentation of the findings may include tables and/ or figures (tables and figures should not duplicate each other). In case quantitative attributes of the research object are recorded, they shall be processed using statistical methods. The volume of the chapter is up to 4,000 words.

16.1.9. **Discussion.** In this chapter, the findings shall be explained and compared with the findings of other researchers in the field. The hypothesis (hypotheses) (if any) shall be confirmed or refuted. It is recommended drawbacks of the research carried out and possibilities for further investigation be presented at the end of this chapter. The volume of this chapter shall not be less than 1,000 words.

16.1.10. **Conclusions** (this chapter shall not be numbered in the Table of Contents or the paper). This chapter shall describe the conclusions made on the basis of the research findings. Conclusions shall answer the aim and objectives stated at the beginning of the paper. Conclusions

shall be precise and concise; they shall be numbered. This chapter shall not include tables, figures, statistical significance, quotes or other references to literary sources.

16.1.11. **Suggestions or Recommendations** (this chapter shall not be numbered in the Table of Contents or the paper). This chapter provides suggestions and recommendations - specific measures provided in the final thesis, addressing the existing problems or issues. Suggestions and recommendations shall be precise and concise; they shall be numbered and presented in one page.

16.1.12. **References** (this chapter shall not be numbered in the Table of Contents or the paper). The list of references shall include the numbered bibliographic references used and online resources (Annex 4). Only bibliographic references of scientific (or other) publications used in the paper (those quoted, referred to or restated) shall be presented and arranged in the alphabetical order. References shall be printed on a new page. References shall be non-transliterated (e.g., sources written in the Russian language shall be written in Russian letters). References must comply with the current APA (Publication Manual of the American Psychological Association, 6th edition, 2009) standard bibliographic description.

16.1.13. **Annexes** (optional chapter, which shall not be numbered in the Table of Contents or the paper). Annexes may include additional, auxiliary, or information, independently developed by the author (e.g., statistical information, studies, questionnaires, tables, pictures, maps, etc.). The number of print characters in the annexes shall not be included in the total number of print characters of the final thesis, and the pages shall not be numbered. Each annex shall be named and numbered. The text shall be linked to the annexes.

## V. FINAL THESIS LAYOUT REQUIREMENTS

17. Final thesis must be bound in a binder to see the cover page.

18. General requirements for the text:

18.1. Format, density and font. The text of the thesis shall be typed on one side of a standard A4 size (210 × 297 mm) sheet of white paper. Margins: left - 3 cm, right - 1 cm, top and bottom - 2 cm. The text shall be justified. The text shall be written in 12 font size. The line spacing shall be 6 mm (1.5 spacing). The first line of each paragraph shall be indented 1.25 cm. Headings of the chapters shall be written in capital letters, size 14, in bold type. Headings of the sections shall be written in lowercase letters, size 12 - 14, in bold type. The text shall be written using the fonts of a standardized character encoding system "Unicode", *Times New Roman*. Computed illustrations (diagrams, charts, drawings, photographs) shall be of good quality.

18.2. Page numbering. Pages shall be numbered in Arabic numerals in the lower right-hand corner about 1.5 cm from the bottom edge. The first page (cover page) shall not be numbered.

18.3. Tables and figures. Tables shall be numbered consecutively throughout the work in Arabic numerals. The heading of the table shall be written above it in the centre (Annex 5). Figures (diagrams, charts, drawings, photographs) shall be numbered consecutively throughout the work in Arabic numerals, and the name shall be written under the figure in the centre, following the sequence number (Annex 6). A figure or a table, mentioned in the text, shall be indicated by its number (e.g., Table 1). In case figures and tables are taken from other publications, the source and authorship shall be indicated.

18.4. Citations and references. Citations and references in the text must comply with the current APA (Publication Manual of the American Psychological Association, 6th edition, 2009) standard bibliographic description. Sources cited and authors shall be included in the text in parentheses (author's surname and year of publication shall be indicated). If a cited author is mentioned in the text, the year of publication shall be indicated in parentheses. Foreign names shall be written in accordance with the norms established by the State Commission of the Lithuanian Language, e.g. (Hackett, 2014). If a number of sources is mentioned, they shall be separated by a semicolon, e.g., (Pavardenis, 2014; Vardenis, 2014). If sources with two authors are cited, they shall be written as follows: (Jonaitis ir Petraitis, 2002; Johnson & Peterson, 2003; Щедрин и Петров, 1995), and if the source has three to five authors, then all the authors and the year of publication

