

APPROVED BY
the Resolution of the Senate of the
Lithuanian Academy of Music and Theatre
of 18 February 2015
(Minutes No SE-1)

REVISED BY
the Resolution No 29-SN of the Senate of
the Lithuanian Academy of Music and Theatre of
29 November 2017)

PROCEDURE FOR THE ASSESSMENT OF FINAL THESES

I. GENERAL PROVISIONS

1. The Procedure for the Assessment of Final Theses (hereinafter referred to as the Procedure) defines the procedure and principles for the assessment of final theses of the first and second cycles, professional and minor studies of the Lithuanian Academy of Music and Theatre (hereinafter referred to as the Academy).
2. The Procedure has been drawn up in accordance with the documents regulating the system of higher education of the Republic of Lithuania, the Statute of the Academy and the Regulation of Studies of the Academy.
3. The preparation for the assessment of the final thesis and the defence and assessment of the final thesis is organised by the head of the department supervising the study program/specialisation (hereinafter referred to as the Department).
4. The academic schedule of studies, approved annually by the Senate, provides for periods of interim assessments (defence) and the final (graduation) sessions in the autumn and spring semesters.

II. PREPARATION FOR THE ASSESSMENT OF THE FINAL THESIS

5. Depending on the nature of the study program and of the higher education degree to be awarded, the final thesis may be prepared and delivered in the following forms:
 - 5.1. Creative project - original work/works of art, event/events or the performance of works/works of art (concert, recitals, performance, film review, audio or video review/audition, etc.);
 - 5.2. Research paper;
 - 5.3. Final thesis of the pedagogical (professional and minor) studies shall - a theoretical final thesis or the thesis integrating theory and practice;
 - 5.4. Creative project and a research paper related to this project;
 - 5.5. Description of the creative project.
6. The requirements for final thesis, its form/forms, assessment criteria and the final assessment structure shall be indicated in the description of the final work of a relevant study programme/specialisation and/or the guidance on drafting the final thesis.
7. The preparation of the final thesis is supervised by the supervisor(s) appointed by the head of the department. A student's preference may be taken into account when appointing the supervisor(s).
8. Creative projects programmes and/or research paper topics (Lithuanian and English) shall be submitted by the head of the department to the dean of the faculty not later than within 6 (six) weeks after the beginning of the last semester. The submitted document shall be signed by the head of the

department. The submitted document (a recommended form of submission is provided in Annex 10 to the Procedure) shall include the following:

- 8.1. Study programme/specialisation,
- 8.2. Study cycle,
- 8.3. Student's full name,
- 8.4. Title of the final thesis (according to the study plan),
- 8.5. Full name of the research supervisor,
- 8.6. Topic of the research and/or information on the creative project (author(s), title(s) of the work(s), roles, other relevant information).

9. The dean of the faculty shall forward a copy of the submitted document referred to in Paragraph 8 of the Procedure to the responsible employee of the Lithuanian Academic Electronic Library Information System (hereinafter referred to as the eLABa) appointed by the Rector's order.

10. The decision of the department on a proper preparation of a student's final thesis shall be taken after the evaluation of the results of the interim defence (the general rehearsal, audition, review of a creative project and/or the interim assessment of a research paper). The decision of the department shall be documented by the recommendation (official letter) of the head of the department within 3 (three) working days after the end of the period of interim assessments (defence) of the final theses indicated in the academic schedule of studies and submitted to the dean of the faculty.

11. The final theses can be defended only by students without academic debts who have fulfilled all the requirements of the study programme and have obtained a positive interim assessment of the final thesis.

12. The recommendation on the granting of a permit for students to defend their final thesis (a creative project, a research paper, a final thesis of the pedagogical studies. shall be submitted by the Rector not later than 1 (one) week before the beginning of the graduation session of the academic year.

13. The permission to defend the final thesis shall be approved by the Rector's order not later than 1 (one) working day before the beginning of the graduation session of the academic year indicated in the academic schedule of studies.

14. Not later than 10 (ten) working days before the deadline for defence of the final theses specified in the academic schedule of studies (see Paragraphs 16 and 17 of the Procedure), a student shall:

- 14.1. submit to the department a printed and bound research paper and its electronic version as a .pdf file);
- 14.2. submit a declaration of integrity along with the research paper (the form of the declaration is provided in Annex 2 to this Procedure). The completed and signed declaration of integrity shall be bound after the cover page of the research paper;
- 14.3. upload the research paper version (in a .pdf format) submitted to the department to the eLABa. Consultation on uploading a research paper to the eLABa is provided by the responsible employee of the eLABa appointed by the Rector's order.

15. The supervisor of the research paper shall, as a registered user of the eLABa system, log in to the system and verify the submitted research paper and the anti-plagiarism verification results of the submitted research paper using the document overlap subsystem (hereinafter referred to as the EPAS subsystem). The research supervisor, convinced that the research work is not plagiarism, shall confirm the submitted work for defence and write the research supervisor's feedback in accordance with the recommended form provided in Annex 1 of this Procedure no later than 5 (five) working days before the defence date specified in the thesis defence schedule. The supervisor of the research paper shall provide its feedback to the department under the procedure specified by the department.

