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**R E G U L A T I O N**  
**FOR PREPARATION AND DEFENCE OF THE FINAL**  
**THESIS OF FIRST CYCLE REHABILITATION STUDY**  
**PROGRAMMES OF THE FACULTY OF NURSING,**  
**OF THE LITHUANIAN UNIVERSITY OF HEALTH**  
**SCIENCES**

**Methodical recommendations**

Kaunas, 2021

The regulation for the preparation and defence of the final thesis was approved at the meeting of the Council of the Faculty of Nursing of the Lithuanian University of Health Sciences on 22/10/2021 (protocol No. 2021-SF9-0009).

**Reviewers:** Prof. Raimondas Savickas  
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## INTRODUCTION

Methodical recommendations are intended for students of the first-cycle Rehabilitation study programmes of the Faculty of Nursing, Lithuanian University of Health Sciences, who are preparing their final thesis.

The first part of these methodological recommendations sets out the general provisions, the second part – basic concepts, functions, duties and responsibilities of students and work supervisors, the third part – the procedure for preparation and defence of the final thesis, the fourth part – requirements for the final thesis, and the fifth part contains appendices containing the necessary documents in the preparation of the thesis.

We hope that these methodological recommendations will answer the questions that arise during the preparation of the thesis and will help you find appropriate solutions.

We are grateful to all colleagues and experts who helped to prepare these methodological recommendations.

We await comments and suggestions by e-mail [edita.jazepcikiene@lsmuni.lt](mailto:edita.jazepcikiene@lsmuni.lt). Your suggestions will allow us to improve the methodological recommendations in the future.

*Authors*

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## I. GENERAL PROVISIONS

1. The regulation on the preparation and defence of the final thesis of the first-cycle study programmes in English of the Faculty of Nursing of the Lithuanian University of Health Sciences (hereinafter referred to as the Regulation) establishes the requirements for the first degree Rehabilitation study programmes of the Faculty of Nursing (hereinafter referred to as **FN**) of the Lithuanian University of Health Sciences (hereinafter referred to as **LSMU**) the basic concepts, statements and procedure for the preparation and defence of final theses.
2. The Regulation was prepared based on the following legal acts:
  - 2.1. Law of the Republic of Lithuania on Science and Studies. 29 June 2021, No. XI-242. Amendment Law No. XII2534.
  - 2.2. Order of the Minister of Education and Science of the Republic of Lithuania of 30 December 2016 No. V-1168 “On the general requirements for conducting studies”, (amendment to order No. V- 570), current version of 14 June 2018.
  - 2.3. Study Regulations of the Lithuanian University of Health Sciences, approved by the Senate of the Lithuanian University of Health Sciences on 22 April 2021 by resolution no. 148-03.
  - 2.4. The Intellectual Property Management Regulations of the Lithuanian University of Health Sciences, approved by the Council of the Lithuanian University of Health Sciences on 20 June 2014 decision no. 5-4; amended and supplemented by the decision of the Council of the Lithuanian University of Health Sciences on 22 April 2016 decision No. UT1-3-2.
  - 2.5. Order of the Minister of Education and Science of the Republic of Lithuania on the direction of Rehabilitation studies description approval, 23 July 2015 No. V-798.

## II. BASIC CONCEPTS, FUNCTIONS, DUTIES AND RESPONSIBILITIES

3. **Thesis** – an original, independent, final-year work of a student in a degree-granting first-cycle study programme using scientific research. The final thesis analyses a problem relevant to the field of study and presents possible ways of solving it. In the final thesis, the student must demonstrate the ability to apply the theoretical and practical knowledge acquired during studies, use (present, analyse, summarise, etc.) scientific literature, apply research methods, solve the tasks set, logically present conclusions, be able to write succinctly and correctly in English language, orderly and submit the work on time according to the specified deadlines.
4. **Student** – a person studying at a higher education institution according to the degree-granting first-cycle study programme. The final thesis can be defended by a student who has fulfilled all the academic requirements of the chosen study programme – a student with academic debts is not allowed to defend the final thesis. Responsibilities of the student during the preparation and defence of the final thesis:

- 4.1. choose the topic of the research paper, the supervisor, if necessary, and the consultant at the specified time;
- 4.2. prepare a final thesis preparation plan coordinated with the supervisor and consistently comply with approved deadlines (Appendix 1);
- 4.3. cooperate with the supervisor of the final thesis discussing the progress of the thesis preparation and emerging problems;
- 4.4. submit the original text of the thesis to the supervisor in time, taking into account the supervisor's comments and recommendations to correct the work;
- 4.5. submit the final version of the thesis to the supervisor at least **7 days** before the final meeting of the Qualification Commission (QC);
- 4.6. participate in QC meetings;
- 4.7. submit the completed final thesis to the QC at the set time and participate in the consideration of this thesis at the QC meeting;
- 4.8. upload the thesis to the university's thesis repository in a timely manner and submit the thesis for the technical secretary of the Defence Commission (DC);
- 4.9. adhere to the principles of ethics and academic integrity when preparing the thesis.
5. **The supervisor of the thesis** – a person with at least a master's degree or an equivalent degree and a professional qualification in the relevant field (occupational therapist or physiotherapist). The supervisor is approved by the QC during the final meeting. The thesis supervisor must:
  - 5.1. advise the student on how to formulate the topic, purpose, and tasks of the research paper and draw up a plan for preparing the final thesis, which the student submits during the first QC meeting (Appendix 1);
  - 5.2. to advise the student in discussing the methodology of the thesis, the results of the work and the presentation of the thesis;
  - 5.3. if necessary, to recommend consultants from related fields of science;
  - 5.4. systematically monitor the progress of final thesis preparation, help solve emerging problems and provide comments and suggestions during the preparation of the thesis;
  - 5.5. if it is possible participate in QC meetings;
  - 5.6. fill in the thesis evaluation form, which the student must submit to QC during the final hearing (Appendix 3).
6. **A thesis advisor** – a practitioner in a certain field of science who has at least a Master's degree or equivalent. The advisor provides comments and suggestions during the preparation of the work. The advisor is approved by QC.
7. **Qualification commission (QC)**. For the preparation of the final thesis, the QC of the study programme (Occupational Therapy, Physiotherapy) is formed from at least 5 persons working at LSMU and having at least a master's degree or equivalent. The composition of QC is confirmed by the Dean of the Faculty of Nursing (FN) for a period of 3 years. If necessary, the composition of QC can be changed. The new QC is approved by FN Dean in September. The dates of the QC meetings are published on the LSMU intranet no later than 5 working days before the day of the QC meeting. QC meetings can be held in contact or remotely. The QC decides on the nature of the meeting. Functions of the Qualification Commission (QC):
  - 7.1. considers and approves selected thesis topics and their supervisors;
  - 7.2. approves thesis advisers if necessary;
  - 7.3. approves plans for preparation of theses (Appendix 1);

- 7.4. resolves the issues of changing the work topic, work supervisor and adviser;
- 7.5. assesses whether the final thesis preparation process complies with the approved thesis preparation plan;
- 7.6. during the final QC hearing, submits a conclusion on the suitability of the work for public defence, considering whether:
  - 7.6.1. the thesis corresponds to the essence of the chosen study programme;
  - 7.6.2. the thesis demonstrates the characteristics of the respective professional qualification and competencies specified in the description of the study subject "Thesis" (LSMUSIS);
  - 7.6.3. the scope of thesis meets the requirements;
  - 7.6.4. the thesis has all the necessary structural parts;
  - 7.6.5. the content of the structural parts of the thesis meets the requirements;
  - 7.6.6. the submitted evaluation of the thesis supervisor;
  - 7.6.7. the approval of the Centre for Bioethics to conduct a scientific study;
  - 7.6.8. submitted a signed declaration of the Author's contribution and academic honesty (Appendix 2).
- 7.7. appoints theses reviewers;
- 7.8. with the decisions of the QC meetings **within 3 working days** introduces by e-mail the lecturer responsible for the study subject of the department where the final thesis is prepared;
- 7.9. resolves other issues related to the preparation of the thesis.
- 8. **The reviewer of the thesis** – a person with at least a Master's degree or an equivalent degree and a professional qualification in the relevant field (occupational therapist or physiotherapist), evaluating the student's thesis in grades. The reviewer cannot be a member of the QC of the relevant study programme. The reviewer is appointed and approved by the QC during the final meeting. The reviewer:
  - 8.1. evaluates with a grade whether the thesis meets the requirements for the thesis;
  - 8.2. **within 14 days** submits the thesis to the Technical Secretary of the Defence Commission review (Appendix 4), confirmed by their signature.
- 9. **Defence Commission (DC)**. DC is approved by the Rector on the recommendation of the Dean of the Faculty of Nursing. DC consists of at least 5 members (not including the technical secretary of the DC). At least half of the commission members must be social partners; one of them is appointed as the chairperson of the commission. A member of QC cannot be a member of DC. DC meetings can be held remotely, if necessary. Functions of the Defence Commission:
  - 9.1. organises the defence of theses;
  - 9.2. familiarises themselves with the final theses before the public DC meeting;
  - 9.3. the committee member evaluates the theses and their submission according to the criteria presented in the member's assessment form (Appendix 5) of the defence committee (DC);
  - 9.4. decides on the granting of a bachelor's qualification degree and professional qualification (Appendix 6).
- 10. **Appeal commission** – a commission approved by the Rector at the proposal of the FN Dean. Member of the commission who is the supervisor, consultant or reviewer of the thesis must withdraw from the work of the commission.

