

APPROVED

7 March 2023 by the Director of the College of
Saint Ignatius of Loyola. No. V- 26

DESCRIPTION OF THE PROCEDURES FOR THE PREPARATION OF COURSEWORK

1. General provisions

1.1. The description of the procedure for the preparation of coursework at the College of St Ignatius of Loyola (hereafter:- Description) sets out the procedure for the preparation and assessment of c o u r s e w o r k .

2. Key concepts:

2.1. *Coursework* - is a practical-analytical work carried out by a student through study and immersion in the specifics of the study programme/direction, in order to reveal the student's ability to deal with relevant contemporary topics in a creative, coherent and comprehensive manner, within the constraints of time, information and experience, to apply theoretical and empirical methods, to carry out small-scale scientific-applied research and to formulate conclusions and proposals on the basis of research results, to be able to present the results of research orally and in writing to academic and practitioner communities, in scholarly publications and/or at conferences.

2.2. *The purpose of the coursework* is to enable the student to develop the skills of observation, evaluation, analysis, and generalisation, which are necessary for the performance of a specific practical professional activity. The coursework enables the student to reflect on his/her understanding of what he/she has learnt and what and how he/she has understood during the study period. The coursework reflects how the student (the author of the work) is able to apply the acquired knowledge and understanding in different situations and contexts, which are reflected in theory and/or empirics. In the coursework, the student must demonstrate the ability to describe the problem to be solved, to identify the object of the research, to formulate the aim of the research, to choose and apply the methods of theoretical or empirical research and to prepare a report on the research (theoretical or empirical) carried out. The nature of the coursework depends on the specifics of the study programme, and may include an analysis of scientific sources, a creative project, a survey, an experiment, a case study, an action research. The student discusses the specific methodological choices with the coursework supervisor.

2.3. *The coursework coordinator* - appointed by the Head of Department of the College - is responsible for the dissemination of the coursework, its preparation and assessment.

2.4. *Coursework supervisor* - advises the student on the coursework, assesses the coursework the quality, process and outcome of the coursework, assessing it in a ten-point grading system.

2.5. Coursework -

- *active scientific/artistic activity* - a scientific-applied research and/or artistic project, a research project carried out by a student or a group of 2 students and a lecturer, in collaboration with business and social partner organisations;
- *scientific (artistic) publication/product* - a publication, monograph, scientific article in peer-reviewed journals, the work of a student or a group of 3 students and 2 lecturers;
- *Conference paper* - a conference paper published (in the conference programme, accepted for publication) in the conference proceedings, or articles/research in cultural or artistic journals, and/or an exhibition of artworks created, performed and publicly presented, by a student or a group of 2 students and a lecturer;
- *popularisation activity of the field of study being studied* (arts, tourism and recreation, cosmetology, food technology, medical technology, social work) - a conference presentation by a student or a group of 2 students and a teacher related to the field of study being studied, which is only carried out during the study period in which the subject of study "Coursework" is provided;
- *analysis of scientific sources*, the chosen topic of the coursework focused on practical activities and a specific professional group - written work by the student and the coursework supervisor.

3. The themes of the coursework can be developed in the final thesis.

4. Group coursework may be undertaken, except where the student chooses to do the coursework alone.

5. Coursework topics

5.1. The topic of the coursework must be related to the specific study programme being studied and to the field of the professional activity in question.

5.2. The topic of the coursework must be practice-oriented and focused on a specific professional group.

5.3. The topic of the coursework is developed by the student in collaboration with the coursework supervisor.

6. Coursework structure

6.1. *The structure of the coursework* depends on the type of coursework chosen by the student.

7. Timing and author's responsibility for the coursework

7.1. There is no separate defence of the coursework. The completed coursework is submitted to the coursework supervisor for assessment.

7.2. The coursework must be prepared in accordance with the study plan of the programme of study within the timeframe specified and must not be transferred to the next semester or year of study.

7.3. The author of the coursework (student or group) is fully responsible for the timely production of the work, the originality of content and adherence to ethical principles in the preparation of the work.