shall be indicated mentioning them in the text for the first time. If the authors are cited for the second time, the surname of the first author shall be indicated, then the abbreviation “et al.” and the year of publication shall follow: Van Petegem, Beyers, Brenning, & Vansteenkiste, 2013 (citing for the first time); Van Petegem et al., 2013 (citing for the second time). If sources with six (or more) authors are cited, they shall be written as follows citing for the first time as well: the surname of the first author, the abbreviation “et al.” and the year of publication. Literal citations shall be written in inverted commas. Quotation marks shall be Lithuanian (e.g., „ darbas “). If the computer is not coordinated to print Lithuanian quotation marks, the opening quotation mark (“) can be printed by pressing Alt+0132 on the keyboard, and the closing (“) quotation mark can be printed by pressing Alt+0147. When indicating the author/ authors of the citation (in parentheses), it is necessary to specify not only the author's name and year of publication, but the page as well. Non-Lithuanian citations shall be translated into the Lithuanian language (the original can be placed in a footnote). Texts shall be cited in strict accordance with the cited source. Even obvious errors in the cited source shall not be edited. Full bibliographic description of the source cited shall be presented in the references.

18.5. Footnotes. Footnotes shall be designed for comments and provided at the bottom of the page. They shall be numbered throughout the work.

## **VI. PROCEDURE ON FINAL THESIS SUBMISSION FOR DEFENCE**

19. Final thesis shall be approved in a meeting of the Final Thesis Approbation Committee before its submission to the Final Thesis Defence Committee.

20. The Study Programme Committee shall establish and approve the final thesis approbation procedures (whether student's presentation will be heard during the approval procedure, or whether primary reviewer's or supervisor's comment will be read, etc.), Final Thesis Approbation Committee and Final Thesis Defence Committee, as well as the Committee for Portfolio Assessment (valid for the students who entered the University before 2018) before the end of the second month of the final semester. The Director of the study programme shall submit an extract of the Minutes of the Study Programme Committee meeting, during which the procedures on final theses approval and committees have been certified, to the specialist of the Studies Division who will publish them on the University website no later than two weeks after the approval of the final thesis certification procedures.

21. The Final Thesis Approbation Committee and Final Thesis Defence Committee shall be approved by the Director of the Studies Division under the provision of the Study Programme Committee following the Rector's order within a week. Final Thesis Approbation Committee and Final Thesis Defence Committee shall consist of at least three members (teaching staff members, researchers, PhD students or social partners, one of which shall be appointed the Chairman of the Committee). A secretary of the Final Thesis Defence Committee shall be appointed to help organize the work of the Committee and write the minutes. If the scientific supervisor is a member or the Chairman of the Committee, he / she must withdraw from the approbation and defence evaluation procedures. Each thesis shall be evaluated by at least 2 Committee members.

22. The specialist of the Studies Division shall publish the dates of final thesis approval in accordance with the study timetable of the final semester approved by the Rector's order on the University website. The time of each student's final thesis approval shall be published at least two days in advance on the University website. The final thesis approbation meeting shall be open. All participants of the meeting may present their questions and comments in regard to the final thesis to be approved.

23. A student shall place his / her final thesis in PDF format in LSU distant learning environment not later than 7 days before the day of final thesis approbation. He / she shall print only the cover page with his / her and the scientific supervisor's signatures and submit it to the

Studies Division. The specialist of the Studies Division shall submit the cover pages to the Chairman of the Final Thesis Approbation Committee. In case the supervisor evaluates the work below the threshold level, he/ she does not sign on the cover page and provides a free-form review to the Studies Division. The review must contain the arguments for its negative assessment as to why the work does not meet the threshold level and is not suitable for defence. The review shall be handed over to the Chairman of the Final Thesis Approbation Committee.

24. If the scientific supervisor gives the final thesis negative evaluation, a student may address the Final Thesis Approbation Committee and ask for permission to defend his / her thesis pointing out the reasons in a written form. A student must submit his / her application before the first meeting of the Final Thesis Approbation Committee. After considering the application and the review of the supervisor, the Committee may appoint a reviewer. If the additional reviewer evaluates the work positively, his / her grade shall be recorded instead of the supervisor's grade. If the assessment given by the additional reviewer is negative, the student is not allowed to defend.

25. The Chairman of the Final Thesis Approbation Committee shall appoint final thesis to one member of the Approbation Committee for detailed familiarization in the e-learning environment.

26. The Chairman of the Final Thesis Approbation Committee shall submit the extract of the minutes of the Committee meeting to the Studies Division. The extract shall include all the titles of the final theses and indicate whether the Committee recommends or does not recommend the work to defend. In case the Committee does not recommend the thesis to defend, a short (up to 200 words) reasoning of the decision shall be presented.

27. In case the decision of the Final Thesis Approbation Committee is identical to the supervisor's negative evaluation, the decision is final, and a student is not allowed to defend his / her thesis.

28. In case the decision of the Final Thesis Approbation Committee is different from the supervisor's negative evaluation, i.e. the Committee thinks that the paper meets the minimum requirements, a student is allowed to defend his / her thesis.

