

DESCRIPTION OF THE PROCEDURE FOR THE ASSESSMENT OF LEARNING OUTCOMES

I. GENERAL PROVISIONS

1. The Description of the Procedure for the Assessment of Learning Outcomes (hereinafter referred to as the Description) of Mykolas Romeris University (hereinafter referred to as the University) establishes the principles and criteria for the evaluation of the learning outcomes of students and listeners (hereinafter referred to as the Students), the requirements for the organisation and implementation of the midterm assessment, the final assessment, the organisation and implementation of the graduation examination, the requirements and procedure for the preparation, defence and evaluation of course papers and final theses, the rules for the organisation of remote assessment, the recording of assessment and the storage of records, the requirements for ensuring academic ethics during the assessment of learning outcomes, the procedure for publishing the results of the assessment, and the verification of the assessment of the learning outcomes.

2. For the purposes of this Description, the following definitions shall apply:

2.1. **An academic integrity declaration** – a declaration in which the student confirms that the coursework or final thesis submitted for assessment has been completed independently, in accordance with the requirements of academic ethics.

2.2. **An academic integrity pledge** – A pledge electronically validated by a student, in which the student pledges to adhere to the principles of academic integrity in all accounting.

2.3. **An examiner** – a lecturer who organizes, carries out the final assessment and submits an evaluation. The examiner is a lecturer of the University, to whom the final assessment is assigned according to the workload.

2.4. **An exam observer** is a person who monitors the progress of the final assessment or final exam. The examiner is usually a lecturer. Another lecturer, doctoral student or an administrative employee can be an observer. The observer of the final assessment may be a student appointed by the Students' Union.

2.5. **An examination space** – a room, a virtual space where the student and the examiner are located.

2.6. **An electronic sheet** (hereinafter referred to as the "sheet") is a digital document in which the assessment of the results of the studies of the University students is recorded, and which is signed and confirmed by unqualified electronic signatures by logging in to the information system "Studies" (hereinafter referred to as the IS "Studies").

2.7. **The final assessment** of the student's achievements is carried out in the form of an examination or credit.

2.8. **The final grade** is the sum of the cumulative grade and the percentage of the final assessment, expressed as a grade.

2.9. **Cumulative assessment** is a method of assessing students' achievements based on the results of a study subject, when a cumulative grade is added to the positively evaluated exam result when calculating the final assessment.

2.10. **The cumulative grade** is the sum of the percentage of midterm assessments.

2.11. **Unauthorized information material** - any content that is not allowed to be used during the evaluation of learning outcomes.

2.12. **Unauthorized sources or means** - any tools or methods (mobile communication or other means of communication, online access, artificial intelligence tools, etc.) by which a student receives or may receive unauthorized information during the assessment of learning outcomes.

2.13. **A remote assessment** is a method of assessment when the participants of the assessment are physically distant from each other, and the assessment itself is carried out using information communication technologies (hereinafter referred to as ICT) tools.

2.14. **learning outcomes – a student's** "knowledge", "skills", "responsibility and autonomy" acquired during the studies:

2.14.1. **Knowledge** is the result achieved by assimilating information during studies. Knowledge is a set of facts, principles, theories and practices related to a field of work or study. In the context of the European Qualifications Framework, knowledge is defined as theoretical and/or factual.

2.14.2. **Skills** – the ability to apply knowledge and use practical experience to perform tasks and solve problems.

2.14.3. **Responsibility and autonomy** – the student's ability to apply knowledge and skills independently and responsibly.

2.15. **The midterm assessment** is carried out before the beginning of the session, and in the case of study subjects taught in cycles and until the day of the final assessment provided for in the study schedule, the assessment of the student's midterm achievements is carried out.

2.16. **Virtual study environment Moodle** (hereinafter referred to as the *Moodle* environment) – an open source software used in the study process.

2.17. Other terms shall be used in the Description as they are defined in the Statute of the University and other legal acts of the University.

3. The provisions of this Description *shall apply mutatis mutandis* to the assessment of the learning outcomes of third-cycle students (doctoral students), unless the doctoral regulations or national legislation of the respective fields of science provide otherwise.

4. If there are contradictions between this Description and the legal acts of the Republic of Lithuania, the legal acts of the Republic of Lithuania shall apply.

II. PRINCIPLES AND CRITERIA FOR THE ASSESSMENT OF LEARNING OUTCOMES

5. The purpose of the assessment of learning outcomes is to evaluate the student's achievements.

6. The assessment of learning outcomes must be transparent, fair and objective. The assessment must be based on pre-established criteria and procedures, and a possible verification of the results. The assessment is linked to the objectives of the study subject and must measure the intended learning outcomes.

7. The assessment of learning outcomes consists of the assessment of knowledge, skills, responsibility and autonomy. In order to ensure academic integrity and transparency of the assessment of learning outcomes, only coursework and final theses that have passed a formal coincidence check may be defended at the University (Item 112 of the Description).

8. In order to ensure transparency, fairness and objectivity of the assessment of learning outcomes, students are granted the right to appeal regarding the assessment of learning outcomes in compliance with procedures (University Appeals Regulations).

9. In order to assess the clarity and adequacy of the tasks of the final assessments, final examinations, and the correspondence of their level to the study level, the University may carry out a verification of the assessment of learning outcomes (Chapter XI of the Description).

10. The study program concludes with an assessment of the student's knowledge, skills, responsibility, and independence through the defense of the thesis and/or the final exam. In order to ensure active and consistent work of students during the study period of the subject and objective assessment of learning outcomes, cumulative assessment is applied at the University. The cumulative evaluation consists of separate evaluation segments described according to the evaluation criteria. These segments are assigned to assess all study outcomes provided for in the description of the study subject.

11. Learning outcomes are evaluated in grades according to the ten-point assessment system in accordance with the description of Assessment System of the the learning outcomes (Annex 1), if the method of assessment of learning outcomes is crediting - "credited" or "not credited", if the method is certification - "certified" or "non-certified". For the assessment of professional knowledge of a foreign language (English, French, German), a ten-point criterion is used in accordance with the table for the equivalence of the assessment grade of Professional Foreign Language knowledge to the level of the Common European Framework of Reference for Languages approved by the European Commission (Annex 2).

12. It is considered that the subject of study has been accounted for if the final assessment is at least 5 points of the assessment by grades, in the case of credit method – "credited", and in the case of certification - "certified". If the exam is evaluated with less than 5 points, the final grade is negative. A credit or certification is obtained if the student proves that he or she has acquired at least 50% of the knowledge, skills, responsibility and autonomy in the study subject (in the case of certification – part of the study subject). The assessment of exams and final exams up to 5 points is not rounded, above 5 points is rounded according to mathematical rules (up to 0.5 – to the lower healthy part, 0.5 and more – to the larger healthy part). The evaluation of midterm assessment is rounded according to mathematical rules.

13. The head of the academic department or a person delegated by him/her shall set individual deadlines for the assessment of a student who, due to unforeseen important reasons (illness, business trip, family circumstances, natural disaster, etc.), has not taken

the final examination, has not defended the final thesis and has submitted the relevant documents to the department in which he or she is studying. The student must submit an application for the extension of the terms of assessment(s) and the documents supporting it within seven working days from the day of the final assessment, final examination or defense of the final thesis. In case of important reasons, with the permission of the head of the academic department, the deadline for submitting an application for an extension of the terms of assessment(s) may be renewed.

14. In order to create flexible conditions for the assessment of learning outcomes and to increase the accessibility of studies for the student, the University can arrange assessment remotely. When evaluating the learning outcomes of students with special needs (visual, hearing, motor disabilities, etc.), flexible forms of assessment of results are applied, adapting them to the needs of these persons. The student fills out a questionnaire in his/her electronic study booklet, in which he/she indicates his/her special needs. The university employee responsible for the coordination of social affairs informs the study manager of the academic department about the special needs of the student who has filled in the questionnaire and of the measures necessary for the assessment of learning outcomes according to the capabilities of such a student and/or of the suitability of the space allocated for assessment. The study manager transmits this information to the lecturer and, if necessary, coordinates the processes to ensure that the student is provided with conditions for the evaluation of learning outcomes that meet his or her needs.