7.4. The coursework is prepared and formatted according to the type of coursework chosen. All texts in the form of a coursework must be delivered both to the supervisor and forwarded to the following email address: submit@ilk.lt.

7.5. The generated originality reports, which will contain information on the amount of plagiarism, will be forwarded to the coursework supervisor.

7.5.1. The amount of plagiarism cannot exceed 16%.

7.6. The coursework is evaluated by the supervisor, who assesses the quality of the work and the plagiarist's report.

8. Guiding coursework

8.1. Coursework may be supervised by a person who has at least a higher education qualification (and/or equivalent) in a field related to the specific field of study and/or the supervisor's background is relevant to the specific topic chosen by the student.

9. Approval of coursework topics and supervisors

9.1. The idea, nature and topic of the coursework shall be proposed by the student, either independently or in consultation with the coursework

as a work manager.

9.2. After meeting with the Coursework Coordinator and familiarising themselves with the conditions for the preparation and assessment of the coursework, students consider the idea, the nature and the topic of the coursework, either independently or in consultation with the Coursework Supervisor.

9.3 After meeting with the Coursework Supervisor and discussing the coursework idea and agreeing on the exact title of the coursework topic, students shall submit a Coursework Application Form to the Head of the Department within the first three weeks of the semester, which shall include the following data:

- Student's name, surname, form of study;
- Title of the coursework topic (Lithuanian and English);
- Coursework supervisor (name, surname);
- Nature of coursework;

9.4 The supervisors, the subject matter and the nature of the coursework shall be approved by a separate order of the Principal of the College

On the recommendation of the Head of Department, within one month of the beginning of the semester in which the course is scheduled

"Coursework".

10. Coursework assessment

10.1. The coursework is marked on a ten-point scale, according to the achievement of the learning outcomes levels, which are defined as follows:

10.1.1. *Excellent (10-9 marks)*: be able to apply knowledge and skills to contemporary, topical and complex scientific-practical problems, the solution of which is reflected in theory and/or empirics. The student is able to describe the problem to be solved, identify the object of research, formulate the research aim, select and apply theoretical or empirical research methods, creatively, coherently and comprehensively analyse the research data, and present the results in oral and written presentations to academic and practitioner communities, in scholarly publications, and/or at conferences in accordance with the requirements of the course work in terms of preparation of the work, timing, and cooperation with the supervisor and others involved in the course work.

10.1.2. *Typical (8-7 marks)*: be able to apply knowledge and skills to contemporary and relevant scientific and practical problems, the solution of which is reflected in theory and/or empirics. The student is able to describe the problem to be solved, identify the object of research, formulate the aim of the research, select and apply the methods of theoretical or empirical research, and prepare a report on the research (theoretical or empirical) carried out in accordance with the specified requirements of preparation, timing, and co-operation with the supervisor of the coursework and other relevant persons.

11.1.3. *threshold (6-5)*: be able to apply knowledge and skills to solve scientific-practical problems whose solution is reflected in theory and/or empirics. The student is able to describe the problem to be solved, identify the object of the research, formulate the aim of the research, select and apply the methods of theoretical or empirical research without any fundamental errors, and prepare a report on the research (theoretical or empirical) carried out in compliance with the minimum requirements for the preparation of the thesis, the timing and the cooperation with the supervisor of the coursework and with the other persons involved.

11. Lodging an appeal

11.1. Appeals relating to assessments and possible breaches of procedures are dealt with in accordance with the procedures laid down by the College of St Ignatius of Loyola.

COURSEWORK ASSESSMENT

Components of the subject of study	Coursework	
	%	scoring
1 Working Content Quality (topics relevance, appropriate sources, analysis)	40	4
2 Methodology (clearly stated objective, reasonable and clear structure, appropriate conclusions)	20	2
3 Language culture/correctness	30	3
4 Scientific value	10	1
Total:	100%= 10 points	

