

DESCRIPTION OF GENERAL REQUIREMENTS FOR STUDENTS' ACADEMIC PAPERS AND ARTISTIC WORKS

I. GENERAL PROVISIONS

1. Student research papers and artistic works shall be integral part of training highly qualified professionals in higher education. Students' research papers and artistic works are intended to develop their generic and specific competences. Independently performed work contributes to deeper and more thorough studies and develops logical and analytical thinking as well as research or artistic skills. Student's learning achievements are reflected in their papers and artistic works, and especially in the final theses.

2. The Description of General Requirements for Students' Academic Papers and Artistic Works (hereinafter referred to as the Description) provides for the procedure of preparation, defence, and assessment of Klaipėda University students' term papers or artistic works as well as final theses or final creative projects and for the requirements of academic ethics.

3. The Description provides for the tools for pursuit of higher quality studies and quality monitoring.

4. The Description shall be mandatory for the 1st and 2nd cycle, integrated, and non-degree awarding studies.

5. The concepts to be used in the Description:

The title page shall include the names of the Department, Faculty, and University, the name and surname of the author, the title of the paper, the qualification for which the paper is submitted, the name of the adviser or the assessor, and the place and the year of the paper completion.

The cover letter of the final thesis is a list of procedure details to be filled in by the author of the final thesis, research adviser, and the head of the Department. The cover letter contains the name and the surname of the author; student signs a statement of original work and the consent for the use of the paper for study purposes; the research adviser and the head of the Department sign under granting (or not granting) permission to defend the work, and the reviewers of the paper are indicated.

Bachelor's Final Thesis is an individual course of studies, the 1st cycle final research paper.

The title of the paper is pithy information on the nature of the work.

The list of contents of the paper is the totality of the structural or other formal parts and topics of the paper, presented as a separate part. .

An essay is a scientific or literary piece of writing characterised by free treatment of the subject matter in question. It can combine elements of scientific, publicistic, and fiction genres. A scientific essay usually defends a different interpretation of specific scientific material.

A term paper (project) is an individual course intended to develop student's research skills and to deepen the knowledge of the chosen field of science. A term project may be a part of an individual course.

A creative project is a bachelor's or master's final thesis in the field of art studies.

Laboratory work is a link combining theory and practice that consolidates the theoretical knowledge acquired during the studies, develops student's practical skills for work with laboratory equipment, devices, and materials, and teaches to apply scientific research methods to practice.

Master's final thesis is an individual course in the study programme, the 2nd cycle final research paper.

Research adviser is an academic staff member advising student on a course or research paper.

A research paper in terms of genre corresponds to professional scientific articles or dissertations. Students' research papers include: master's final theses, bachelor's final theses, and term papers.

Internship report is a piece of writing to describe the development of student's practical skills and the deepening of the knowledge in the chosen field of studies during the internship.

A paper: as a rule, it is part of a course, student's original piece of writing in the form of an essay, abstract, research or project report, or other.

A summary is part of a final thesis which includes the bibliographic description, key words, and essential characteristics of the paper. The summary is prepared in Lithuanian and English.

Independent work is solely student's responsibility and is carried out as part of a course or a separate course. A common characteristic of independent written assignments is an analysis of a relevant problem, based on respective scientific concepts and methods.

Text is the main part of the document presented by author in relevant, original words, however, not transferring or paraphrasing the texts of other authors.

Research or project report is a piece of writing or a completed project, independently carried out by student or student group with the aim of discussing applied research and presenting the research or project outcomes.

Research programme is the justification of the applied qualitative and/or quantitative methods (depending on the research method), the description of the required laboratory equipment and other research resources, and a calendar work plan.

II. THE MAIN REQUIREMENTS FOR STUDENT PAPERS, TERM PAPERS, AND FINAL THESES

6. At the time specified in the study programme, students shall prepare their papers, term papers, and final theses and shall be responsible for their originality.

7. The scope of the paper depends on its type: an essay shall be 4,000 to 8,000 characters (2 to 4 pages); a paper, 16, 000 to 24, 000 characters (8 to 12 pages); and a research or project report, 18, 000 to 40, 000 characters (9 to 20 pages, excluding appendices).

8. A term paper (a term project) is an integral part of the 1st cycle study process, a long-term (1 semester or 1 academic year) original assignment that develops, consolidates, deepens, and summarises the knowledge, abilities, and skills acquired in the studies, applies them to the solution of a specific problem, and forms research skills. Term papers are usually written in the second and third years of studies. Their scope is usually 40, 000 to 70, 000 characters (20 to 35 pages).

9. A typical structure of the term paper includes a title page; a summary (in Lithuanian); a list of contents; a list of abbreviations (if necessary); an introduction; the body; conclusions; bibliography; and appendices (if necessary).

10. A bachelor's final thesis is an original piece of writing of an applied or research nature. By it, students are to demonstrate that they accumulated sufficient knowledge, acquired sufficient abilities, and have sufficient experience of analytical or project work in a respective field of studies. By the final thesis (project) and its defence, students are to prove their creativity, the knowledge of social, political, economic, commercial, or other environment as well as of legal acts and financial possibilities, the skills of search for information sources and their analysis, thorough understanding of the analysed topic, the ability to solve the arising relevant tasks, the skills of IT use, and the use of correct language as well as the ability of proper formulation of conclusions. The scope of a bachelor's final thesis shall be 80, 000 to 100, 000 characters (40 to 50 pages).

11. A master's final thesis is an analytical paper, based (depending on the character (research or applied) of a respective master's study programme) on original scientific or applied research. It shall not be of a descriptive or over-viewing nature. By the final thesis, master's students are to prove the ability not only to analyse the chosen topic, to evaluate prior works done by other authors in the respective field, or to successfully conduct research in the field, but also to clearly and reasonably formulate the research conclusions and to describe the conducted research in accordance with the approved requirements. The topic of the master's final thesis usually complies with the research theme of the Department or Research Institute. The scope of a master's final thesis shall be 100, 000 to 150, 000 characters (50 to 75 pages).

12. Provided the requirements for a final thesis include mandatory preparation of technical drawings, drawings, or models, their number, the description of their preparation and presentation, and the scope of the text shall be approved by the Faculty/Institute Council.

13. Student papers (except for essays and creative artistic projects) shall be prepared in compliance with the scientific research methodology requirements.

14. A typical structure of a bachelor's and master's final theses includes a title page, a summary, a list of contents, a list of abbreviations (when necessary), an introduction, the body, and conclusions; in individual cases, recommendations; bibliography; and appendices (when necessary).

