



MULTIMEDIA TECHNOLOGY STUDENTS FINAL THESIS PROJECT GUIDE

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1. Introduction

1.1. Study programme overview

The purpose of the Multimedia Technology study programme of Kaunas University of Applied Sciences is as follows: to prepare professional Bachelors in Multimedia Technology, enabled to perform engineering work in various advertising and marketing enterprises, telecommunication corporations, publishing, tourism, trade, education, electronic publishing and trade enterprises, be in charge of these companies, organise and manage the design and development of multimedia products. While working independently, a multimedia specialist shall be able to plan teamwork and manage a team; analyse and evaluate work results and set tasks accordingly. Multimedia engineer shall be able independently broaden his knowledge in the professional field and master new skills, as it is required by dynamic environment.

Aim of the study programme is as follows: to prepare specialists who are able to assess demand on the market for multimedia products and digital communication, assess business opportunities, create and implement new product concepts, design, develop and implement competitive products, product complexes, systems, and solutions that would satisfy market demand. In relation to different professional activities, this aim incorporates several integrated aims [Annex 2. Links of the study programme aims, learning outcomes and study subjects].

Learning outcomes of the programme are oriented towards the area of Technological Science, Engineering study field group, Information Technology Engineering study field (E100). Upon completion of studies, a professional Bachelor's degree in Information Technology Engineering is awarded. Correspondence of learning outcomes to the required qualification level is being demonstrated by students in subject examinations, final thesis project work and presentation, presentation and defense of various projects and practices. Study programme corresponds to the requirements of higher education in Lithuania: Law "On science and studies" of the Republic of Lithuania, the description of general requirements for the degree awarded in the first cycle and integrated study programmes, Lithuanian Qualification Framework description (LTQF, 6th qualification level) and other requirements [Annexes 2 and 5-7].

Multimedia technology studies are completed by preparation and successful defense of the final thesis project in front of the qualification committee. Final thesis project assessment is performed according to KUAS study order, applying final assessment rules of non-university learning outcomes [Annex 3]. Final thesis at KUAS constitutes 12 ECTS credits.

The objectives of the graduation projects focus on application of the knowledge and skills gained and development of products satisfying market demand (or agreements made). Graduation projects are reviewed by stakeholders, employers, and researchers. Graduation projects are evaluated by of the qualification committee approved by KUAS director's order. The committee consists of at least five members: two employer representatives, one social partner from a foreign higher education institution, the head of the department of Media Technologies and a teacher. To ensure the objectiveness of the evaluation, each member of the Board evaluates the graduation project individually. The final evaluation grade is commonly agreed among the members of the commission at their meeting. The final evaluation of the graduation project is expressed in grades based on the Qualification Board consensus.

During the graduation project period, the student is supervised by an academic supervisor, who is a member of the academic staff of KUAS.

1.2. Defense: a procedure

Defense of final thesis is chaired by the supervisor. It is held in public and is made up of the following stages:

- 1) Students in advance transfer their presentation files to a presentation computer;
- 2) The candidate is shown in, together with any members of the public; he or she is invited to make a 10 minute presentation, using slides as a visual aid, on the objectives, methodology and main points of his or her final thesis;
- 3) Members of the board ask questions and make comments to the candidate, who responds;
- 4) The candidate and members of the public leave, so that the members of the board can make their decision.

1.3. Assessment criteria

In the assessment criteria, comprehensive and critical investigation of already existent research (subject handling), consistent and accurate use of the knowledge acquisition and data-processing methods applied by the student (methods used) and the credibility and reliability of the results (potential utilisation of the thesis), in addition to consistent entries in accordance with the guidelines on references (Bachelor's thesis report), are all emphasised. [Annex 3. Paragraph 8 of the Order No.35 of the minister of science and education of the Republic of Lithuania "On approval of evaluation provisions for non-university study results", January 15, 2002].

The assessment is based not only on the written report, but also on the product or products developed, the student's seminar presentation, possible background information, the written feedback by the commissioning organisation and by the referee, and the data accrued during the project on the student's progress in the relevant sectors of the thesis.

The scale of grades used is excellent (10), very good (9), good (8), moderately (7), satisfactory (6) or weakly (5).

"Purpose of the final exam and thesis: to determine the level of student's professional competencies acquired by studying subjects intended for obtaining a professional qualification and specialisation, and by completing relevant professional practices.