29. In case the scientific supervisor assumes that the thesis meets the minimum requirements and the decision of the Final Thesis Approbation Committee is negative and a student disagrees with the decision, he / she may appeal (Annex 8) to the Studies Division against the evaluation given by the Committee within 24 hours (excluding weekends and holidays). The Director of the Studies Division shall appoint a reviewer, who assesses the final thesis in 48 hours (excluding weekends and holidays) and submits Final Thesis Evaluation Form (Annex 7) to the Director of the Studies Division. The reviewer's decision is final.

30. A final thesis, which has not been prepared or approbated, shall be regarded as an academic debt. In this case, a student is considered to have failed the study programme requirements and is excluded from student list.

31. After the approval, corrected (if necessary), printed and bound thesis with student and supervisor's signatures on the cover page (Annex 2) and on the flyleaf (Annex 3) shall be submitted to the Studies Division in accordance with the schedule of final semester approved by the Rector. In addition, the electronic version of the final work in PDF format shall be uploaded to the e-learning environment.

32. The Studies Division shall accept only the final theses, corrected after approval (if necessary), which meet all the following criteria:

32.1. The cover page includes signatures of a student and the supervisor indicating that the thesis is eligible for defence;

32.2. The flyleaf contains author's written confirmation of independent composition of the thesis and the correctness of the language;

32.3. A completed final thesis individual preparation plan is provided in the annexes (Annex 1).

32.4. The thesis has been placed on LSU distant learning system.

33. The submitted final thesis shall not be corrected.

## VII. PROCEDURE ON FINAL THESIS ASSESSMENT AND DEFENCE

34. Student's final thesis shall be evaluated by: 1) a scientific supervisor; 2) a reviewer; 3) the Final Thesis Defence Committee and 4) the Committee for Academic Achievement Portfolio Assessment (the portfolio of students who entered the University after 1 September 2018 shall be evaluated by the tutor of the group).

**35. Scientific supervisor's assessment.** In accordance with the criteria and their weightings set out in the assessment form (Annex 6), the supervisor shall fill in the form and submit the printed version to the Studies Division at least one week before the defence.

### **36. Final thesis reviewers and their assessment:**

36.1. The Director of the study programme and the specialist of the Studies Division shall appoint one reviewer to each final thesis.

36.2. The specialist of the Studies Division shall inform the reviewer about the final thesis he/ she has to evaluate.

36.3 The review of the final thesis is public.

36.4. In accordance with the criteria and their weightings set out in the assessment form (Annex 7), the reviewer (additional reviewer as well, if he / she has been appointed instead of the supervisor) shall fill in the form and send it to the student and the specialist of the Studies Division via e-mail at least one week before the defence. When the reviewer has doubts about the originality of the data, the student is required to provide the original research data (completed questionnaires, protocols, data matrix, primary data tables) in paper or digital form, demonstrate data processing skills and answer questions.

36.5. If the reviewer's evaluation is negative, the Chairman of the Final Thesis Defence Committee and the specialist of the Studies Division shall appoint the second reviewer, who shall evaluate the final thesis within 48 hours and submit the evaluation form (Annex 7) to the Studies Division.

36.5.1. If the evaluation of the second reviewer is negative, the thesis is not eligible for defence. In this case, the student shall be informed immediately. The specialist of the Studies Division shall inform the IT department in a written form that the thesis, placed on e-learning environment, will not be defended.

36.5.2. If the evaluation of the second reviewer is positive, the thesis is eligible for defence. In this case, the final grade shall be calculated in accordance with the grade given by the second reviewer. If necessary, the date and time of the defence may be adjusted.

### **37. Final Thesis Defence Committee, thesis defence and assessment:**

37.1. The Chairman of the Final Thesis Defence Committee and the specialist of the Studies Division shall announce the time of each student's public defence on the University website not later than 3 days in advance.

37.2. The Final Thesis Defence Committee(s) shall consist of 3 competent professionals in the field – researchers, practitioners and social partners.

37.3. Final thesis defence shall be evaluated by at least two Committee members.

37.4. During the defence, a student shall present his/ her work first (up to 10 min.).

37.5. After student's presentation, a discussion takes place during which the committee members issue questions and the reviewer's comments (up to 5 minutes).

37.6. At the end of the defence, the scientific supervisor may speak (or the evaluation form filled in by the supervisor may be read). Upon the permission of the Chairman, others wishing to speak may finish the defence.

37.7. The Final Thesis Defence Committee shall evaluate student's ability to present the work (the quality of speech and presentation) as well as his / her ability to answer the questions and comment on the remarks (discussion) in accordance with the criteria and their weighted coefficients presented in Annex 9.

37.8. Every member of the Committee shall fill in a standard defence evaluation form (Annex 9) during the defence and rounds the grade to one decimal.

37.9. At the bottom of the Committee Chairman's evaluation form, the arithmetic average of all Committee members' evaluations rounded to the nearest whole number shall be recorded.

