

APPROVED BY
Resolution No. (1.3 E) 850000-TP-2) as of 12 May
2021 of the Council of Vilnius University Šiauliai
Academy

REGULATIONS FOR THE PREPARATION AND DEFENCE OF RESEARCH PAPERS OF STUDENTS STUDYING AT VILNIUS UNIVERSITY ŠIAULIAI ACADEMY

CHAPTER I GENERAL PROVISIONS

1. The procedure for the preparation and defence of research papers determines the main principles for the preparation and defence of Research Papers at Vilnius University (hereinafter – the University) Šiauliai Academy (hereinafter – the Academy).

2. **Research Paper** – the Final Thesis prepared during the course of the student's studies (Bachelor's, Master's, Minor Studies, Pedagogical Studies), Course Paper or other works assigned to the student's paper in the Methodological Recommendations of the branch academic units of the Academy.

3. The general principles of the preparation, defence and storage of Research Papers at the University are determined by the *Regulations for the preparation, defence and storage of research papers of students studying at Vilnius University* approved by the Senate of Vilnius University.

4. The procedure for uploading Research Papers onto Vilnius University Study Information System (hereinafter – VUSIS) and storage terms are detailed in the *Description of the Procedure for Administration of Research Papers in Vilnius University Study Information System*.

5. Recommendations for content, citation, Research Paper structure, fulfilment of interim assignments, title change procedure, assessment criteria, defence and assessment procedure for Research Papers prepared in a foreign language, etc. details the *Methodological Guidelines* prepared by the branch academic units of the Academy.

CHAPTER II PREPARATION OF THE PAPER

6. The recommended volume of the Final Thesis, if the methodological recommendations of the branch academic units of the Academy do not provide otherwise is as follows: 1) Bachelor's Thesis – about 60-80 thousand printing marks with spaces, excluding the List of References and Appendices (up to 50 pages); 2) Master's Thesis – about 100-120 thousand printing marks with spaces, excluding the List of References and Appendices (up to 70 pages); 3) Final Thesis of Minor Studies and Final Thesis of Pedagogical Studies – about 40-50 thousand printing marks with spaces, excluding the List of References and Appendices (up to 25 pages). The volume of the Joint Final Thesis (prepared by two or more students together) should be 1.5-2 times larger than the previously recommended volume of individual work.

7. The recommended volume of the Course Paper, if the methodological recommendations of the branch academic units of the Academy do not provide otherwise is as follows: about 30-40 thousand printing marks with spaces, excluding the List of References and Appendices (up to 20 pages); the volume of Joint Course Paper (prepared by 2 or more students together) should be 1.5-2 times larger than the previously recommended volume of individual work.

8. The Research Paper is prepared in the Lithuanian language, except for those cases when the study program is carried out and the Research Paper is written in a language other than Lithuanian; when the supervisor or consultant is a foreign lecturer, researcher or practitioner.

9. If minor studies are foreseen in the Bachelor's study program, the Final Thesis of the Field of Minor Studies that gives the qualification or qualification degree is planned in the penultimate semester of the studies.

10. In the study programs that prepare teachers, which provide for the acquisition of a Bachelor's degree and a teacher's qualification, the Final Thesis of Pedagogical Studies can be defended together with the Bachelor's Final Thesis or earlier.

11. The Study Program Committee supervising the study program, at least 1 month before the defence of the Bachelor's or Master's Thesis, may, if necessary, organize an interim presentation of Theses, in which students intending to defend their prepared Thesis projects present them. In this meeting, students are advised on how to successfully complete and what to improve in their Final Theses.

12. If possible, the Lithuanian philology lecturers of the Academy advise final year students on the issues of language correctness and stylistics and assess the language correctness of Final Theses. In that case, students communicate individually with the lecturer who evaluates his/her Final Thesis. The lecturer submits/sends the conclusion on the correctness of the language of the Thesis (low/medium/high literacy) to the Commission of the Final Thesis.

CHAPTER III SUPERVISING OF RESEARCH PAPERS

13. The final works of Course Papers, Bachelor's, Pedagogical Studies, and Minor Studies shall be supervised by Academy or University lecturers who have a qualification of at least a Master's degree or a higher education qualification equivalent to it, preferably conducting scientific research in the same field of study. Researchers, practitioners, and specialists in the relevant field are appointed as consultants, if necessary, on the proposal of the Study Program Committee and the decision of the head of the branch academic unit of the Academy.

14. Master's Theses can be supervised by Academy or University lecturers who have a degree and conduct research in the field of science in which the Master's Thesis is written. If the supervisor does not conduct research in that field of science, or if, as an exception, a specialist in that field with extensive practical experience who does not have a degree is appointed to supervise the Master's student, a research consultant is additionally appointed to help prepare the Master's Thesis. Researchers, practitioners, and specialists in the relevant field are appointed as consultants, if necessary, on the proposal of the Study Program Committee and the decision of the head of the branch academic unit of the Academy.