III. MIDTERM ASSESSMENT

15. Midterm assessments provided for in the descriptions of study subjects are carried out before the beginning of the examination session, and in the case of study subjects taught in cycles – until the day of the final assessment.

16. When the study subject extends over two or more semesters, the midterm assessment may be an attestation. The certification is carried out during the session.

17. Midterm assessment may be implemented remotely, in accordance with the procedure established by the Rector. If a student fails to take midterm assessment(s) within the time set by the lecturer for important reasons (illness, business trip, family circumstances, natural disaster, etc.) and submits the relevant documents within seven working days from the date of the midterm assessment, the lecturer shall establish individual assessment term.

18. Midterm assessment estimates the ratio of at least 50 percent of the final grade. The number and percentage of midterm assessment in the final assessment shall be determined and entered in the description of the study subject by the lecturer coordinating the study subject, and approved by the committee (sub-committee) of the field of study (hereinafter referred to as the SKK).

19. During the first lecture and/or seminar, the lecturer of the study subject introduces students to the content of the study subject, the literature used and recommended, the procedure for assessing learning outcomes, and the components of the cumulative grade and their percentage value in the final assessment.

20. For students who continue their studies after academic leave, when academic leave was granted due to illness, pregnancy and childcare or permanent compulsory initial military service, the cumulative grade is taken into account if the components of the cumulative grade or their percentage expression have not changed during the period of academic leave.

21. The cumulative grade is recorded and stored for one year after the completion of the subject studies in the IS "Studies".

22. The cumulative grade accumulated during the semester is transferred as is when retaking the exam (credit) of the study subject. When repeating a study subject, the cumulative grade must be re-collected in accordance with the procedure provided for in the description of the study subject.

23. Students who have gone abroad in the respective semester under study exchange programmes are not subject to the cumulative grade. If the subject lasts two or more semesters and the student has been away for one semester under the exchange programme, only the cumulative grade of the semester during which the student studied at the University is included in the final assessment of the study subject.

IV. ORGANISATION AND IMPLEMENTATION OF THE FINAL ASSESSMENTS

24. Information on the final evaluation criteria is provided in the description of the study subject.

25. The weighting of the final assessment shall not exceed 50 per cent of the final grade. The percentage of the final assessment is determined in the description of the subject of study. The lecturer coordinating the study subject, with the approval of the Study Programme Committee (hereinafter – SPC), may provide for another structure of the final assessment in the description of the study subject.

26. Before the final assessment begins, the examiner may ask the student to provide proof of identity (passport or ID card, driver's license, or student ID with photo). The examiner informs the student(s) about the procedure of the final assessment (the duration of the assessment, the permissible and unauthorized sources and means to be used during the assessment, the student's actions after completing the final assessment task, etc.) and the process.

27. The final assessments provided for in the study plan of the study programme shall be carried out at the time specified in the study schedule in the examination space provided therein or remotely in accordance with the procedure established by the Rector. The schedules shall be drawn up in such a way that at least two calendar days are allocated for the preparation of each final assessment.

28. If the study subject is taught for the whole semester, the final assessment takes place during the session, and in the case of study subjects taught in cycles – after the completion of the teaching of the respective study subject.

29. Upon arising of important reasons (illness, business trip, family circumstances, natural disaster, etc.), students may also make final assessments at another time with the

permission of the head of the academic department, upon submission of the request no later than within seven working days from the date of the final assessment.

30. Final assessments are made in writing and/or orally, indicating this in the description of the study subject.

31. It is not allowed to take final assessment when it is overdue.

32. The dates of the first retake of the final assessments are provided for in the study schedule. If the final assessment takes place during the session, the first retake of the final assessment is usually carried out in the last week of the session. In the case of study subjects taught in cycles, the first retake of the final assessment is usually carried out no later than two weeks after the final assessment. If there are students who have an academic debt for that subject of study, the retaking of the final assessment is organized at least twice a semester during the next semester, with the lecturer indicating the time of the retake in the IS "Studies". In this case, the student, in order to overwrite the academic debt, must register with IS "Studijos" no later than 24 hours before the start of the final assessment. A student who has not registered in IS "Studijos" cannot take the assessment and the academic debt remains. A student who has registered for the retake of the final assessment may cancel the registration no later than 24 hours before the start of the final assessment.

33. Final assessment papers and other documentation are stored in the institute where the lecturer works or in the Moodle environment of the study subject for 1 year after the completion of the study subject. The lecturer delivers the work of the final assessment, which took place remotely, to the institute where he/she works within five working days from the date of the final assessment.

34. Final remote assessment (hereinafter referred to as "remote assessment") may be carried out in the following cases:

34.1. by order of the Rector, if objective reasons are established (for example, after the declaration of an emergency situation in the state or the relevant municipality) due to which remote assessment is not possible or difficult to implement during a certain period of time.

34.2. after the lecturer of the subject submits the final assessment tasks to the Commission for the Assessment of the Suitability of the Final Assessment Tasks for Remote Assessment and after obtaining permission to carry out the assessment remotely in accordance with the rules provided for in the Description of Digital Studies.

35. Remote assessments are carried out in accordance with the procedure established by the Rector.

V. ORGANISATION AND CONDUCT OF THE FINAL EXAMINATION

36. The final examination is conducted by the Final Examination Qualification Commission (hereinafter referred to as the Commission).

37. The commission is appointed by the Rector for each final examination for one academic year on the recommendation of the head of the academic department. The head of the academic unit shall appoint an administrator and a secretary of the Commission to carry out the administrative functions of the Commission.

38. The Commission shall consist of the Chair, Vice-Chairperson and Members. The number of members of the commission is formed taking into account the number of

examinees. The minimum number of Commissioners is 3. At least one third of the members of the Commission must have a doctoral degree in the field of study in which the final examination is conducted. At least one Commissioner, usually the President of the Commission, must be a representative of the social partners.

39. The assignments of the final examination are approved by the Commission. The tasks of the final exam must be approved no later than five working days before the scheduled date of the final exam.

40. The chairman of the commission organises the work of the Commission, controls the course of the examination during the final examination, solves the problems that have arisen, and allocates the tasks of the final examination performed by the students to the members of the commission to check. The Vice-President of the Commission shall replace the President of the Commission in his absence.

41. The members of the commission perform the functions of an exam observer and evaluate the tasks of the final exam performed by the students.

42. Final exams are conducted in writing.

43. During the final exam, the student can use legal acts and other sources, a list of which is provided in the description of the subject of the final exam.

44. In the case provided for in Item 34 of the Description, the final examination may be conducted remotely.

45. The duration of the final examination is determined by the Commission. The minimum duration of the final exam is 2 academic hours.

46. At least three exam observers, including at least two Commissioners if there are ten or more students taking the exam, and at least two exam observers, including at least one Commissioner if there are fewer than ten students taking the exam.

47. Each task of the student's final exam is evaluated by at least 3 members of the Commission. In the event of questions regarding the assessment of the tasks of the final examination, the Members of the Commission shall consult the President of the Commission or the Vice-President of the Commission.

48. The grading of the final exam is calculated based on the arithmetic average. The final assessment shall be adopted at a meeting of the Commission by an open vote by a simple majority.

49. The following documents are prepared for the final exam:

49.1. Student's final exam sheet – a sheet in which the student is presented with the tasks of the final exam and the student writes the answers;

49.2. Commissioner's Assessment Sheet (Annex 3) – a document for recording an individual assessment of the Commissioner's final examination assignments;

49.3. The Summary of the Assessments of the Final Examination Tasks (Annex 4) is a document in which the evaluations of all Commissioners are drawn up and the final grades are derived according to the arithmetic average.