2. General requirements

2.1. Copyright

Students hold copyright to their theses and dissertations regardless of whether they (a) choose to include a copyright page in the bound copies of their thesis or (b) register with the Copyright Office. Like other written works, copyright is conferred upon creation, that is when the thesis is written.

When quoting extensively from copyrighted material, you must obtain written permission from the copyright holder. There is no precise relationship between the amount of text quoted and the requirement for written permission to use the material. The law governing copyright infringement is based on the “fair use” principle. Ordinarily, if you plan to quote more than 150 words of continuous text from copyrighted material, you should ask for permission from the author. If the work you are quoting has significant commercial value (e.g., a standardized test instrument), you should obtain permission to quote any complete or nearly complete text item or section. When your quotation of copyrighted material could have a negative impact on the existing commercial value of that material, obtain the copyright holder’s permission. Figures or other graphical material, including Web pages, should not be reprinted in your thesis without the author’s consent. Permission to use copyrighted material is usually granted on condition that acknowledgment is made. You are responsible for any required payments!

2.2. Academic Integrity

Academic integrity is honest and responsible scholarship. As a university student, you are expected to submit original work and give credit to other peoples' ideas. Maintaining your academic integrity involves:

- Creating and expressing your own ideas in course work;
- Acknowledging all sources of information;
- Completing assignments independently or acknowledging collaboration;
- Accurately reporting results when conducting your own research or with respect to labs;
- Honesty during examinations.

2.3. Plagiarism

If you include copyrighted material in your thesis report, which goes beyond the limits of “fair use”, you are responsible for obtaining written permission from the copyright holder. KUAS takes no responsibility for damages that may arise from copyright violations by a degree candidate.

Plagiarism is using another person's ideas without giving credit and is considered intellectual theft. If you submit or present the oral or written work of someone else you are guilty of plagiarism. You may not even know that you're plagiarizing. Make sure you understand the difference between quoting and paraphrasing, as well as the proper way to cite material.

Tips for Avoiding Plagiarism

1. Get started early to avoid panic situations, which might tempt you to plagiarize.

2. Take careful notes on what you read and where you found the ideas. Use specialised software to keep track of your sources as you go along.
3. Acknowledge all sources from which you use ideas. This includes books, journal articles, websites, film, videos, audio recordings, etc.
4. Always cite:
 - Direct quotations taken from sources - place quotation marks "" around direct quotes as you write them down, to remember which are direct quotes and which are not
 - Paraphrased ideas and opinions taken from someone else's work.
 - Summaries of ideas taken from someone else's work
 - Factual information, including statistics or other data – with the exception of anything that is considered common knowledge (i.e. well known facts).
5. When reviewing your paper, ask yourself:
 - Is the idea or argument presented mine?
 - Are the words my own?
 - Can my work be clearly distinguished from the work of others?

Proficiency is characterised by honesty, reliability, critical ability, openness and creativity.

2.4. Timeline

Diploma project shall begin the last week of April.

A week before the final thesis defense, defense in Department of Media Technologies in a commission consisting of head of Department, supervisor and other subject teachers is organised. When such departmental defense is passed, an order of the dean of the Faculty of Technology shall be issued qualifying entitlement of the thesis to be defended in public (final defense).

5 days before the final defense date, a printed copy of complete final thesis (together with thesis in digital format written in CD-ROM) shall be submitted to a referee assigned by the head of Department. A referee shall provide a written reference of the final thesis completed in a special form. Digital copy of complete final thesis shall be submitted to the supervisor. After his review, the supervisor signs the title page of the thesis, thus giving his permission to defend it publicly.

2nd week of June (exact day shall be fixed in advance): public defense of the final thesis.

3. Preparation

During the final thesis project, student analyses topic, assignment and tasks, reviews corresponding literature and other information sources, analyses and evaluates target market, makes solution trees, provides his or her own solutions and arguments them, performs economical calculations, provides conclusions and recommendations.

It is necessary to adequately prepare for this kind of work. For those students, whose topic of the final thesis project is close enough to the final practice topic, the task is quite easier, since a big deal could be done during the practice.

First of all, student shall consult with his final thesis supervisor, review corresponding literature, search the web for useful information, and talk to his fellows and share experience. When looking for appropriate information, it is necessary to write notes (one shall write it in one notebook or, if it is possible, input directly into a computer by the help of suitable application - an outliner, such as Scrivener; MS Word isn't suitable for this). It is necessary to write details of every source material: author, title of a book, date of issue, exact page, etc. This will help you providing citations and references. At this stage, it is good to already do some small related work.

