

# THE PROCESS OF WRITING COURSEWORK AND BUSINESS PROJECTS

In the case of a business course project: students must submit an application to the Study Office at least one month before the semester of the course, specifying the type of work they wish to do.

*Coordinated by/Responsible to: study coordinator, students*

JANUARY

I 3rd year students choose their coursework topics in the Vilnius University information system.

*Responsible: students*

II The application shall be reviewed and approved by the SPC no later than the first day of the spring semester the end of the first month of the spring semester.

*Coordinated by/Responsible to: Study Coordinator, SPC*

III Organised presentations on the coursework/project writing process 1. Presentation of the methodological guidelines for the writing of coursework and projects; 2. Workshop on "Information retrieval and management".

*Coordinated by: the Study Coordinators*

FEBRUARY

The process of preparing/writing coursework/business projects.

*Responsible: the student(s) together with the supervisor*

FEBRUARY - MAY

I The final topic of the coursework/project must be revised no later than 15 May.

*Responsible: students*

II The final version of the Coursework Project must be submitted to the supervisor no later than 1 June.

*Responsible: students*

MID MAY

No later than 15 days before the end of the semester in which the coursework/project is to be written, coursework/projects are uploaded to the plagiarism checker (ETD).

*Responsible: students*

FIRST TWO WEEKS OF JUNE

The final evaluations are entered into the Vilnius University information system.

*Responsible: Works/Project Managers*

UNTIL 30 JUNE