14.1. The introduction shall characterise the research problem, the research object, the research aim and objectives, a hypothesis (when required by the research methodology), and the research methodology.

14.2. In the body, in accordance with the objectives formulated in the introduction, the accumulated material shall be presented, an analysis done, and the summary presented. That structural part is divided into sections and subsections.

14.3. In the conclusions, without repeating the summaries of the sections, the main conclusions of the paper shall be formulated. The conclusions are usually structured in compliance with the research objectives; provided a hypothesis was raised, the arguments for its corroboration/non-corroboration are presented.

14.4. The recommendations usually contain the applied aspects of the paper. .

14.5. The bibliography is organised in compliance with the requirements presented in the Description..

14.6. The appendices supplement the information presented in the body.

15. The Faculty / Institute Councils may prescribe a different structure of term papers and final theses than indicated in Clauses 9 and 14 of the Description.

16. Student papers shall be prepared in compliance with the norms of Standard Lithuanian. In individual cases, papers may be written in foreign languages. The decision on writing final theses in foreign languages shall be taken by the Faculty Dean or Institute Director, and for other academic papers, by the course teacher or research adviser.

III. THE SEQUENCE OF PAPER PREPARATION

17. Departments shall offer the topics of term papers and final theses to the 1st and 2nd cycle students as well as the students in non-degree awarding study programmes within the first two weeks of an academic year (the students in the 1st cycle of studies which end in February are offered topics a year prior to the theses defence date, however, no later than February 1).

18. Students shall choose the topics for their papers before October 15 of the current year (or, depending on the programme, before March 15).

19. Provided the topics for the final theses have to be offered and approved prior to the deadlines indicated in Clauses 17 and 18 of the Description, respective dates shall be set by the Faculty/ Institute Council.

20. The topics of the papers chosen by the students and the research advisers of the papers shall be approved by the Departments before October 30 of the current year.

21. The topics of the students who, on the proposal of the Department and by the Order of the Dean or the Director of the Institute, are given permission to prepare final theses and the lists of their research advisers shall be made public.

22. Research adviser of a master's final thesis shall be a member of the academic staff – a holder of the PhD degree and/or an academic title, while in case of a bachelor's thesis, he can also be a lecturer, and of a term paper, an assistant.

23. Departments shall approve general calendar work plans for the preparation of final theses for students in respective years of studies.

24. During the first consultations with research adviser, student shall discuss the statement of the thesis, the aim, objectives, and methodology of the research, and a hypothesis or the statements to be defended. The research adviser shall recommend the main scientific literature and the sources or indicate the ways of search for them. Student writing a final thesis shall demonstrate the abilities of independent search for scientific literature and sources. Student shall independently formulate the hypothesis of the research or the statements to be defended as well as the research aims and objectives and to characterise the research methods.

25. Within 30 days after the approval of the topic, student writing a term paper or a bachelor's final thesis shall submit the draft content of the paper and the list of the main literature to the research adviser; master's student shall also add a preliminary research programme.

26. Student shall regularly consult the research adviser, based on the work plan of the thesis preparation, inform the research adviser about the process of the work on the thesis, and take into account his topic-related and methodological advice and comments. Research adviser advises student, answers to his final thesis-related questions, discusses the issues of the final thesis, and provides comments. Students are recommended to take the research adviser's comments into account. Regular consultations with research adviser shall be mandatory as they both promote the consistency of work on the final thesis and its quality and also allow the research adviser to judge the originality of the research conducted by student.

27. On the decision of the Department meeting, the author of the final thesis may be asked to report to the research adviser (the Department) on the process of work on the final thesis and to present the paper or a part of it. Student shall be informed about it no later than 10 days prior to the Department meeting.

28. A master's student shall report to the research adviser (the Department) on the process of work on the final thesis and the conducted research, present the research programme, etc., at the end of each semester (the examination session). The Department shall assess the master's student's performance in points, and the research adviser shall sign in the student's record book.

29. The Department has the right to take a decision on the preparation of the first draft of the master's final thesis and its discussion after the studies of Semester 3.

30. The topics of the final theses may be specified no later than 2 (two) months prior to the final thesis registration in the Department. A student seeking to specify the topic shall write an application to the head of the Department and get an approval of the research adviser. The topic of the final thesis shall be specified only with the permission of the head of the Department.

31. The prepared final thesis (2 copies and an e-version) shall be registered by a full-time student in the Department no later than 10 (ten) days prior to the thesis defence date.

32. Students having fully completed the study programme in a shorter time shall have the right to submit their final theses for defence and to defend them in January-February.

IV. THE PERMISSION TO DEFEND A FINAL THESIS

33. Final theses shall be defended only upon fully completing the study programme and obtaining the required permissions. The permissions shall be recorded in the cover letter of the final theses (see Appendix 1).

34. The conclusion about the preparation of the final thesis shall be submitted by research adviser to the head of the Department. The head of the Department shall grant / not grant the permission to defend the final thesis.

35. Provided the research adviser of the thesis and/or the head of the Department object to the defence of the thesis, the issue shall be considered and the decision taken in the Department meeting.

36. The order of the Faculty Dean / Institute Director on the permission to defend final theses, the sequence of the defence procedure, student names and surnames, the topics of the theses, the date set on the Rector's order, and the venue shall be made public no later than (5) five days prior to the beginning of the work of the Qualification Committee for the Defence of Final Theses.

37. The final theses may not be permitted to defend:

37.1. in cases of plagiarism or other signs of not original work;

37.2. when the thesis content fails to meet minimum requirements for the papers of that type;

37.3. when the student does not regularly consult the research adviser and cannot justify the statements formulated in the thesis;

37.4. when the language of the text is of poor quality;

37.5. when the thesis processing is faulty;

37.6. when the thesis is submitted behind time.

V. REVIEWAL OF PAPERS

38. The Department Administrator shall submit the paper to reviewers and inform them about the time and venue of the paper's defence.

39. Reviewers of master's final theses shall be holders of the PhD degree and/or an academic title, and those of bachelor's final theses can also be lecturers.

40. Reviewer(s) shall assess papers on a ten-point scale.

41. Reviewers shall present the papers to the Department Administrator no later than 3 (three) working days prior to the paper defence date. Student shall have the right to get acquainted with the review(s) two working days prior to the paper defence date.

42. The requirements for the review structure shall be set by the Faculty/Institute Council.

VII. THE PROCEDURE OF PAPER DEFENCE AND ASSESSMENT

43. The procedure of defence (assessment) of the term paper shall be approved by the Faculty/Institute Council.

44. Final theses shall be defended in the sittings of the Qualification Committee for the Defence of Final Theses.

45. The procedure of the final thesis defence:

48.1. The chair of the Qualification Committee shall introduce the members of the Committee, explain their powers, and define the defence procedure.

