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No S-2017-5

VILNIUS ACADEMY OF ARTS



VILNIUS ACADEMY OF ARTS

**DESCRIPTOR OF THE PROCEDURE
FOR ORGANISING PREPARATION,
FORMATTING, LAYOUT AND
DEFENCE OF BACHELOR'S THESES
AND THEIR ASSESSMENT**

(The Descriptor applies to the fields of applied arts, design, media art, art studies, art criticism and management studies)

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1. BACHELOR'S THESIS

Presenting their theses during public defence, Bachelor's degree candidates demonstrate that the outcomes of the study programme have been attained and that their competencies, knowledge and skills are sufficient to qualify for a Bachelor's degree. A Bachelor's thesis in the fields of arts, design, media art and art studies consists of two parts: creative work and final thesis explanatory paper. Bachelor's degree candidates in the field of humanities and social sciences write a final thesis based on independent scientific or applied research on the relevant topic. On recommendation of the Committees for the Study Programme (hereinafter referred to as the CSP), the topics and supervisors of final theses are approved by the departments at the end of the penultimate semester, and the final titles of the theses are approved by the departments at least 4 weeks before the public defence of the theses.

Students are allowed to prepare their final thesis if all the subjects foreseen in the study programme have been passed with positive grades prior to the thesis preparation.

1.1. Final creative work for Bachelor's degree¹

The topics and the methods of performing final creative work for a Bachelor's degree are selected by the students in consultation with their supervisors. The final creative work is a supervisor-assisted student's independent work or project prepared using general university knowledge and professional skills acquired during the term of studies. Unless otherwise specified by the CSP, there is one supervisor for both components of the final work (i.e. for creative work and explanatory paper).

If several students choose the same topic, they may do the final work for a Bachelor's degree together. In this case, assessment procedures shall be specified in detail by the CSP.

1.2. Bachelor's thesis explanatory paper

A Bachelor's thesis explanatory paper, consisting of five to ten pages (17 000 computer characters, excl. annexes), should contain a formulated idea, purpose and relevance of the final creative work, and presentation of the subject matter of artistic research. Students write their explanatory papers independently, in consultation with their supervisors. The explanatory paper must be written on a good level of the Lithuanian language (official language) using artistic/creative or academic language registers. The explanatory paper must be submitted spiral bound, with a clear front cover; annexes should be provided separately bound. A signed declaration of authenticity must be enclosed to the explanatory paper. The general requirements for text writing are provided in section 2 of the Descriptor.

The structure of the explanatory paper should be as follows: title page (in accordance with a model form provided in annexes), introduction, analytical writing, conclusions (recommendations, if required by the nature of the work), figures, list of figures, annexes (if any), lists of references, literature and electronic data, and summary in the Lithuanian and foreign language. The CSP may set forth a different, specific structure for explanatory papers.

1.3. Bachelor's thesis in the field of humanities and social sciences

The structure of a final thesis in the field of humanities and social sciences: title page (in accordance with a model form provided in annexes), introduction, descriptive part, conclusions, figures, list of figures, annexes (if any), lists of references, literature and electronic data, and

¹ In accordance with the Study Field Descriptors.

summary in the Lithuanian and foreign language. The length of the thesis should be from 30 pages (51 000 computer characters, excl. annexes) to 40 pages (68 000 computer characters, excl. annexes); the thesis should formulate the purpose, tasks and hypothesis, describe the topic, idea, problems and relevance of the work, and show the extent of research on the problem. Students write their theses independently, in consultation with their supervisors. The thesis must be written on a good level of the Lithuanian language (official language) using the academic language register. The thesis must be submitted spiral bound, with a clear front cover; annexes should be provided separately bound. The signed declaration of authenticity must be enclosed to the explanatory paper. The general requirements for text writing are provided in section 2 of this Descriptor.

1.4. Bachelor's thesis assessment criteria

A thesis must show: student's generic and specific competences, creativity, individual expression, critical thinking and the ability to reflect student's professional field. Students must have the abilities to think conceptually, raise and develop in creative projects ideas that are important for individuals or society, formulate problems related to the study field, independently carry out artistic (empirical) research, apply appropriate research methods, formulate conclusions in a clear and substantiated manner and contextualise them, interpret theoretical and methodical sources, and pursue technological quality.