After studying related sources, thorough analysis of the final thesis assignment and tasks, it is advisable to prepare initial project plan, set terms, think about and estimate each intended work. Also, for better understanding of the extent of the work to be done, it is advisable to prepare initial table of contents.

As practice shows, those who begin their work sooner, receive better assessment grades, since it is not possible to foresee all the problems, for solving of which time might be just too short.

4. Structure of Professional Bachelor's Thesis

Bachelor's Thesis shall be written in English and should contain the following parts:

1. Cover
2. Assignment (not bound in)
3. Internship Agreement (not bound in)
4. Summary
5. Table of contents
6. List of professional competences
7. Introduction
8. Research
9. Project
10. Conclusions and recommendations
11. List of references
12. Annexes

The text should not exceed 50 pages (annexes excluded), but should count not less than 40 pages (annexes excluded), printed on one side of the DIN A4 = 210 x 297 mm format page and should be bound.

Annexes shall contain any kind of text, table of figures or graphics, which are not directly necessary to properly understand the body of the text.

Thesis shall be written avoiding conjugation in 1st person (i.e. "A research was performed" instead of "I have performed a research").

5. Layout Requirements

Paper

Standard 80 g weight (100 g is also acceptable), 100 percent rag or cotton content, non-acidic, 210 x 297 mm, white paper must be used.

Font and Quality

Only one font may normally be used throughout the thesis. All text, page numbers, table numbers, figure numbers, captions, references, and footnotes as a rule must be in the same font. For general text, type size should neither be less than 12 points (12 characters per inch) nor more than 12 points (10 characters per inch). Font and font size may be varied for symbols or emphasis when appropriate (e.g., for scientific or mathematic terms).

Well-crafted text usually does not require font variations for emphasis. Avoid underlining, bolding, or italicizing text purely for emphasis only. Avoid the use of unusual fonts (e.g., Comic Sans or script). If you must use them, do so sparingly and consistently. However, use of these variations for special symbols or words with special meaning is acceptable.

Spacing

Vertical spacing of all text, including bibliographic references, should be 1.5.

Long quotations, headings, and captions may be single-spaced (six lines per inch). Multilined and subdivision headings, figure and table captions, footnotes, and endnotes are normally single-spaced.

Page Margins

Left: 30 mm
Right: 20 mm
Top: 20 mm
Bottom: 20 mm

Avoid ending pages with one-line paragraphs or with only the first line of text from a paragraph continuing on the following page (these are commonly called “orphans”). Paragraphs ending pages of text must contain at least two lines of text or be moved to the top of the following page. This rule also applies to “hanging” subdivision headings.

New pages of text must not begin with the last line of paragraphs carried over from previous pages (these are commonly called “widows”). Instead, extend the bottom margin slightly on the previous page to accommodate the remainder of the paragraph, footnote, or figure caption.

All tables and figures, including their captions, must conform to margin requirements.

After each paragraph page breaks shall be inserted, but not after sub-paragraphs.

Pagination

All pages of report shall be numbered beginning with Introduction, although shall be counted from the page following the title page. Arabic numerals shall be used.

Pagination should be placed in the footer, centered.

Chapter numbering

Only Research and Project chapters are numbered (i.e. 1. RESEARCH and 2. PROJECT). They shall be subdivided in the sub-chapters the following way: 1.1. and 1.1.1., etc. Chapter titles shall be centered, provided in bold and uppercase. Sub-chapter titles shall be provided in bold, title case. Second order chapter subdivision (sub-sub-chapters) titles shall be provided in bold italic, title case and aligned at the left side.

Tables and figures shall be numbered and contain title (i.e. short description, what is shown there). As tables shall be numbered separately, so figures shall be. Table title shall be provided above the table, aligned to the right margin. Titles of figures shall be provided below the figures, centered (Don't forget: if tables or figures are taken from other sources, source shall be provided).

Table of contents

Do not list any sections that precede the Table of Contents (e.g., Summary). Do not list the Table of Contents itself. List chapter titles and at least the first or second order subdivisions, trying to avoid spreading of the table of contents into second page (table of content shall fit in one page). Make sure that chapter and section titles are worded exactly as they appear in the body of the thesis. Separate titles from page numbers with right-justified tabs and dot leaders. Do not use periods to separate titles and page numbers.

