**BUSINESS SCHOOL**

**AVIATION MANAGEMENT STUDY PROGRAMME**

**FULL – TIME STUDIES 4TH COURSE**

**7 SEMESTER**

**SETTLEMENT PLAN**

**(Autumn semester of 2017)**

| Date | Work | Specialty | Lecturers/coordinators | Comments |
| --- | --- | --- | --- | --- |
| *Autumn semester of 2017* |
| 2017 September 5-6th at 16.05 – 17.35(classroom 214) | Professional practice seminar | Aviation management | Lecturer Olegas Beriozovas | In case of questions or absence in the seminar on professional practice, consult the lecturer Olegas Beriozovas olegas.beriozovas@ksu.lt.  |
| **2017 October 6th** 10.15 – 11.45 \*(212 classroom) | Thesis seminar | Aviation management | Lecturer Deimantė Budriūnaitė  | Seminar will cover the preparation process of the thesis about as well as answers to questions about working stages, evaluation, etc. |
| Till 2017 September 29th | Contract between professional practice and representatives of host institutions | Aviation management | Lecturer Olegas Beriozovas |  |
| Till 2017 September 29th | Preparation of the plan of professional practice and coordination of practical tasks (research) with the supervisor at the place of practice | Aviation management  | Lecturer Olegas Beriozovas | Singend contracts of professional practice should be presented to lecturer Olegas Beriozovas by email olegas.beriozovas@ksu.lt. A printed copy should be presented to the Coordinator of Studies at Room 203. Plans will be evaluated and student will be informed by email about evaluation. |
| Till 2017 October 4thpresentation of the thesis for the interim check\* |  |  |  | A printed or electronic version of the part of thesis should be presented to the Coordinator of Studies at Room 203. The cover must necessarily be signed by a supervisor / or must be accompanied by an email confirmation from supervisor. The work submitted by the student is evaluated by the commission of the interim check.Together with the printed or electronic version of the thesis, a student must present a supervisor resolution on students work, communication and thesis preparation consistency (in the attached form). |
| Till 2017 October 6th | Evaluation of professional practice plans | Aviation management | Lecturer Olegas Beriozovas | Students will be informed by email about evaluation. |
| 2017 October 5-8th  | Interim check of thesis | Aviation management | Lecturer Deimantė Budriūnaitė ir kiti komisijos nariai | The interim check is executed via Moodle system. |
| Till 2017 November 23th  | Professional practice at the host institution | Aviation management | Lecturer Olegas Beriozovas |  |
| Till 2017 November 23th | Preparation and presentation of a professional practice report to the Career Center | Aviation management | Lecturer Olegas Beriozovas |  |
| 2017 November 24th at 14.20\*(classroom will be specified later) | The defense of the report of professional practice  | Aviation management | Lecturer Olegas Beriozovas |  |
| Till 2017 November 28th | Submission of final part of the thesis to the last check | Aviation management | Lecturer Deimantė Budriūnaitė  | The printed version of the final part of the thesis is presented to the coordinator of studies in Room 203. The cover must be signed by a supervisor who has been consulted for throughout the process. |
| 2017 November 29th at 10.00 | Last check of the thesis  | Aviation management | Inspection Commission  | Students and members of the commission are participating at the last check procedure. The Commission is comprised of the Director of the Business School. During this check, it is decided whether the student can defend his/her thesis. |
| 2017 December 13th till 15:00 | Submission of thesis for the defense | Aviation management | Coordinator of full – time studies  | Printed copies with the signature of the manager must be presented to the coordinator of studies in Room 203. Electronic versions of thesis are uploaded to the account created in the KSU Moodle system. |
| 2017 December 14th  | Transmission of thesis for review | Aviation management | Coordinator of full – time studies | The Study Coordinator submits the final thesis to the reviewers. |
| 2017 December 20th | Submitting reviews | Aviation management | Coordinator of full – time studies | Reviewers provide reviews to the Coordinator of full – time studies, who sends them to the students. |
| 2018 January 4th | Defense of the bachelor’s final work | Aviation management | Defense Commission  | Time will be specified later. Defense is organized according to alphabetic order, thesis are evaluated by Rector's approved commission. |
| 2018 January  | Diploma delivery ceremony |  |  | Date and address will be specified later. |

*\* Students, who have academic debts, must pass them before the thesis is submitted for interim review (on 29th of November 2017), if they intend to defend their thesis in January of 2018.*

Director of Business School

Deimantė Budriūnaitė

El.p. deimante.budriunaite@ksu.lt