THE METHODOLOGICAL GUIDELINES FOR PROFESSIONAL BACHELOR’S THESIS
PREPARATION, REGISTRATION AND DEFENCE

Renewed version

Vilnius, 2018
The Methodological Guidelines for Professional Bachelor’s Thesis (hereinafter – Thesis) preparation, registration and defence establish the rights and obligations of students and graduation supervisors at the Faculty of Business Management (hereinafter – Faculty) of Vilniaus kolegija/University of Applied Sciences, the principles of Thesis preparation and defence at the Department (Chair) and its (public) defence in the Defence Committee as well as the student Final Thesis evaluation procedure.


The Methodological Guidelines for Thesis preparation, registration and defence are valid from February 1, 2018. This document is an updated and adjusted version in accordance with the remarks of Departments.
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**GENERAL PROVISIONS**

**Faculty** students of Vilniaus kolegija/University of Applied Sciences accomplish their studies by preparation and defence of Final Thesis.

**Professional Bachelor’s Thesis** is an original, self-prepared student work, analysing the practical business, marketing, management and communication (according to the study field programme) problem and offering its solution, based on a critical analysis of the theoretical information, and demonstrating the achieved Professional Bachelor’s study results.

After preparation and successful defence of his/her **Thesis** in the **Defence Committee**, the student proves that he/she is ready to work individually and is awarded an appropriate study field Professional Bachelor’s degree, certified by a Professional Bachelor's diploma.

The **Thesis theme** chosen by the student must relate to the relevant specific problem of a target company, institution or organization in which the final professional practice has been accomplished, or analyse and propose an original personal business idea implementation. Proposed solutions should be of applied value.

**Thesis theme** and the activities foreseen by the Thesis preparation step plan are discussed by the student with the **Thesis supervisor**. The Thesis supervisor must have a Master's degree.

Thesis supervisor is assigned and the **theme** is approved by Dean’s Order after the proposal of the Head of relevant Department, taking into account the student's chosen Thesis problem.


Thesis is the final stage of Professional Bachelor's studies. The student of full-time studies prepares Thesis during the 6-th semester and that of part-time studies – during the 8-th semester accordingly.

Thesis preparation is allowed only to students who completely fulfilled the study programme (without academic failures). **The student is fully accountable** for Thesis solutions taken, work conclusions, statements and calculations.
1. PROFESSIONAL BACHELOR’S THESIS PREPARATION

Thesis is prepared consistently in accordance with the Thesis preparation stages set forth:

- Problem field selection,
- choosing the supervisor, formulating the theme,
- theme registration at the Department,
- approval of the theme and supervisors,
- Thesis defence at the Department:
  - the first review,
  - the second review,
  - trial defence
  - registration of Thesis for public defence at the Department,
  - appointment of reviewer,
  - familiarisation with the review.

All the mentioned stages are included into Thesis preparation step plan (see Annex 1), are published for students to get acquainted, not later than 2 weeks before the start of final practice. Thesis preparation step plan is developed by the Department Head and approved by Faculty Vice-Dean.

Problem field selection

List of problem fields is announced in the Moodle, 2 weeks prior to the start of final practice. The Thesis problem field (problem areas) is selected by the student from the published list. The student has the right to offer his/her own Thesis problematic area corresponding to the study programme direction - such a choice has to be consistent with the Head of Department supervising the study programme.

While selecting the Thesis problematic area, students should take into account both, their own inclinations and theoretical preparation as well as the interests of the company or organisation in which the final practice is accomplished - it would make it easier for them to get the information required to analyse the problem, as well as to receive advice and consultation of company or organisation staff.

Choosing the Professional Bachelor’s Thesis supervisor and formulating the theme.

After having chosen the area of problematic research field (problem area) in the Moodle, the student chooses the Thesis supervisor from the list of this area of research field professionals,
published in the Moodle. In individual cases, which are discussed and agreed with the Head of Department supervising the study programme, the social partners’ representative, not included in the Thesis supervisors list, may be appointed as a Thesis supervisor. The Thesis supervisor is selected no later than 2 weeks from the start of the final practice.

The student together with Thesis supervisor discusses the future Thesis problem, sets the Thesis aim, and formulates the Thesis theme. The formulated theme must directly relate to the Thesis problem and aim. The harmony of all three elements (problem - aim - theme) is mandatory.

Thesis supervisor's role is to ensure that the student preparing Thesis would consistently comply with the Thesis preparation procedure which is jointly discussed and planned; purposefully self-operate in implementing the objectives (tasks) to reach the Thesis aim, and to provide original research-related problem-solution variants.

**Theme registration at the Department**

Professional Bachelor’s Thesis theme is registered at the relevant Department. On the day, foreseen by the step plan of Thesis preparation, the student submits the completed recording sheet of Thesis theme to the Department. (see Annex 2). It includes the Thesis author's name, the name of study programme, the Thesis theme in Lithuanian and English languages, the Thesis supervisor’s name, as well as the year of Thesis preparation. The wording of Thesis theme into the Lithuanian language must comply with the correct language requirements. Student is fully responsible for the correct Thesis theme translation into English.

The theme is discussed, adjusted and registered at the meeting of the Department in the presence of at least two Department members, no later than 4 weeks from the start of final practice. Only the themes that are not in violation of the correct language requirements are being registered.

**Approval of the theme and supervisor**

The Department submits the registered Professional Bachelor’s Thesis theme (in English) and Thesis supervisor for approval of the Faculty Dean no later than one working day after the registration. Thesis theme and supervisor are approved by the Dean Order no later than within 3 working days from the Department’s submission for the approval.

In exceptional cases, no later than 6 weeks before the public Thesis defence in the Defence Committee, the student is granted the right to change / adjust the Thesis theme or change the supervisor. To take advantage of this right, the student is required to make a reasoned request to the Dean for the permission to change / adjust the theme or change the supervisor. The request must
contain the visa of Head of the Department. The request satisfaction depends on the solidity of motives. For example, a sufficient reason to change the theme can be considered bankruptcy or reorganization of the company or organization in which the practice is being fulfilled; to change the supervisor – his/her disease or the like.