Cover (title page) template is provided in Annex 1 at the end of the document.

Thesis Binding

Thesis must be bound white three-hole screw-post binders with backing strips.

Binding services are available at KUAS Printing Services for a reasonable cost.

Bound thesis together with leading CD-ROM and other additional materials shall be put into a cardboard box with a label containing title of thesis and name of author affixed.

6. Content of respective parts

6.1. Summary

Write a summary of your whole thesis work here. The text should be able to stand on its own, and should therefore be logical and well structured without being dependent on the main text. Regardless of the reader's expertise, the text should provide a clear and factual account of what was provided and what was done and how: the subject area, the topic (theme), assignment, tasks, research questions, limitations, methods used, main theories and references, results and conclusions. Do not include in the summary any information that is not found in the main text. Exclude any unnecessary explanation or padding. The text comprises 200-300 words, often written as one paragraph. It shall be written in the past tense.

6.2. Foreword

Your topic (theme) shall be presented, the research problem, and the method you have chosen to investigate the problem. Here, the purpose is to establish the basis on which the entire thesis work rests: the aim, the material and the method.

6.3. List of professional competences

List of required professional competences, necessary to complete your final thesis. In any case, required competences shall be related with the study programme, i.e. area of Technological Science, engineering study field group, and Information Technology Engineering study field.

6.4. Analysis

Here your theoretical knowledge is necessary to demonstrate when choosing appropriate sources and working on adequate solutions, as well as communication skills in dealings with employer, prospective customers and end users.

First of all, the employer shall be described: his activities, problems and tasks, demands and wishes related to the final thesis assignment. Then Assignment and tasks following out of it (as provided in the Assignment for the final thesis) shall be analysed. Then target market group (customers, end users or partners) shall be analysed, user preferences, demographic and psychographic characteristics may be provided. It is recommended that SWOT analysis or end user survey shall be performed.

Information sources (standards and recommendations, analytical and research publications, etc.) related to the topic shall be overviewed, analysis of the topic and related problems, possible solutions, technologies, methods, tendencies, best practice scenarios, and applicable tools shall be analysed and systematised, positive and negative aspects provided. Out of it, applicable optimal solutions shall be provided and argued.

Design options based on usability and accessibility shall be provided.

Project system optimally suited for your tasks, as well as target formats and other features shall be defined. Methods, techniques and criteria for final product integration, testing and optimisation shall also be defined.

In any case, research shall be closely related to applicable solutions, provide basis and reasons for the solutions you make.

Do not forget information fair use rules providing citation or basing your decisions. References shall be provided, as well as included in the Reference list.

6.5. Project

Here student shall demonstrate his competence in concept development, project planning, product or system design and development, interface design, etc.

Any products or solutions developed finally shall be used by target group users, so they shall always be taken into account since the very beginning. It is necessary to follow design rules and recommendations, comply with the applicable standards, use best but optimal tools, techniques and methods, and follow usability and accessibility requirements and recommendations. Testing and optimisation shall not be forgotten.

The following should be provided and described in the project part:

- Concept development;
- Product specification;
- Project plan (Gantt chart);
- Sketches, structural and / or functional scheme;
- Product functioning algorithm;
- Development of a model, prototype or template;
- Programming, scripting or markup performed;
- Product design;
- Content preparation and integration;
- User interface and interactivity integration;
- Testing;
- Optimisation and product improvement;
- Publishing, production or manufacturing;
- System (hardware and software) used in development;
- If necessary, user guide or help.

It is necessary to comply with account copyright requirements, avoid conscious or unconscious plagiarism.

At the end of the Project chapter, calculation of product or system design and development costs must be provided in a sub-chapter named "Costs calculation".

6.6. Conclusions and recommendations

The conclusions briefly summarises the results of the research and product or system design and development. It follows on logically from the contents of the main body and shall indicate, whether assignment and all the stated tasks have been met and how it has been done, as well as what results have been obtained, what is usability of them, and how they have been evaluated by the employer and end users.

Recommendations shall show direction, in which the provided solutions might be improved.

6.7. Reference list

List of references, provided in the thesis report, shall be provided here and comply with APA style or Harvard referencing system. You shall consult with your supervisor regarding the specific requirements.

6.8. Annexes

Additional illustrative material may be provided there, such as related important source documents, sketches, illustrations, print screens, alternative designs or other products created (such as printed business cards, booklets, advertisement materials), questionnaires or survey materials, etc.