48.2. During the defence, student shall give a presentation (usually up to 12 min) on the topic of the thesis and indicate the research problem, the aim and objectives of the thesis, the hypothesis (when applicable), the research object, the research findings, and the validity of the applied methods; the conclusions and recommendations shall be presented and justified.

48.3. After student's presentation, reviewer(s) shall speak and state whether the thesis meets the requirements for the specific degree. Provided reviewer(s) are absent from the sitting, the Secretary of the Qualification Committee shall read the review(s).

48.4. Student shall answer to the questions and respond to the comments of the reviewers, Committee members, and participants of the public defence.

48.5. Research adviser may speak, or, in his absence, the Secretary of the Qualification Committee shall read his written comment.

48.6. Discussions shall take place.

48.7. The Qualification Committee shall assess the theses.

48.8. The chair of the Qualification Committee shall announce the grades for the theses and summarise the defence results.

46. Qualification Committees are recommended to consider no more than 12 theses per one working day.

47. The theses shall be assessed in a closed sitting of the Qualification Committee by a simple majority vote after the defence of all the theses for the day. In case the votes are distributed equally, the chair of the Qualification Committee determines the vote. The Committee may take into account the assessment of reviewers.

48. The assessment criteria include:

51.1. the relevance of the analysed problems and individual issues;

51.2. the degree of achievement of the aim and objectives, and the corroboration of the hypothesis (when applicable) of the thesis;

51.3. the validity of the applied research methods and the findings obtained on their basis;

51.4. the justification and originality of the conclusions and recommendations and their theoretical and practical significance;

51.5. the scientific level of the conducted research, the obtained findings, and the prepared thesis;

51.6. student's presentation of the thesis, justification and accuracy of the answers to the questions, the ability to theoretically and practically justify the statements, the ability to discuss, etc.;

51.7. the value and justification of the conclusions and recommendations, based on the research findings;

51.8. reviewer's assessment on a ten-point scale;

51.9. the language and style of the thesis;

51.10. the processing of the text, schemas, figures, etc. of the thesis;

51.11. the processing of the aids (when applicable) used during the defence.

49. Final theses shall be assessed on a ten-point scale:

52.1. *Excellent (10)*: all the assessment criteria are met at a high level. The conducted research is original, thorough, and justified (an experiment is carried out if required by the nature of the paper), it has scientific value, has no content or form deficiencies, and uses the latest scientific literature. The presentation of the thesis is clear and informative, and the answers to the questions are comprehensive and reasoned. The thesis is properly processed, and its academic and written language is impeccable. The bachelor's thesis is suitable for publication and can

be developed and deepened in master's studies. The master's thesis is suitable for publication and can be developed and deepened in doctoral studies.

- 52.2. *Very good (9)*: all the assessment criteria are met at a high level, the paper is suitable for scientific publishing, however, it needs to be supplemented and edited.
- 52.3. *Good (8)*: not all the assessment criteria are met, the research is better than average, simultaneously, its description has minor shortcomings; the defence has minor deficiencies.
- 48.9. *Fair (7)*: not all the assessment criteria are met. The research is average and calls for development. The final thesis is by nature more descriptive than analytical and has analysis, content, and formal deficiencies. There are no conclusions (a summary is presented instead), or the conclusions are trivial. Alternatively, all the final thesis criteria are met, however, during the defence, no comprehensive or reasoned answers are given to the questions of the reviewers, Committee members, or other participants of the public defence.
- 48.10. *Satisfactory (6)*: not all the assessment criteria are met. Poorer than average scientific research which calls for development. A descriptive or incomplete paper which has analysis, content, and formal deficiencies. The objectives of the research are not suitable to achieve the aim or, alternatively, some major objectives necessary to achieve the aim are impossible to implement or are only partly implemented. The conducted research is poorly related or unrelated to the theoretical part. During the defence, the questions of the reviewers, Committee members, or other participants of the public defence are left unanswered.
- 48.11. *Poor (5)*: not all the assessment criteria are met. A descriptive paper with content deficiencies and abundant content, analysis, and formal shortcomings. The paper has no theoretical part or it is disproportionately small. A paper that has essential content, analysis, technical, and defence shortcomings. During the defence, the questions of the reviewers, Committee members, or other participants of the public defence are left unanswered.
- 52.4. *Unsatisfactory (4)*: the assessment criteria are not met, or a small part of them is met at a low level. During the defence, the questions of the reviewers, Committee members, or other participants of the public defence are left unanswered or, alternatively, the paper contains elements of plagiarism.

50. The Qualification Committee shall announce the results of the final theses assessment on the day of the defence. On student request, the assessment of their theses may be announced personally.

51. The Qualification Committee prepares a Theses Defence Protocol for awarding a degree (see Appendix 2) signed by each Committee member. The Final Theses Defense Protocol for awarding a degree shall be submitted to the Department of Studies no later than on the following working day.

52. The digital media of the final theses assessed as *excellent* and *very good* shall be transferred to the University Library in accordance with the established procedure. All the final theses shall be stored in accordance with the University-established procedure.

53. In case the thesis was assessed as *unsatisfactory*, the Qualification Committee shall decide whether student may defend the same paper after supplementing and upgrading it or whether he has to prepare a new thesis, its topic approved in the prescribed order. The decision of the Qualification Committee shall be recorded in a protocol.

54. Student who fails to defend the final thesis is permitted to defend it no sooner than after 6 (six) months.

55. The defence of the final thesis may be postponed due to good reasons: a disease or a business trip (for part-time or evening students). The postponement of the defence is considered individually in each case.

56. At the end of the Qualification Committee's work, the chair prepares a report to be submitted to the Dean / Director no later than within 10 working days. The report shall contain information about the quality of specialist training and preparation of final theses, the compliance of the theses with

contemporary requirements, the characteristics of the student knowledge, and recommendations for the improvement of the quality of studies.

IX. APPEALS

62. No appeals shall be accepted against the content assessment of the final thesis. In such cases, the decision of the Qualification Committee shall be final.

63. Appeals shall be accepted in the following cases:

63.1. when student is dissatisfied with the assessment of the term paper;

63.2. when student has causes to believe that he was unjustly not permitted to defend the final thesis;

63.3. when student has causes to believe in violations in the procedure of the final thesis defence (the defence took place at a different time than indicated in the Rector's Order, or student was not given a chance to present his paper or answer to the questions) which had a negative impact on the assessment of the final thesis;

63.4. members of the Qualification Committee violate the norms of academic ethics during the defence.