The student has the right to apply to the Department with a reasoned request to the Dean for Thesis supervisor appointment.

**Professional Bachelor’s Thesis defence at the Department**

Thesis defence at the Department includes the first and the second reviews and trial defence at the Department meeting in the presence of at least two members of the Department and the Thesis supervisor. If a student prepares Thesis in a foreign institution of higher education (Erasmus exchange programme), the Thesis can be defended using electronic means of communication.

**Professional Bachelor’s Thesis defence at the Department - the first review**

The first Thesis review is organised not earlier than during the 2nd and no later than during the 3rd week of Thesis preparation after practice. For the first review the student submits the following correctly executed and printed Thesis parts: a title page with the signature of Thesis supervisor, date and a short comment (whether the work is prepared for the first review), a draft version of work content, introduction, a completed theoretical section, and research instrumentation (a chosen research method, research material), as well as the list of references used.

The review is carried out by two appointed Department teachers, whose purpose is to track the Thesis preparation progress and how Thesis meets the following eligibility requirements:

- final scope of Thesis is from 40 to 50 pages, excluding the list of references and annexes;
- the main Thesis parts ratio - theoretical : research : project = 1:1:1;
- requirements for the text, tables and figures clearance (Chapter 3);
- table or figure size (no more than a third of the page);
- the size of a table or figure (not larger than one third of the page, larger tables are placed in Annexes);
- Thesis structure compliance (Chapter 2.1);
- correct citing (see Annex 9);
- language correctness;
- compliance with the requirements of bibliographic list (Chapter 2.2);
- Annexes clearance (Chapter 2.2).
Suspecting plagiarism, the reviewers must immediately contact the faculty computer centre and submit the text of the work for verification. The student must execute the reviewers' recommendations regarding formal requirements. The reviewers can also recommend appealing to a consultant. In this case, the student has the right to appeal to the Dean with a reasoned and coordinated with the Head of the Department request to allocate one or another area consultant (consultant's work - no more than two hours for a student). The review is recorded as part of the defence in the Department meeting.

**Professional Bachelor’s Thesis defence at the Department - the second review**

The second review is organised no later than one week before the trial defence at the Department. The student presents the work signed and commented by the supervisor - fully completed parts of research, project and conclusions. Together there are submitted and adjusted (if needed) the Thesis parts which were provided for the first review. There is attached a cover letter (see Annex 4) and annotation (see Annex 5).

The review is carried out by two appointed Department teachers, whose purpose is to track the final progress of Thesis preparation and to specify how Thesis complies with the formal requirements. Reviewers also have the right to make proposals on Thesis content. The reviewer's suggestions on Thesis content issues are advisory. The review is recorded as part of the defence in the Department meeting.

**Professional Bachelor’s Thesis defence at the Department – trial defence**

Trial defence at the Department is held not earlier than one week after the second review.

For the defence, the student comes submitting his/her Thesis still unbound, but fully completed and adjusted according to the comments of previous reviews and signed by the Thesis supervisor. A cover letter (see Annex 4) and the summary in a foreign language (see Annex 5) are submitted as well.

Thesis supervisor, signing the title page, confirms that the work is developed by Thesis methodological guidance requirements, and it agrees with the student's chosen research methods, research process and Thesis conclusions and recommendations. Thesis not signed by the supervisor, cannot be defended at the Department. Thesis is defended orally. The student has the right to use visual or acoustic means.

At least 2 members of the Department participate in defence listening. Thesis supervisor must participate as well.
The purpose of Trial Thesis Defence in the Department meeting is to assess whether the Thesis meets formal requirements, whether the Thesis problem is analysed in detail, or the Thesis aim is achieved, and to ascertain whether the Thesis is suitable for public defence.

The trial Thesis defence is recorded as the final part of defence in the Department meeting. Department's decision is fixed by the Department Resolution.

**Registration of Professional Bachelor's Thesis for public defence at the Department**

Thesis, recognised as suitable for public defence, is registered at the Department on the day foreseen by the Thesis preparation step plan. The Student submits to the Department:

- one Thesis bound copy signed by the author, supervisor, consultant (if any),
- Thesis electronic version
- Thesis supervisor's comment in which he assesses student's self-sufficiency, initiative, consistency (see Annex 11).

Not timely submitted Theses, including electronic version and the supervisor's comment, are not registered and submitted for public defence.

**Professional Bachelor's Thesis reviewing**

The Department provides to the reviewer a registered Thesis for evaluation. Reviewers may be representatives of business organizations. The reviewer must have not lower than a Master's qualification degree, his/her professional activity must be related to a particular field of study.

In accordance with the methodological guidelines for Thesis preparation, registration and defence, reviewers draw up the review (review is a critical and explanatory Thesis assessment by a grade, which is provided in the paper version according to the approved form). The review (see Annex 13) is presented to the Department no later than 2 working days before the public defence.

**Familiarisation of the student with a review**

Student must get acquainted with his/her Thesis review two days before the public defence in the Qualification Committee and prepare answers to the questions raised by the reviewer.
2. PROFESSIONAL BACHELOR’S THESIS STRUCTURE AND CONTENT

2.1. Professional Bachelor’s Thesis structure

Thesis volume is 40-50 pages, excluding the list of references and annexes. Thesis includes the following obligatory elements:

- title page;
- cover letter;
- annotation (in Lithuanian) (about 100 signs);
- table of contents;
- list of abbreviations (optional);
- introduction;
- theoretical part;
- research;
- project;
- conclusions;
- summary;
- references;
- annexes.

The theoretical as well as the research and the project part may consist of several sections. Each Thesis is a unique work and its structure, depending on the problem and its way of solution, may vary somewhat. However, one of the mandatory formal requirements is the observance of the ratio 1: 1: 1 between the main parts of the Thesis: theoretical, research and project. A slight deviation (2-4 pages) is permitted but only at the expense of the theoretical part- the theoretical part cannot be longer than that of research or project.