CHAPTER IV SELECTION AND APPROVAL OF RESEARCH PAPER TOPICS

15. No later than during the first 15 (fifteen) days of the semester, in which the preparation of the Research Paper is scheduled to begin, the list of supervisors of the proposed topics and subject areas is approved in the branch academic units of the Academy conducting studies. The student also has the right to suggest the topic of the Research Paper himself/herself, which he/she shall coordinate with the possible supervisor of the Research Paper. In that case, the supervisor of the Research Paper informs the administrator of the academic unit of the Academy about the topic of the Research Paper coordinated with the student.

16. The administrator of the branch academic unit of the Academy prepares and submits the list of topics and supervisors in Vilnius University Study Information System (hereinafter – VUSIS) in accordance with the plan of the relevant study program and sets out the registration period no later than October 31 of the current year, when the defence of the Research Papers takes place in autumn semester of the current study year; and no later than March 31 of the current year, when the defence of Research Papers takes place in the spring semester of the current academic year. Students receive a notification about the start of registration by University e-mail.

17. Students, after connecting to the VUSIS, choose topics/supervisors for Research Papers. One student can choose only one topic. Students who wish to prepare the Research Paper in pairs must coordinate this with the possible supervisor of the Research Paper and notify the administrator of the branch academic unit of the Academy.

18. Clarifications and changes to the topics of Research Papers are possible until December 1 of the current year, when defence of Research Papers takes place in the autumn semester of the current academic year; and until May 1 of the current year, when defence of Research Papers takes place in the spring semester of the current academic year. The student informs the administrator of the academic unit of the Academy about the clarified or changed topics by the specified deadline.

19. At least 2 (two) weeks before the defence of the Research Paper, the administrator of the academic unit of the Academy prepares an order on the distribution of topics/supervisors of Research Papers, which automatically includes the recorded choices of students. Once the order is prepared, students no longer have the opportunity to change their choice. The final title of the Research Paper is entered in the VUSIS in Lithuanian and English languages.

CHAPTER V SUBMISSION OF RESEARCH PAPERS FOR ASSESSMENT AND DEFENCE

20. The student must upload the Final Thesis prepared in proper and correct language and correctly formalized (Appendix 1), together with the Warranty and the supervisor's feedback, to VUSIS at least 7 (seven) working days before the defence.

21. The reviewer, having written feedback on the Thesis, sends it by University's e-mail address to the student and the Chairman of the Commission. The student has the right to familiarize with the review at least 24 (twenty-four) hours before the defence. The review is written in the Lithuanian language, except for those cases where the Final Thesis was written by students of foreign countries or students of joint study programs conducted with higher education institutions of foreign countries.

22. The date of defence of the Final Theses is confirmed in the VUSIS no later than 2 (two) weeks before the start of the defence of the Final Theses. It is recommended to defend no more than 15 (fifteen) Final Theses per day under one Commission.

CHAPTER VI COMMISSIONS FOR RESEARCH PAPERS' ASSESSMENT

23. The composition of the Commission for evaluation of Final Theses (hereinafter referred to as the Commission), its Chairman and secretary (one of the members of the Commission) is proposed to the head of the branch academic unit of the Academy by the Study Program Committee supervising the program. The administrator of the branch academic unit of the Academy prepares the proposal of the Academy director for the order of the University Rector. The Commission must be composed of competent scientists, practitioners, and representatives of social partners. It is recommended that at least one member of the Commission (usually the Chairman) should be a professor (senior researcher) or associate professor (senior researcher) of another scientific and/or study institution, an employee of a partner institution.

24. When Bachelor's Theses, Final Theses of Minor Studies, Final Theses of Pedagogical Studies and Course Papers are defended, the Commission must be composed of at least 3 members working in that field of study.

25. When Master's Theses are defended, the Commission must be composed of at least 4 members working in that field of study.

26. When the Final Theses of students of joint study programs are defended, the Commission must have representative(s) from the scientific and/or study institution implementing the study program together.

27. After the meeting of the Commission, the Chairman or the secretary of the Commission is responsible for filling out the register sheet in the VUSIS. In the case of defence of Final Theses, a Final Thesis defence protocol is formed.

CHAPTER VII DEFENCE AND ASSESSMENT OF FINAL THESES

28. The language of Final Theses is Lithuanian, except for those cases where students studying foreign languages, students of foreign countries or students of joint study programs conducted with higher education institutions of foreign countries defend the Final Theses.

29. Final Theses are evaluated after the defence in a closed session of the Commission. Theses are evaluated based on the Regulations for the Preparation, Defence and Storage of Research Papers of Students Studying at Vilnius University and the evaluation criteria provided in the Methodological Recommendations prepared by the branch academic units of the Academy.

30. A student who has successfully defended the Final Thesis of the main field of study acquires the right to defend the Final Thesis of Minor Studies. At least 5 (five) days are allocated for preparation.

CHAPTER VIII DEFENCE OF FINAL THESES REMOTELY

31. The Microsoft Teams (hereinafter – “Teams”) video conference platform of the University’s Microsoft Office 365 software package is used for the defence of Final Theses.