37.10. The evaluation forms of all the Committee members shall be stored together with the Minutes of the final thesis defence (Annex 12).

37.11. In case the scientific supervisor is the member of the Committee, he / she shall withdraw from the defence evaluation procedure.

### **38. Committee for Academic Achievement Portfolio Assessment:**

*Applies to students who entered the University before 1 September 2018:*

38.1. In accordance with the Procedure on Student Reflection Development and Accumulation of Academic Achievement Portfolio at Lithuanian Sports University, a student shall prepare and submit an Academic Achievement Portfolio based on self-evaluation (Annex 10) in the e-learning environment not later than two weeks before final thesis defence. If a student misses the deadline, he / she cannot defend the final thesis.

38.2. Academic Achievement Portfolios shall be evaluated by 2-3 competent specialists in the study field following the Rector's order by the provision of the Director of the study programme.

38.3. No later than one week before the final thesis defence, the members of the Committee for Academic Achievement Portfolio Assessment evaluate the portfolios by comparison and fill in the form of Academic Achievement Portfolio Evaluation (Annex 11) in accordance with the criteria and their weighted coefficients set forth in Annex 11. The grade shall be rounded to one decimal. The Chairman of the Committee shall calculate arithmetical average of all the grades given by each member, round it to the nearest whole number and records the final grade in his (the Chairman's) form of Academic Achievement Portfolio Evaluation (Annex 11). The Committee shall submit the evaluation forms to the Studies Division.

39. **Assessment of Student's Academic Achievement Portfolio (SMPA)** *Applies to students who entered the University after 1 September 2018.* SMPA assessment shall be carried out following the procedure set forth by the Study Programme Committee. The final grade shall be given by the tutor of the group.

### **40. Final grade:**

40.1. The module of final thesis shall be considered successfully completed when the final grade is 5 (or higher) on the condition that all the parts of the below mentioned final evaluation meet the minimum requirements (the grade is 5 or higher). The Final Thesis Defence Committee shall record the final grade for the thesis by calculating the arithmetical average rounded to the nearest whole number in accordance with the grades given by:

40.1.1. a scientific supervisor (weighted coefficient – 0.15).

40.1.2. a reviewer (weighted coefficient – 0.25).

40.1.3. Final Thesis Defence Committee (weighted coefficient – 0.35).

40.1.4. Committee for Academic Achievement Portfolio Assessment<sup>1</sup> (weighted coefficient – 0.25).

40.2. The final grade for the thesis shall be entered into the Minutes (Annex 12).

40.3. The Chairman of the Final Thesis Defence Committee shall publish the results of the final thesis defence in the electronic register on the day and time indicated in the study timetable of the final semester approved by the Rector.

41. Final thesis shall not be considered as written independently if it is all or partly written by another author, the copyright has been violated, or has already been used by another person in whole or in part (for more information see the Code of Academic and Professional Ethics of Lithuanian Sports University). The Director of the Studies Division shall form a Committee consisting of 2-3 people for the final decision due to the unfair conduct in the preparation and

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<sup>1</sup> Group tutor of those who entered after 2018.



defense of the final thesis (according to the official report of the thesis supervisor, reviewer, Student union or Defence Committee member, with documentary evidence submitted to the Director of the Studies Division). If the Committee confirms the case of fraudulent conduct, the preparation and defence of the final thesis shall be terminated, and student's conduct shall be discussed by the Commission on Academic and Professional Ethics of the Senate.

42. If the thesis has not been defended, it shall be considered as an academic debt, a student is considered to have failed the study programme requirements and is excluded from student list. The thesis can be defended for the second time during the exam session at the earliest after half a year or after one year. A new thesis shall be prepared after the conclusion of a relevant contract and payment of the fee set forth by the Senate. The topic and the scientific supervisor shall be approved by the Committee of the Study Programme.

### **VIII. APPEALS AGAINST THE EVALUATION OF FINAL THESIS**

43. In case a student disagrees with the evaluation of the defended thesis, he/ she may appeal (Annex 13) to the Director of the Studies Division against the evaluation given within 24 hours (excluding weekends and holidays).

44. The Appeals Board, composed of not less than three members by the Rector's order following the recommendation of the Director of the Studies Division, shall consider the appeal and provide its conclusion within 72 hours following the receipt of the appeal (excluding weekends and holidays).

45. The Appeals Board shall invite the Chairman of the Final Thesis Defence Committee and the student who has submitted the appeal. If required, the supervisor, the reviewer, the Final Thesis Defence Committee members, the members of the Committee for Academic Achievement Portfolio Assessment or other experts may be invited to the meeting.

46. The decision of the Appeals Board is final.

### **IX. PLACING OF FINAL THESIS IN E-LEARNING ENVIRONMENT**

47. The Centre of Information Technologies and Studies Division shall set a date and enable students to place electronic versions of their final theses in e-learning environment.