64. Student who disagrees with the assessment of the term paper may, within two working days after the dissatisfactory assessment or decision, appeal to the head of the Department (in case the head of the Department is the research adviser, to the Dean of the Faculty) and shall get an answer within 3 (three) working days.

65. Student who has causes to believe that he was unjustly not permitted to defend the final thesis or that a likely violation in the paper defence procedure had a negative impact on the assessment of the final thesis shall have the right, within 2 (two) working days after the dissatisfactory decision, appeal to the Dean or Vice-Dean of the Faculty (in case the Dean is the chair of the Qualification Committee). For the discussion of the appeal, in the first case, the Dean invites the chair of the Department, the research adviser, and one additional expert, and in the second case, the chair and secretary of the Qualification Committee. In both cases, the arguments of the appealing student shall be heard. After the discussion of the appeal, the Committee shall take a decision and present written arguments no later than within 3 (three) working days after the appeal receipt.

66. Student, dissatisfied with the decision of the Appeals Committee, shall have the right to appeal to the University Committee of Dispute Settlement between Administration and Students in the order prescribed by the Senate.

X. ACADEMIC ETHICS IN WRITING PAPERS

67. When writing papers, students are to observe the principle of academic integrity: to independently formulate their research ideas, to know the theories both supporting and opposing their ideas, to avoid plagiarism, to give references, to follow the requirements for quotation, and not to falsify data.

68. The principle of academic integrity can be violated: by submitting someone else's work as one's own; by failing to indicate someone else's text in one's own paper; by retelling someone else's text in one's own paper without references; and by presenting illustrative materials or data without indicating the source.

69. The final thesis shall not be considered to be original provided its part is student's course paper or another paper /its part.

XI. FORMAL CONVENTIONS FOR STUDENT PAPERS

70. The procedures of preparing student papers shall be mandatory for University students in the first and second cycles of studies, integrated studies, and degree non-awarding study programmes when writing independent papers, lab reports, essays, practice reports, term papers, term projects, final

theses (diploma projects), etc., as well as for University faculty. E-papers shall also be prepared in compliance with the said requirements.

XI.1. Details of the papers

71. The title page, depending on the function of the paper, shall include the following details:
 - 71.1. the name of the university
 - 71.2. the name of the faculty
 - 71.3. the name of the department
 - 71.4. the abbreviation of the student (author's) academic group
 - 71.5. the student (author's) name
 - 71.6. the title of the paper
 - 71.7. the qualification of the paper (a term paper, a final thesis, etc.)
 - 71.8. the abbreviation of the academic title/research degree of the academic supervisor, their name and surname
 - 71.9. the year and place of the paper submission
72. The cover letter of the final thesis (Appendix 1) shall contain the following details:
 - 72.1. the title of the paper
 - 72.2. the declaration of academic honesty
 - 72.3. the agreement for the use of the final thesis in the study process at Klaipėda University
 - 72.4. the permission of the academic supervisor to defend the final thesis
 - 72.5. the paper's registration in the Department;
 - 72.6. the permission of the Head of the Department to defend the final thesis
 - 72.7. reviewers' appointment; the reviewer's initial letter of the name and the surname.
73. The detail layout on the title page is longitudinal centred, when the beginning and the end of the line are equidistant from the left and right margins. The details are arranged on the indicated places on the title page (see Appendices 3, 4, 5, 6, 7, 8, 9):
 - 73.1. The details shall be separated by no less than one line interval.
 - 73.2. The name of the University shall be written in capital bold letters centred in the longitudinal way.
 - 73.3. The name of the Department shall be written in the longitudinal centred way after the name of the University.
 - 73.4. The title of the paper (the title, the subject, etc.) shall be written in capital bold letters in a longitudinal centred way. The font size is larger than that of the name of the University.
 - 73.5. The qualification of the paper (a course essay, a term paper, a term essay, a final thesis, a diploma project) shall be written in a longitudinal centred way after the title of the paper.
 - 73.6.** The place and year of the paper completion shall be written at the bottom of the title page in one line in the longitudinal centred way and separated by a comma.

XI.2. The structure of the paper

74. The structure of the paper shall depend on its qualification (Table 1). The text may consist of the objective of the paper, the summary, the list of the tables, the list of the figures, the contents page, the introduction, the theoretical part, the empirical (research) part, the conclusions, the recommendations, the list of literature, appendices, and other parts.
75. Given the type of the paper, the text shall be subject to the following requirements:
 - 75.1. The first line of each paragraph of the text shall be started at an equal, no more than 22 mm, distance from the left margin of the document.
 - 75.2. The text can be presented in a free form or divided in chapters, sections, paragraphs, points and their sub-points.

- 75.3. The chapters shall be designated by numerals and have titles. Chapter titles shall be written in capital bold letters in a longitudinal centred way and separated from the text by no less than one line interval.
- 75.4. Sections shall be designated by numerals and have titles. The section numeral shall consist of two numbers: the chapter number and the section number, separated by a dot. The section titles shall be written in a longitudinal centred way and separated from the text by no less than one line interval.
- 75.5. Provided the text has figures, tables, graphs, schemas, etc., they can be presented in the text document or attached as appendices in accordance with the requirements of # 89.
- 75.6. The conclusions, proposals, and recommendations shall be presented in the text as a separate part of the text.

Table 1. Structural parts of the text

| Parts of the cover letter | Individual (group) independent assignment | Lab report | Paper | Practice report | Essay | Term paper | Term project | Final thesis |
|----------------------------|---|------------|-------|-----------------|-------|------------|--------------|--------------|
| The title page | + | + | + | + | + | + | + | + |
| The cover letter | - | - | - | - | - | - | + | + |
| The summary | - | - | - | - | - | +/- | +/- | + |
| The objective of the paper | +/- | +/- | +/- | - | - | + | + | + |
| The list of tables | +/- | +/- | - | +/- | - | + | + | + |
| The list of figures | +/- | +/- | - | +/- | - | + | + | + |
| The content | + | + | + | + | + | + | + | + |
| The introduction | + | + | + | + | + | + | + | + |
| The theoretical part | +/- | +/- | + | + | + | + | + | + |
| The empirical part | + | + | - | +/- | - | +/- | + | + |
| Conclusions | + | + | + | + | + | + | + | + |
| Recommendations | - | - | - | +/- | - | +/- | +/- | +/- |

| | | | | | | | | |
|------------------------|-----|-----|-----|-----|---|-----|-----|-----|
| The list of literature | + | + | + | + | + | + | + | + |
| Appendices | +/- | +/- | +/- | +/- | - | +/- | +/- | +/- |

Note: + mandatory part of the text

- optional part of the text

+/- a choice

76. In the graphical part of the paper, all the drawings shall be done on sheets of a prescribed format in compliance with respective standards in force in the Republic of Lithuania, requirements, and instructions. The graphical part shall be presented in appendices or separately.