32. Invitations to the defence meeting of Final Theses are sent to students and Commission members at least 5 (five) working days before the Commission meeting. The administrator of the branch academic unit of the Academy is responsible for sending these invitations.

33. During the defence of Final Theses, students and Commission members must have video cameras and working sound. During the meeting of the Commission, the students of the engineering and informatics study group must have technical equipment and internet of adequate speed, which would create suitable conditions for the presentation (representation) of additional objects remotely. If the student or member of the Commission does not have such an opportunity, he/she must contact the administrator of the branch academic unit of the Academy no later than 5 (five) working days before the meeting of the Commission.

34. At the Commission meeting, the student defending the Final Thesis must have the video and audio recording devices properly turned on. When introducing himself/herself to the student, asking questions or otherwise communicating with him/her, the member of the Commission must also have the video and audio recording devices properly turned on.

35. Before the meeting of the Commission, the student and the member of the Commission should take care of spare computer hardware/software and/or internet connection means in advance (e.g., additionally have another supplier’s internet, mobile phone, spare computer or other means). If the student encounters internet or other technical disturbances, he/she is given the opportunity to defend the Final Thesis again at the end of the Commission meeting. If large-scale internet disruptions or other technical disturbances occur during the Commission meeting, which reasonably prevent the proper continuation of the Commission meeting in its entirety, it may be organized at a different time, but no later than within 2 (two) working days of the Commission meeting; students of the arts study group defend their Final Theses in another alternative distance method proposed by the Commission’s joint decision.

36. Decisions regarding the final assessment of students’ Final Theses are made in the closed part of the Commission meeting. In order to ensure effective communication between the members of the Commission during the evaluation procedure of Final Theses, it is recommended that the secretary of the Commission create a closed virtual meeting space on the “Teams” platform where only the Chairman of the Commission, members and the secretary can communicate.

CHAPTER IX FINAL PROVISIONS

37. After the Senate of the University approves fundamental changes to the Regulations for the Preparation, Defence and Storage of Research Papers of Students Studying at Vilnius University, which contradict the principles set out in the Procedure for the Preparation and Defence of Research Papers of the Academy, this procedure must be updated and approved by the Council of the Academy.



**VILNIUS UNIVERSITY
ŠIAULIAI ACADEMY**

..... BACHELOR'S / MASTER'S / PROFESSIONAL / MINOR STUDIES
PROGRAMME
..... specialisation

STUDENT'S NAME SURNAME

**Bachelor's / Master's / Professional studies / Minor studies / Pedagogical studies
Final Thesis**

THESIS TOPIC

Research advisor: Prof. Dr. (HP) Name Surname

Šiauliai, 20XX

**Vilniaus universiteto studijuojančiojo,
teikiančio baigiamąjį darbą, GARANTIJA**

**WARRANTY
of Vilnius University Student Final Thesis**

Vardas, pavardė <i>Name, Surname</i>	Studento vardas, pavardė
Padalinys <i>Faculty</i>	Šiaulių akademija <i>Šiauliai Academy</i>
Studijų programa <i>Study Programme</i>	Studijų programos pavadinimas lietuvių kalba <i>Studijų programos pavadinimas anglų kalba</i>
Darbo pavadinimas <i>Thesis topic</i>	Darbo pavadinimas lietuvių kalba <i>Darbo pavadinimas anglų kalba</i>
Darbo tipas <i>Thesis type</i>	Baigiamasis darbas <i>Final Thesis</i>

Garantuoju, kad mano baigiamasis darbas yra parengtas sąžiningai ir savarankiškai, kitų asmenų indėlio į parengtą darbą nėra. Jokių neteisėtų mokėjimų už šį darbą niekam nesu mokėjęs.

I guarantee that my thesis is prepared in good faith and independently, there is no contribution to this work from other individuals. I have not made any illegal payments related to this work.

Šiame darbe tiesiogiai ar netiesiogiai panaudotos kitų šaltinių citatos yra pažymėtos literatūros nuorodose.

Quotes from other sources directly or indirectly used in this thesis, are indicated in literature references.

Aš, studento vardas, pavardė, pateikdamas (-a) šį darbą, patvirtinu (pažymėti)
I, student name, surname, by submitting this paper confirm (check)

Patvirtinu, kad baigiamasis darbas yra pateiktas į Vilniaus universiteto studijų informacinę sistemą (pažymėti)
I declare that this thesis is submitted to the Vilnius University Study Information System (check)

**Embargo laikotarpis
Embargo Period**

Prašau nustatyti šiam baigiamajam darbui toliau nurodytos trukmės embargo laikotarpį:
I am requesting an embargo of this thesis for the period indicated below:

- _____ mėnesių / months
(embargo laikotarpis negali viršyti 60 mėn. / *an embargo period shall not exceed 60 months*).
- Embargo laikotarpis nereikalingas / *no embargo requested*.

Embargo laikotarpio nustatymo priežastis / *Reason for embargo period:*

CONTENTS

SUMMARY