49.4. Minutes of the meeting of the Commission (hereinafter referred to as the Minutes) (Annex 5) is a document of the final examination, which contains information about the course of the examination, the coding data of the students' final examination tasks and the final evaluations.

50. The student may not indicate his/her name, surname, identification number or other identification marks on the final exam sheet.

51. The administrator of the commission codes the sheets of the student's final exam. The coding stickers with codes (Annex 6) shall be printed by the secretary. The administrator encodes the completed sheets of the students' final exam by affixing the same code in the Protocol to the student's name and surname. After completing the coding of all the students' work, the administrator places the Protocol in an envelope, which he seals and signs on the tape of the envelope. The envelope containing the Minutes shall be kept by the President of the Commission.

52. The members of the Commission shall write the evaluations of the tasks of the final examination of the coded students on the sheets of the members of the Commissioners. After evaluating all the completed tasks of the final examination, the secretary shall write down the results in the summary of the evaluations of the tasks of the Final Examination (Annex 5). The completed summary of the grades of the final exam tasks is signed by the secretary and the chairman of the Commission.

53. After signing the summary of the assessments of the final examination tasks, the administrator, at the request of the Chairman of the Commission, opens the envelope with the Minutes. The administrator records the results of the grades of the final exam tasks from the summary in the Protocol (decodes).

54. The minutes shall be signed by all the Commissioners, the administrator and the secretary. The chairperson of the commission or his/her deputy fills in the final exam sheet in the IS "Studies".

55. The tasks of the final exam must be evaluated within four, and the results must be announced within five working days from the date of the final exam.

VI. PREPARATION, DEFENCE AND EVALUATION OF COURSEWORK

56. The topics of the coursework are approved by the Director of the Institute by 10 December and entered into the IS "Studies" by the managers (referents) of the institutes. From 15 December to 31 December, students choose the topic of the term paper from the list of topics provided in the IS "Studies", if the term work is provided for in the study programme plan.

57. Students who wish to prepare a term paper on their proposed topic must submit the proposed topics to the Director of the Institute by 5 December. If the proposed topics of the coursework are approved by the Director of the Institute, these topics are entered into the IS "Studies", indicating the student who has chosen the topic. Coursework is prepared in accordance with the methodological instructions for the preparation and defense of written papers approved by the Council of the academic department.

58. When preparing the term paper, the student must consult with the supervisor regarding the work plan, structure, and other methodological and subject-specific issues of the preparation of the coursework.

59. The coursework must be presented to the supervisor and uploaded by the student to the IS "Studies" before the start of the session. Uploaded coursework is stored in IS

"Studijos" for 1 (one) year after the completion of the study subject. The student's Declaration of Academic Integrity (Annex 8) is attached to the coursework.

60. The supervisor evaluates the term paper and its defense according to two criteria:

60.1. coursework preparation – 60 percent of the final grade;

60.2. Defense of the coursework – 40 percent of the final evaluation.

61. The final evaluation of the undefended or undefended coursework is negative.

Defending the coursework is mandatory.

62. Coursework may be defended remotely *mutatis mutandis* in accordance with the procedure established by the Rector.

VII. PREPARATION, DEFENCE AND EVALUATION OF FINAL THESES

Selection of thesis topics and preparation of thesis

63. For the autumn semester, the list of master's thesis topics is approved by 25 September, for the bachelor's semester - by 10 October for the autumn semester and by 10 April for the spring semester. The topic of the thesis is indicated by the supervisor and, if necessary, the consultant. The manager (referent) of the institute enters the topics of the master's final theses into the IS "Studies" by 30 September, enters the topics of the bachelor's and professional bachelor's theses into the IS "Studies" by 15 October in the autumn semester and until 15 April in the spring semester.

64. Students of IS "Studies" choose the topics of their final theses from the list of topics provided in accordance with the following terms:

64.1. from 20 October to 1 November – students of professional bachelor's and bachelor's full-time studies whose duration of studies is 3 (three) years (in the autumn semester of the second year of studies), students of bachelor's full-time and part-time studies whose duration of studies is 4 (four) years (in the autumn semester of the third year of studies), students of bachelor's part-time studies whose duration of studies is 4.5 years (in the autumn semester of the third year of studies), full-time students of the professional bachelor's degree conducted at the Sūduva Academy with a duration of 3 (three) years (in the autumn semester of the third year of studies), students of a professional bachelor's degree conducted at the Sūduva Academy with a duration of 4 years (in the autumn semester of the fourth year of studies);

64.2. from 20 April to 1 May – Bachelor's full-time students whose study duration is 3.5 years (in the spring semester of the second year of study), Bachelor's part-time students whose study duration is 5 (five) years (in the spring semester of the third year of study);

64.3. From 1 October to 15 October in the first year of study – master's students, except when another deadline is set in the academic department due to the specifics of the implementation of the study programme.

65. When choosing topics, students are recommended to consult with thesis supervisors and/or consultants. Students who wish to prepare a thesis on their proposed topic shall consult with the head of the study programme and/or the potential supervisor of the final thesis, and submit their proposed topics to the Institute no later than within five working days from the expiry of the deadlines specified in Item 64 of the Description. The Institute forwards the proposed topics to the SKK, which, after assessing the suitability of

the topic for the preparation of the final thesis, appoints a supervisor of the final thesis and, if necessary, a consultant.

66. During the semester, new and/or revised thesis topics are approved by the SKK, with the exception of editorial changes approved by the Director of the Institute.

67. Bachelor's theses can be supervised by University lecturers and researchers conducting scientific research in the field of science in which the Bachelor's thesis is written. Consultants shall, where appropriate, appoint researchers or practitioners in the relevant field.

68. Master's theses may be supervised by University lecturers and researchers who have a scientific degree and are conducting research in the scientific field in which the master's thesis is written or, exceptionally, specialists with practical experience in the field of the subject. If, by way of exception, a specialist with practical experience in the field of the subject and who does not have a scientific degree is appointed to lead a master's thesis, a consultant with a scientific degree is additionally appointed to assist in the preparation of the master's thesis. A consultant may also be appointed in the case when a specialist with practical experience is required due to the specifics of the final thesis.

69. Lecturers who hold the position of a research assistant or a practitioner's assistant are not appointed as supervisors of the final thesis.

70. Usually, a lecturer can supervise no more than ten theses at a time. Managers without a scientific degree whose pedagogical experience at the University is less than two years can usually supervise no more than five theses. This figure does not include the final theses of students who have interrupted their studies.

71. Final theses are prepared in accordance with the methodological instructions for the preparation and defense of written works approved by the Council of the academic department.

72. The student preparing the final thesis shall coordinate the plan for the preparation of the final thesis with the supervisor and, if necessary, shall coordinate the changes in the title of the final thesis of an editorial nature with the Director of the Institute. The student must inform the supervisor about the progress of the preparation of the thesis in accordance with the procedure provided for in the final thesis preparation plan, take into account the professional and methodological advice and comments of the supervisor and/or the consultant.

73. If the supervisor of the final thesis changes due to objective reasons, further supervision of the thesis usually takes place taking into account the already drawn up plan for the preparation of the final thesis and the methodological instructions provided by the newly appointed supervisor.

74. If a student continues his studies after an academic holiday, the former or newly appointed supervisor of the final thesis assesses whether the topic has still lost its relevance and novelty. If the supervisor of the thesis determines that the changes in the relevance and novelty of the topic are substantial, the student is offered another topic that is as close as possible to the previous topic. The student may also choose a new topic for the final thesis from the list of topics provided by the SKK without applying deadlines restricting the choice of the topic of the final thesis or propose his/her topic in accordance with the requirements set out in Item 64 of the Description without applying deadlines restricting the choice.