### III. PROCEDURE FOR THE PREPARATION AND DEFENCE OF THE FINAL THESIS

11. Before choosing the study subject “Thesis” in the LSMUSIS system, the student must obtain the written consent of the future supervisor (Appendix 7). Students choose the topic of their bachelor thesis by themselves or from the topics offered by the department. The preliminary topic of the thesis, the thesis preparation plan (Appendix 1), the supervisor (if necessary – and the consultant) are considered and approved during the first QC meeting. The first QC meeting takes place in the study semester in which the study subject “Thesis” begins (see study plan). The secretary of the QC records the approved work topic, the thesis supervisor (and the consultant) in the minutes of the meeting, the comments and recommendations of the commission members are presented.
12. During the first QC meeting, the student presents a presentation, which indicates: the topic of the thesis, the supervisor (if necessary – and the consultant), the purpose and tasks of the thesis, (*qualitative research* – research questions), research methods and / or measures of impact, the contingent of subjects, preparation of the thesis plan. The student submits a thesis preparation plan completed and signed by the supervisor (Appendix 1), and the supervisor’ consent form (Appendix 7) to the QC. It is recommended to specify the following stages of thesis preparation and their dates in the thesis preparation plan: search and analysis of literature sources; search and analysis of research methods; preparation of the research protocol; obtaining the approval of the Centre for Bioethics; conducting research; analysis of results; discussion of the results and preparation of conclusions, preparation of the working manuscript. If the QC does not approve the thesis topic, supervisor or the thesis plan, the student submits additions/corrections or a reasoned explanation to the QC in writing within 10 days, which the QC considers during a virtual meeting and makes a decision (approve/disapprove) which it presents to the student.
13. After the QC approves the topic of the thesis, the student must apply to the LSMU Centre for Bioethics with a request to conduct research and submit all necessary documents. The list of documents required to obtain a permit from the Centre for Bioethics and examples of submitted documents are published at <http://www.lsmuni.lt>.
14. A student who decides to fundamentally change the topic of their thesis or to change their thesis supervisor or consultant must submit a request to the QC, which indicates the reasons for the change. When changing the topic, it is necessary to submit the supervisor’s consent to change the topic and a new thesis preparation plan, and when changing the supervisor or consultant – the written consent of the new supervisor or consultant. After QC approves a new work topic or work guide, the student must apply again to the LSMU Centre for Bioethics and submit a research request. Changing the thesis topic can be considered until the end of the 7th semester at the latest.
15. The student prepares the final thesis independently, following the requirements for preparing the final thesis (Chapter IV). The completed work is approved by the supervisor’s signature on the title page of the final work.
16. The next QC meeting is organised in the 7th semester, but no later than 14 days before the end of the semester. During this meeting, the student presents the completed thesis,



the work preparation plan signed by the supervisor. If the QC negatively assesses the course of final thesis preparation and the compliance of the work preparation plan, the student submits additions/corrections approved by the supervisor or a reasoned explanation to the chairman of the QC in writing within 10 calendar days, which the QC considers during the meeting and makes a decision (approve/disapprove) which is presented to the student. In the event of a QC decision “not to approve”, the supervisor marks “not completed” in the report of the study subject “Thesis”.