Elements to be assessed: the originality, substantiation and performance quality of a creative project, the preparation quality of an explanatory paper and compliance with requirements, and process consistency and systematic basis; the preparation quality of the theoretical and research components of a thesis in the field of humanities and social sciences and compliance with requirements; a proper balance between those components; the originality and applicability of results.

The CSP may set out different or additional assessment criteria.

Final assessment: thesis content (explanatory paper and creative (or theoretical and research parts) (with annexes)) - 70%, thesis presentation - 30%. Assessment of theses in the field of humanities and social sciences: thesis content - 80%, thesis presentation 20%. Feedbacks from thesis supervisors and reviewers are also taken into account.

1.5. Assessment system for Bachelor's thesis

Student competencies, knowledge and skills are assessed on a criterion-referenced and norm-referenced ten-point grading scale.

| Grades | Description of achievements |
|----------------|--|
| 10 (excellent) | The requirements laid down in the subject descriptor are satisfied at the highest level. Excellent, outstanding, comprehensive theoretical and/or practical knowledge and skills. Creative, original and independent thinking. |
| 9 (very good) | The requirements laid down in the subject descriptor are satisfied. Sound, good, comprehensive theoretical and/or practical knowledge and skills. Creative, original and sufficiently independent thinking. |
| 8 (good) | The requirements laid down in the subject descriptor are satisfied. Above average theoretical and/or practical knowledge and skills. |

| | |
|------------------------|--|
| 7 (adequate) | More than 50 per cent of the requirements laid down in the subject descriptor are satisfied. Sufficient theoretical and/or practical knowledge and skills. |
| 6 (satisfactory) | 50 per cent of the requirements laid down in the subject descriptor are satisfied. Satisfactory theoretical and/or practical knowledge and skills. |
| 5 (weak) | Less than 50 per cent of the requirements laid down in the subject descriptor are satisfied. Weak theoretical and/or practical knowledge and skills. |
| 4 – 1 (unsatisfactory) | The requirements laid down in the subject descriptor are not satisfied. |

The level of achievement of learning outcomes is assessed as excellent, typical and threshold (described in study field descriptors); the levels are in compliance with the ten-point grading scale.

2. GENERAL REQUIREMENTS FOR FINAL CREATIVE WORKS FOR BACHELOR'S DEGREE

A final creative work is supposed to reveal student's creative work skills, abilities to independently, originally and innovatively deal with and interpret relevant problems of art, social and cultural processes. The final work should demonstrate student's knowledge, special skills, skills needed to carry out research, social skills and personal abilities. Students are encouraged to use interactions between creative, practical and research activities, as well as provide interdisciplinary insights².

3. GENERAL REQUIREMENTS FOR TEXT BODY

3.1. Language of Bachelor's thesis

A thesis must be written on a good level of the Lithuanian language (official language). Definitions, place names, and foreign names are written in accordance with valid decisions of the State Commission of the Lithuanian Language. Where the foreign terms used in the text are not officially translated, are not popular in Lithuanian usage or students use author's translation of certain terms, the term should be also provided in brackets in its original language. The need for the use of terms and their essence shall be substantiated in the introduction to the thesis.

Foreign students studying VAA programmes registered in the English language are allowed to write their theses in English.

3.2. Text formatting and layout

The text of a Bachelor's thesis must be computer-typed and printed on one side of A4 size white paper in Times New Roman, 12 font size; spacing is 1.5. The name of the academy, faculty and thesis title on the title page are Times New Roman, 14 font size; the title of the thesis is in bold; the name of the author is in Times New Roman, 11 font size (see Annex 1). Chapter

² In accordance with the Study Field Descriptors.

headings (also words INTRODUCTION, CONCLUSIONS, LIST OF BIBLIOGRAPHIC REFERENCES, LIST OF FIGURES, ANNEXES) are in Times New Roman, bold, 16-point capital letters, centre justified. Subchapter headings are in *Times New Roman*, 14-point letters; section headings – *Times New Roman*, 12 font size, bold, with an initial capital on the first word only, aligned in the same manner. Footnotes are set in 10 font size, single line spacing, single word spacing, normal character spacing (0-point). The entire text should be justified (except for the title page).

Some words in the text can be used in bold or underlined, but using different systems for distinguishing certain words from other words is not appropriate.

Page margins: left margin 30 mm, top, bottom and right margins 20 mm each. The first paragraph of each structural part of the writing is indented on the left by 10 mm.