77. The summary shall be written in Lithuanian and in English. Provided the paper is written in English, the summary shall be presented in another foreign language.

78. The summary shall contain: the author's surname and the initial letter of the name; the cycle of studies, the study programme, and the academic subject; the academic supervisor; the name of the university; the place of the paper writing (defence), the date, the volume, and key words, e.g.:

Pavardenis V. Klaipėda Port Development: a Feasibility Study. Thesis submitted in partial fulfilment of the requirements for the degree of BA in Economics. Academic advisor: V. Pavardenis, Klaipėda University: Klaipėda, 2010. – 53 p.

Key words: port, development, competitiveness.

79. The Faculty Council may impose the structure of the information presented in the summary. The volume of the summary shall be up to 2,000 characters.

80. The list of tables shall indicate:

80.1. A consecutive number of the table.

80.2. The heading of the table.

80.3. The page that contains the indicated table.

81. The list of illustrations (figures) shall indicate:

81.1. A consecutive number of the illustration (figure).

81.2. The heading of the illustration (figure).

81.3. The page that contains the indicated illustration (figure).

82. The content of the paper may contain:

82.1. The heads of the chapters.

82.2. The heads of the sections.

82.3. The heads of the subsections.

83. The table of contents includes the headings of all the chapters, sections, and subsections, starting with an introduction. The content shall not include the following parts: the summary, a list of the tables, or a list of the figures. The heading of the content and of the chapters shall be written in capital letters. The headings of the chapters in the table of contents shall be written in capital letters, while those of the sections and subsections, in small letter. The headings of the chapters, sections, and subsections are to be short, clear, and reflect the essence of the investigated problem, e.g.: :

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| 1.1.1. The heading of the sub-section | 5 |
| 1.1.2. The head of the sub-section | 6 |
| 1.2. The heading of the section | 7 |
| II. THE HEADING OF THE CHAPTER | 8 |
| 2.1. The heading of the section | 9 |
| 2.1.1. The heading of the sub-section | 10 |
| CONCLUSIONS AND RECOMMENDATIONS | |
| REFERENCES | 12 |
| APPENDICES | 13 |

84. In the content, the introduction, references, conclusions and recommendations, and the tables shall not be numbered.

85. An appendix shall be a separate component of the text of the document. In the text of the document, an appendix shall be usually indicated in brackets by inserting the word (Appendix) and, provided the document has more than one appendix, its consecutive number, e.g. (Appendix 3). The details of the appendix to the document include: the mark of an appendix, the heading, and the text (a table, a graph, a schema, a drawing, etc.).

XI.3. References and referencing

86. All the literary sources used in the writing of the text are to be included in the references. The reference list follows the conclusions. Literary sources never used in the paper shall not be included.

87. The reference list shall be presented on a separate numbered page. At the top of the page, the word **References** shall be typed in bold. Below, the literary sources used in the paper shall be named. In the list, the sources in Latin letters shall be presented in an alphabetical order. Afterwards, the sources of literature in the Cyrilic alphabet shall follow. All the sources shall be presented in the language of the original (Appendix 10).

88. Provided several works of the same author are included in the list of references, they shall be presented in the chronological order of their publication, starting with the most recent one, e.g. 2009, 2004, 1996, etc.

89. The references to literary sources in the paper shall be presented in the following way:

89.1. Literary sources shall be referenced in the following way: in round brackets, the surname of the first author of the literary source shall be indicated (provided the source has more than one author, the surname is to be followed by *et al.*, if the source is in English, *ir kt.*, if the source is in Lithuanian, and *u ðp.*, if the source is in Russian), the date of publication, the page, and the formula or the number of the table, e.g. :

„...2003 m. pensijų sistemos reformos pagrindas buvo Vyriausybės ir pagrindinių profesinių sąjungų pasirašytas susitarimas (Mayeur, 2003, p. 9)...“.

„...Tai atveria naujų galimybių tiek organizacijai, tiek ir darbuotojams (Čiutienė ir kt., 2002, 18 p., 3 lent.)...“.

„...Kaip teigia L. Šimanskienė (2003, 8 p., 7 f.), sukurti aiškią vertybių sistemą...“.

89.2. Provided several sources are referred to, they follow one another in round brackets, e.g.:
(Baudrillard, 2004; Petraitis, 2001).

89.3. In references to literary sources in the order prescribed by # 93.1, in the list of references, the following information and in the following order shall be provided for a bibliographical source in the language of the original: the author's surname and initials, the year of publication, the title of the publication, the title of the journal, the year, the volume, and the page. In case of more than one authors, commas are to be used after each name, however, no more than three authors shall be indicated, after which *et al.* is to be used. The information about the author(s), the year, the title of the publication, and the place of publication are to be separated by full stops. The place of publication and the name of the publishing house are to be separated by a colon, e.g.:

Hicks J. A. 1969. Theory of Economy History. Oxford: Oxford University Press.

Jasinskas E., Tamaševičius V. 2004. Motyvų įtaka organizacijos mokymuisi. Inžinerinė ekonomika, Nr. 3, 57–61 p., Kaunas.

Jucevičienė P., Poškienė A., Kudirkaitė L. ir kt. 2000. Universiteto kultūra ir jos tyrimas. Kaunas: Technologija.

Šimanskienė L. 2003. Organizacinė kultūra. Klaipėda: Klaipėdos universiteto leidykla.

Уткин С. 2002. Иновации в управлении человеческими ресурсами предприятия. Москва: Наука.

90. References to literary sources can also be provided in the footnotes at the bottom of the page which contains the references to the sources. In such a case, the number of the consecutive reference to the source in the text shall be indicated in the upper part of the bracket, while in the footnote at the bottom of the page, the sources shall be indicated in the order of their usage in the text, e.g:

„...2003 m. pensijų sistemos reformos pagrindas buvo Vyriausybės ir pagrindinių profesinių sąjungų pasirašytas susitarimas (Mayeur, 2003, 9 p.)¹...“.

„...Tai atveria naujų galimybių tiek organizacijai, tiek ir darbuotojams (Čiutienė ir kt., 2002, 18 p., 3 lent.)²...“.

„...Kaip teigia L. Šimanskienė (2003, 8 p., 7 f.)³, sukurti aiškią vertybių sistemą...“.

