

GUIDE FOR MASTER'S STUDENTS FOR PREPARATION OF FINAL DEGREE PROJECT

(TRAINING AND CONSULTATIONS ON LANGUAGE CORRECTNESS AND PREPARATION OF WRITTEN WORKS)

Form of the final degree project

The final degree project is prepared according to the University's [methodological guidelines for the preparation of written works](#) (form requirements) and the Faculty's methodological requirements for the preparation and defence of final degree projects (content requirements).

Consultations on language correctness

The University organises the English language consultations for improvement of the quality of final degree projects. We invite you to participate in the **individual consultations**, during which the lecturer will answer your questions regarding spelling and punctuation, compliance with language rules, grammar, style and terminology. For the remote language consultations please contact the lecturer prof. dr. Saulė Petronienė, email saule.petroniene@ktu.lt.

Training on the preparation of written works

While preparing your final degree project, we invite you to participate in the **training on the preparation of written works** organised by the University library. This training will provide you with the knowledge that facilitates the preparation of your final degree project: correct use of the information sources in your work, quoting and making of the bibliographic notes in the list of references. The trainings organised by the library are provided on the website <https://library.ktu.edu/library-training/>. For the remote consultations on the preparation of written works please contact the rker Rasa Dovidonytė, el. p. rasa.dovidonyte@ktu.lt.

Verification of language correctness

At least 45 days before the defence of the final degree project, you have to **send 5 pages of the text of your final degree project** (with 1.15 line spacing) to the lecturer prof. dr. S. Petronienė, email saule.petroniene@ktu.lt.

The lecturer will correct spelling, punctuation mistakes of your text, check compliance with language rules and send a reply to you. When you receive the lecturer's remarks on the mistakes identified in the sent extract of your project, you undertake to apply these recommendations in the entire final degree project.

At least 15 days before the defence of the final degree project you have to **send the entire text of your final degree project** (with 1.15 line spacing) in electronic format (PDF) to the lecturer prof. dr. S. Petronienė, email saule.petroniene@ktu.lt.

The lecturer evaluates the language of your project according to the following criteria: observance of spelling and punctuation rules, use of scientific language and quality of computer literacy. Identified **evaluation of high, medium or low level of language correctness** is entered in the gradebook of the module of the final degree project in AIS at least 3 days before the appointed date of defence. If evaluation of the project's language correctness is not entered in AIS, the supervisor does not provide credits (IS) for the module and you cannot defend your project. The evaluation of the final degree project's language correctness is taken into consideration by the qualification commission; the evaluations 9 and 10 are not recommended for the final degree project with low level of language correctness.

Uploading of the final degree project to electronic repository

You have to **submit your final degree project in electronic form to the department** at least 5 working days (check the date with your faculty) before the defence of your final degree project. Faculty's responsible person examines your project using plagiarism detection software *CrossCheck*. If a fact of plagiarism is detected during this inspection, information about plagiarism is provided to the Qualification Commission and the project cannot be defended.

Then on the same day you have to **complete the data about your final degree project and upload the project to eLABa repository** (in PDF format) at www.elaba.lt. Detailed description is provided [here](#). The uploaded PDF document has to be identical to the final version of the project.

If you have questions regarding the uploading of your final degree project to eLABa repository, please contact Edita Ražanskaitė, email edita.razanskaite@ktu.lt, tel. +370 37 30 06 52.