Pages are numbered sequentially throughout the text starting from the title page to annexes (numbers on the title page and table of contents page are suppressed). Pages are numbered with Arabic numbers appearing in the right corner of the footer of the page, with no hyphens or periods, 10 font size.

The body text is divided into chapters, subchapters and sections which are numbered in Arabic numbers (adding new numbers on the left of subsequent levels), e.g. *Chapter 1.; Subchapter 1.1.; Section 1.1.1.* Every new chapter starts on a new page; subchapters and sections are continued on the same page. Chapter headings appear on top of the page; subheadings are separated using single-line spacing before and after paragraphs. Every annex is titled and typed on a separate page.

En dashes and em dashes must be correctly used in the Bachelor's thesis; quotation marks must be in the Lithuanian style („...“). Long names or definitions frequently used in the text can be shortened using their abbreviations. When used for the first time, the name/term is used in full, followed by its abbreviations put in brackets.

Source and bibliographic references are placed at the bottom of the page, numbered consequently in Arabic numbers. When the source or literature is referred to for the first time, full bibliographic details are provided. When consecutive references come from the same place, the word *Ibid* (Latin: *Ibiden*, “in the same place”) is used. When it is necessary to refer to the same publication (after insertion of other sources in the reference notes), the term *op. cit.* (Latin *opere citato*, “in the work cited”) is used after the author's name and the cited page is indicated.

The Bachelor's thesis must be submitted spiral bound, with a clear front cover. The formatting and layout of the explanatory paper may be different if so required by the specifics of the study programme and this is agreed with and approved by the CSP.

3.3. Figures and illustrations

A Bachelor's thesis can have illustrations and/or figures. Illustrations are deemed to include any photographic images: photos, scans. Figures are graphical material which includes tables, diagrams, charts, etc.

Illustrations can be inserted in the text, placed at the end of it or split (when necessary), inserting some of the illustrations in the text and providing other parts at the end of the text. Regardless of the method of illustration placement, all illustrations must be numbered in Arabic numbers, followed by the abbreviation *il.*, a period and a brief description. The numbering should be consecutive, corresponding to the numbering in the list of illustrations. The list of illustrations with full description is presented at the end of the text, containing title, author's name, compilation year, source, name of the photo's author, year of the photo. The list of illustrations with full description and corresponding numbering is presented on a separate page right after the illustration part.

Figures are included in the text. However, it is not recommended to include figures which are longer than one page. Such figures should be presented in annexes. Figures can have different fonts and their size than used throughout the thesis. Figures included in the text are

numbered with Arabic numerals, followed by the abbreviation *Fig.* and the figure title. E.g., *Fig. 1 Distribution of exhibitions of Lithuanian and foreign artists at “Meno Parkas” gallery in 2010–2015.* Figures presented in annexes must be numbered, followed by *Fig.* and the title. The numbering of figures provided in the text and annexes must be separate. Illustrations and figures must have separate numbering, too.

All illustrative material must be directly linked to the text, discussed and analysed in it.

4. BIBLIOGRAPHIC REQUIREMENTS

4.1. Proper citing/quoting and footnotes

When another person’s ideas and thoughts are used in a Bachelor’s thesis, it is required to indicate the author. Citation is a literal use of another author’s work or part of it indicating the name of the author. In compliance with the Law on Copyright and Related Rights of the Republic of Lithuania, only published works or those made public otherwise can be cited. Communication of the work to the public serves as a basis for the society’s right of access to the work. Works that have not been communicated to the public or restricted access works (works held in funds that are not public or communicated for official use only) may be quoted in accordance with the procedure set out in the Bachelor’s thesis.

The Chicago Manual of Style (CMS) is a citation guide widely used in the world for humanities papers. More detailed citation guidelines appropriate for theses written by VAA students are available at http://leidykla.vda.lt/Files/file/Acta_rengimo_principai.pdf. It is the adapted CMS model recommended for academic writings by the authors of the periodical scientific journal *Acta Academiae Artium Vilnensis*.

It is important to maintain the same quoting style throughout the thesis paper. Quotations should be put in quotation marks. Punctuation marks (periods, commas, etc.), when used after quotations, go outside the quotation marks.

Bibliographic references used in the text body are provided as footnotes. They serve to indicate quotation sources: quoted author’s name and quoted work. The footnotes (bibliographic references) are placed at the bottom of the page of the writing.