2.2. Requirements for structural parts of Professional Bachelor’s Thesis

The title page indicates the title of the institution and faculty; the title and code of the study programme; the title of the theme; graduate's name and surname; Thesis supervisor’s name and surname, Thesis preparation place (city) and the year. It must be designed in accordance with the sample of Annex 3.
In the Thesis cover letter, signatures confirm that Thesis is ready to be defended, is registered in the Department and received for the review. The cover letter is designed in accordance with the sample of Annex 4.

Abstract briefly presents the essence of the work: the problem under analysis, the goal of the work, and how this aim was achieved, what results were obtained and what means of this problem solution are offered (up to 100 words). The key words are also provided (for example, positioning, promotion, etc.) The abstract is designed in accordance with the sample of Annex 5.

Content chapters, subsections and paragraphs are numbered in Arabic numerals. Numbers and titles of Chapters are written in bold capital letters, and numbers and titles of subsections and paragraphs – in not bold lower case letters.

Chapters and sub-sections titles should be short and clear. Content is designed in accordance with the sample of Annex 6.

Thesis introduction presents the work theme and justifies its relevance for the company or organisation which activity is being analysed. It also reveals why this exactly theme has been chosen, its interface with the analysed problem (the arising issue is highly topical to the company or organization).

The work may also raise a working hypothesis (gr. Hypothesis - guess).

A hypothesis may be raised in the work (gr. Hypothesis - guess). In this case, by means of Thesis results, it is checked whether the hypothesis is proved or it has been denied.

In this case, by means of Thesis results, it is checked whether the hypothesis is proved or it has been denied. The introduction, as well as the work in general, should avoid idle talk. It must be written in a scientific style, i.e. in impersonal sentences (for example, not considering the literature, I chose to discuss in more detail a few questions, but after the examination of the literature the following issues have been chosen to discuss). The introduction should highlight the key words (topicality, problem, aim, objectives, hypothesis and methods).

The introduction can also point out the difficulties encountered by the author, in collecting the literature, the actual material, carrying out the research, and writing the work. In the introduction, the reader has to get an overview of the work done, thus the work structure must be briefly presented as well.

At the end of the introduction, a sentence is added that the final thesis solves the topical issue of the company.
In the theoretical part there are overviewed and quoted national and foreign scientific sources and legal acts, the discussed issues of which are directly related to the topic, problem being analysed in FT; as well as revealed how over the last years there has been changing the approach to the problem and its solutions. One or another theory is critically evaluated. The focus of the theoretical part of the work should be on contemporary and innovative problem-solving models or methodologies - comparing their advantages and disadvantages, and choosing the theoretical model or methodology that will be applied while carrying out the research and will help to solve the problem raised by the Thesis. The choice must be justified.

Titles of the section (sections) of the theoretical part cannot be abstract, they must be related to the problem being analysed. Sections and subsections must be logically arranged and linked. When writing this part, it is necessary to refer to the latest national and international literature (it is recommended to use at least 25 sources and not older than 5 years, the use of older literature should be justified). At least 1/3 of the articles used should be published in online databases: "EBSCO Publishing", "Emerald Management Journals Collection, Taylor & Francis, Oxford Reference Online, Institute of Hospitality E-library". Cited as shown in Annex 9.

In the research part the enterprise is defined, on the basis of actual and statistical data submitted by this company the real situation of the researched problem is described, data collection means are presented as well as the methods of the research planned to be carried out, the study itself and its findings.

The choice of research methods (e. g. Annex 8) should be justified and the reliability of the research should be proven. During the interviews, it is necessary to provide the sample size formula, to describe the interviewees, to specify the research scope, timing, and methods and forms of access to the interviewees.

The data is analysed by SPSS, Ms Excel or other programs. Statistical, financial, sociological or marketing data, presented in tables and figures, must be annotated, interpreted, and discussed.

The chapter is finished by the generalisation of the research outcomes evaluation.

Thesis research part should reveal the student ability to apply the chosen theoretical model or methodology for Thesis problem solution, as well as the capacity to analyse and assess the research findings.

In the project part the problem (problems) solution, based on the theoretical material (the chosen methodology and model) and the research findings, are projected: there are offered the
substantiated proposals on how, by what means and methods, on what terms, with what budget, and human and material resources, the problem has been solved; modelled the problem solution prototypes, formed the calculated payback of proposals, discussed their efficiency and/or effectiveness, and so on. In other words, very clearly, specifically and reasonably explained in what way the Thesis aim will be achieved. The practical application of the proposals is also being proved.

The conclusions part briefly summarises (not repeats!) the Thesis findings, recommendations and their practical applications benefits.

The list of references (see Annex 10) presents sources and literature bibliographic description. References and a list of resources are the bibliographic list of information found in textbooks, monographs, periodicals and online databases, applied in the work (quoted, rephrased), and arranged in alphabetical order.

In the list of references (see Annex 10) the numbering of bibliographic description of sources and literature is presented. References and a list of resources are the bibliographic list of information found in textbooks, monographs, periodicals and in scientific online databases applied in the work (quoted, rephrased), and arranged in alphabetical order.

At least one-fifth of the list of sources must be in a foreign language.

Annexes provide a complement to the Thesis material. This can be examples of analysed documents and questionnaires, large tables of processed data, large, complex figures and so on. Annexes title page ANNEXES is numbered, it contains the list of all Thesis additives. If there are more than five annexes—their page is indicated. Each annex right corner reads: Annex 1, Annex 2, and so on. If the annex is composed of two or more pages - Annex pages are numbered, starting with the second.

Summary

- this is the most important information about Thesis, written in English, (or the other basic foreign language in the Faculty (at least one page)). In the summary it is necessary to specify the work title, author, problem, goal, and briefly outline the main ideas of each part, describe the research methodology and the results obtained; presenting in the project part the proposed solutions of the problem and providing the conclusions (see Annex 7)
3. PROFESSIONAL BACHELOR’S THESIS FORMATTING

3.1. Text Formatting

The text is written on white plain paper A4 12 font size and 1.5 spacing between lines and subparagraphs. On the edges of the page, the margins should be: at the left - 30 mm, at the right - 10 mm, at the top - 20 mm, and at the bottom - 20 mm. Page lines are aligned.