CD-ROM with thesis report in a digital form and developed product shall be written in it.

If it is not possible to provide useful version of product developed (as in a case of a website developed on the basis of a content management system or other product, where additional system tools such as database management system is required), print screens of all web pages shall be provided.

7. Slides, Oral Presentation And Defense

Before the final thesis presentation, students copy their files to a computer dedicated for presentations.

Any students, entitled to defend their thesis, as well as any leading persons may participate in defense, since it is a public event. Anybody may leave or enter the room only during short breaks during defenses.

10 minutes are allotted for an oral presentation. So, better do some rehearsal in advance, for you at least will know, how long your presentation lasts. It is better, when your presentation is shorter than too long. Afterwards, members of the qualifying commission will ask questions related with respective final thesis, thesis report or oral presentation, as well as provide their remarks, whereas the defendant shall provide argued answers. "Why did you include this?" and "Have you considered that?" are typical questions that you can expect. This takes also about 10 minutes.

It is necessary to assure, that your presentation is well thought. Its structure shall be well organised, slides (from 8 to 12) shall be nicely formatted and be illustrative, but not overcrowded. Make sure that they are clear and readable with only a few lines per slides (as according to 7x7 rule: not more than 7 sentences per slide, consisting of not more than 7 words each) and do not use too many 'funny' special effects. It is recommended that if you want to make sure that the audience is able to fully grasp what you have been working on, it is advisable to keep your presentation simple and to the point. Do not read aloud what is written on your slides, better have prepared presenter's notes or handouts with another comments instead. It is advisable that you look for original slide template, instead of using boring MS Power Point templates. Just keep their outlook consistent (fonts, colours, title and body text position, etc.). Your personal outlook, posture, voice, pace of speech and intonation are as well important.

After all the presentations appointed for that day are completed, the qualifying commission leaves for evaluation. Normally, it takes about an hour. Then it returns and announces results.

Diplomas are awarded by the dean of the faculty at a special faculty occasion afterwards.

8. Annexes

1. Annex 1: Final thesis report cover (title page) template.
2. Annex 2. Links of the study programme aims, learning outcomes and study subjects.
3. Annex 3: Order No.35 of the minister of science and education of the Republic of Lithuania "On approval of evaluation provisions for non-university study results", January 15, 2002.
4. Annex 4: Law on higher education and research the Republic of Lithuania, 30 April 2009 No XI-242.
5. Annex 5: Referencing the Lithuanian Qualifications Framework (LTQF) to the European Qualifications Framework (EQF) for Lifelong Learning and the Qualifications Framework for the European Higher Education Area, NATIONAL REPORT, 2012.
6. Annex 6: LTQF level 6 referencing to EQF level 6.

KAUNAS COLLEGE
FACULTY OF TECHNOLOGY
DEPARTMENT OF MEDIA TECHNOLOGIES

Name, Surname

Title

Final Thesis

Supervisor	lect. Name, Surname
Head of Department	lect. Name, Surname
Economical Part Consultant	lect. Name, Surname
Human Safety Consultant	lect. Name, Surname
Referee	title, Name, Surname

KAUNAS
2013

Annex 2

Links of the study programme aims, learning outcomes and study subjects.

Aims of the study programme (functions of professional activity)	Learning outcomes of the study programme	Study subjects
1. To provide knowledge and develop skills in market analysis; select, master and apply technologies required for multimedia product development.	1. To survey and analyse IT, multimedia and digital communication market.	Philosophy; Contemporary Lithuanian and Document Management; English Language; Mathematics; Information Technologies in Publishing; Marketing Planning and Management; Media Communication; Basics of Law; Business Economics; Business Management; Information Communication Technologies (practice) Multimedia Product Design 1 (practice); Graduation project; Foreign Language (English); Introduction to Journalism; Basics of Psychology.
	2. To analyse, master and apply Multimedia product design technologies.	Physics; Information Technologies in Publishing; Database Management Systems; Computer Graphics; Programming; Media Communication; Electronic Publishing; Graphic Design; Visualisation and Modeling; Information Communication Technologies (practice); Multimedia Product Design 1 (practice); Multimedia Product Design 2 (practice); Final Practice; Graduation project; 2D Animation; Digital Printing Technology; Video and Audio Technology; 3D Animation; Digital Photography; Human Safety.
	3. To generate and implement creative solution ideas.	Graphic Design; Computer Graphics; Media Communication; Electronic Publishing; Visualisation and Modeling Multimedia Product Design 1 (practice); Electronic Publishing; Final Practice; Graduation project; 2D Animation; Video and Audio Technology; 3D Animation; Book Design.