91. When writing the list of references in the order prescribed by #94, the font size of the letters in the text is to be no larger than the 2/3 of the font size of the letters in the main text, e.g.:

¹Hicks J. A. 1969. Theory of Economy History. Oxford: Oxford University Press.

²Jasinskas E., Tamaševičius V. 2004. Motyvų įtaka organizacijos mokymuisi. Inžinerinė ekonomika, Nr. 3, 57–61 p., Kaunas.

³Jucevičienė P., Poškienė A., Kudirkaitė L. ir kt. 2000. Universiteto kultūra ir jos tyrimas. Kaunas: Technologija.

⁴Šimanskienė L. 2003. Organizacinė kultūra. Klaipėda: Klaipėdos universiteto leidykla.

⁵Уткин С. 2002. Иновации в управлении человеческими ресурсами предприятия. Москва: Наука.

92. The references to literary sources in the text of the paper may only be provided by one of the ways indicated in # 93 or 94..

XI.4. Formula writing

93. Mathematical formulas can be included immediately in the text or written as separate lines. The text shall include only simple, containing no fractions, unnumbered formulas. More complex formulas that require explanations for the values included in them, shall be written as separate lines.

94. The formulas, in case there are more than one of them and they are later referred to in the text, shall be numbered in the same way as tables and figures.

95. The number of the formula shall be written in round brackets on the right hand side of the page. The reference shall be provided in round brackets, e.g. in formula (3).

96. The symbols of the formula shall be explained after the formula. The first line of the explanation shall start with the word *here*. Each symbol shall be explained in a new line; at the end of the line, the unit of measurement shall be indicated. The explicated symbols shall be separated by a semicolon, e.g.:

The gable beam deflection shall be determined by the following formula:

$$f_0 = \frac{f_{vid}}{k}, \quad (3)$$

here: f_0 – deflection in the middle of the opening, given the change in the beam cross section, in mm;

f_{vid} – deflection in the middle of the opening, estimated for a constant cross-section beam, in mm;

k – coefficient of the variation of the cross-section.

97. In the enumeration of mathematical characters or symbols, commas shall be used after each symbol, including dots, e.g.: 1, 2, 3, ..., n.

98. The formula shall be moved onto a next line at the equality, addition, subtraction, and multiplication signs, however, not at the division sign. The signs at which the formula is moved shall be written twice: at the end of the line and at the beginning of the next line.

99. The index shall be smaller than the symbols of the main line and written in such a way that the horizontal middle line of the index would coincide with the boundary horizontals of the main line, e.g. a^2 , x_{ij} . Indices consisting of abbreviated words shall be written without full stops, e.g.: P_{vid} . Provided the index contains several abbreviated words, full stops are used between them, except for the last abbreviated word.

100. Punctuation signs between the formulas shall be written by meaning. The formulas shall be included in the text as component parts of the sentence, therefore, the punctuation complies with the general rules of grammar.

101. Formulas and the explanations shall always be presented on one page and never moved to another.

XI.5. General purpose tables

102. The table shall have the following components: a successive number of the table and its name, side headings, and the main part (horizontal rows and vertical columns) (Appendix 11).

103. At the top of the table, the number of the table, the word *Table*, and its name shall be written. Between the word *Table* and its name, a full stop shall be put. The name of the table shall start with a capital letter.

104. In all case, the table is to have a close logical relationship with the text materials and is to be commented upon respectively. It should be presented on the page vertically or shall be bound in such a way as to be rotated clockwise when reading the text.

105. Value dimensions shall be put in the heading, after the naming of the presented value, therefore, in the main part of the table, only the numbers shall be presented.

106. In the columns, numbers shall be aligned based on their decimal points. No empty spaces shall be left in the table: in the absence of data, a dash shall be used. Repeating numbers shall not be replaced by quotes. Quotes shall be used only when the same words repeat in the columns of the table.

107. Small tables may be placed on the same page, one above the other. In very long tables covering several pages, when moving the table to the next page, the headings shall be repeated, and at the top of the page one shall write, e.g., Table 2 (continued).

108. The first names of the upper headings shall be written with a capital letter. Provided after the name of the upper heading the table shall be further subdivided into vertical columns, the headings of those further subdivided columns shall be written with small letters.

Illustrations

109. The form of illustrations is predetermined by the purpose of the developed document, e.g., in a lab work, simple drawings, diagrams, and graphs are presented; practice reports can be illustrated by document copies from enterprises, institutions, and organisations; and final theses can include more diverse illustrations.

110. Illustration shall in all cases have a close logical relationship with the text material and shall be accompanied with respective comments. Illustrations shall be placed in the text immediately after references to them or in appendices.

111. Illustrations of all kinds shall be called *figures* and numbered. After the number of the illustration, the abbreviation *Fig.* and the caption starting with a capital letter shall follow (the number and the caption of the illustration shall be placed under the illustration (Appendix 12).

112. Illustrations with their numbers and captions shall always be presented on the same page and never moved to another page.

XI.7. Typing of the papers

113. Texts shall be typed by Open Office, Star Office, MS Word, or similar word processing software, by using Times New Roman font, font size 12pt, and 1,5 space between the lines. Text shall be aligned on both sides.

114. For mathematical expressions, MS Equation or similar software shall be used.

115. For graphs and drawings, Open Office, Star Office, MS Excel, AutoDesk, SolidWorks, or similar graphic software shall be used.

116. The paper size used for the text shall be A4 (210 × 297 mm).

117. On a page, the left margin shall be 30 mm, the right one, 10 mm, the top and the bottom ones, 20 mm (Appendix 13).

118. Documents shall be typed on one side of the page.

119. The title page of the paper shall not be numbered. Pages shall be numbered starting with page 2. Page numbers shall be typed in the bottom right hand corner by Arabic numerals without any full stops or hyphens.

120. For the typing of the graphic part of the text, paper size can be A1, A2, A3, A4 or other.

XI.8. Binding of the papers

121. The procedures and ways of the paper binding shall be established by the Council of the Faculty (Institute of Studies).

XII. THE PROCEDURES OF THE DESCRIPTOR'S COMING INTO FORCE

122. The Descriptor shall come into force on 30 April 2010, except for Art. 7, 28-30, and 61, as well as the parts of Art. 8, 10, and 11 that regulate the volumes of term papers and final theses: those shall come into force on 1 September 2010.

Appendix 1

FORM OF THE COVER LETTER FOR BACHELOR'S AND MASTER'S FINAL THESES

To be filled in by the author of the bachelor's / master's final thesis

.....
(name and surname of the author of the bachelor's /master's final thesis)

.....
(title in Lithuanian of the bachelor's /master's final thesis)

This is to certify that the bachelor's /master's final thesis has been written independently, without violating the copyright of other individuals, and that all the bachelor's /master's final thesis or part of it contains no material previously submitted for a degree at Klaipėda University or any other higher education institution.