Each new subparagraph begins with 1 cm indent.

Worksheets are numbered from the title page, but the numbering starts from the introduction page (usually page 5). The pages are numbered in the middle of the upper margin in Arabic numerals without the dots and dashes. Table of contents, list of abbreviations (if you need it), introduction, conclusions, a summary in a foreign language, used literature references and annexes begin on a new page. Their titles are not numbered, written in capital letters and symmetrically arranged over the sheet width.

Work text is divided into chapters (1) subsections (1.1.), paragraphs (1.1.1.).

Chapters and subsections are marked with Arabic numerals in a row and have headings. Chapter headings are written in bold capital letters 12 (font size), longitudinally centred and separated from the text by one line interval. Chapters and subsections are separated from the text by one line interval. Chapters start on a new page. Subsections and paragraphs should not be shorter than a page. The text should not use individual words or sentences in bold, except the key words in the introduction. Instead, it is recommended to use italic in not bold font.

Paragraphs are also numbered with Arabic numerals and in the work they are numbered in a row, and after the number, a dot is put and the text begins with a capital letter. If the paragraphs are divided into sub-paragraphs, i.e., further into smaller parts - they are not numbered but written from a new paragraph.

The chapter, section, subsection cannot start and end with a table, a figure, and distribution. In the work there cannot be left blank spaces; the entire page must be filled with text, tables and figures.

In the text there must be cited or referred to documents, figures, tables, etc. (See. Annex 9).

The list of references given at the end of the work, must contain only the sources quoted or those relied on, when writing the work. They are presented in accordance with the requirements of bibliographic references (see. Annex 10).

The use of information without indicating sources is considered plagiarism (plagiarism is the submission of alien ideas and work as one's own; when someone's text is presented without quotation marks - the inverted commas or other forms of isolation from the whole text (E.g., a separate
paragraph, in italics); when paraphrasing or quoting someone else's idea, illustrative material or data, the exact source is not specified; when the wrong source page or website visitation date is pointed out). Plagiarism is the most serious violation of academic integrity. Plagiarism cases are dealt in accordance with Vilniaus kolegija/ University of Applied Sciences procedures.

3.2. Tables and figures

Tables are suitable for providing information that is easier to perceive in line or column format, and figures are drawings, maps, charts, diagrams, schemes, photos, grouped verbal information, and so on.

All tables, figures must be titled. Tables and figures are numbered separately: Table 1, Figure 1, and so on, setting out consistently throughout the work. Table number is written above the table title, at the right-hand corner.

A highlighted table title is written above the table in the middle of the page. After the title, the line is not left. If in the text there is only one table, then at the right side of the page above the table title, only the word "Table" is written.

Figure numbers and titles are written below the figures - only the name of the figure is focused, centred.

If a table or figure does not fit under the text, they are moved to the next page, indicating on which page this table or figure is. For example, Figure 1 (see p.15). Further the text is being written again.

The figure is inserted in the text as part of the text in a new blank paragraph, centred, leaving a space of 6 pt before the figure and a 6 pt. space after the figure.

The figures and the tables must be clear and legible. Tables and figures should not exceed one third of the page. A small figure should not be wider than 8.2 cm. A large figure must fit on page (it cannot be wider than 17 cm). Tables and figures larger than one third of the page are provided in annexes. On one page it is possible to display several tables and figures. A table or figure cannot be split into two pages, a dot is not put after the title.
Sample of a table:

<table>
<thead>
<tr>
<th>Goods</th>
<th>Goods turnover 2016 m.</th>
<th>Goods turnover 2017 m.</th>
<th>Goods turnover (increase + or decrease -) %</th>
<th>Comparative weight of goods turnover % in 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>202</td>
<td>174</td>
<td>-13.86</td>
<td>19.10</td>
</tr>
<tr>
<td>C</td>
<td>22</td>
<td>28</td>
<td>+27.27</td>
<td>3.07</td>
</tr>
<tr>
<td>D</td>
<td>230</td>
<td>324</td>
<td>+40.87</td>
<td>35.56</td>
</tr>
<tr>
<td>E</td>
<td>178</td>
<td>192</td>
<td>+7.86</td>
<td>21.08</td>
</tr>
<tr>
<td>F</td>
<td>242</td>
<td>146</td>
<td>-39.67</td>
<td>16.03</td>
</tr>
<tr>
<td>G</td>
<td>37</td>
<td>47</td>
<td>+7.07</td>
<td>5.16</td>
</tr>
<tr>
<td>Total</td>
<td>911</td>
<td>911</td>
<td>–</td>
<td>100</td>
</tr>
</tbody>
</table>

Sample of figures:

Fig. 1 Goods Turnover in thousand. EUR [composed by the author]

Fig. 2 Brand XXX Association % [n = 202]

Titles of tables and figures should not be in a question form.

Alongside with the tables and figures, it is necessary to point out the source, on the basis of which, the information is provided, as well as coverage of respondents, and measurement units. For example: a comparison of farms in 2016-2017 [composed by the author]; a comparison of farms by designation 2016-2017 (Deadly 2017, p. 11).
The provided data should be not only written but also analysed discussing the reasons for the changes, and so on.

4. PROFESSIONAL BACHELOR’S THESIS DEFENCE IN THE DEFENCE COMMITTEE

Theses are defended in the Defence Committee (hereinafter - Committee) on the day, scheduled for the Thesis public defence. The schedule is prepared by the Department, supervising the study programme, and approved by the Dean. The schedule is announced no later than 2 weeks prior to the Thesis public defence.

Not later than 2 weeks prior to the Thesis public defence, by the Rector's Order under the Dean's proposal, at least 5 persons Thesis Committee is being compiled. Members of the Committee shall consist of representatives of employers who have at least a Master's degree. One of the employers' representatives is appointed by Rector, the Chairman of the Committee.