48. Students place electronic versions of their final theses in e-learning environment.

### **X. FINAL PROVISIONS**

49. The Centre of Information Technologies shall ensure audio or video recording of the final work presentation. Records shall be kept in the Centre of Information Technologies for 3 years.

50. The Studies Division and Student Representative Council may appoint an observer (a student preferably) for final thesis defence procedures by common consent.

51. Final theses shall be registered and stored in the Departments in compliance with the regulations for the register of course papers and final theses.

52. The Regulation for the First Cycle (Bachelor's) Final Thesis Preparation and Defence shall come into force on the day of its approval.

53. The Regulation may be amended, supplemented or terminated by the decision of the Senate. Any department of the University, teacher or student can submit proposals to the Committee of Studies and Research of the Senate and in this way initiate the amendment of the Regulation.

Chairman of the Senate

Albertas Skurvydas

Secretary of the Senate

Kristina Bradauskienė

**(Example of a final thesis preparation plan)****FINAL THESIS INDIVIDUAL PREPARATION PLAN**

Academic year of 20\_\_ - 20\_\_

Study programme: \_\_\_\_\_

Student's name and surname: \_\_\_\_\_

Scientific supervisor's name  
and surname \_\_\_\_\_

Entitlement of the final thesis: \_\_\_\_\_

No.	Task	Deadline	Type of assessment
_ semester of the academic year of 20__-20__			
1.			
2.			
_ semester of the academic year of 20__-20__			
3.			
4.			

Supervisor's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

(Example of a cover page of the first copy of final thesis)

**LITHUANIAN SPORTS UNIVERSITY**  
**STUDY PROGRAMME OF SPORTS COACHING**

**NAME SURNAME**

**PECULIARITIES OF EXPRESSION OF CHARACTER  
ACCENTUATIONS IN ADOLESCENTS OF DIFFERENT  
PHYSICAL ACTIVITY**

**BACHELOR'S THESIS**

Scientific supervisor: Assoc. Prof. Dr. N. Surname  
\_\_\_\_\_ (signature)

Scientific adviser: Assoc. Prof. Dr. N. Surname  
\_\_\_\_\_

Final thesis prepared by \_\_\_\_\_ student (s)

KAUNAS 20XX

**(Example of a flyleaf of the first copy of final thesis)****CONFIRMATION OF INDEPENDENT COMPOSITION OF THE THESIS**

I hereby declare, that the present final thesis

(*entitlement*)

1. Has been carried out by myself (*by ourselves*, if the final thesis was prepared by several students);
2. Has not been used in any other university in Lithuania or abroad;
3. I have not used any references not indicated in the paper and the list of references is complete.

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Author's name and surname)

\_\_\_\_\_

(Signature)

**CONFIRMATION OF LIABILITY FOR THE REGULARITY OF THE LITHUANIAN LANGUAGE**

I hereby confirm the correctness of the Lithuanian (English) language used in the final degree project.

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Author's name and surname)

\_\_\_\_\_

(Signature)

**Final thesis has been placed in e-learning environment**

\_\_\_\_\_

(Signature of the Secretary of the Final Thesis Defence Committee)

**EVALUATION OF THE FINAL THESIS AND FINAL GRADE**

Scientific supervisor:	$0.15 \times$	=	
	(weighted coefficient)	(grade)	(component of the final grade)
Reviewer:	$0.25 \times$	=	
Final thesis defence:	$0.35 \times$	=	
Academic Achievement Portfolio:	$0.25 \times$	=	

**Final grade:**

(the sum of components of the final grade)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(N. Surname of the Secretary of the Final Thesis Defence Committee)

\_\_\_\_\_

(Signature)

**(Rules for bibliographic references)**

1. Sources on a reference list shall be numbered. Bibliographical references shall be arranged alphabetically according to the first item. The list of all references and sources shall be provided according to the rules for bibliographic references. References shall normally be sequentially numbered and written in the original language. References in Latin characters shall be arranged in simple alphabetical order. References in non-Latin characters shall be arranged in their alphabetical order after the references in Latin characters. This is especially the case for Russian-written sources, which are not transliterated in Lithuania. In the English text, or other non-Lithuanian text names are written according to the spelling traditions of that language.
2. All the authors' names and initials (after surnames) shall be given when placing an article in a journal (scientific work); date of publication of a journal, exact title of the article; full title of a journal; journal volume and number; corresponding page numbers. In case there are more than five authors of an article, the names of the first three shall be given adding "et. al.". The book publisher (institution and city) shall be given when placing a book on a list.
3. In case there are several sources of same author in the same year, the reference list and the text shall have letters next to the year, e.g.: 1990a, 1990b, etc.
4. In case there are several cited sources beginning with the same surname, they shall be placed chronologically, starting with the older ones.

**(References (examples))****Books (in print, electronic) and chapters**

Surname, N., and Surname, N. (year). *Entitlement: subtitle*. Place of publishing: Publishing house.