75. The student submits the draft of the prepared final thesis to the supervisor no later than one month before the beginning of the deadline for the defense of the final theses indicated in the study schedule. The student's Declaration of Academic Integrity (Annex 7) is attached to the final thesis project as an annex. If the student has not submitted the final thesis to the supervisor within the time period specified in this paragraph, the supervisor has the right to refuse to allow such final thesis to be defended. The supervisor of the thesis shall inform the student not later than 15 (fifteen) calendar days before the defence whether the prepared final thesis can be defended.

Defense and evaluation of final theses

76. Upon receipt of the consent of the supervisor to defend the final thesis, the student must upload the final thesis to the IS "Studijos" no later than 10 (ten) working days before the day of the defence, and the supervisor of the final thesis, upon receipt of a notification from the system, must mark his/her consent in the system for the thesis to be defended. The supervisor shall submit the consent only after receiving and evaluating the results of the formal coincidence check. The supervisor informs the secretary of the Commission for the Defence of Final Theses (hereinafter referred to as the Defence Commission) about the evaluation of the final thesis by grade. Uploaded theses are stored in IS "Studijos" for 5 (five) years after the defense of the final thesis.

77. If the supervisor does not allow the defense of the final thesis, the student, not later than within 2 (two) working days from the day of the decision of the supervisor, may apply to the SKK, which decides not later than 3 (three) working days before the day of defense whether to allow the defense of the work.

78. The director of the institute appoints a reviewer, who is also marked in the IS "Studies".

79. Not later than 2 (two) weeks prior to the commencement of the defence of the final theses, the Defence Commission shall be formed. The chairperson and members of the defence commission shall be approved by the rector upon the proposal of the head of the academic unit. Depending on the number of students defending their final theses, several Defence Commissions of the same field of study may be formed. The Defence Commission shall consist of the Chairperson, the Vice-Chairperson and the members. The minimum number of members of the Defence Commission is 3 (three). At least one third, and in the case of professional bachelor's studies, at least one fifth of the members of the Defence Commission must have a doctoral degree in the field of study or group of study fields in which the final theses are defended. At least one member of the Commission, usually the Chairman of the Defence Commission, must be a representative of the social partners or a professor or associate professor of another higher education institution. The Head of the Academic Unit shall appoint the Secretary of the Defence Commission to perform the administrative functions of the Defence Commission.

80. Members of the Defence Commission shall be granted access to the final theses in IS "Studijos" 10 (ten) working days prior to the defence.

81. Not later than 7 (seven) working days prior to the commencement of the defence of final theses, the manager (rapporteur) of the academic unit/institute shall draw up the

schedules of the meetings for the defence of final theses. It is recommended to defend no more than 10 (ten) theses per day in one Defence Commission.

82. No later than 2 (two) calendar days before the defence, the reviewer uploads a review to the IS "Studijos", in which he/she positively or negatively evaluates the thesis and informs the secretary of the Defence Commission about the evaluation of the thesis with a grade.

83. The final theses are defended in a public meeting of the Defence Commission.

84. The defense session must be recorded in accordance with the requirements set out in Chapter VIII of these Regulations. The Deputy Chair of the Defense Committee is responsible for recording the defense session; in the Deputy Chair's absence, this responsibility shall be assumed by the Secretary of the Defense Committee. The absence of a recording, in itself, shall not constitute grounds for declaring the conducted final thesis defense invalid.

Paragraph amended by:

Resolution No. 1SN-46 of the Senate of Mykolas Romeris University dated 29 May 2026.

85. During the defence, the author of the final thesis briefly (up to 10 minutes) presents his/her thesis by reviewing the research problem, objective, objectives, defended statement(s) (if any), research methodology, obtained research results, introduces conclusions and proposals and substantiates them. During the presentation of the final thesis or after the presentation, the members of the Defence Commission or other persons participating in the defence hearing may ask questions to the author of the final thesis. After that, a review is presented, and the author of the thesis responds to the comments submitted. After the author of the final thesis has responded to the reviewer's remarks, the members of the Defence Commission or other persons participating in the defence hearing may ask questions. After the author of the thesis answers the questions, the supervisor of the thesis speaks.

86. If the head is unable to attend the defence hearing, he or she shall submit a written response on the final thesis to the secretary of the Defence Commission.

87. If the reviewer is absent from the hearing, the review submitted by the reviewer in writing shall be read by one of the members of the Defence Commission. If the reviewer evaluates the thesis negatively, the participation of the supervisor and the reviewer in the defense hearing is necessary.

88. The criteria for the evaluation of the final thesis and its defense and their weighting coefficients are as follows:

88.1. Preparation of the thesis, scientific level (justification of the relevance of the selected problem(s) for the research, justification of novelty (applicable only to master's theses), formulation of the research objective, objectives and defended statements (applicable only to master's theses), acquaintance of the author with the latest scientific works, appropriateness of scientific research methods, significance of data and statistical reliability, level of interpretation of research results, compliance of conclusions and proposals with the tasks, their clarity, reasonableness and applicability in practice; integrity, completeness of the content (it is assessed whether all mandatory elements of the work structure are present, the adequacy of the scope of work and the balance of the scope of the structural parts, the correspondence of the names of the parts with the text and the topic

of the work); quality of formalization (quality of printing, visual material), consistency and literacy of language, presentation of thoughts, orderliness of work, proper presentation of result tables, pictures, proper presentation of questionnaires, lists of participants in interviews, statistical data, compliance with the rules of citation and compilation of a bibliography. The weighting coefficient is 0.60.

88.2. The quality of the defence (the student's ability to present the work, the quality of the presentation, the ability to answer questions). The weighting factor is 0.40.

89. The content of the final thesis in accordance with Section 88.1. The evaluation criteria specified in subparagraph of subparagraph shall be evaluated by the supervisor of the final thesis, the reviewer and the Defence Commission. The assessment is determined by deriving the average of the grades of the members of the Defence Commission, the grade of the supervisor of the final thesis and the grade of the reviewer. If the supervisor or reviewer of the final thesis is at the same time a member of the Defence Commission, then the final thesis in accordance with Clause 88.1. He evaluates the evaluation criteria specified in subparagraph (sub) only as a supervisor or reviewer of the final thesis.

90. The quality of the defence of the final thesis in accordance with Clause 88.2. The assessment criteria specified in sub-paragraph shall be evaluated by the members of the Defence Commission. The assessment is determined by deriving the average grades of the members of the Defence Commission. If the supervisor or reviewer of the final thesis is also a member of the Defence Commission, then he does not assess the quality of the defence.

91. The final evaluation of the final thesis shall be determined on the basis of the evaluations specified in Items 89 and 90 of the Description, after applying the provisions of Item 88.1 of the Description. and 88.2. and by filling in the summary of the evaluations of the final theses (Annex 8). If any of the grade averages specified in Items 90 and 91 of the Description is less than 5 (five), the final evaluation of the final thesis is negative. The final assessment shall be recorded in the minutes of the defence and entered into the final thesis sheet of the IS "Studies" by the chairperson or deputy of the Defence Commission.

92. At the time of the announcement of the evaluation, the Defence Commission proposes to correct the thesis or prepare a new thesis on another chosen topic. If a student proposes to prepare a new thesis on another topic, the student chooses the topic from the list of topics provided by the SKK, without applying deadlines limiting the choice of the topic of the final thesis, or may propose his/her topic in accordance with the requirements set out in Item 66 of the Description.

93. Defended master's theses, evaluated "very good" or "excellent", are uploaded to the information system of the Lithuanian Academic Electronic Library (eLABa).