17. The student submits the thesis manuscript for final review and evaluation by the thesis supervisor no later than 7 days before the final QC meeting. The thesis supervisor fills in the Bachelor’s thesis evaluation form (Appendix 3) and submits the thesis evaluation.
18. **The final QC meeting** is organised at least **25 days** before the final thesis defence meeting. The student submits to the chairman of the QC: a thesis preparation plan completed and signed by the supervisor (Appendix 1), a final thesis evaluation form completed by the supervisor (Appendix 3) and a copy of the final thesis printed and signed by the supervisor. After the final QC meeting, the work preparation plan is added to the minutes of the meeting and stored according to the procedure established by the LSMU. During the meeting, the student presents their prepared thesis and indicates: the department where the thesis was prepared, the title of the thesis, the supervisor and consultant (if there was one), the purpose and tasks of the thesis (*qualitative research* – research questions), the organisation and methodology of the research, briefly presents the main findings/ results, conclusions (*qualitative research* – insights). Up to 10 minutes are allotted for the presentation of the thesis. QC, taking into account the work supervisor’s assessment and the criteria presented in subsection 7.6 of this regulation, assesses the suitability of the thesis for public defence. If at least one of the criteria specified in subsection 7.6 is evaluated negatively, public defence of the thesis is not allowed. A rejected thesis is considered an academic debt. If QC decides that the thesis is suitable for public defence:
  - 18.1. QC appoints a thesis reviewer;
  - 18.2. the QC secretary adds the student’s name to the list of students who are allowed to publicly defend their theses. It is signed by the chairman of the QC. The list is submitted **within 1 working day** to the dean’s office of the Faculty of Nursing, the technical secretary of the Faculty of Medicine and the administrator of the departments where thesis are prepared;
  - 18.3. the administrator of the departments where thesis are prepared forwards the list of students who are allowed to publicly defend their theses to the supervisors of theses **within 1 working day**. They fill out the electronic journal of the thesis, record the grade “completed”;
  - 18.4. QC passes the final thesis evaluation forms filled out by the supervisors to DC and their work in coordinating the final thesis preparation process is considered complete.
19. Students can defend their theses after receiving the Rector’s permission at the request of the Dean of the Faculty of Nursing. The decision to allow a student to defend the thesis is formalised by the Rector’s order.
20. The date of the defence of the final theses and the submissions of the dean of the Faculty of Nursing to the defence committee are appointed by the Rector.

21. The date of the thesis defence is published on the LSMU intranet (no later than 35 days before the day of the defence session).
22. The student **within 3 days** after the final meeting of the QC:
  - 22.1. places the electronic version of the work (in PDF format) in the university's theses repository. Submits to the technical secretary of the DC a document proving this to (an electronic copy of the generated message by the repository);
  - 22.2. submits the printed and bound final thesis (signed by supervisor and consultant) to the DC technical secretary and signs the thesis submission sheet;
  - 22.3. a thesis delivered late or by post is not registered and the student is not allowed to defend it.
23. The technical secretary of the DC submits the registered thesis to the reviewer **within 3 days** (a printed or electronic version of the thesis and a thesis review form are provided). **Within 14 days**, the reviewer prepares a review of the thesis (confirms with their signature) according to the established form (Appendix 4) and returns it to the technical secretary of the DC. Without a peer review, the work cannot be included in the thesis defence session. The DC technical secretary enables students who want to get acquainted with the review of their work to get acquainted with the reviewer's observations, questions and evaluation of the work.
24. **At least 7 days** before the final theses defence meeting, the technical secretary of the DC makes it possible for the members of the DC to familiarise themselves with the electronic version of the final thesis, and provides a printed copy of the final thesis to the final thesis defence meeting, access to the electronic version of the final thesis, and provides the chairperson of the DC with the final thesis review and evaluation of the thesis by the supervisor (Appendix 3). The evaluations of the thesis supervisor and the reviewer during the thesis defence meeting are not made public.
25. At the final theses defence meeting, students submit a prepared report of the final thesis, which indicates: the university and its department where the thesis was prepared, the author of the thesis, supervisor, consultant (if there was one), topic, purpose, tasks (*questions*), research organisation and methodology, the most important results, conclusions (*insights*), evidence of publicising the work (if any). Up to 10 minutes are allotted for the student's presentation. No more than 10 minutes are allocated to the student's answers to the questions of the reviewer and members of the defence committee.
26. During the meeting, the DC members evaluate each paper according to the evaluation criteria, fill in and sign the DC member evaluation form for the thesis (Appendix 5).
27. If the supervisor, consultant or reviewer of the thesis is a member or chairperson of the DC, they must recuse themselves from the evaluation procedure.
28. The final evaluation of the thesis consists of: **evaluation by the supervisor (15%), evaluation of the reviewer (35%) and the average evaluation of the members of the DC (50%)**.
29. DC grants a bachelor's qualification degree and the corresponding professional qualification to a student who has successfully defended the final thesis.
30. These data, together with the conclusion of the DC (Appendix 6), are transferred **within 1 working day** to the FN Dean's office and the administrators of the units where the final theses were prepared. Study administrators inform theses supervisors about

student evaluations. Supervisors of final theses fill out the final thesis electronic bulletin no later than **within 1 working day**.