Surname, N. (year). *Entitlement* [viewed year, month, day]. Internet access: <http://xxxxxxxxxxxxxxxx>.

Surname, N. (year). Entitlement of the chapter. N. Surname, N. Surname (red.). *Entitlement of the book* (pp. xx-xx). Place of publishing: Publishing house. (If the source is in English, put "In" before the name (s) of the author (s).)

**Journal articles (printed without an DOI code, with DOI code, electronic without DOI code)**

Surname, N. (year). Entitlement of the article. *Entitlement of the journal*, vol. (No.), pages.

Surname, N. (year). Entitlement of the article. *Entitlement of the journal*, vol., pages. doi:xxxxxxxxxxxxxxxx

Surname, N. (year). Entitlement of the article. *Entitlement of the journal*, vol. (No.), pages, Internet access: <http://xxxxxxxxxxxxxxxx>

**Scientific articles submitted for publishing, but not published yet**

Surname, N. (year). Entitlement of the article. Submitted for publishing (not necessary to indicate the entitlement of a journal).

**Conference material**

Surname, N. (year). Entitlement of the article. *Entitlement of the journal* (p. xx-xx). Place of publishing: Publishing house.

**Doctoral dissertation or summary of a Doctoral dissertation (in print, taken from the database)**

Surname, N. (year). *Entitlement of the dissertation (Doctoral dissertation)*. Place: name of the University.

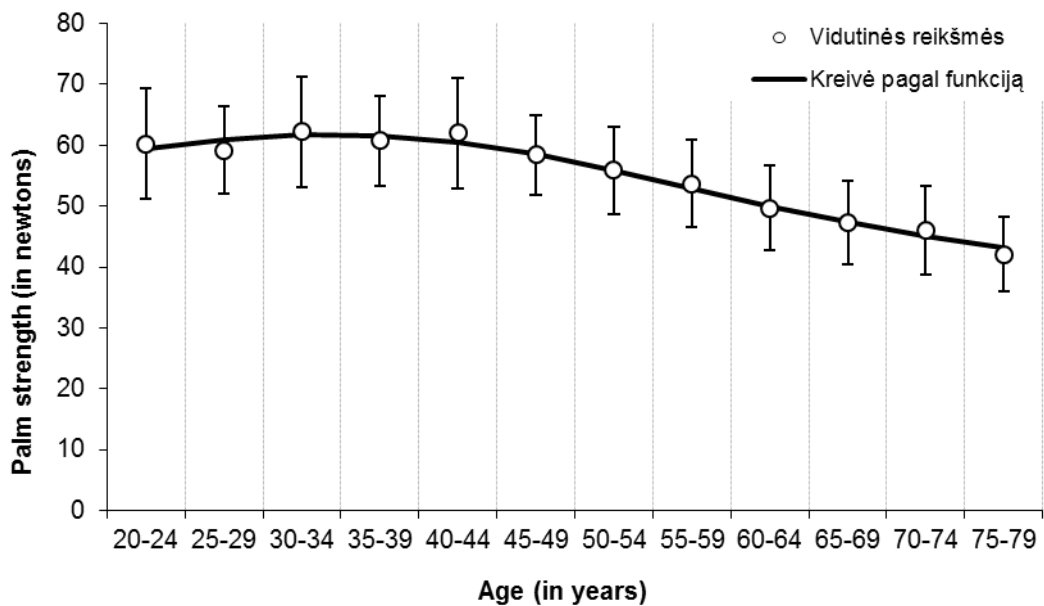
Surname, N. (year). *Entitlement of the dissertation (Doctoral dissertation)*. Access to the database.

## (Example of a table)

**Table 2.** Discrete variation series of high jump results

Variation No.	High jump (cm)	Frequency of variation, $f$	Relative frequency, $f_n=f/n$
1	150	4	0.182
2	155	5	0.227
3	160	7	0.318
4	165	2	0.091
5	170	3	0.136
6	175	1	0.045
$k = 6$	Amount of data $n = 22$		Sum = 1

## (Example of a figure)

**Figure 1.** Change of average strength of the right palm in men of different age and the curve of the change, calculated by a selected mathematical function

**(Example of final thesis scientific supervisor’s evaluation form)**

**LSU FIRST CYCLE FINAL THESIS SCIENTIFIC SUPERVISOR’S EVALUATION FORM**

Student’s name, surname: \_\_\_\_\_

Thesis entitlement:

Student's ability to plan time and organize work, ability to evaluate research data, present systematic research results, assimilation of research methods, initiative, creativity, punctuality.