Annex 2

<p>2.To develop skills necessary for design, development and management of high-quality multimedia products / systems.</p>	<p>4. To prepare a technical task for multimedia product/system.</p>	<p>Database Management Systems; Programming; Electronic Publishing; Visualisation and Modeling; Information Communication Technologies (practice); Multimedia Product Design 1 (practice); Multimedia Product Design 2 (practice) Final Practice; Graduation project 2D Animation; Video and Audio Technology 3D Animation; Digital Photography</p>
	<p>5. To prepare and process textual, graphical, video and audio information required for multimedia product development.</p>	<p>Graphic Design; Computer Graphics; Information Technologies in Publishing; Information Communication Technologies (practice); Electronic Publishing; Visualisation and Modeling Multimedia Product Design 1 (practice); Multimedia Product Design 2 (practice) 2D Animation; Video and Audio Technology; 3D Animation; Introduction to Journalism; Digital Photography; Contemporary Lithuanian and Document Management; English Language; Book Design Document Security Technologies; Human Safety</p>
	<p>6. To design and create multimedia products, install product design system.</p>	<p>English Language; Mathematics; Information Technologies on Publishing; Database Management Systems; Computer Graphics; Programming; Marketing Planning and Management; Media Communication; Electronic Publishing; Graphic Design; Visualisation and Modeling; Information Communication Technologies (practice); Multimedia Product Design 1 (practice); Multimedia Product Design 2 (practice) Final Practice; Graduation project; 2D Animation; Digital printing technology; Video and Audio Technology; 3D Animation; Digital Photography; Book Design Document Security Technologies;</p>
	<p>7. To test out products, analyse their adherence to standards, compatibility and relevance and optimize them.</p>	<p>Database Management Systems; Computer Graphics; Programming; Marketing Planning and Management; Media Communication; Electronic Publishing; Graphic Design; Video and Audio Technology; Basics of Psychology; Basics of Law;</p>

Annex 2

<p>3. To provide knowledge and develop skills in multimedia product presentation; introduce new products and assess their demand in the market.</p>	<p>8. To introduce and deliver products to customer in various media.</p>	<p>Database Management Systems Programming; Marketing Planning and Management; Media Communication; Business Economics; Electronic Publishing; Visualisation and Modeling; Multimedia Product Design 1 (practice); Multimedia Product Design 2 (practice); Final Practice; Graduation project; 2 D Animation; Digital Printing technology Video and Audio Technology; 3 D Animation; Digital Photography</p>
	<p>9. To plan, organise and manage multimedia product development processes.</p>	<p>English Language; Mathematics; Information Technologies in Publishing Human Safety; Marketing Planning and Management; Media Communication; Basics of Law; Business Economics; Business Management; Graduation project; Foreign Language (English) Basics of Psychology</p>
	<p>10. To communicate with market participants and work in team.</p>	<p>Philosophy; Contemporary Lithuanian and Document Management; English Language; Information Technologies in Publishing Marketing Planning and Management; Media communication; Basics of Law Business Economics; Business Management; Information Communication Technologies (practice); Multimedia Product Design 1 (practice); Foreign Language (English); Introduction to Journalism; Basics of Psychology.</p>

Annex 3

Order No.35 of the minister of science and education of the Republic of Lithuania "On approval of evaluation provisions for non-university study results"

January 15, 2002

VIII. FINAL THESIS ASSESSMENT

48. The final thesis shall be assessed by a qualification commission and reviewers appointed by the head of department (faculty).

49. Final thesis is scored according to the ten-point scale based on the professional competency levels determined as follows:

50.1. The highest level of professional competence (9-10 points):

- objectives are acceptable and clearly formulated; professional competence has been demonstrated in all fields of professional activities provided in the study program*;
- original or several acceptable solutions of the problems have been set and optimal reasoned choices have been provided;
- various adequate theoretical models and analytical methods have been applied;
- the results have been compared with each other,
- a comprehensive theoretical knowledge has been demonstrated based on the professional competencies demonstrated in the thesis;
- work outcomes may have practical significance and their application give benefits;
- conclusions are reasoned, specific, include all goals of the thesis and comply with them;
- thesis report is written without language errors and formatted according to the provided requirements.