Before the public Thesis defence, for the Committee the following documents are submitted: all the Theses which are being defended on that day, Thesis supervisor’s comments, Thesis reviews (see. Annex 13), Thesis assessment criteria, the Dean's Order, allowing students to defend Thesis in the Committee, and the list of students. The Committee meeting minutes are taken by the secretary appointed by the Rector.

A student, defending the thesis, must comply with the regulations: 7-10 minutes for Thesis problem and its solution results presentation and about 20 minutes to answer the questions from members of the Committee. One day before defending the final thesis in the Committee, the student has to inform the Head of department what kind of IT equipment will be needed for the defence. In the Committee, the Thesis is defended orally. It’s completely the student's responsibility to choose the specific form and means of FT defence.

The aim of Thesis defence in the Committee is to convince the Committee and all the listeners that the proposed solution is appropriate.

5. PROFESSIONAL BACHELOR’S THESIS EVALUATION

Committee members are invited to familiarise with students' Thesis at the Department 1-2 days before the public Thesis defence.

Works are evaluated on a ten point scale, according to the Thesis evaluation criteria for content and presentation.

Requirements for the content:
• relevance of the theme;
• the depth of analysis;
• research thoroughness;
• harmony of the problem, aim and theme;
• a connection between theoretical, research and project part;
• reasonableness of research methods;
• the reliability of results;
• proposals originality and creativity;
• the practical value of suggestions;
• validity of conclusions and suggestions.

Requirements for the presentation:
• adequate selection of information for presentation;
• credibility;
• reasoning;
• visualisation;
• language fluency;
• time management;
• attention control;
• validity of answers to questions.

After the Thesis defence, Theses are evaluated in a closed meeting of the Committee. Each member of the Committee puts a grade for the work. The final assessment of Thesis consists of all members of the Committee and the reviewer's grade average.

Professional Bachelor’s Thesis assessment formula:
Thesis = (X1+X2+X3+X4+X5+R): 6
where X – a member’s of the Committee grade, R – the reviewer's grade.

Students are acquainted with the final assessment of the Thesis individually, at the end of the Committee meeting.

Information on the achieved Thesis level (see Annex 12 - Table of achievement levels for learning outcomes), is provided by the Committee President.
Defence Committee Decision on Professional Bachelor’s Thesis evaluation is final and not open to appeal

If a student sees the potential breach of Thesis defence procedure, which affected his/her Thesis assessment, he/she is entitled, no later than the next working day after the Thesis defence, to apply in writing to the Dean with the respective request.

For students, who for valid reasons (illness, childbirth, accident, death of family members) were not able in due time to prepare and defend the Thesis, at their request, and the Dean’s Order, the Thesis defence can be deferred until the next meeting of the Committee.

Students who have not completed works at the set time, or have not appeared for the Thesis defence without a valid reason, or have not defended their Thesis, are deleted from the list of students.

ANNEXES

Annex 1. A Step plan of the academic group Professional Bachelor’s Thesis preparation.
Annex 5. Annotation.
Annex 6. Table of contents.
Annex 7. Summary.
Annex 8. The applied research.
Annex 9. Citation and bibliographic references.
Annex 11. The comment of Professional Bachelor’s Thesis supervisor.
ANNEX 1.

APPROVE
Vice-Dean

Name Surname 20XX – XXXX

VILNIAUS KOLEGIJA /UNIVERSITY OF APPLIED SCIENCES
FACULTY OF BUSINESS MANAGEMENT

..........................DEPARTMENT

A STEP-PLAN OF.................... ACADEMIC GROUP PROFESSIONAL BACHELOR’S
THESIS PREPARATION 20XX–20XX

<table>
<thead>
<tr>
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<th>Month and day (s)</th>
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<td></td>
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<td>2. The appointment of Professional Bachelor’s Thesis supervisor</td>
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<td>3. Professional Bachelor’s Thesis themes registration at the Department</td>
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<tr>
<td>4. Professional Bachelor’s Thesis themes and supervisors’ approval by Dean's Order</td>
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<td>5. The first Professional Bachelor’s Thesis review in the Department</td>
<td></td>
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<td>6. The second Professional Bachelor’s Thesis review in the Department</td>
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<td>7. Professional Bachelor’s Thesis trial defence in the Department</td>
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<td>10. Students’ acquaintance with reviews</td>
<td></td>
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<tr>
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<td></td>
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</tbody>
</table>

Head of Department

Name Surname
VILNIAUS KOLEGIJA /UNIVERSITY OF APPLIED SCIENCES
FACULTY OF BUSINESS MANAGEMENT

THE SHEET OF PROFESSIONAL BACHELOR’S THESIS THEME
REGISTRATION

Student .................................................................................................................................
(Name, surname, telephone, e-mail)

Academic group ........................................

Professional Bachelor’s Thesis supervisor .................................................................
(Name, surname, telephone, e-mail)

Professional Bachelor’s Thesis theme:
In English – .................................................................

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

In Lithuanian – .................................................................

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

Professional Bachelor’s Thesis completion date ... (II review date) .........................

Professional Bachelor’s Thesis problem .................................................................

Professional Bachelor’s Thesis aim .................................................................

Professional Bachelor’s Thesis objectives (tasks)
1. ........................................................................................................................

2. ........................................................................................................................

3. ........................................................................................................................

4. ........................................................................................................................

5. ........................................................................................................................

Preliminary Professional Bachelor’s Thesis Content Plan:

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

INTRODUCTION ............................................................................................................

1. THEORETICAL PART ............................................................................................
   1.1. ........................................................................................................................
   1.2. ........................................................................................................................

2. RESEARCH ............................................................................................................
   2.1. ........................................................................................................................
   2.2. ........................................................................................................................
3. PROJECT ..............................................................................................................................

3.2. ............................................................................................................................

CONCLUSIONS......................................................................................................................

Student...........................................................................................................................................

(Student) (Name, surname)

Professional Bachelor’s Thesis supervisor.................................................................

(Signature) (Name, surname)

Theme registered:

........................................................ Head of Department .........................