Quotations should be put in quotation marks. If the quotation begins mid-sentence, lowercase letters should be used. Omission of the end of the quotation is indicated by an ellipsis in square brackets.

The titles of books, journals and other publications provided in bibliographic references and lists should be italicised. The source of an article is indicated with the preposition *in*.

Ibid. (Lat. *ibidem* – “in the same place”) is used when the same author is repeatedly cited on the same page.

1. Audronė Žukauskaitė, *Anapus signifikanto principo = Beyond the signifier principle*, p. 90.
2. *Ibid.*, p. 86.

Op.cit. (Lat. *opere citato* – “in the work cited”) is used in reference to the same author’s work cited on the same page (but non-consecutively). This abbreviation is used after the author’s name or the abbreviated name of the source when there is no author:

- 1 Vytautas Levandauskas, *Lietuvos mūro istorija = History of masonry in Lithuania*, Kaunas: Vytauto Didžiojo universiteto leidykla, 2012, p. 103.
- 2 Pranciškus Juškevičius, Vidualdas Valeika, *Lietuvos miestų sistemų raida = Development of urban systems in Lithuania*, Vilnius: Baltijos kopa, 2007, p. 25.

4.2. Bibliographic referencing

Publications are always described on the basis of the title page. The list is arranged alphabetically and placed at the end of the thesis. Unlike in footnotes, in a bibliography authors' names should be given last name first. When there are three and more authors, only the first one is indicated followed by the abbreviation *et al.*

| Quoting/citing order | Example |
|---|--|
| <i>Printed publications</i> | |
| Book by one author | <p><i>Footnotes:</i> Vytautas Levandauskas, <i>Lietuvos mūro istorija = History of Masonry in Lithuania</i>, Kaunas: Vytauto Didžiojo universiteto leidykla, 2012, p. 103.</p> <p><i>Bibliography:</i> Levandauskas Vytautas, <i>Lietuvos mūro istorija = History of Masonry in Lithuania</i>, Kaunas: Vytauto Didžiojo universiteto leidykla, 2012.</p> |
| Book by two authors | <p><i>Footnotes:</i> Pranciškus Juškevičius, Vidualdas Valeika, <i>Lietuvos miestų sistemų raida = Development of Urban Systems in Lithuania</i>, Vilnius: Baltijos kopa, 2007, p. 25.</p> <p><i>Bibliography:</i> Juškevičius Pranciškus, Valeika Vidualdas, <i>Lietuvos miestų sistemų raida = Development of Urban Systems in Lithuania</i>, Vilnius: Baltijos kopija, 2007.</p> |
| Book by four and more authors | <p><i>Footnotes:</i> Marija Drėmaitė [et al.], <i>Vilnius 1900–2005: Naujosios architektūros gidas = Vilnius 1900–2005: A Guide to Modern Architecture</i>, Vilnius: Architektūros fondas, 2005.</p> <p><i>Bibliography:</i> Drėmaitė Marija [et al.], <i>Vilnius 1900–2005: Naujosios architektūros gidas = Vilnius 1900–2005: A Guide to Modern Architecture</i>, Vilnius: Architektūros fondas, 2005.</p> |
| Group of authors (e.g. for study programmes, statutes, regulations, etc.) | <p><i>Footnotes:</i> Vilnius Academy of Arts, Klaipėda Department of Visual Design, <i>Visual design. Undergraduate study programme</i>, compiled by Vytautas Kasputis, Vilnius: Vilniaus dailės akademijos leidykla, 2008.</p> <p><i>Bibliography:</i> Vilnius Academy of Arts, Klaipėda Department of Visual Design, <i>Visual design. Undergraduate study programme</i>, compiled by Vytautas Kasputis, Vilnius: Vilniaus dailės akademijos leidykla, 2008.</p> |

