

## PREPARATION AND EVALUATION OF THE FINAL THESIS

*The Business Management and Innovation* study programme is completed with the preparation and evaluation of the final thesis. The final thesis is prepared in the final year, its volume is 9 credits.

The procedure for preparing, submitting, defending and evaluating the final thesis is approved by the Academic Council of Utena University of Applied Sciences.

**The final thesis** is the student's independent work, which demonstrates the student's ability to connect different study subjects with each other, systematize acquired theoretical knowledge, apply research work skills to specific circumstances, and reveal the level of goals and results achieved by the student. The final thesis is prepared after passing all the subjects provided in the study programme and professional practices, after approving the topic chosen by the student and appointing the supervisor of the final thesis what is approved by the order of the Dean. Each student prepares the thesis independently, in consultation with the supervisor of the thesis.

*The topic of the final thesis:* the topic of the final thesis is chosen by a student himself or it can be proposed by the supervisor of the final thesis or professional practice. The student proposing his topic must justify the reasons for his choice and agree with the supervisor of the thesis. The subject of the final thesis must cover the problems of business companies relevant to the Lithuanian market or the activities of specific business companies or organizations, and focus on modern perspectives of science, technology, and business development. They must be suitable for multifaceted analysis, effective management decisions or recommendations, based on the knowledge and skills acquired during studies.

The topic and/or supervisor of the thesis can be changed only after coordination with the head of the department. Exchange procedures and deadlines are determined by the department. The change is formalized by order of the Dean.

The department organizes methodological seminars, during which students are introduced to the requirements for the final thesis, work preparation methods, work structure, and presentation requirements.

During the academic year, the department organizes intermediate revisions of the thesis preparation. During the review, students present the preliminary content of the thesis, the theoretical part of the literature and a list of sources for information. The department decides on the quantity and frequency of these reviews.

The defense of the thesis in the department takes place at the department meeting. The decision made during it gives the student a right to defend the thesis in the qualification commission. The purpose of the defense at the department is to help the students see the shortcomings of the work and make suggestions on how to correct those shortcomings. After the defense of the thesis at the department, the student can correct the work until the date specified by the department.

After the defense of the final thesis at the department, at the suggestion of its supervisors, reviewers of final theses are appointed, what is approved by the order of the Dean of the faculty. Then the students place their final theses in the eLABa system.

A right to defend the thesis is granted to a student who has received positive evaluations of the thesis supervisor and reviewers.

The thesis is defended at a public meeting of the qualification commission. The students present their thesis in a presentation, usually prepared in Microsoft PowerPoint or another programme, with a duration of up to 10 minutes. To illustrate and supplement the text of the report, the students can use other informational materials (leaflets, samples of the studied goods, models, etc.).

A professional bachelor's degree in business management is awarded to a student who has prepared and defended a final thesis. Writing a thesis is the final stage of the studies in Utena UAS. The analysis of the thesis shows the level of professional training, the degree of student independence, the ability to apply specialty knowledge, practical abilities and skills, the ability to analyze, summarize, draw conclusions and make proposals.

In the final thesis, the student must demonstrate at what level he achieved the results of the *Business Management and Innovation* study programme. The students are aware of the criteria for evaluating study results.

The study results achieved in the final thesis are evaluated by the final thesis reviewer and the qualification committee.

The qualification commission for the defense of the final theses, approved by the order of the Rector of Utena UAS, at the suggestion of the Dean of the faculty, is composed of representatives of employers, teachers of the specialty, representatives of the Utena UAS (faculty) administration.

The student prepares the final thesis in accordance with the *Methodological Instructions for the Preparation of Independent Paper Writing and Final Theses*, approved by the Academic Council of Utena UAS. Methodological instructions for the preparation of the final thesis and the procedure for its preparation, submission, defense and evaluation are published on the Utena UAS website.

The final work is evaluated with points based on a scale of ten, which are determined as follows:

- ***the highest level of study results is achieved (9-10 points)***: work objectives are acceptable and clearly formulated; the work has proven that all study objectives and expected study results have been achieved; original or several accepted options for solving the problems are presented and the most optimal ones are selected with arguments; various adequate theoretical models and analysis methods are applied; the obtained results are compared with each other; comprehensive theoretical knowledge is demonstrated in accordance with the intended study goals and results; the results of the work can have practical significance, and their application will bring benefits; the conclusions are reasoned, specific, include all work objectives and correspond to them; the work is written without errors and formalized according to the requirements.

- ***the average level of study results is achieved (7-8 points)***: work objectives are acceptable; the work proves that the student has achieved 2/3 of the objectives and results provided for in the study programme; problem solutions are acceptable and reasoned; adequate theoretical models and analysis methods are applied; good theoretical knowledge based on the achieved study goals and results is demonstrated in the work; the results and conclusions of the work are acceptable, cover all the objectives of the work and meet them; the work is formalized according to the requirements.

- ***the minimum necessary level of study objective is achieved (5-6 points)***: work objectives are acceptable; the work proves that the student has achieved more than half of the objectives and results provided for in the study programme; the problems are basically solved; acceptable theoretical models and analysis methods are applied; minimum necessary theoretical knowledge according to study objectives and results at work is demonstrated; the results and conclusions of the work are generally acceptable and meet its objectives.

The final thesis must comply with the rules for the preparation of documents and the instructions for the preparation of the written papers.

The qualification commission evaluates the thesis according to the following criteria:

- formulation of the aim and objectives of the thesis;
- suitability of the problem analysis and solution methods used at work;
- accuracy of information collection and use;
- critical assessment of business condition;
- practical applicability of the proposals and recommendations presented in the work;
- compliance of work with formal requirements;
- demonstrated ability to interest the audience, answer questions, and speak correctly during the work presentation.

Each member of the qualification commission evaluates the thesis separately, taking into account its compliance with the formal requirements, demonstrated study results, level of achievement of the study objectives, the presentation of the work, the review submitted by the reviewer, and the supervisor's feedback. The final assessment of the thesis is determined at the committee meeting by mutual agreement or by voting. In case of disputes, the chairman of the qualification commission makes the final decision.

After the meeting, the results of the final theses evaluation are announced by the chairman or secretary of the qualification commission.

The students who do not agree with the evaluation of the final results can write an appeal for the Rector of Utena UAS within two working days from the announcement of the evaluation.

The final thesis is considered to be defended, if the results of studies of at least the minimum required level are demonstrated in the thesis and during its defense.

After the successful defense of the thesis, a professional bachelor's degree in Business Management is awarded.

The students who did not prepare the thesis by the set time, who did not attend the defense of the thesis at the qualification committee without a valid reason, who did not defend the thesis at the recommendation of the Dean of the faculty, or by order of the Rector of Utena UAS, may be allowed to defend the thesis once again no earlier than one year later and no later than three years after the termination of studies, by paying a fixed amount of fee.