.....
(signature of of the author of the bachelor's /master's final thesis)

I agree that the bachelor's /master's final thesis can be used free of charge in the study process at Klaipėda University for a 5-year period.

.....
(signature of the author of the bachelor's /master's final thesis)

To be filled in by the research adviser of the bachelor's /master's final thesis

The bachelor's /master's final thesis
(to fill in:may/may not be defended)

..... (the date)
(name, surname, and signature of the research adviser of the bachelor's /master's final thesis)

To be filled in by the Administrator (Secretary) of the Department in charge of the study programme

The final thesis was registered in the Department:
(the date)

.....S (name,
surname, and signature of the Department secretary)

To be filled in by the head of the Department in charge of the study programme

The bachelor's /master's final thesis

(to fill in:may/may not be defended)

.....
(the date)

.....
(name, surname, and signature of the head of the Department)

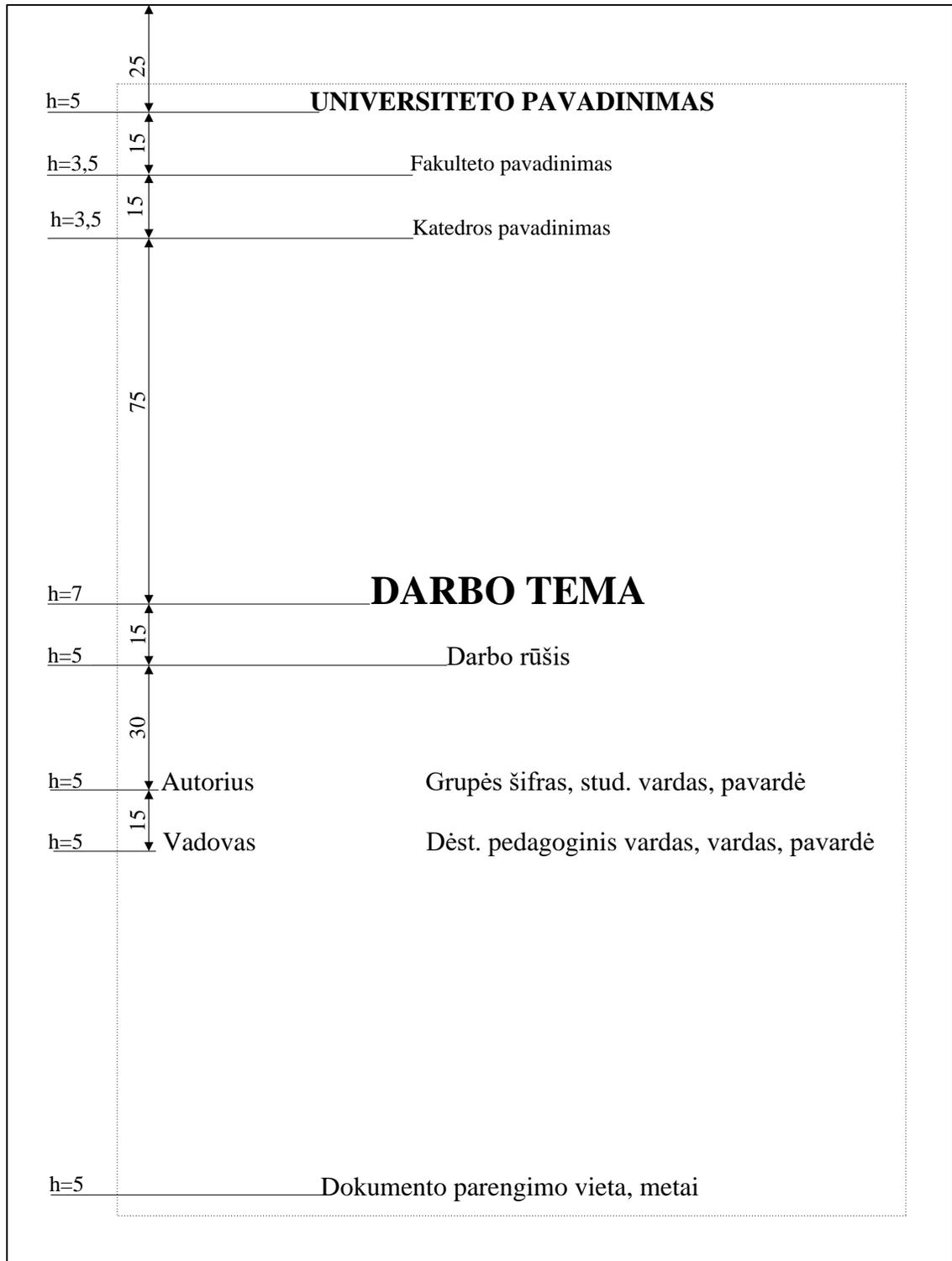
I appoint as reviewer(s)

.....
(name and surname of the reviewer(s))

.....
(the date)

.....
(name, surname, and signature of the head of the Department)

A SPECIMEN OF THE TITLE PAGE



THE NAME OF THE UNIVERSITY

The name of the Faculty

The name of the Department

THE TOPIC

The type of the paper

Author: Group code, name and surname of student

Research adviser: academic title, name and surname

The venue and year

Appendix 10

EXAMPLES OF THE LIST OF LITERATURE

For books: :

Sowa J. F. 2000. Knowledge Representation. New York: Pacific Grove.

Kriščiūnas K.; Daugelienė R. 2006. Žiniomis grįstos ekonomikos link: žinių skvarba ir raiška. Kaunas: Technologija.

Probst G., Raub S., Romhard K. 2006. Žinių vadyba: sėkmės komponentai. Vilnius: Technika.

Lietuvos pramonė. 2002. Statistikos departamentas prie Lietuvos Respublikos Vyriausybės. Vilnius.

Lietuvių enciklopedija. 1965. 36 tomai. T. 32. Bostonas: Mc Graw-Hill.

For doctoral dissertations:

Algėnaitė I. 2009. Socialinio tinklo edukacinės galimybės įgalinant stuburo traumą patyrusius žmones transformuoti karjerą: daktaro disertacija. Klaipėda.

For standards:

LST ISO 15836:2007. Informacija ir dokumentai. Dublin Core metaduomenų elementų grupė. Vilnius: Lietuvos standartizacijos departamentas, 2007.

For patents:

Uždaroji akcinė bendrovė „Katra“. Elektromagnetinis šilumos ir vandens kiekio skaitiklis. Int. C17: G 01 K 17/16. Lietuvos patentas, 4851. 2001 10 25.