(Signature date) (Name, surname)
Study programme title (code XXXXXXXXXXX)

TITLE OF THE THEME

Professional Bachelor’s Thesis

Student working on
Professional Bachelor’s Thesis

signature
Name, Surname

Professional Bachelor’s Thesis supervisor

signature
Name, Surname

Vilnius, 2018
A COVER LETTER

Professional Bachelor’s Thesis of ________________________________

(student’s name surname)

“_________________________________________________”

>Title of the theme

ready to be defended

__________________________ __________________

(Date of Defence in the Department) (Signature) (Supervisor’s name, surname)

Work registered _______________________________ in the Department

__________________________ __________________

(Date of Registration in the Department) (Signature) (Head of Department name, surname)

Received Professional Bachelor’s Thesis for reviewing:

__________________________ __________________

(Date) (Signature) (Reviewer’s name, surname)
ANNOTATION

Vilniaus kolegija/University of Applied Sciences
Faculty of Business Management
..........................................................Department

Professional Bachelor’s Thesis
Title:................................................................
........................................................................
........................................................................
Author:...................................................

The Professional Bachelor’s Thesis analyses

Key words: xxx, ..., ..., ..., ....
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SUMMARY*

Author's Name and Surname

Study Programme

Professional Bachelor’s Thesis Title

Structure:

Relevance of the Theme

Issue of Concern

Aim

Objectives (tasks)

Research Methods

Research Results

Problem Solutions

Conclusions

* Number of pages - at least one page
ZUSAMMENFASSUNG*

Nachnamen des Autors

Studiengang

Titel der Abschlussarbeit

Struktur:

Aktualität der Abschlussarbeit

Problembeschreibung

Ziel

Aufgaben

Forschungsmethoden

Forschungsergebnisse

Problemlösung

Schlussfolgerungen

* Umfang der Zusammenfassung - mindestens eine Seite
APPLIED RESEARCH

Research is a tool for obtaining information. There are quantitative and qualitative research methods of data collection.

Quantitative research is a research during which the collected data are provided in the quantitative expression (figures, percent) and processed using statistical analysis methods.

Qualitative research is such an investigation, in which the data are presented in the description, not in the number form. This research sets out values, attitudes, and experiences, i.e., the answers to the question "why" rather than "how much" and "how often" are sought. The purpose of the research is to determine what information is needed and what kind of research, quantitative or qualitative, must be chosen.

Survey is the most often applied quantitative method of data collection. Survey method is usually used for collecting data for final papers; surveys are carried out by public opinion and market research companies, etc. The essence of these methods is to collect data, by asking questions. Interviews may be conducted orally (structured or non-structured interviews, focus group discussions, telephone interviews, expert interviews) and written (group interviews, individual interviews, mail survey, online survey). I. Gaižauskaitė S. Mikėnė (2014) break down the survey process into three steps:

1. The theoretical rationale of the research, when it is defined what, why and how it will be investigated and a questionnaire is compiled.
2. The data collection by interviewing respondents according to the compiled questionnaire.
3. Data processing, analysis and interpretation.

The following ethical principles are applied in the research where data are collected by interviewing:

- voluntary consent to participate in the research;
- anonymity and assurance of confidentiality of the information received;
- avoiding harm to respondents.

Monitoring is a data collection method that helps the researcher to collect the raw data, capturing people's behaviour, objects, events. The monitoring is recommended when human behaviour is investigated. Monitoring, used for marketing research, analyses consumer behaviour. Observations can be structured and unstructured. In the structured observation, monitoring tables and charts are
pre-prepared. For example, by monitoring the behaviour of buyers in the shop, it is fixed, how long it takes to them in one or another department and on which shelves and goods primarily attract their attention, and so on. In unstructured observation, there is no need for the ready-made schemes. The observation is carried out in the natural environment. For example, team members’ relationships or conflict, etc. are monitored. Behaviour is observed as it takes place, trying to observe more details, which the investigator fixes by filming, photographing, and writing down. (Kontautas and others, 2008).

**Interviewing** is defined as a two-person conversation initiated by an investigator, the purpose of which is to obtain the information necessary for the research challenges.

**Comparison** is a method, underlying the assertions about objects, events similarities and differences. When comparing, in order to define the correlation, at least two objects are compared. When comparing, the quantitative and qualitative characteristics of the phenomena are identified, as well as analogies and classifications constructed.

**Analysis** (Gr. *analysis* – splitting, examination) - is a research method of splitting a whole (object, phenomenon) into components, characteristics, properties, i.e., the examination of the part, isolated from the whole, separately.

**Document analysis** is a method in which information is collected by analysing internal and external data. Internal data are obtained from the company (organisation) documents: the production quantity, range, profit, costs, sales by region, transport park and so on. External data come from sources outside the company (organisation). Such sources include the Department of Statistics information, periodicals, information on the Internet, public companies annual reports, free of charge and paid databases, publicly available data of public organisations (Kontautas and others. 2008).

**Qualitative content analysis** is a method that delves into the subject and context for the sake of similarities and differences between the categories. The interpretation of various data is applied. Qualitative content analysis material consists of the text, obtained through interviews and non-standard open questionnaires. According to B. Bitinas and others (2008), four stages are necessary for this analysis:

1. Extraction of essential aspects, which reflect the phrases, sentences, and words, directly linked to the object, and category exclusion, based on key words.
2. Determination of conceptual elements: the categories content division into elements.
3. Essential elements division into subcategories.
4. Inclusion of categories into the context of the object under investigation - the interpretation of the data content.
**Content analysis** is the quantitative analysis of social information content. This method, objectively and systematically examining the text properties, allows us to make reliable conclusions. The analysis is objective, if the various researchers investigating the same documents, arrive at the same conclusions.

**Grounded theory data analysis** - is a method that seeks to develop a theory that explains the nature of the data collected in relation to a specific situation under investigation. The investigator collects data on the basis of interviews, develops and aims to distinguish the collected data into categories, writes theoretical assumptions or provides a visual picture. Data are analysed immediately after the interview, under the investigator's written down reflections. Data collection continues until the categories are formed, i.e., the researcher, collecting data, adds or shortens them. (Bitinas and others, 2008).