50.2. Average level of professional competence (7-8 points):

- objectives of thesis are acceptable;
- professional competence out of more than two-thirds of professional activities fields* provided in the study programme has been demonstrated;
- problem solutions are acceptable and argumented;
- adequate theoretical models and analysis methods have been applied, good theoretical knowledge has been demonstrated in accordance to the professional competence demonstrated in the thesis;
- thesis results and conclusions are acceptable, include all the thesis objectives and are consistent with them, report is formatted according to requirements.

50.3. Minimum required level of professional competence (5-6):

- objectives are acceptable in principle,
- professional competence out of more than half of professional activities areas* provided in the study programme has been demonstrated;
- problems have been solved in essence;
- acceptable theoretical models and analysis methods have been applied;
- the required minimum of theoretical knowledge has been demonstrated based on the professional competencies demonstrated in the thesis;
- thesis results and conclusions are acceptable in essence and meet its objectives.

* Note. If the student has passed the qualifying examination, thesis should demonstrate professional competence of the chosen field of specialization.

51. Thesis shall be defended in a qualification committee meeting.

52. Permission to defend the thesis shall be legitimized by order of the head of department (faculty) at least 5 workdays prior to the Commission meeting date.

53. Meetings of the Commission shall be documented.

54. The following documents shall be submitted for the Commission meeting:

54.1. Order of the head of department (faculty), legitimizing permission to defend the thesis;

54.2. study programme;

54.3. thesis;

54.4. reviewers' conclusions;

54.5. this Provision.

55. Each member of the Commission shall assess the thesis defense separately.

56. Final score is determined in the Commission meeting by consensus or by voting of its members.

57. Final thesis is considered to be defended, if at least a required minimal level of professional competence has been demonstrated in the thesis and during defense of it.

58. Final score in points and title of professional qualification shall be written in the Commission meeting protocol.

59. Commission meeting protocol shall be signed by all its members.

60. Final thesis assessment results after the end of the qualification commission meeting shall be publicly available in writing.

Annex 4

LAW ON HIGHER EDUCATION AND RESEARCH
REPUBLIC OF LITHUANIA
30 April 2009 No XI-242, Vilnius
(As last amended on 24 April 2012 – No XI-1987)

Article 51. Higher education qualifications, diplomas, diploma supplements (addenda), certificates

1. Upon completion of study programmes of the first and the second cycles as well as of integrated studies, a diploma attesting the awarded qualification degree shall be issued together with a diploma supplement (addendum); upon completion of doctoral studies and defense of a dissertation, a diploma attesting a scientific (art) degree shall be issued. A supplement (addendum) of a diploma shall be a constituent part of the diploma, a document that provides information on the content of the acquired higher education.
2. On completion of study programmes, which do not award a degree, a certificate attesting the completed studies shall be issued.
3. A higher education institution may award a qualification, provided that it has been authorised to do so by legal acts.
4. The procedure of preparation, production, record-keeping, registration and issuance of a mandatory form of diplomas, diploma supplements (addenda) and certificates shall be laid down by the Government.
5. The list of qualification degrees and the list of study areas and study fields pursuant to which studies are carried out in higher education institutions shall be approved by the Government. When a Lithuanian higher education institution together with a foreign higher education institution carry out a joint study programme, a qualification degree other than those included in the list may be awarded. The right to award such a qualification degree shall be granted to a higher education institution by the Government upon the recommendation of the Ministry of Education and Science.
6. The academic recognition of education and qualifications related to higher education and acquired pursuant to education programmes of foreign and international organisations shall, in accordance with the procedure laid down by the Government, be carried out by the Centre for Quality Assessment in Higher Education, the Research Council of Lithuania and higher education institutions authorised by the Ministry of Education and Science.

The aims of the thesis are related to the subject-specific competences defined in the curriculum and generic competences. During the thesis process, the students combine the knowledge and skills acquired from the various topic areas, and apply appropriate research, development and data collection methods. The aim of the process is for the students to work coherently and systematically, to independently solve problems, and to practice expressing themselves through written format, graphical representations and also verbally. Students also learn to use programme-specific professional know-how acquired during studies in practical expert-level tasks. During the various stages of the process, the students develop and demonstrate their professional communication skills.

A project work and thesis is produced to serve the needs of the labour market. Moreover, the thesis is designed to act as a bridge between studies and the industry, to facilitate the transition to the workplace, and to help students establish contacts within the operational environment and culture of their relevant field. Consequently, the thesis is also useful for the labour market and regional development. The thesis can also be a part of KUAS development work.

