Approved by:
ISM University of Managementand Economics
Rector's Order of 21 October, 2026
Order no. 2026/01-07-103

ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS, UAB BACHELOR FINAL THESES DEFENCE AND EVALUATION PROCEDURE

1. The procedure for defending and evaluating final theses shall regulate the defense and evaluation of the final theses of the Bachelor Degree at ISM University of Management and Economics (hereinafter – University).
2. Bachelor degree studies shall be completed with the preparation of a bachelor or master thesis and its public defence. Only the students who have successfully completed all the assessments provided in the respective study programme, passed all the required exams by the date of the defence and have demonstrated sufficient knowledge and skills are allowed to defend their final thesis.
3. The final theses evaluation commission shall be composed of competent specialists of the study field - researchers, practitioners, professionals, representatives of social partners - according to the requirements of the applicable legal acts for the number and composition of the evaluation commission.
4. The committees for the defence of the final thesis topic and the interim thesis defence shall each consist of two members, at least one of whom must be an academic staff member. The members of the committees shall be appointed by the Programme Director, and their composition shall be approved by the Study Committee through a formal resolution. The defence results shall be recorded in an assessment form and retained in accordance with the procedure established in the University's Records Management Plan.
5. The final thesis topic defence and the interim thesis defence shall be assessed on a pass/fail basis, in accordance with the study achievement assessment criteria established in the University's Bachelor's Studies Regulations.
6. If the committee assesses the final thesis topic or the interim thesis defence as "Fail", the thesis preparation process shall be suspended by decision of the Study Committee. The thesis preparation process may also be suspended at any stage by decision of the Study Committee if the student fails to comply with the established thesis writing deadlines.
7. The Final Thesis Assessment Committees (hereinafter referred to as the "Assessment Committees") shall consist of competent specialists in the relevant field of study (or group of fields of study), including researchers, professional practitioners, and representatives of social partners, in accordance with the legal requirements in force at the time regarding the number and composition of committee members.
8. An Assessment Committee shall be established for each study programme. The Programme Director shall propose the composition of the Assessment Committee, which must be approved by the Bachelor's Studies Committee. The Assessment Committees shall be formally approved by the Rector.

9. The following requirements are recommended regarding the number and composition of Final Thesis Assessment Committee members: in Bachelor's studies, the Assessment Committee shall consist of at least three members, at least half of whom must hold a doctoral degree, and at least one of whom must be from another higher education institution and/or represent social partners. One of the committee members shall serve as the Chair of the Committee.

   The Final Thesis Supervisor may not serve as a member or Chair of the Assessment Committee when a student supervised by them is defending their thesis. During the thesis preparation process, students shall have the right to upload their thesis to the text similarity detection system and receive a text similarity report. The conditions and deadlines for uploading the thesis to the text similarity detection system shall be established by the Bachelor's Studies Committee.

10. The thesis supervisor, reviewer, and/or members of the Assessment Committee may initiate a check of the thesis using the text similarity detection system or request a text similarity report at any stage of the thesis preparation or assessment process.

11. Upon submission of the final thesis, a plagiarism check shall be carried out in accordance with the following procedure:

    11.1. Following the final submission of theses, the Programme Director shall review the text similarity index of all theses submitted within the study programme, as calculated by the text similarity detection system used by the University.

    11.2. Theses with a text similarity index exceeding 10% shall be reviewed by the Programme Director.

    11.3. Any suspected cases of plagiarism identified by the Programme Director, thesis supervisor, or reviewer shall be referred to the Ethics Committee for consideration, based on the text similarity detection system report or other evidence.

12. No later than five days before the public defence of the final thesis, the thesis shall be assessed in writing by the thesis supervisor and the reviewer.

    12.1. When preparing the written supervisor's feedback and completing the supervisor's feedback form, the thesis supervisor shall follow the assessment criteria established in the Requirements for Final Theses of Bachelor's Study Programmes. The reviewer shall also follow these assessment criteria when preparing the written review and completing the reviewer's feedback form. The written review shall include a commentary identifying the main strengths and weaknesses of the thesis, a numerical grade for the thesis based on individual assessment criteria, and at least three questions. The reviewer shall be appointed by the Programme Director.

13. The Programme Director may appoint a second reviewer if:

    13.1. The assessment given by the thesis supervisor or the reviewer is negative (below 5).

    13.2. Both the thesis supervisor's and the reviewer's assessments are positive, but differ by two or more points.

14. Having reviewed the written assessments provided by the thesis supervisor and the reviewer, the Programme Director shall submit a recommendation to the Study Committee regarding the thesis's eligibility

for public defence (whether to permit or not permit the defence). The Study Committee shall make the final decision on whether the thesis is eligible for public defence.