**Case study analysis** is a method associated with the causal interpretation and justification by showing that each activity is the space of particular interpretation. The case study allows the assessment of causality. It is a process of „travelling“ back and forth between the variables and processes, showing that the cases have specific variables and the variables are not separated, but at all times, must “be connected“.

The case study includes data reduction, data presentation and formulation of conclusions (Bitinas and others, 2008).
Each statement, taken from another author's work, must contain a reference to the original source, it does not matter whether the text is quoted verbatim or paraphrased, or recapitulated. The literal quotations are singled out with the inverted commas. Skipped parts of cited sources are marked with dots between square brackets <...>. It is recommended to creatively present citations, for example. X describes this process as ...; X said ....; as X asserts.; According to X ...; X refers to ...; X has proven ...; X and others think ...; X and others have found that ...; in X words ...; X believes that ...; X provides the following...... definition; X believes that ...; etc.

Providing links to the references used in the text, there must be respected "author - date" method. When a reference to the source is given in the text, it is written in round brackets indicating the name of the author in the original language and the year of publication (Smith 2016, p. 3). If the author's name is part of the sentence, it is necessary to specify in brackets only the year and page, eg. Žukauskas (2016, p. 5) compared the various periodical literature. Citing the source of information, developed by the two authors, each time you need to specify both authors (Bagdonas, Jucevičienė 2015, p. 25). If the text refers to the authors, whose names are the same, it is necessary to provide their initials. Referring to several authors' different sources, the authors' names and year are separated by a semicolon, e.g., (Smith 2015 p. 105; Raškaitis 2016, p. 102). Speaking about the same author's different publications of the same year, they should be separated by attached letters a, b, c, and so on., after the year of publication, for example, (Smith 2016a, p. 34, 2016b, p. 42). If there are quoted the same author's works published in different years, they are placed in the year order, for example. (Smith 2015 pp. 34-35; Smith 2016, p. 39). If there is quoted a three or more authors' publication, it should include the name of the first author and "others", for example, (Trimble and others, 2013, p. 201). If there are more than two authors of the same source and the first author and the year coincide, then, identifying the second and other times, it is necessary to indicate as many authors, for it to be possible to distinguish those sources, then and others is written, for example (Jonaitis, Petraitis and others, 2013, p. 103; Jonaitis, Jonaitienė and others, 2013, p.205). Links can be written in the Latin alphabet. If one thought is specified by a number of references, they are placed in alphabetical order, for example. (Antanaitis 2015 p. 42; Bulota 2015 p. 51; Smith and others, 2014, p. 39).

When there is no author in the source, identifying the reference, only the name of the organisation or the source and the year are mentioned, for example. (Dictionary of Psychology, 2015 p. 105), (American Psychological Association, 2016, p. 53). When citing an author, quoted words are written in the inverted commas, followed by the link, in which along with the author's name and the year, the source must be indicated, for example. (Smith 2016, p. 11). Quotes volume must not exceed the needed extent of citation purpose, you need to cite only when it is necessary. When quoting other authors’ thoughts from the original, it is necessary to be precise, leaving the same punctuation.

When citing from the second source-i.e., certain statements of the author are cited not from his own, but from another author's work, it is necessary to specify the used secondary sources, for example., author Smith said (quoted by Raškaitis 2016, p. 122) that <...>, "as Allport says . <...>" (quoted by Nicholson 2015 p. 221).
EXAMPLES OF REFERENCES LAYOUT

Bibliographic references of study works are compiled in accordance with the Lithuanian Standard ISO 690: 2010 Information and documentation. Guidelines for bibliographic references and information sources citation (identical ISO 690:2010). Standard recommendations are applied to bibliographic references, concluded to any source of information, i.e., monographic, serials, propositions (articles), patents, cartographic material, electronic information resources (including software and databases), audio clips, photos, graphics, audio and video productions, moving images, and so on. The standard is not applied to automatically (by computer) compiled links, as well as to references of legal documents, which have their own standards.

The list of references, provided at the end of the work, must contain only the cited sources and those, on which it was relied on in the work. Literature and a list of sources mean the bibliographic list of arranged in alphabetical order, and used in writing the work (cited, paraphrased or at least mentioned) textbooks, monographs, periodicals and online databases of the information found. They are provided in accordance with the bibliographic reference requirements.

General order of a printed book or other monographic publications bibliographic description elements:


Note. The three authors in the reference are written all together, more than three - may be all, but usually the first name is referred to, with the word and others. In a case, when there are a lot of developers, but none can be singled out as a single core (e.g., Encyclopaedias, conference material) the reference begins from the resource title.


**General layout of bibliographic reference elements of a printed book or other monographic publication article, chapter, etc.**


**References of printed periodical articles. General order of a printed magazine or other periodical bibliographic description elements:**

AUTHOR’S SURNAME, Name. Article Title. *Journal title*, date, numbering, pages. Identifier.


**Conference reports, theses links.**


**General order of Conference material bibliographic description elements:**

Conference title. Conference date. Place of publication: publisher, date.


Note. Publishing place is specified as in the source. If the place is known, however, not indicated in the source, it is written in square brackets. If the source contains several places of release, only the first is specified.

Qualifying scientific research references. General order of bibliographic description elements of bachelor's, master's theses, doctoral dissertations, and PhD work:

AUTHOR’S SURNAME, Name. The title of the dissertation. Science degree, city.

The name of providing institution, date.


Title of legal act: the legislator, date, number. Publication title, year, numbering, pages. Identifier.


Patent document references. General order of patent documents bibliographic description elements:

APPLICANT (OWNER). Title of the invention. Inventor (s): SURNAME, name. Title of the invention. Patent Number. Date.


General order of all the website bibliographic description elements:

Title. Publisher or organisation. Date of the renewal, creation [citation Date]. Access through the Internet: URL address.