III. ASSESSMENT PRINCIPLES AND EVALUATION OF FINAL THESES

16. The deans of the faculties shall be responsible for preparing the defence schedule of final theses. The defence schedule of final theses shall be approved by the Vice-Rector for Studies.
17. The defence schedule of final theses shall be published on the website of the Academy no later than 4 (four) weeks before the beginning of the graduation session of the academic year indicated in the academic schedule of studies.
18. The evaluation committee of the final theses (hereinafter referred to as the evaluation committee) is composed of 5 or 7 competent specialists of the respective study field: artists, scientists, training practitioners, representatives of social partners. It is recommended that at least one member (preferably the chairman) of the evaluation committee is a guest assessor from another arts/science and higher education institution.
19. The head of the department may not be the chairman of the evaluation committee.
20. The evaluation committee for each study programme/specialisation is approved by the Rector's order. The composition of the evaluation committee shall be submitted by the deans of the faculties for approval not later than 1 (one) working day before the beginning of the graduation session of the academic year indicated in the academic schedule of studies. Changes in the composition of the approved evaluation committee, if necessary, shall be approved by the Rector's order until the defence date of the final thesis.
21. Draft decisions of the evaluation committee on the final thesis shall be prepared by a staff member appointed by the dean of the faculty in accordance with the forms provided in Annexes 4, 5, 6, 7, 8 or 9 to this Procedure.
22. Research papers are reviewed. It is recommended that reviewers be employees of other departments or institutions, social partners.
23. Reviewers of research papers shall be approved by the dean's decree no later than 10 (ten) working days before the date of defence of the research paper.
24. The research papers (.pdf versions) shall be sent to the reviewers by e-mail not later than 9 (nine) working days before the date of defence of the research paper.
25. The reviewers shall submit the review of a research paper, completed in accordance with the form provided in Annex 3 to this Procedure (submit a hard copy or send a scanned copy by e-mail) no later than 2 (two) working days before the defence date of the research paper.
26. The review and the research paper supervisor's feedback shall be sent to the student by e-mail provided by the Academy not later than 1 (one) working day before the date of defence of the research paper.
27. The final thesis is defended at the meeting of the evaluation committee. The meeting of the evaluation committee shall be considered lawful if it is attended by at least two thirds of the committee members, including the chairman.
28. The following documents shall be submitted to the meeting:
 - 28.1. A draft decision of the evaluation committee on the final thesis, prepared in an appropriate form (the forms of the decisions are provided in Annexes 4, 5, 6, 7, 8 or 9 of this Procedure);
 - 28.2. A research paper and its review, when the study programme/specialisation includes a research paper;
 - 28.3. The research supervisor's feedback;

- 28.4. The description of a creative project, when it is included in the study programme/specialisation as an element of the final thesis;
- 28.5. The description of the study program profile.
29. The department shall determine and publicly announce the defence sequence of students' final theses, by preferably specifying: the date and place of the defence, the composition of the evaluation committee, the order of precedence of the defence, including students' names and surnames.
30. Final theses are evaluated according to the evaluation criteria set in the thesis description.
31. The principles of final thesis evaluation are as follows:
- 31.1. reasonableness - the assessment is related to the aims of the study programme (study subject) and must measure the learning outcomes intended for their implementation;
- 31.2. reliability - the evaluation information and evaluation results obtained must be objective and independent of the assessor;
- 31.3. clarity - the rating system must be informative, understandable to assessors and students;
- 31.4. usefulness - the evaluation performed must be positively evaluated by students themselves and contribute to the achievement of the study programme goals;
- 31.5. impartiality - the evaluation methods used in the evaluation must be equally suitable for all students.
32. The defence of research papers are public. Final creative projects are featured in concert/theatrical scenes, cinemas and other spaces at the Academy or in external arts institutions.
33. The final decision on the evaluation of the final thesis shall be adopted at the meeting of the evaluation committee (see Paragraph 27 of this Procedure), after the defence of the final thesis. Only members of the evaluation committee are present at the time of the final decision. The final assessment of the research paper will take into account the assessments proposed by the supervisor and the reviewer of the research paper. The final evaluation of the thesis shall be determined by common agreement or by voting of the members of the evaluation committee. In the event of a tie vote, the vote of the chairman of the evaluation committee shall be decisive. The resolution (see Annexes 4, 5, 6, 7, 8 or 9 of this Procedure) concerning the final evaluation of the thesis shall be signed by the members of the evaluation committee who participated in the meeting.
34. A student is presented with the evaluation of the final thesis individually. Upon the consent of students, the final theses assessments may be public.
35. A student shall have the right to appeal for infringement of the evaluation procedure of the final thesis. The appeal shall be filed in writing to the Rector not later than within 3 (three) days of the publication of the final evaluation results.
36. The filled in and signed resolutions of the evaluation committee shall be presented to the dean of the faculty by the chairman of the evaluation committee or the employee appointed by the dean within 1 (one) working day after the defence date of the final thesis.
37. The dean of the faculty shall submit the decisions of the evaluation committee regarding the evaluation of the final theses of the students to the Study Information and Data Office not later than within 3 (three) working days after the end of the graduation session.
38. Students who have not defended their theses or have failed to defend them shall have the right to rewrite and defend their final theses within 3 (three) years after removal from the list of students, but not earlier than after 1 (one) year.

39. If plagiarism or data tampering is identified at any stage of the preparation, the defence of the research paper shall not be permitted. In such cases, a student is expelled from the Academy for violations of the Code of Academic Ethics without the right to defend the same thesis repeatedly.

V. STORING OF FINAL THESES

40. Final creative projects are recorded on video and/or audio recordings.

41. Audio and/or video recordings of creative projects are stored in the audio and/or video repository of the library of the Academy.

42. After the defence, printed research papers, pedagogical thesis papers, creative project descriptions are transferred to the department.

43. Printed research papers are stored in the department for at least 12 (twelve) months, while defended research papers that are uploaded in the eLABa are stored in accordance with the procedure and terms established in the regulations of the eLABa.

FINAL PROVISIONS

44. This Procedure and its amendments shall be approved by the resolution of the Senate of the Academy.

45. This Procedure shall enter into force on the date of its approval by the Senate of the Academy.