15. By decision of the Study Committee, permission to defend a final thesis may be denied if any of the following conditions apply to the thesis or the thesis preparation process:

    15.1. The final thesis topic has not been approved by the Study Committee.

    15.2. The submitted final thesis addresses a topic different from the one that was defended and approved.

    15.3. The student has failed to comply with the established deadlines for thesis preparation.

    15.4. The student has failed to submit the final thesis by the specified deadline. In such cases, the student shall forfeit the right to defend the thesis during the current semester.

    15.5. The thesis supervisor and/or reviewer(s) have assessed the final thesis negatively.

    15.6. The University's Ethics Committee has established that one or more breaches of academic ethics have occurred.

    15.7. The final thesis does not meet the formal requirements, including requirements relating to its structure, the length of the thesis as a whole or of individual sections, or the inclusion of empirical research data in the appendices, among others.

16. Bachelor's students shall receive the written feedback of both the thesis supervisor and the reviewer by email. The reviewer's and supervisor's comments are intended solely for the student's individual use and independent preparation for the final thesis defence. These comments may not be discussed with the thesis supervisor, other University academic staff, or other members of the Assessment Committee. The questions included in the reviewer's report and the reviewer's identity shall be disclosed only during the final thesis defence.

17. During the defence, the author of the final thesis shall briefly present the thesis, outlining the research problem, aim and objectives, the situation analysis and/or literature review conducted, the research methodology, the results obtained, the reliability of the methods applied, the conclusions and their justification, and the recommendations. Following a summary of the reviewer's and/or supervisor's comments, the student shall answer questions from the reviewer, members of the Final Thesis Assessment Committee, and other participants in the defence, and comply with any other requirements applicable to the final thesis defence. If the reviewer and/or thesis supervisor is absent from the defence session, their written feedback shall be read aloud by one of the members of the Final Thesis Assessment Committee.

18. The members of the final thesis evaluation commission shall follow the same criteria as in the final thesis review when assessing thesis and its defence. In addition, the completeness and validity of the answers to the questions, demonstration of the knowledge of the topic, methods, results, practical applicability, limitations, fluency and clarity of the language are assessed in the defence. A member of the evaluation commission shall provide a single grade summarizing the evaluation of both the final thesis and the defence. Final evaluation mark may be specified to one decimal point.
19. The Bachelor thesis and its defence is evaluated by the final mark, which is calculated using the weighted

average formula of the final thesis supervisor, reviewer and final theses Evaluation Commission, where the evaluation of the final thesis supervisor is equal to 25% of final thesis mark, reviewer's evaluation is 25% of final thesis mark, Evaluation of final theses Commission - 50% of final thesis mark:

$$G = 0,25 \times SG + 0,25 \times RG + 0,5 \times CG$$, where:

G - final grade;

SG - Thesis supervisor grade (not rounded)

RG - Final thesis reviewer grade (not rounded)

CG - Final thesis evaluation commission grade (not rounded).

20. If the final thesis was evaluated by two reviewers, the arithmetic mean of the evaluations of both reviewers shall be considered when calculating the final mark.

21. The final grade of the final thesis shall be rounded according to the evaluation system established in the Regulations for Bachelor Degree Studies, respectively.

22. The members of the commission shall have the right to adjust the calculated final grade of the final thesis in the following cases:

    22.1. Not more than one point higher or lower when the commission unanimously decides that the student's final thesis and its defence are worth more or less than arithmetic average, depending on the overall level of the final theses and their defence.

    22.2. Positively arithmetically evaluated work is evaluated negatively when there are reasonable doubts during the defence about the final thesis originality, or significant ethics violations.

    22.3. Significantly downgrade evaluation where formal components of the final thesis are missing or do not meet the requirements, but the reviewer or supervisor did not take this into consideration.

23. On the decision of the programme director, the final theses defence results are announced at the end of one-day defence or at the end of all study programme semester defence. The results of the final thesis are announced to the students individually on my.ism.lt system and / or personally, with advance notice of the publication procedure.

24. The decision of the final thesis evaluation is collegial, final and not subject to appeal.

25. The decisions of the Final Thesis Assessment Committee shall be formalised in minutes signed by the Chair of the Assessment Committee. The minutes of the Final Thesis Assessment Committee shall be retained by the Bachelor's Studies Office. The assessments provided by thesis supervisors, reviewers, and the Assessment Committee, as well as the final grades, shall be included in an appendix to the minutes. The appendix shall be signed by all members of the Assessment Committee. Final theses shall be retained by the Bachelor's Studies Office in accordance with the established procedures.

26. The Final Thesis Assessment Committee may recommend that a final thesis be deposited in the eLABa information system. Subject to the student's consent, the terms of electronic storage and access status shall be determined in accordance with the University's procedure for uploading electronic documents to the eLABa information system.

27. Students enrolled in the University's double-degree programmes may be subject to different final thesis

requirements, as stipulated in the relevant double-degree agreement with the partner institution.