Organization and execution of the defense of the final thesis remotely

94. Remote defence of the final thesis (hereinafter referred to as remote defence) is organised if the student receives permission from his/her academic department and is approved by the Defence Commission. If for objective reasons it is not possible to defend the final theses in the premises of the University during a certain period, by the order of the Rector, all the defences of the final theses provided for during that period shall be carried out remotely.

95. A student who, due to objective reasons, is unable to attend the defence hearing, shall submit an application for remote defence to the Vice-Dean of his/her academic unit for studies no later than 5 (five) working days before the scheduled day of defence. The secretary of the defense commission informs the student about the decision made and, in case of a positive decision, provides information about the procedure and requirements for the execution of the remote defense.

96. Remote defence is carried out in accordance with the procedure established by the Rector.

VIII. RECORDING OF ASSESSMENT, RECORD KEEPING AND PROTECTION OF PERSONAL DATA

97. In order to ensure academic integrity and to assess compliance with procedural requirements, the assessment may be recorded in accordance with Article 6(1)(f) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as the GDPR). The final assessment, held orally, remote oral assessment or carried out with the observation of students, and the defense of the final thesis must be recorded.

98. Assessment records may be used to resolve an appeal against the evaluation of learning outcomes, to conduct an investigation into a possible breach of academic ethics, or to conduct other dispute resolution procedures.

99. Before the assessment begins, students are informed about the recording of the assessment.

100. The University takes organisational and technical measures to ensure that the billing record is managed and stored in accordance with the GDPR, the University's Personal Data Processing Policy and other domestic legislation regulating the protection of personal data.

101. Students have the right to access the billing record. Students wishing to get acquainted with the billing record dap@mruni.eu contact the University's Data Protection Officer by e-mail from the e-mail box assigned by the University.

102. The video or audio recording of the final thesis defense shall be stored in the University's data repository for 3 (three) months from the date on which the results are announced. If an appeal or complaint is submitted in accordance with the procedures established by the University, the recordings shall be retained until the completion of the appeal or complaint review process. The Deputy Chair of the Defense Committee or the Secretary of the Defense Committee shall upload the recordings to the folders created for the respective units in the repository. The Secretary of the Defense Committee shall be responsible for the deletion of the recordings.

Paragraph amended by:

Resolution No. 1SN-46 of the Senate of Mykolas Romeris University dated 29 May 2026.

103. A recording of a final assessment conducted exclusively orally and recorded using the BigBlueButton video conferencing platform shall be retained in the Moodle environment for one year following the completion of the course. Recordings of other final

assessments conducted remotely with student monitoring through this platform (carried out in written form and/or in both written and oral form) shall be retained for 3 (three) months from the date on which the results are announced. If an appeal or complaint is submitted in accordance with the procedures established by the University, the recordings shall be retained until the completion of the appeal or complaint review process. Upon expiry of the retention period, the recording shall be removed from the course environment by an employee of the University's Digital Studies Unit or by the lecturer.

Paragraph amended by:

Resolution No. 1SN-46 of the Senate of Mykolas Romeris University dated 29 May 2026.

104. A recording of a final assessment conducted exclusively orally and recorded using MS Teams or another video conferencing platform shall be generated and stored in MS Stream or another storage medium belonging to the University's lecturer. The lecturer must share the recording link with the academic unit's administrator or coordinator, who shall upload the recording to the respective unit's folder in the University's data repository. The recording shall be retained for one year following the completion of the course. Recordings of oral final assessments shall be removed from the repository by the responsible academic unit coordinator or administrator. Recordings of other final assessments conducted remotely with student monitoring through these platforms (carried out in written form and/or in both written and oral form) shall be retained for 3 (three) months from the date on which the results are announced. If an appeal or complaint is submitted in accordance with the procedures established by the University, the recordings shall be retained until the completion of the appeal or complaint review process.

Paragraph amended by:

Resolution No. 1SN-46 of the Senate of Mykolas Romeris University dated 29 May 2026.

IX. ENSURING ACADEMIC ETHICS DURING THE ASSESSMENT OF LEARNING OUTCOMES

105. During the assessment of learning outcomes, students must comply with the norms of the University's Code of Academic Ethics.

106. The student confirms the Pledge of Academic Integrity in a standardized form (Annex 9) in his/her electronic study booklet each year of study.

107. During the assessment, the student must follow the established procedure of accounting, act correctly and honestly, and not interfere with other students participating in the assessment to perform tasks.

108. During remote assessment, the student must ensure that there are no unauthorized persons in the room where the assessment takes place, and during remote defense, there are no unauthorized persons who could interfere with the defense hearing.

109. During assessment, it is prohibited to:

109.1. Use unauthorized textual or other informational material, as well as unauthorized sources or tools (mobile communication or other communication tools, online resources, artificial intelligence tools, etc.). The possession of unauthorized informational materials, sources or tools is recognized as sufficient evidence that the student has used them;

109.2. Receive from other persons or provide unauthorized assistance to other persons.

110. If the exam observer suspects that the student is using unauthorized sources or means during the midterm assessment, final assessment, final examination, the student must help the examination observer to dispel the suspicions. If a member of the defense committee suspects that a student is using unauthorized help during the defense of the final thesis, the student must help to dispel the suspicions. The student's refusal to cooperate is seen as evidence of his dishonesty.

111. If the student fails to dispel the suspicions of dishonesty of the exam observer, the observer terminates the final assessment or midterm assessment. If possible, unauthorized means or sources shall be taken. If the student fails to dispel the suspicions of the member of the Defence Commission, the Chairperson of the Defence Commission or his Deputy shall terminate the defence of the student's final thesis. Within five working days, the observer of the examination, a member of the Defence Commission, shall inform the head of the academic department where the student is studying about the case of dishonesty by means of an official letter. The exam observer presents the student's work and the unauthorized means or sources used by him or her (if any).

112. Only coursework and final theses that have passed the formal coincidence check are defended at the university. If plagiarism is found in the thesis submitted for defence during formal verification, review or defence, the supervisor of the course or final thesis, the reviewer of the final thesis or a member of the Defence Commission shall, within 5 (five) working days from the day of the disclosure of the circumstances, inform the head of the academic department where the student is studying about the possible case of plagiarism and submit the student's thesis and indicate which parts of the text of the work are plagiarized.

113. A student's written work is considered plagiarism if:

113.1. A written work or parts of it are written verbatim by rewriting the text of another author and without indicating the source or indicating the source, but without separating the rewritten text with quotation marks. Verbatim rewriting of a text by another author without acknowledging the source or citing the source, but without quotation marks on the rewritten text, is considered plagiarism if the work of such text contains more than half a page, i.e. 900 characters, including spaces;

113.2. The written work or parts of it are written by paraphrasing the text of another author, without indicating the source. Paraphrasing a text by another author without indicating the source is considered plagiarism if the work of such text contains more than one page, i.e. 1800 characters, including spaces;

113.3. the text, tables or figures of the written work contain data without indicating the source (except for the cases when the data are collected by the author himself);

113.4. The written work was presented and defended in this or that scientific institution in Lithuania or abroad.

114. During the conduct of the investigation into a possible violation of academic ethics, the student's studies are suspended by the order of the head of the academic department. If the fact of violation of the principle of fair competition is not confirmed during

the investigation, the student's studies and examination session shall be extended for as long as the investigation into the possible violation lasted.

115. If the fact of academic dishonesty is established after the assessment of the learning outcomes, the evaluations of the learning outcomes may be reviewed by performing the investigation procedure specified in Item 114 of the Description.

116. For violation of the principle of fair competition, copying, plagiarism or any other form of academic dishonesty related to the evaluation of learning outcomes, a student may be expelled from the University as a gross violation of academic ethics without the right to enroll in the University under the general procedure for up to 5 (five) years.

117. The rules for the use of generative AI tools in the performance of assignments, preparation of written and final theses are established by the *Procedure for the Use of Generative Artificial Intelligence Tools in the Study Process of Mykolas Romeris University*.