\_\_\_\_\_  
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\_\_\_\_\_

**Overall conclusion:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Grade** (it is requested to provide an assessment, which, in your opinion, best reflects the overall level of the paper):

**Scientific supervisor:** \_\_\_\_\_ (Academic title, academic degree, name and surname)      \_\_\_\_\_ (Signature)      \_\_\_\_\_ (Date)

(Example of final thesis reviewer’s evaluation form)

LSU FIRST CYCLE FINAL THESIS REVIEWER’S EVALUATION FORM

Code:

Thesis entitlement:

**FINAL THESIS ASSESSMENT CRITERIA:**

**Scientific level of the final thesis** (justification of the selected topic relevance, formulation and significance as well as the research aim, objectives and hypotheses, author’s familiarity with other scientists’ latest works, adequacy of research methods and statistical data analysis application, level of interpretation of the research findings, validity of conclusions) (weighted coefficient – 0.7);

.....

**Integrity of the final thesis, completeness of the content, design quality** (presence of the required elements of the final project structure, appropriateness of the volume of the paper, balance of the volume of the structural parts and compliance of the titles of the chapters with the text, quality of printing and visual material, academic language, consistency, correctness and laconicism, spelling and style mistakes, suitable presentation of tables and images, adequate presentation of questionnaires, lists of interview participants and statistical data, citation accuracy, quality of bibliographic references) (weighted coefficient – 0.3);

.....

**Additional comments and questions:**

1. ....

**Overall conclusion** about the compliance with the requirements set for the thesis; thesis eligibility for public defence:

.....

**Grade** (it is requested to provide an assessment, which, in your opinion, best reflects the overall level of the paper:

(Date, Name, Surname)



**(Example of academic appeal)**

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

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

.....  
(Entitlement of a study programme)

To the Director of the Studies Division

**A c a d e m i c   A p p e a l**

**AGAINST THE APPROBATION OF FINAL BACHELOR'S THESIS**

The appeal shall include student's request to reconsider the approbation of final Bachelor's thesis. The request shall be clear and justified.

.....  
(Student's signature)

**(Example of a standard final Bachelor's thesis defence assessment form)****FINAL BACHELOR'S THESIS DEFENCE ASSESSMENT FORM**

Study programme: \_\_\_\_\_

Date of  
assessment: \_\_\_\_\_Student's/ students' name (s)  
and surname (s): \_\_\_\_\_  
\_\_\_\_\_Entitlement of the final thesis: 

Assessment following the criteria:

Criterion	Remarks	Points
<b>Linguistic quality of presentation</b> (logical structure of presentation; speaking skills: clarity and correctness; ability to speak without referring to slides) (WC* – 0.30)	_____ _____ _____ _____	_____ _____ _____ _____
<b>Quality of presentation</b> (design of slides, easily understandable, uncluttered, and easy to read textual and visual material; citation) (WC – 0.35)	_____ _____ _____ _____	_____ _____ _____ _____
<b>Discussion</b> (ability to answer to the Committee and the reviewer's questions, comments and remarks accurately and concisely) (WC – 0.35)	_____ _____ _____ _____	_____ _____ _____ _____

Note. If the thesis was prepared by several students, each student's quality of presentation shall be evaluated

\* WC – weighted coefficient

Questions:

Remarks:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Grade given by the  
Committee  
member:

- *Weighted coefficient (rounded to one decimal)*

Committee member: \_\_\_\_\_

*(N. Surname)*\_\_\_\_\_  
*(Signature)*

Final grade:

- *Filled in by the*

The Chairman of the  
Committee: \_\_\_\_\_

- Chairman;
- *Arithmetical average of the points given by the Committee members (whole number)*

.....  
(N. Surname)

.....  
(signature)

**(Example of Academic Achievement Portfolio)**

**LITHUANIAN SPORTS UNIVERSITY**



**Study programme**

**STUDENT'S NAME, SURNAME**

**ACADEMIC ACHIEVEMENT PORTFOLIO**

**KAUNAS  
20XX**

## SELF INTRODUCTION

The purpose of self-reflection is to promote your self-knowledge, strengths and weaknesses, to promote your inner learning motivation, develop the universal competences provided in the study programme, and to know you better as a person. By carefully and independently completing this questionnaire, you have an opportunity to develop as a human and future professional. Self-knowledge will help you find a job more easily after graduation and choose other lifelong learning activities that are important to you more purposefully. Please provide the information carefully, openly and honestly.

You may insert  
your photo here



SHORT INTRODUCTION (*write up to 100 words*). Describe yourself as a person, your hobbies, strengths and weaknesses, the motives of your studies at the University. Provide all the information that characterizes you as a person.

PROFESSIONAL ACTIVITIES (fill in if you are employed) (start from your current job and your current position) (*write up to 100 words*)

## PART ONE

### SELF-EVALUATION

#### A. Self-reflection on academic achievement

Present your attitude and critical assessment (self- evaluation) of learning activities and outcomes over the semester, the course or the entire study period; analyse your strengths and weaknesses, reasons for successes and failures; motivation peculiarities; think about what you would do differently if given a chance to perform the same task again; what advice would you give to the University and yourself; how would you contribute to a better quality of studies, etc. (*no more than 300 words*).