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| Article in a book | <p><i>Footnotes:</i></p> <p>Algimantas Miškinis, „Platelių bažnyčios kompleksas miestelio architektūroje“ = “Plateliai church complex in the architecture of the town”, in: <i>Plungės dekanato sakralinė architektūra ir dailė</i>, compiled by Adomas Butrimas, Vilnius: Vilniaus dailės akademijos leidykla, 2005, p. 7–8.</p> <p><i>Bibliography:</i></p> <p>Miškinis Algimantas. „Platelių bažnyčios kompleksas miestelio architektūroje“ = “Plateliai church complex in the architecture of the town”, in: <i>Plungės dekanato sakralinė architektūra ir dailė</i>, compiled by Adomas Butrimas, Vilnius: Vilniaus dailės akademijos leidykla, 2005.</p> |
| Article in a periodical or serial | <p><i>Footnotes:</i></p> <p>Agnė Kulbytė, „Kraštovaizdžio idėja šiuolaikinėje tapyboje: vaizdavimo metodų klausimas“ = “Idea of landscape in the contemporary painting: the question of depiction methods”, in: <i>Acta Academiae Artium Vilnensis, Kūrinyų kontekste = Art in Context</i>, vol. 53: 2009, p. 104.</p> <p><i>Bibliography:</i></p> <p>Kulbytė Agnė, „Kraštovaizdžio idėja šiuolaikinėje tapyboje: vaizdavimo metodų klausimas“ = “Idea of landscape in the contemporary painting: the question of depiction methods”, in: <i>Acta Academiae Artium Vilnensis, Kūrinyų kontekste = Art in Context</i>, vol. 53:2009, p. 95–108.</p> |
| <i>E-documents</i> | |
| E-books | <p><i>Footnotes:</i></p> <p>Lina Vidauskytė, <i>Medijų filosofijos pagrindai: Mokomoji knyga = Principles of Media Philosophy: Resource Book</i>, Kaunas: Technologija, 2013, p. 23. https://www.ebooks.ktu.lt/eb/1041/mediju-filosofijos-pagrindai/ [viewed on 30 September 2015].</p> <p><i>Bibliography:</i></p> <p>Vidauskytė Lina. <i>Medijų filosofijos pagrindai: Mokomoji knyga = Principles of Media Philosophy: Resource Book</i>, Kaunas: Technologija, 2013, p. 23. https://www.ebooks.ktu.lt/eb/1041/mediju-filosofijos-pagrindai/ [viewed on 30 September 2015].</p> |
| Article in subscription database | <p><i>Footnotes:</i></p> <p>Elizabeth Grierson, “Art and Creativity in the Global Economies of Education”. <i>Educational Philosophy and Theory: Incorporating Access</i>. Volume 43, Issue 4 (2011): 336-350. Taylor & Francis online (DOI:10.1111/j.1469-5812.2009.00550.x).</p> <p><i>Bibliography:</i></p> <p>Grierson Elizabeth, “Art and Creativity in the Global Economies of Education”. <i>Educational Philosophy and Theory: Incorporating Access</i>. Volume 43, Issue 4 (2011): 336-350. Taylor & Francis online (DOI:10.1111/j.1469-5812.2009.00550.x).</p> |