X. PUBLICATION OF ASSESSMENT RESULTS

118. The results of midterm assessment, final assessments, final exams, coursework and thesis defense are published in the IS "Studies".

119. The results of midterm assessment, final assessments and term paper are entered into the sheet by the University lecturer, to whom the final assessment or term paper is assigned according to the workload.

120. The results of the final examination and the final thesis shall be entered into the sheet by the persons specified in Item 54 and Item 91 of the Description.

121. The lecturer of the study subject may enter the results of midterm assessment in the sheet from the beginning of the study subject. The results of midterm assessment are entered in the IS "Studies" no later than before the beginning of the session, and in the case of teaching study subjects in cycles – no later than 3 (three) working days before the final assessment day provided for in the study schedule.

122. The result of the final assessment is entered only after entering the results of the student's midterm assessment, unless otherwise provided.

123. Grades credited for previously studied subjects are entered and their correctness is the responsibility of the study manager.

124. If the student fails to attend the final assessment, the first re-examination of the final assessment, the early final assessment or the re-examination of the final assessment, for which the student has registered and has not canceled the registration within the deadline provided for in Item 32 of the Description, the sheet shall be entered "Did not come". If a student refuses to take it during the final assessment, possibly violating academic integrity, the sheet is marked "Not evaluated". "Not evaluated" is also recorded in cases where the student is not granted the right to keep the final assessment. If the remote final assessment (including pre-final assessment or reholding of the final assessment) has been terminated due to a lost connection, "Not Done" shall be entered on the sheet.

125. A university lecturer must fill in the sheet of the group assigned to him or her no later than within 5 (five) working days, not including the day of final assessment. After this deadline, the lecturer must submit an electronic application for permission to extend the

deadline for filling in the worksheet for 5 (five) working days to the Vice-Dean for Studies of the academic unit through the IS "Studies".

126. If the lecturer of the University or the chairman or deputy of the commissions referred to in Items 54 and 91 of the Description has incorrectly entered the result of the interim and final assessment, the result of the final examination or the final thesis, they must submit an electronic request to the Vice-Dean of the academic department via the IS "Studijos" for permission to correct the error within 5 (five) working days.

127. Electronic applications for permission to extend the deadline for filling in the sheet or for correction of an error may be submitted no later than within 30 (thirty) working days from the date of the final assessment, final exam or final thesis.

XI. VERIFICATION OF THE ASSESSMENT OF LEARNING OUTCOMES

128. The purpose of the assessment of learning outcomes (hereinafter referred to as the verification) is to assess the clarity of the final assessments, final examination tasks, the correspondence of their level to the study cycle in accordance with the descriptions of the learning outcomes of a certain study cycle (Annex 10) and/or the objectivity of the assessments in accordance with the description of the University learning outcomes Assessment System (Annex 1).

129. The inspection may be carried out on the initiative of the Centre for Academic Affairs, the head of the academic department or a person delegated by him, at least half of the students who have taken the final assessment (except for re-examination) or the final examination. Students' request for verification shall be submitted to the Academic Affairs Centre no later than within 5 (five) working days from the announcement of the assessment. The date of publication shall not be counted towards this time limit.

130. Students can request a check on the clarity of the final assessments, the tasks of the final exams, and the correspondence of their level with the study cycle. A check on the objectivity of assessments is not carried out at the request of students. A student, believing that the assessment of the tasks performed by him or her is not objective, has the right to appeal the results of his studies in accordance with the Regulations of Appeals of the University.

131. The Rector or his/her authorised person, upon receipt of the recommendation of the Centre for Academic Affairs, shall decide on the expediency of carrying out such an inspection. Students are informed about the decision of the Rector or his authorized person.

132. The inspection is organised by the Centre for Academic Affairs. Lecturers of the University and/or other higher education institution who have a scientific degree may be appointed as implementers of the field of study to which the study programme of the subject under examination is attributed. The inspection shall be carried out by at least 3 (three) verifiers.

133. The verification is carried out on the basis of final assessments, final exam answers (papers) and their assessment(s). If necessary, cumulative grade evaluation material is also used.

134. The results of the inspection shall be summarised by the verifiers in the Inspection Sheet (Annex 11), which shall be introduced to the lecturer teaching the subject, the SKK

and the head of the academic department. If the Verification was carried out at the request of students who took the final assessment or final exam, the Centre for Academic Affairs informs the students about the results of the check.

135. If the verifiers state that the tasks and/or assessments submitted for assessment are not quite appropriate and need to be corrected, the arguments shall be examined and a decision on the improvement of the assessment of learning outcomes or amendments to the provisions of the teaching of the study subject and assessment of learning outcomes shall be adopted by the SKK. The head of the academic department is introduced to the decision of the SKK.

136. If the Inspection was carried out at the request of the students who took the final assessment or the final examination, and the verifiers submit the conclusion specified in Item 135 of the Description, the head of the Academic Department, upon receipt of the consent of the students who took this examination, shall adopt a decision on the re-examination of the final assessment or the taking of the final examination.

DESCRIPTION OF THE SYSTEM FOR THE EVALUATION OF LEARNING OUTCOMES

Retention threshold	Level of Study Achievement	Ten-point scale estimate	Description of knowledge and understanding	Description of abilities	ECTS equivalent
Passed	<p>Excellent - knows the latest sources, theory and principles of the subject (field) of study and can create and develop new ideas; is able to apply knowledge and solve complex and atypical problems of the field of study and related professional activity; can independently collect, evaluate, interpret data and make decisions based on it; is able to logically convey information, ideas, problems and solutions by communicating with his/her field of study and other fields of study specialists; have the learning abilities necessary for further study and independent learning.</p>	<p>10 (excellent) Excellent, exceptional knowledge and skills</p>	<p>Excellent, exclusive, comprehensive knowledge and its application in solving complex practical problems. He studied additional material on his own. He understands and uses concepts perfectly, is able to analyse them in the wider context of the subject. He thinks in an original and independent way. Excellent analytical and evaluation skills, insight. Excellent preparation for further studies.</p>	<p>Excellent application of theoretical knowledge. Excellent at complex non-standard tasks. Impeccable, exceptional quality of performance. Excellent expression and presentation skills. He understands well what he is doing and why.</p>	A
		<p><i>More than 95 per cent of the study subject objectives have been achieved</i></p>			
		<p>9 (very good) Strong, good knowledge and skills</p>	<p>Solid, good, comprehensive knowledge and its application to solve complex practical problems. He studied additional material on his own. He understands the material being studied perfectly, uses concepts properly.</p>	<p>He applies theoretical knowledge very well. Easily performs complex typical tasks. Very good quality of performance. Very good expression and presentation skills.</p>	B

			<p>He thinks in an original and independent way. Very good analytical, evaluation and synthesis skills. Very good preparation for further studies.</p>	<p>He understands what methods and techniques the technician uses and why.</p>			
<i>More than 85 per cent of the study subject objectives have been achieved</i>							
<p>Typical - knows the most important theories and principles of his/her study subject (field) and can substantiate the essential achievements of the field of study; is able to apply knowledge to solve standard problems of his/her field of study or related professional activity; can independently collect, evaluate and interpret data of his/her field of study, which are necessary for making decisions; is able to convey the usual information, ideas, problems and solutions of the field of study; has learning abilities, necessary for further study and independent learning.</p>		<p>8 (good) Better than average knowledge and skills</p>	<p>Better-than-average knowledge and its application in solving practical problems. He got acquainted with the mandatory material. Able to independently work with additional material. Understands concepts and principles, applies them properly. He argues well and substantiates his arguments with facts. Good preparation for further studies.</p>	<p>He applies knowledge well. Correctly performs tasks of medium complexity and more difficult. Good quality of performance. Good expression and presentation skills. They know what methods and techniques to use.</p>	C		
		<i>More than 75 per cent of the objectives of the study subject have been achieved</i>					
		<p>7 (average) Average knowledge and abilities, there are minor mistakes</p>	<p>Average knowledge, there are minor errors. He applies knowledge to solve practical problems. He got acquainted with the main material. Understands and uses concepts and principles. Several essential parts are linked into a whole. He argues well enough.</p>	<p>The knowledge is applied on the basis of the examples provided. Good quality of performance. Performs moderate tasks correctly. Sufficient skills in expression and presentation.</p>	C		