1. Archives of EU institutions. European Commission. Last updated on 2011-08-31 [previewed on 2012 February 16th]. Internet access:

http://ec.europa.eu/dgs/secretariat_general/archives_services/index_en.htm

Note. If the source does not specify the publishing date, then in brackets you write [s. a.].


General order of database bibliographic description elements:

Title [interactive]. Publisher or organisation, date [citation Date]. Access through the Internet: URL address.


General order of the individual author's work published online bibliographic description elements:

AUTHOR’S SURNAME, name. Title [interactive]. Place of publication: publisher, date [citation Date]. Access through the Internet: URL address.


Note. It is often difficult to determine the place of publication, and the publisher, therefore these elements are not considered necessary.

Electronic book in database.

AUTHOR'S SURNAME, NAME. Title [interactive]. Place of publication: publisher, date [date of citation]. Access via database: URL address


A book in a database of four or more authors, when it is impossible to distinguish the main one.
Title [interactive]. Place of publication: publisher, date [date of citation]. Access via database: URL address.


Electronic continuous publications (journal) references. General order of electronic journal bibliographic description elements:

Title [interactive]. Place of publication, publisher, date. Numbering [citation Date]. ISSN. Access through the Internet: URL address.


Note. If the volume, chapter or page number is not listed, it may be left off. Many e-journals have a digital object identifier (DOI), which is given as a constant sign of intellectual property and allows the search for electronic web.

Reference of Electronic Journal Article. General order of e-journal article bibliographic description elements:

AUTHOR’S SURNAME, Name. Article Title. Journal title [interactive]. Publisher. Date, numbering, number of pages [citation date]. Access through the Internet: URL address or DOI.


Article from electronic serials (magazines, newspapers) database.

AUTHOR’S SURNAME, Name. Title of article, Magazine title [interactive]. Publisher Date, numbering, page number [date of citation] Access via database: URL or DOI.


The order of electronic books, monographic publications, databases, and so on references (except for e-journals) bibliographic description elements:

AUTHOR OF THE ARTICLE. Title. From: AUTHOR’S SURNAME, name. *Title* [Media tag]. Publisher or organisation, Date [citation Date]. Access through the Internet: URL address.


Note. The description can be followed by the word "in" or "from". It is necessary to choose one way and keep it in the list.

Movie references. General order of movie references bibliographic description elements:

*Title* [movie]. PRODUCER’S SURNAME, name. Distribution place: Distributor, date.
PRODUCER’S SURNAME, name. Title [media tag]. Place of distribution (broadcasting): Distributor, year of demonstration in the country.


Television (radio) broadcasts references. General order of Television (radio) broadcasts reference bibliographic description elements:

Title. The broadcaster, broadcast date. Time.


Note. If necessary, after the date, the broadcast time is indicated.
PROFESSIONAL BACHELOR’S THESIS SUPERVISOR’S REVIEW

Study programme: “........................................”, state code ..........................................  

Student …............................................................................................................................
(Name, surname)

Title of Professional Bachelor’s Thesis ..............................................................................

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

Professional Bachelor’s Thesis author’s self-sufficiency, initiative, work preparation consistency
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................

Professional Bachelor’s Thesis supervisor ............... ..........................................................
(Signature)                                          (Name, surname, )

...........................................................................................................................................
(Working place)
...........................................................................................................................................
(Position)
...........................................................................................................................................
(Date)
### THE LEVELS OF STUDY RESULTS ACHIEVEMENT

#### An excellent level of achievement

<table>
<thead>
<tr>
<th>Description of study results achievement level</th>
<th>The criteria of Final Thesis achievement level determination</th>
<th>The number of assessments of the evaluated Professional Bachelor’s Thesis</th>
<th>The number of assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>An excellent achievement level is assigned to a student who: knows the latest sources, theories and principles of the course unit (field), and is able to create and develop new ideas; can apply knowledge and solve complex and non-standard study field and related to it, professional issues; can independently collect, evaluate and interpret data and make decisions based on them; is able to logically convey information, ideas, problems and solutions while communicating with specialists of his/her field of studies and other fields; has learning skills necessary for further studies and independent learning</td>
<td>Student is considered to achieve the excellent final thesis informal criteria achievement level if not less than four-fifths (80 percent) of assessments are of excellent level, while others - not less than typical level</td>
<td>6</td>
<td>5</td>
</tr>
</tbody>
</table>

### A typical level of achievements

<table>
<thead>
<tr>
<th>Description of study results achievement level</th>
<th>The criteria of Final Thesis achievement level determination</th>
<th>The number of assessments of the evaluated Professional Bachelor’s Thesis</th>
<th>The number of assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A typical achievement level is assigned to a student who: knows his/her main course unit (field) theories and principles, and can justify the essential study field achievements; is able to apply knowledge, solving his/her standard study field or related to it professional issues;</td>
<td>Student is considered to achieve the typical assessment level of final thesis informal criteria achievements, if not less than three-quarters (75</td>
<td>6</td>
<td>5</td>
</tr>
</tbody>
</table>
can independently collect, evaluate and interpret his / her study field data, necessary for making decisions; is able to convey the normal study field information, ideas, problems and solutions; has learning skills necessary for further studies and self-learning.

<table>
<thead>
<tr>
<th>assessments are typical or</th>
<th>percent) of assessments are typical or</th>
</tr>
</thead>
<tbody>
<tr>
<td>excellent level, while others - the threshold level</td>
<td></td>
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</tbody>
</table>

A threshold level of achievements

A student is considered to achieve a threshold assessment level of final thesis informal criteria achievements, if his/her achievements are below the typical level.
PROFESSIONAL BACHELOR’S THESIS REVIEW

Title of Professional Bachelor’s Thesis

Professional Bachelor’s Thesis author

Reviewer

Professional Bachelor’s Thesis aim, objectives, problem solution

The link of the project part with the theoretical part and research

Work benefits

Work shortcomings

Professional Bachelor’s Thesis practical value (application possibilities)

Language correctness

Questions to the author of Professional Bachelor’s Thesis

Assessment of Professional Bachelor’s Thesis (a ten-point system)

(Name, surname, signature)