ANALYSIS OF SCIENTIFIC SOURCES FORMATTING REQUIREMENTS

1. The length of the analysis of scientific sources is 20 A4 pages (title page and appendices are not included in the total length of the work), using Times New Roman font, 12 pt font size, with a line spacing of 1.5 lines.
 2. Chapter headings are in capital letters in bold (16 pt), subsection headings in lower case (14 pt), but the first letter of the first word must be capital.
 3. The title is followed by a double line and then the text is indented by 1,5 pt.
 4. Chapter and subsection headings shall be written in the middle.
 5. Each section of the thesis (introduction, body, conclusions, references, appendices) starts on a new page and the subsections continue.
 6. The pages of the text shall be numbered in Arabic numerals at the bottom right-hand side of the page, without a full stop or dash before the page number.
 7. On the title page, the title of the paper shall be in 18 pt font, the author's name and surname shall be 16 pt font size. College, department and programme names in 16 pt font size.
 8. Margins: 30 mm on the left, 10 mm on the right, 20 mm on the top and 20 mm on the bottom.
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NW. IGNACO LOJOLOS COLLEGE

**Orthopaedic Technology study
programme**

First name Last name

TOPIC TITLE

Coursework

Work Guide

Dr. First name Last name

Kaunas, 2023

EXAMPLE OF CONTENT CREATION

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EXAMPLE TABLE

1. Some of the tables were compiled by the author of the coursework:

Table 1. Coursework structure and content requirements

<i>Component parts</i>	<i>Content requirements</i>
Introduction	The introduction should justify the relevance and novelty of the topic, the research problem, the object of the research (it is appropriate to answer the question: what are we going to research, analyse?), the aim and objectives of the research, and the methods of research. The aim of the research indicates the direction of the research. Only one objective should be formulated. The objectives of the research (there should be 2-3 of them, depending on the complexity of the topic) indicate the chosen method of solving the objective, i.e. i.e. how the objective will be achieved. The aim and objectives of the study are formulated in the generic form of the verbs: to analyse, to investigate, to evaluate, to determine, to reveal, to compare, etc.
Theoretical part	This part analyses scientific, methodological and other literature, presents the main ideas, analyses theories and concepts on the topic, summarises the opinion and research of various authors on the topic, and describes theoretical ways of solving the problem. A reasoned statement of the author's opinion.
Methodological part (if available)	This part presents the research methods, the research process and the structure of the study in a reasoned way.
Empirical part (if available)	The data obtained in the empirical study are analysed and the results are compared with the results of other studies, assessing trends in theoretical attitudes and practice context.
Applied / design part	This part demonstrates the practical applicability of the results of the study, provides suggestions for solving the problem studied, theoretical and practical Recommendations.
Conclusions	The conclusions summarise the results of the author's research and possible study

2. When the table was not compiled by the author of the coursework

Table 2. National income growth in individual countries (Bagdanavičius, 2023)

Country	National income growth, %.
1. Great Britain	54
2. Belgium	42
3. France	38
4. Italy	35
5. The Netherlands	32
6. Federal Republic of Germany (FRG)	24
7. Denmark	19

SAMPLE IMAGE

1. When the painting was made by the author of the coursework:

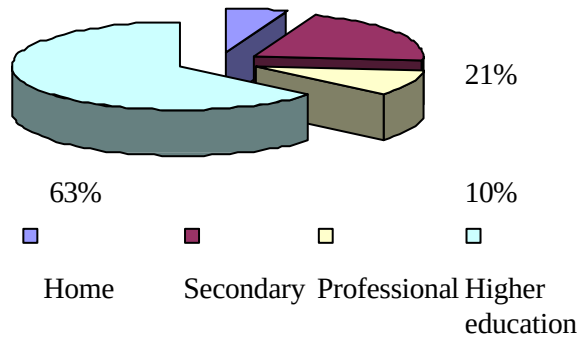


Figure 1: Respondents' educational background

2. When the painting is not by the author of the coursework:

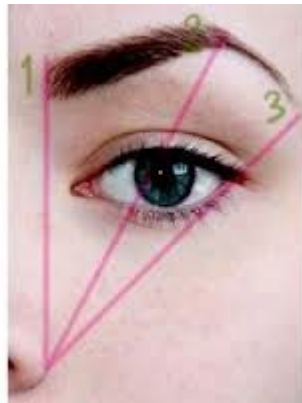


Figure 2. Eyebrow correction (Vardene Pavardene, 2023)