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| Article in freely accessible electronic periodicals | <p><i>Footnotes:</i></p> <ol style="list-style-type: none"> 1. Rūta Ruolytė-Verschoore, Jonas Ruškus, „Pradžią turi kurti pats: neįgaliųjų studentų dalyvavimas aukštosiose mokyklose Lietuvoje“ = “Everything Depends on You: Disabled Students’ Participation in Lithuanian Higher Education Institutions”, in: <i>Kultūra ir visuomenė: Socialinių tyrimų žurnalas</i>, 2012, No 3 (2) http://vddb.library.lt/obj/LT-eLABa-0001:J.04~2012~ISSN_2029-4573.N_3_2.PG_71-94, [viewed on 30 September 2015]. 2. Eglė Ročkaitė, „Lietuvos totorių medinių mečečių architektūra“ = “The architecture of wooden Lithuania Tartars mosques”, in: <i>Meno istorija ir kritika</i> 2014 10(2), Kultūros paveldas: medžiagiškumo ir simbolinių prasmų sąveika, http://vddb.library.lt/obj/LT-eLABa-0001:J.04~2014~ISSN_1822-4555.N_10_2.PG_89-107, [viewed on 30 September 2015]. <p><i>Bibliography:</i></p> <ol style="list-style-type: none"> 1. Ruolytė-Verschoore Rūta, Jonas Ruškus, „Pradžią turi kurti pats: neįgaliųjų studentų dalyvavimas aukštosiose mokyklose Lietuvoje“ = “Everything Depends on You: Disabled Students’ Participation in Lithuanian Higher Education Institutions”, in: <i>Kultūra ir visuomenė: Socialinių tyrimų žurnalas</i>, 2012 No 3 (2) http://vddb.library.lt/obj/LT-eLABa-0001:J.04~2012~ISSN_2029-4573.N_3_2.PG_71-94, [viewed on 30 September 2015]. 2. Ročkaitė Eglė, „Lietuvos totorių medinių mečečių architektūra“ = “The architecture of wooden Lithuania Tartars mosques”, in: <i>Meno istorija ir kritika</i> 2014 10(2), Kultūros paveldas: medžiagiškumo ir simbolinių prasmų sąveika, http://vddb.library.lt/obj/LT-eLABa-0001:J.04~2014~ISSN_1822-4555.N_10_2.PG_89-107, [viewed on 30 September 2015]. |
| Online video material | <p><i>Footnotes:</i></p> <p>Deb Shoemaker, <i>Art Therapy Activities: Art Therapy for Mental Health Problems in Children</i>. Video. Youtube. https://www.youtube.com/watch?v=CydxvX8NP7w, [viewed on 30 September 2015].</p> <p><i>Bibliography:</i></p> <p>Shoemaker Deb. <i>Art Therapy Activities: Art Therapy for Mental Health Problems in Children</i>. Video. Youtube. https://www.youtube.com/watch?v=CydxvX8NP7w, [viewed on 30 September 2015].</p> |
| <i>Non-published documents</i> | |
| Master’s theses, doctoral dissertations | <p><i>Footnotes:</i></p> <p>Rūta Šimelionytė, <i>Vaizdo ir teksto santykis šiuolaikinėje tapyboje = Interaction of Image and Text in Contemporary Painting: Master’s thesis</i>, Vilnius Academy of Arts, 2014.</p> <p><i>Bibliography:</i></p> <p>Šimelionytė Rūta, <i>Vaizdo ir teksto santykis šiuolaikinėje tapyboje = Interaction of Image and Text in Contemporary Painting: Master’s thesis</i>, Vilnius Academy of Arts, 2014.</p> |

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| Interviews | <p><i>Footnotes:</i> Justinas Krasuckas, Interview with painter Pranas Griušys, Kaunas, 2015.</p> <p><i>Bibliography:</i> Krasuckas Justinas, Interview with painter Pranas Griušys, Kaunas, 2015.</p> |
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5. ACADEMIC ETHICS IN CREATIVE WORKS AND WRITINGS

VAA students are required to prepare their creative projects, conduct research and write papers in compliance with the provisions of the VAA Code of Academic Ethics (approved by the VAA Senate). Students' scientific and artistic activities shall be based on the ideals of fair research and truth seeking, as well as on the pursuit for high artistic quality. The following shall constitute a breach of this provision: falsification of or manipulation with empirical research data; deliberate concealment of received data contradicting the research hypothesis; provision of deliberately misleading information about empirical research methodology; theft of or deliberate damage to empirical research data, software, samples of empirical materials, manuscripts or studio works of art; plagiarism, i.e. presenting another person's text, idea or invention as one's own; ungrounded enforcement of co-authorship on younger colleagues or subordinates; denial or veiling of contribution of other persons or organisations to scientific or artistic activities; inappropriate, biased criticism of colleagues' work and their deliberate disregard because of personal antipathy, competition, political or other considerations not directly related to professionalism of scientific or artistic activity.

Disclosed cases of infringement of academic ethics shall be treated in compliance with the VAA Code of Academic Ethics. The implementation of the Code provisions and compliance supervision are carried out by the Ethics Committee of the Senate.

6. BACHELOR'S THESIS DEFENCE PROCEDURE

6.1. Exhibition of final creative works for Bachelor's degree, presentation of thesis explanatory papers (presentation of thesis for students in the fields of humanities and social sciences)

A preliminary approval of final creative works takes place one month before the defence: students show their creative works to the teachers of the department, express their opinions and listen to others, and also submit a draft of explanatory paper guidelines. It is not required to submit humanities and social science theses in a bound format for preliminary approval. Assessment should be brief, indicative of student's level and demonstrated competences. The teachers of the department review the final work and approve it for defence if all the requirements are met and there are no material non-conformities. The approval for defence is documented in the minutes of the sitting of department. Decisions on possible improvements or corrections of the work, offering another topic or another time for defence are taken in the presence of the student and his/her supervisor. Final works assessed by the supervisors negatively are not eligible for defence.