				Sufficient preparation for further studies.		
				<i>More than 65 per cent of the study subject objectives have been achieved</i>		
	Threshold - knows the most important theories and principles of his/her study subject (field); is able to apply knowledge in solving simple problems of his/her field of study; can participate in collecting, evaluating and interpreting data of his/her field of study, which are necessary for making decisions; is able to convey basic information, ideas, problems of the field of study; has independent learning abilities.	6 (satisfactory) Knowledge and abilities (skills) are below average, there are errors		Below average knowledge, there are errors. He applies his knowledge to solve simple practical problems. He got acquainted with the main material. He has a satisfactory grasp of concepts, is able to describe the information received in his own words. The analysis focuses on several aspects, but fails to relate them. Satisfactory preparation for further studies.	The knowledge is applied on the basis of the examples provided. Satisfactory quality of performance. Knows how to act by analogy. Performs easy tasks correctly, but does not perceive more complex ones. Satisfactory expression and presentation skills.	D
				<i>More than 55 per cent of the study subject objectives have been achieved</i>		
		5 (Weak) Knowledge and abilities (skills) meet the minimum requirements		Knowledge meets the minimum requirements. He applies his knowledge to solve simple practical problems. Simple naming of mastered concepts, retelling of the text. The answer focuses on one aspect. Minimal preparation for further studies.	Minimum sufficient capacity to solve problems based on examples. Able to act by analogy. Satisfactory expression and presentation skills.	E
			<i>At least half of the objectives of the study subject have been achieved</i>			
Failed	<i>The level does not include</i>	4-1	Unsatisfactory Minimum requireme	Knowledge does not meet the minimum requirements	Abilities do not meet minimum requirements	F
			<i>Less than half of the objectives of the study subject have been achieved</i>			

			nts are not met	
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**TABLE FOR THE EQUIVALENCE OF THE ASSESSMENT GRADE FOR THE ASSESSMENT
OF PROFESSIONAL KNOWLEDGE OF A FOREIGN LANGUAGE WITH THE LEVEL OF THE
COMMON EUROPEAN FRAMEWORK OF REFERENCE FOR LANGUAGES APPROVED BY
THE EUROPEAN COMMISSION**

Rating	Level
10	Q1
9	Q1
8	B2
7	B2
6	B1
5	B1

**EVALUATION SHEET OF THE MEMBER OF THE FINAL EXAMINATION QUALIFICATION
COMMISSION**

_____ final exam qualification

Commissioner's _____ assessments
(name, surname)

The exam date is 20.. m. month. d.

Sec. No.	Student Code	Rating		Signature
		by number	oral*	

* 10 points (excellent), 9 points (very good), 8 points (good), 7 points (average), 6 points (satisfactory), 5 points (weak), 4 points (unsatisfactory), 3 points (bad), 2 points (very bad), 1 point (not at all)

Member of the Final Examination
Qualification Committee.....
(signature) (name, surname)

SUMMARY OF FINAL EXAM ASSIGNMENT ASSESSMENTS

 (final exam)

The exam date is 20.. m. month. d.

Sec · No.	Student Code	1 evaluator (v. surname)	2 Evaluator evaluation (v. surname)	3 Evaluation of the assessor (v. surname)	4 Evaluation of the assessor (v. surname)	5 Evaluation of the assessor (v. surname)	Final assessment (arithmetic mean)		Signature of the Chairman of the Qualification Commission
							by number	oral*	

* 10 points (excellent), 9 points (very good), 8 points (good), 7 points (average), 6 points (satisfactory), 5 points (weak), 4 points (unsatisfactory), 3 points (bad), 2 points (very bad), 1 point (not at all)

Consisted of:

Administrator

.....
(signature).....
(name, surname)

The President

.....
(signature).....
(name, surname)

MYKOLAS ROMERIS UNIVERSITY

.....**FACULTY/SCHOOL/ACADEMY**
**STUDY PROGRAMMES**
 **FINAL EXAMINATION QUALIFICATION COMMISSIONS**
MINUTES OF THE MEETING

20__ __ __ No. ____

Vilnius

The exam started at _____ a.m. and ended at _____ a.m.

President: _____

Vice-President _____

Commissioners:

Administrator: _____

Secretary: _____

AGENDA:

_____ studijų announcement of the final exam grades of the program.

DISCUSSED

_____ the results of the final exam of the study
programme.

DECIDED

20__ - __ - __ at __. __ to publish the following _____ studijų
program

_____ baigiamojo exam results.

Sec No.	Student Code	Student's last name	Student Identification Number	Exam Assessment		Observati ons	The President's Signature
				by number	orally *		
1.		Surname Vardenė	062555				
n.							

* 10 points (excellent), 9 points (very good), 8 points (good), 7 points (average), 6 points (satisfactory), 5 points (weak), 4 points (unsatisfactory), 3 points (bad), 2 points (very bad), 1 point (not at all)

The President

(signature)

(name, surname)

Vice-President

(signature)

(name, surname)Members of the
Commission

(signature)

(name, surname)

(signature)

(name, surname)

(signature)

(name, surname)

Administrator

(signature)

(name, surname)

Secretary

(signature)

(name, surname)

EXAMPLE OF THE PREPARATION OF STICKERS FOR CODING

000001	000001		000015	000015		000029	000029
000002	000002		000016	000016		000030	000030
000003	000003		000017	000017		000031	000031
000004	000004		000018	000018		000032	000032
000005	000005		000019	000019		000033	000033
000006	000006		000020	000020		000034	000034
000007	000007		000021	000021		000035	000035
000008	000008		000022	000022			
000009	000009		000023	000023			
000010	000010		000024	000024			
000011	000011		000025	000025			
000012	000012		000026	000026			
000013	000013		000027	000027			
000014	000014		000028	000028			

ACADEMIC INTEGRITY DECLARATION

20 - -

Vilnius

I, the

 of Mykolas Romeris University (hereinafter referred to as the University)
(Faculty/School/Academy, Program Name)

 Student _____,
(name, surname)

 I confirm that this written thesis/coursework/professional bachelor's/bachelor's/master's
 thesis

_____ "_____"

1. Is carried out independently and honestly;
2. It was not presented and defended in any other educational institution in Lithuania or abroad;
3. It is written on the basis of the principles of academic writing and after getting acquainted with the methodological instructions for written works.

I know that for violating the principle of fair competition – plagiarism, a student can be expelled from the University as a gross violation of academic ethics.

(signature)

(name, surname)

Defence Commission

SUMMARY OF FINAL THESIS EVALUATIONS

The date of the defense of the final thesis is 20__ month. d.