#### B. Self-reflection on skills

Skills and competencies developed in the study programme (pursued learning outcomes)*	Have you gained the competencies? Why (why not)?

*\*Information provided by the Director of the study programme*

## **PART TWO**

### **ACADEMIC ACHIEVEMENT GAINED IN NON-FORMAL AND INFORMAL WAYS**

Provide information on the involvement in non-formal and informal learning processes (qualification improvement, attended seminars, internships, courses, participation in conferences and scientific events, research, etc.). Present your views on the benefits of the skills acquired in informal ways. Was the participation in these activities significant for you personally, your further studies, etc.? *(no more than 200 words)*

## **PART 3**

### **SOCIAL ACTIVITIES**

Provide information on your contribution to the organization and participation in the University and other events, volunteering, career planning, evaluation of social partners (if any) (recommendations, awards), etc. Provide your own opinion (self-analysis) about participation in social activities, whether participation in these activities was significant to you personally while pursuing the career, engaging in social activities, further studies, etc. *(write up to 100 words)*

### **EVIDENCE OF ACADEMIC ACHIEVEMENT (ANNEXES)**

Enclose and number all the copies of the tasks performed, documents, copies of documents, photos, recommendations, etc. Put the documents in the following sequence: documents related to Part 1, then Part 2, and finally Part 3.

---

**(Example of an individual evaluation form of an Academic Achievement Portfolio)****FORM FOR ACADEMIC ACHIEVEMENT PORTFOLIO ASSESSMENT**

Study programme: \_\_\_\_\_ Date of assessment: \_\_\_\_\_

Student's name and surname: \_\_\_\_\_

Assessment following the criteria:

Criterion	Remarks	Points
<b>Self-evaluation.</b> Student's ability to critically assess his / her own learning activities and outcomes, to analyse his / her own strengths and weaknesses, reasons for success and failures, peculiarities of learning motivation; ability to foresee different ways of performing the same tasks; ability to set new learning objectives, etc. (weighted coefficient – 0.35);		
<b>Non-formal and informal learning.</b> Student's active participation in the process of non-formal and informal learning and research; ability to analyse the importance of participation in activities of non-formal and informal learning, its role in professional development, etc. (weighted coefficient – 0.35).		
<b>Social activities.</b> Student's active participation in voluntary social and (or) sports activities; ability to evaluate his / her role in these events, career planning, etc. (weighted coefficient – 0.3).		

\* WC – weighted coefficient

Grade given by the  
Committee  
member:

Committee member: \_\_\_\_\_  
(N. Surname)

\_\_\_\_\_  
(Signature)

Final grade:  
*Filled in by the Chairman*

(Arithmetical  
average, whole  
number)

The Chairman of the  
Committee: \_\_\_\_\_  
(N. Surname)

\_\_\_\_\_  
(Signature)

**(Example of the Minutes of the Final Thesis Defence Committee)**

LITHUANIAN SPORTS UNIVERSITY  
Study programme “ \_\_\_\_\_ ”

**FINAL THESIS DEFENCE COMMITTEE  
MINUTES**

\_\_\_/\_\_\_/20\_\_ No. 1  
Kaunas

Chairman:

\_\_\_\_\_  
(Name, surname)

Committee members:

Secretary:

Final thesis evaluation:

No.	Name, surname	Grades <sup>1</sup> (weighted coefficients)				FINAL GRADE <sup>2</sup>	
		(1) Scientific supervisor's	(2) Reviewer's	(3) Defence	(4) Academic Achievement Portfolio	(1) Scientific supervisor's	
		WC <sup>4</sup> 0.15	WC 0.25	WC 0.35	WC 0.25	Grade	Level
1	Name Surname	10/1.5	9/2.25	8/2.8	10/2.5	9	Excellent
2	Name Surname	8/1.2	7/1.75	7/2.45	7/1.75	7	Standard
3	Name Surname	7/1.05	6/1.5	6/2.1	6/1.5	6	Threshold
4							

<sup>1</sup> – a grade in a 10-point system shall be entered for each student. A compound of the final grade, i.e. a grade multiplied by a weighted coefficient shall be written after a slash (“/”);

<sup>2</sup> – final grade – the sum of its compounds;

<sup>3</sup> – WC – weighted coefficient.

Chairman:

\_\_\_\_\_  
(academic title, academic degree, name, surname)

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

Members:

Secretary:



**(Example of an academic appeal against final thesis grade)**

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

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

.....  
(Entitlement of a study programme)

To the Director of the Studies Division

**A c a d e m i c   a p p e a l**

**AGAINST THE FINAL BACHELOR'S THESIS GRADE**

The appeal shall include student's request to reconsider the final thesis grade. The request shall be clear and justified.

.....  
(Student's signature)