A Bachelor's thesis (1 copy) for defence shall be submitted to the department at least 3 to 5 days before the date of defence. Explanatory papers are kept with the department for 3 years after their public defence; creative works shall be kept in accordance with the procedure set

forth by the CSP. The best works are preserved at the museum of the VAA. Bachelor's theses in humanities and social sciences are kept in the VAA library.

Bachelor's final works should be publicly displayed on the day of defence. Students can offer a place for display to the department (if the display place has been pre-agreed) or choose a place offered by the department.

The places for displaying Bachelor's final works should be approved by the department and CSP at least one month prior to the date of public defence. The approved places for exhibiting Bachelor's final works are communicated by the department to the dean at least 25 working days before the date of public defence.

6.2. Visual concept designs (*tablets used in programmes requiring concept designs*) and labels

Text information in tablets should be written on a good level of the Lithuanian language (official language). The name of the author, the title and year of the work, and the name of the supervisor of the final work (academic title and/or academic degree, first and last names) should appear on the top or bottom of the tablet. The design of the tablets must be in compliance with the requirements approved by departments and the CSP.

A displayed and publicly defended final work for a Bachelor's degree should be presented appropriately labelled. The label must show the following: author's name (not necessary for solo exhibitions when the name of the author is indicated in the annotation), the title and year of the work, media, size, and the name of the supervisor of the final work (academic title and/or academic degree, first and last names). The fonts recommended for the labels are Times New Roman, Arial, 12, 14. Recommended paper: white or similar (examples of the labels are provided in Annexes).

6.3. Qualification commission for Bachelor's thesis defence

The qualification commission (QC) for Bachelor's thesis defence is set up in accordance with the procedure for setting up thesis defence commission laid down in the VAA Study Regulation. The chairperson and members to the QC are proposed to the dean of the faculty by the committees for study programmes. The composition of the commission shall be approved by the rector.

The time-table for the defence of approved theses is defined by the secretary of the QC. The secretary submits the following for the QC sitting: rector's order validating the permission to defend the thesis; thesis with enclosed annexes; feedbacks from the supervisors and reviewers; thesis assessment criteria.

The QC sitting is valid if at least 2/3 of the members of the commission are present. The sitting is chaired by the chairperson of the QC (or some other member of the commission if the chairperson is absent); minutes are taken by the secretary of the QC.

The date, time, venue, and time-table of thesis defence are fixed by the dean of the faculty. The dates of thesis defence are published in the schedule of academic work of the faculty at least five working days before the first sitting of the commission for thesis defence.

6.4. Bachelor's thesis defence procedure

The public defence of a thesis starts with the presentation of the members of the QC for Bachelor's thesis defence (the members are presented by the chairperson or the secretary of the commission), which is followed by the announcement of the procedure of thesis defence and the initiation of the defence.

Bachelor's theses are defended in accordance with a pre-agreed time-table. The secretary of the commission announces the name of a student and the title of his/her work. The student presents the essence of his/her work: subject matter, problem, purpose and defined tasks of the work, its results and conclusions; recommendations are provided where the nature of the work so requires. The student is given 10 to 20 minutes to present his/her work (unless set forth otherwise by the CSP); if the student exceeds his/her time allotted to present the essence of the work, the chairperson has the right to terminate the student's presentation after giving a warning note). In case of PowerPoint presentations, the slides should be of good quality (contain only key points in easily readable fonts). It is recommended avoiding small font size in tables and charts in presentation slides.

After the student's presentation, the secretary of the commission announces the name and academic title and/or academic degree of student's supervisor. The supervisor provides his/her feedback. Then the secretary of the commission announces the name and academic title and/or academic degree of the reviewer who provides his/her review. Where the reviewer is absent in the defence, the secretary of the commission reads the review. Commission members then ask questions and express their comments which should be answered by the student. Other members present at the defence sitting may also ask the student questions or say their comments. The defence procedure of each Bachelor's degree candidate should take 20 to 30 minutes (unless specified otherwise by the CSP).

Foreign students studying VAA programmes registered in the English language defend their theses in English. In such cases, it is ensured that interpretation from/to Lithuanian/English is provided during the defence procedure.

6.5. Feedback from Bachelor's thesis supervisor

The supervisor provides the QC for thesis defence with supervisor's feedback about student's generic and specific competences, and their dynamics during thesis preparation, comments on the tasks defined by the student and discusses the process of thesis preparation and the results achieved. The supervisor's feedback should be objective and ethical.