Se c. No.	Student's last name	Evaluation of the content of the final thesis			Arithmetic mean of the evaluation of the content of the final thesis	Evaluation of the content of the final thesis by applying 0.6 koef.	Evaluation of the defense of the final thesis					Arithmetic mean of the evaluation of the final thesis defense	Evaluation of the defense of the final thesis after applying 0.4 coef.	Final assessment <i>0.6 koef+0.4 koef.</i>		Chairman of the Defence Commission / Deputy Signature	
		Evaluation of the manager (<i>surname</i>)	Reviewer's rating (<i>last name</i>)	Arithmetic mean of Commissioners' ratings			1 Evaluation of a member of the jury (<i>v. surname</i>)	2 Evaluation of a member of the jury (<i>v. surname</i>)	3 Evaluation of a member of the jury (<i>v. surname</i>)	4 Evaluation of the member of the jury (<i>v. surname</i>)	5 Evaluation of a member of the jury (<i>v. surname</i>)			by numbe r	oral*		

* 10 points (excellent), 9 points (very good), 8 points (good), 7 points (average), 6 points (satisfactory), 5 points (weak), 4 points (unsatisfactory), 3 points (bad), 2 points (very bad), 1 point (not at all)

Consisted of:

Secretary

.....
(signature).....
(name, surname)

Chair/Vice-President

.....
(signature).....
(name, surname)

ACADEMIC INTEGRITY PLEDGE
(STUDENT CONFIRMATION ELECTRONICALLY)

Student/Listener's Name:

Study program:

Date:

Academic Integrity Pledge

I PROMISE to perform all tasks during this session honestly and independently, without using any unauthorized sources of information or the help of other persons, in full compliance with the principles of academic integrity and transparency in the evaluation of learning outcomes.

I CONFIRM

EXPLANATION OF THE STRUCTURAL ELEMENTS OF THE DESCRIPTION OF THE STUDY OUTCOMES OF EACH CYCLE

Structural elements of the description of learning outcomes	Explanations
Knowledge, its application	Characteristic knowledge and its application in the fields of study and professional activity are described.
Ability to conduct research	Various skills of working with data are described, describing the applied data collection and analysis methods and techniques necessary for solving operational problems, conducting applied and fundamental research, and introducing innovations.
Special Abilities	Abilities to use special methodological, technical, organisational and other tools to solve problems in the field of professional activity and studies are described.
Social skills	The communication and cooperation skills, knowledge, understanding and transfer of skills applied in various professional and study situations, the level of ethical and civic responsibility assumed are described.
Personal abilities	The requirements for personal and professional development, creativity, independence, and value attitudes are described.

DESCRIPTION OF THE RESULTS OF THE FIRST CYCLE STUDIES

Parts of the description of the results of the first cycle studies	Explanations	
	Professional Bachelor	Bachelor
Knowledge, its application	Knowledge of professional activity based on the latest discoveries, which provides practical knowledge of the field of activity, which is able to be applied in identifying and solving complex concrete or abstract problems in the field of activity.	Integrated knowledge of professional activity and field of study, which is able to be applied in broad interdisciplinary fields of study or professional activity, which provides a diverse theoretical knowledge of the field of study and professional activity, is based on the results of new fundamental and applied scientific research.

Ability to conduct research	Is able to collect and analyze data necessary to solve specific problems of professional activity and innovation.	Is able to collect and analyze data necessary for solving important problems of scientific and professional activity, cultural and artistic creation, using achievements and methods of fundamental and applied scientific research.
Special Abilities	Is able to plan, organise, carry out and evaluate practical activities in specific areas of professional activity, independently choosing technological, organisational and methodological measures.	Is able to plan, organise, carry out and evaluate activities in the context of professions and studies, independently choosing complex technological, organisational and methodological measures.
Social skills	Is able to communicate with specialists and other persons in solving the tasks of professional activity. Able to work individually and in a team. Takes responsibility for the quality of its own and the team's performance, guided by professional ethics and citizenship. Able to convey knowledge and understanding of the field of activity to learners.	Is able to communicate with specialists and the public in solving the tasks of professional activity or field of study, presenting the activities carried out and its results. Able to work individually and in a team. Takes responsibility for the quality of their own and the team's performance and its evaluation, guided by professional ethics and citizenship. Able to convey knowledge and understanding of the field of study and activity to professionals and other learners
Personal abilities	Is able to learn independently in the field of their professional activity. Understands the moral responsibility for the impact of their activities and its results on social, economic, cultural development, well-being and the environment.	Is able to learn independently in the field of their professional activity and studies and to plan the learning process. Understands the moral responsibility for the impact of their activities and its results on social, economic, cultural development, well-being and the environment.

DESCRIPTION OF THE RESULTS OF POSTGRADUATE STUDIES

Parts of the description of the results of postgraduate studies	Explanations
Knowledge, its application	The results of fundamental or applied scientific research (research parts of art projects) are based on the latest

	knowledge of the field of study or activity, which is able to be applied to solving problems in a new or unknown environment, conducting scientific research or engaging in professional artistic activities, introducing innovations.
Ability to conduct research	Are able to analyse, synthesize and evaluate research data necessary for studies, scientific (art), professional activity and innovation, are able to integrate knowledge and manage complex situations, make decisions when there is no comprehensive and defined information, evaluate alternative solution options and possible impact on the environment.
Special Abilities	Is able to apply the existing knowledge and on the basis of it to prepare new tools (technical, methodological, informational, organisational-managerial) necessary for carrying out scientific research, studies, cultural and artistic activities or introducing innovations.
Social skills	Is able to convey summarized information to specialists and other persons in a clear, reasoned manner, critically evaluating it. Able to work individually and in a team. Takes responsibility for the quality of their own and the team's performance and its evaluation, guided by professional ethics and citizenship. Takes responsibility for improving their own and the team's performance.
Personal abilities	<p>Is able to independently plan the learning process, independently choose the direction of improvement and continue to educate (learn) independently.</p> <p>Is able to use the knowledge of scientific research (artistic activity), has experience in research work and systematic and strategic thinking skills for independent professional activity and scientific research work (artistic activity). Is able to make innovative decisions, evaluating the possible consequences of social and ethical activities. Acts with an awareness of moral responsibility for the impact of its activities and its results on social, economic, cultural development, well-being and the environment.</p>

DESCRIPTION OF THE RESULTS OF THE THIRD CYCLE STUDIES

Parts of the description of the results of the third cycle studies	Explanations
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Knowledge, its application	Up-to-date systematic knowledge of research or artistic activity, which is able to be applied to the creation of new fundamental knowledge and ideas, solving tasks of strategic nature.
Ability to conduct research	Is able to propose, analyse, synthesize, systematize and critically evaluate new and complex ideas, searching for original strategic solutions of scientific, artistic activity and social significance, solving complex problems of scientific, social and cultural development, professional activity or artistic activity. Able to plan and carry out large-scale fundamental and applied scientific research or cultural and artistic projects that significantly expand the boundaries of knowledge.
Special Abilities	It is able to develop original tools and instruments for research, studies, cultural and artistic activities, and innovation based on the latest knowledge provided by research. Able to independently do intellectual, artistic and creative work.
Social skills	Is able to communicate with colleagues, the scientific community and society, conveying innovations in their field of activity and prospects for further development, to develop creative activities and culture, to promote technical, social and cultural progress favorable to the development of society.
Personal abilities	Is able to improve, project further learning perspective for themselves and the team of experts. Takes responsibility to critically evaluate strategic decisions in their field of activity, is able to react quickly to dynamic changes in the social, economic, cultural and technological environment, to reveal and develop creative intellectual abilities of a person.

EVALUATIONS OF THE RESULTS OF THE SUBJECT'S STUDIES
CHECKSHEET

Subject pavadinimas _____

Study cycle in which the subject is taught (*underline*): I (bachelor's) II (master's) III (doctorate)

Summary of the inspection and justification of the conclusions

Clarity of assessment tasks:

Eligibility of the level of assessment tasks:

Compliance of task estimates with the criteria of the ten-point system:*

Conclusions (please note):

- Verified assessments and assessment tasks are generally appropriate and objective.
- Verified assessments and/or assessment tasks are not entirely appropriate and can be adjusted.

Verifiers (name, surname, signature): _____ Date: _____

Lecturer responsible for the subject of study: I MET _____
(signature, date)

Note from the lecturer teaching the subject (if any):

* Provided if a conclusion on the objectivity of the evaluations is requested.