Annex 6

Referencing the Lithuanian Qualifications Framework (LTQF) to the European Qualifications Framework (EQF) for Lifelong Learning and the Qualifications Framework for the European Higher Education Area

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LTQF level 6

Criteria of activities	Cognitive competences	Functional competences	General competences
<p>The complexity of activities</p> <ul style="list-style-type: none"> • Activities are complicated, characterised by the variety of tasks and their contents. • Performance of activities involves the use of various means and methods. • Activity tasks may comprise various fields of professional activity. 	<p>Integration of extensive theoretical knowledge based on fundamental and applied research findings or required for the introduction of innovation along with practical knowledge, by solving tasks in various fields of activities.</p>	<p>systematic application and management of complex methods, means, and information, required for the performance of activities.</p>	<p>maintaining communication with specialists in the respective professional field, critical valuation of activities performed and their outcomes presented.</p>
<p>Autonomy of activities</p> <ul style="list-style-type: none"> • Activities are performed autonomously by choosing task performance methods. • Activities require the ability to organise the work of respective people for the performance of the tasks set. 	<p>Autonomous analysis, comparison, and accumulation of fundamental and applied research findings essential for the chosen field of professional activity as well as the data on innovations that emerge in the field of activities.</p>	<p>Planning complex activities with regard to goals set.</p> <p>Analysis of activity outcomes, referring to them when adjusting activities and taking responsibility for the quality of activity outcomes.</p> <p>Implementing various project activities.</p>	<p>Passing on information, ideas, and solutions to specialists and non-specialists.</p>
<p>Variability of activities</p> <ul style="list-style-type: none"> • Activities are constantly changing due to the advance of knowledge and technology in the specific professional field. • major part of activity changes is unforeseeable. 	<p>systematic enhancement and extension of the professional field knowledge.</p>	<p>Application of new instruments and means in the performance, management and adjustment of activities, taking into account changes taking place in respective activities.</p>	<p>Consistent and systematic learning with regard to activity outcomes and evaluation of the requirements raised by continuous activity changes.</p>

Annex 7

LTQF level 6 referencing to EQF level 6

LTQF level 6 descriptor		EQF level 6 descriptor
Original	Divided into knowledge, skills and competence	
<p>The qualification is intended for complex activities distinguished by a variety of tasks and their content. different means and methods are employed when dealing with problems in various areas of professional activities. Therefore, the performance of activities requires the application of broad theoretical knowledge based on the results of new fundamental and applied research or necessary for the introduction of various innovations.</p> <p>Activities are performed independently, selecting the methods for task completion and organising the work of the respective staff for the completion of the set tasks. Thus, the qualifications in this level include the ability to plan activities with respect to the set tasks, to analyse and record the activity results and to submit reports to activity coordinators, to modify activities based on the activity result analysis and specialist recommendations, and to carry out different project activities.</p> <p>The activity environment requires the ability to adapt to constant and normally unpredictable changes predetermined by the progress of knowledge and technologies in a specific professional sphere. The qualification allows the enhancement and extension of professional knowledge and, following the self-assessment of the activities, enables independent learning (development of cognitive competences) as required by the changing professional activities.</p>	Knowledge	Knowledge
	Broad theoretical knowledge based on the results of new fundamental and applied research necessary for the introduction of various innovations. knowledge required for complex activities distinguished by a variety of tasks and content.	Advanced knowledge of a field of work or study, involving a critical understanding of theories and principles.
	Skills	Skills
	skills acquired in this level include the ability to plan own activity and that of subordinates with consideration of the set tasks, to modify one's activities based on the activity result analysis, and to carry out different project activities. This is performed with the ability to adapt to constant and normally unpredictable changes predetermined by the progress of knowledge and technologies in a specific professional sphere.	Advanced skills, demonstrating mastery and innovation, required to solve complex and unpredictable problems in a specialised field of work or study.
	Competence	Competence
	Implement complex activities which are characterised by a variety of tasks and contents. Activities are performed independently, selecting the methods for task completion and organising the work of the respective staff for the completion of the set tasks.	manage complex technical or professional activities or projects, taking responsibility for decision-making in unpredictable work or study contexts;
Ability to adapt to constant and normally unpredictable changes; development of cognitive competences.	Take responsibility for managing professional development of individuals and groups.	