6.6. Bachelor's thesis reviewing

Reviewers of Bachelor's theses may be persons holding at least a Master's degree, persons who are recognised artists or holders of academic degrees (unless set forth otherwise by the CSP). Reviewers of Bachelor's theses are appointed by the department together with the CSP. A representative from the department directly contacts the reviewer and informs him/her where the thesis is available for review and when the public defence of the reviewed thesis is anticipated. The department representative also provides the reviewer with the reviewee's e-mail address for sending the review.

The reviewer provides a justification of thesis compliance with each assessment criterion, analysis of the thesis, conclusions and assessment of the thesis (which may be positive or negative) on the basis of the assessment criteria for Bachelor's thesis formulated by the descriptor of the subject of the study programme. Any breach of academic ethics observed by the reviewer should be communicated by the reviewer in writing to the qualification commission for defence of Bachelor's theses.

6.7. Assessment of Bachelor's thesis

Bachelor's theses are assessed by the qualification commission in a closed session. Minutes are taken by the secretary of the commission. Commission members who are

supervisors of the assessed theses are not removed from the assessment session, but abstain from the discussion and assessment.

Commission members express their comments in respect of each student's thesis and its presentation. Final assessments must be supported by all the members of the commission. Commission's support is expressed by voting. If the members of the commission give different assessments, the opinion seconded by the chairperson shall have the casting vote. The assessment of the Bachelor's thesis is handed to the student in person, in a sealed envelope. Once results are announced, commission's decision becomes final and is not subject to appealing (appeals are allowed only against violations of Bachelor's thesis defence procedures).

Minutes of the sitting of the qualification commission for defence of Bachelor's theses are kept at the faculty's Study Office signed by the chairperson, secretary and all the members of the commission. The signed minutes with enclosed feedbacks from the supervisor and reviewer are submitted by the secretary of the commission to the Study Office of the faculty latest within one working day after the last day of the defence procedures.

7. ANNEXES

7.1. ANNEX 1. Form of thesis title page



VILNIUS ACADEMY OF ARTS
FACULTY X

DEPARTMENT X

Student's first and last names

THESIS TITLE

(for humanities and social science theses; or:
Bachelors thesis explanatory paper
(for final works in the field or art)

Study programme X, state code xxx

Bachelor's degree candidate: *first and last names*

.....
(signature)

.....
(date)

Supervisor: *Assoc. Prof. Dr. first and last names*

.....
(signature)

.....
(date)

Approved by: Head of the Department *Prof. first and last names*

.....
(signature)

.....
(date)

Vilnius, 2017

7.2. ANNEX 2. Form of Bachelor's thesis reviewer's feedback

**VILNIUS ACADEMY OF ARTS
FACULTY X
DEPARTMENT X**

THESIS REVIEWER'S FEEDBACK ON
BACHELOR DEGREE CANDIDATE'S FIRST AND LAST NAME

BACHELOR'S THESIS

TITLE

Advantages of the work:

.....
.....
.....
.....
.....

Disadvantages of the work:

.....
.....
.....
.....
.....

Other notes and questions of the reviewer:

.....
.....
.....

Final conclusion: The work meets (does not meet) the assessment criteria applied to Bachelor's thesis, as formulated in the descriptor of the subject of the study programme. Proposed assessment: positive (negative).

Reviewer's academic degree and title, first and last name and signature

7.3. ANNEX 2. Form of Bachelor's thesis supervisor's feedback

VILNIUS ACADEMY OF ARTS
DEPARTMENT X

THESIS SUPERVISOR'S FEEDBACK ON
BACHELOR DEGREE CANDIDATE'S FIRST AND LAST NAME

BACHELOR'S THESIS

TITLE

Supervisor's academic degree and title, first and last name and signature

7.4. ANNEX 4. Model label of final creative work for Bachelor's degree

No. 1



First name LAST NAME

“XXXXXXXXXXXXXXXXXX”

Department X, final creative work for Bachelor's degree,
20XX

Supervisor: Prof. xxxxxxxxxxxx

No. 2



First name LAST NAME

“XXXXXXXXXXXXXXXXXX”

Department X, final creative work for Bachelor's degree,
20XX

Supervisor: Prof. xxxxxxxxxxxx

No. 3



First name LAST NAME

“XXXXXXXXXXXXXXXXXX”

Department X, final creative work for Bachelor's degree,
20XX

Supervisor: Prof. xxxxxxxxxxxx