For articles in scientific journals and continuous publications:

Liberienė O., Žemaitienė V. 2007. Informacinės visuomenės raida ir perspektyvos Lietuvoje. Vagos mokslo darbai, Nr. 74 (27), 40–45 p.

Velička R., Rimkevičienė M. 2006. Changes in the Properties of a Loamy Gleyic Cambisol as Related to the Saturation of Crop Rotations with Rape. Eurasian Soil Science, vol. 39, No. 9, p. 1002–2293.

Augustaitis A. 2007. Trend in Ambient Ozone and an Attempt to Detect its Effect on Biota in Forest Ecosystem: Step 1 of Lithuanian Studies. The Scientific World JOURNAL, vol. 7, p. 37–46.

For articles from books:

Ivavičiūtė G. 2007. Protected Areas and their Land Use in Lithuania. Baltijos šalių žemėtvarka 2007: tarptautinės mokslinės metodinės konferencijos pranešimai. Lietuvos žemės ūkio universitetas, p. 29–37.

Hancock M. D., PETERS B. G. 2007. European Union: where is the Power. Politics in Europe. Washington: CQ Press, p. 582–600.

For e-sources:

Rutkauskienė D. 2006. Lietuvos virtualus universitetas: monografija [interaktyvus]. LieDM, [žiūrėta 2007 m. sausio 10 d.]. Prieiga per Internetą: <<http://distance.ktu.lt/livun/>>.

Katauskytė L. 2006. Veiksniai, įtakojantys sėmeninių linų morfogenezę in vitro: magistro tezės [interaktyvus]. Kaunas: Lietuvos akademinių bibliotekų tinklas [žiūrėta 2007 m. sausio 10 d.]. 50 p. Prieiga per duomenų bazę eLABa: <<http://submit.library.lt/ETD-afiles/LZUU/etd-LABT20060606-140642-70673/unrestricted/Katauskyte.pdf>>.

Europos žodynas: Eurovoc. 2004. [CD-ROM]. Parengė Lietuvos Respublikos Seimo kanceliarijos Informacijos technologijų departamentas. Vilnius.

For articles in e-sources:

Zabielavičienė I. 2008. Inovacijų komandos formavimasis ir jos elgsenos modifikavimas. Verslas: teorija ir praktika [interaktyvus], Nr. 9(4) [žiūrėta 2008 m. balandžio 14 d.], 261–271 p. Prieiga per EBSCO.

Tripolskaya L., Romanovskaya D. 2006. A Study of Nitrogen Migration Affected by Different Plants for Green Manure in Sandy Loam Soil. Ekologija [interaktyvus], Nr. 4 [žiūrėta 2007 m. sausio 10 d.]. Prieiga per Internetą: <http://images.katalogas.lt/maleidykla/Eko64/Eko_089_097.pdf>.

EXAMPLES OF TABLING AND TABLE PRESENTATION

Table 2. Lithuanian industry production, directions of its realisation, and indices

| Industry production | Year | | | | |
|--|------------|------------|------------|------------|------------|
| | 2004 | 2005 | 2006 | 2007 | 2008 |
| Index of industry production as compared with 2000, in % | 153,9 | 164,8 | 176,9 | 183,9 | 188,9 |
| Index of industry production as compared with the previous year, in %. | 110,8 | 107,1 | 107,3 | 104,0 | 102,7 |
| Industry production in comparative prices, in thou Litas | 36 916 549 | 39 536 157 | 42 436 013 | 44 121 543 | 45 327 256 |
| Industry production (in the then prices, excluding VAT and excise duties), in thou Litas | 35 467 590 | 41 814 320 | 47 410 982 | 52 131 468 | 64 049 361 |

Table 15. Physical and mechanical characteristics of the detail material

| Material | Physical characteristics | | Mechanical characteristics | | |
|----------|---|---|---------------------------------------|--|-----------------|
| | Density γ , kg/m ³ | Thermal conducting λ , W/m · C ⁰ | Strength limit δ_t , MPa | Relative elongation δ , % | Hardness, HB |
| Steel 45 | 7 900 | 60 | 545 | 35 | 171 |

Table 23. Chemical characteristics of the detail material

| Material | Composition, % | | | | |
|----------|----------------|-------------|-------------|--------------|----------|
| | Carbon, C | Silicon, Si | Mangan, Mn | Chromium, Cr | Iron, Fe |
| Steel 45 | 0,42 – 0,50 | 0,17 – 0,37 | 0,50 – 0,80 | < 0,25 | ≈ 95,5 |

EXAMPLES OF FIGURE PREPARING AND PRESENTATION

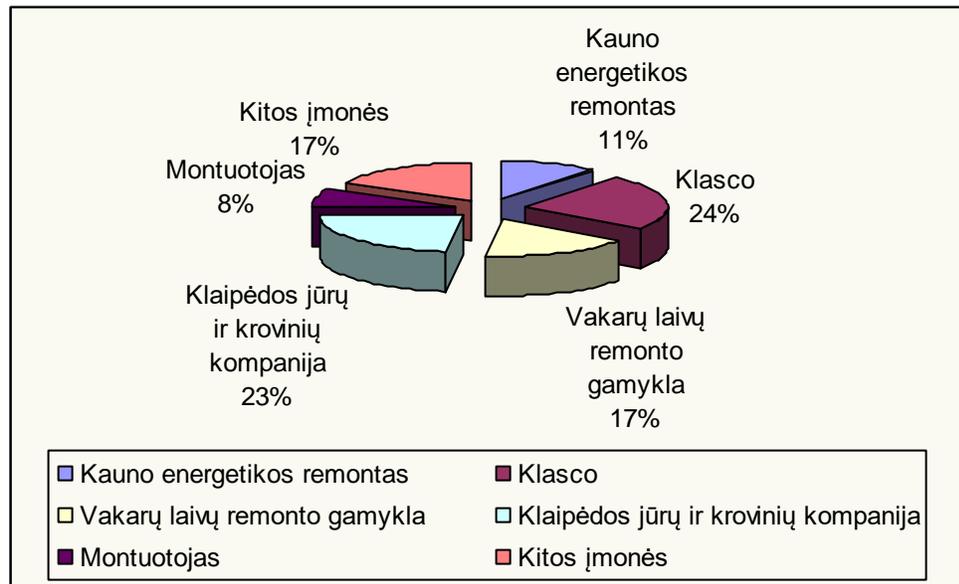


Fig. 4. Distribution of enterprise sales volume in 2009

TEXT FORMAT