31. The DC secretary gives the printed copy of the final thesis, reviewer, supervisor and DC members' evaluations to the department responsible for the study programme for storage for 5 years. The electronic version of the thesis, placed in the repository of theses used by the university, is stored according to the procedure established by the university.
32. If a **student's dishonest behaviour** is detected during the preparation and/or defence of the thesis, the thesis supervisor, reviewer or QC/DC addresses the FN Dean and submits a request to form a commission. After evaluating all the circumstances and documentary evidence, it makes the final decision. After the commission confirms the fact that the student has behaved dishonestly when preparing or defending the thesis, they are not allowed to defend the thesis, or the thesis is considered undefended. Any attempt by a student to use knowledge sources in unauthorised ways and duplicating work is considered unfair behaviour. A non-independent (plagiarised) work is considered to be a work in which part, or all of the work is written by another author (paragraphs or pages of another author's work are completely rewritten, without reference to authorship); the work violates the copyrights of other authors. Duplication of a bachelor's final thesis is the re-submission of one's scientific work or part of it for evaluation, when the work has already been presented and defended at this or another scientific institution in Lithuania or abroad but is not indicated in the sources. Duplicated work is not graded and is considered an academic dishonesty. Parts of one's own previous work can be used in the preparation of a bachelor's thesis: this must be clearly indicated in the text and in the reference list. The share of previously evaluated works cannot exceed 20% of the entire scope of work.
33. An undefended thesis is considered an academic debt, the student is removed from the student list.
34. A student who does not agree with the evaluation of the defended thesis has the right to file an appeal (Appendix 8) to the Rector regarding the evaluation of the thesis within 1 working day from the announcement of the results. The appeal shall be submitted in writing. It must indicate the parts of the assessment or procedures that are not agreed upon and the reasons for the disagreement. The appeal commission established by the Rector's order considers the appeal no later than within 3 working days from the date of the appeal submission. The decision of the appeal commission is submitted to the person who submitted the appeal by registered letter and electronically no later than within 2 working days of the decision. Decisions of the Appeals Commission on procedural decision-making violations may be appealed to the Disputes Review Commission.

#### **IV. THESIS REQUIREMENTS**

35. **The thesis consists of:** Title page; Contents; Summary (in *English*); Abbreviations (*if necessary*); Introduction; 1. Literature review; 2. Research organisation and methodology; 3. Results; 4. Discussion of results; Conclusions (*qualitative research - Insights*); Reference list; Attachments.

36. **Title page.** It shall be laid out as shown in Appendix 9. The title page contains basic information about the thesis: LSMU faculty and department where the student studies, thesis author, title of the thesis, name of the study programme and its state code, supervisor and consultant (*if any*), place of the thesis preparation and year of defence of the thesis.
37. **Contents.** The table of contents lists the names of the sections and subsections of the work, indicating the page on which they begin. The content page is inserted after the title page. The table of contents must indicate the numbering of sections and subsections. Numbered in Arabic numerals. Sections are numbered with two digits separated by a dot, and the number of a smaller structural part, the sub-section, consists of three digits. Titles of sections in the contents are written in capital letters, subsections and sections – in lower case. The composite parts of the work – summary, abbreviations, glossary, introduction, conclusions, bibliography and appendices in the content and work – are not numbered.
38. **Summary.** This is the section that introduces the content of the thesis (outline). Summary written in English on separate page is mandatory. The length of summary is up to 1 page. The title of the summary indicates: the author's name and surname, the title of the work, the supervisor and the department where the student prepared the thesis. The text of the summary contains: the purpose of the work, tasks (*qualitative research* – questions), research methodology, research participants, work conclusions (*qualitative research* – insights) (Appendix 10).
39. **Acknowledgements** (optional part of the work). Sometimes the abstract is followed by an acknowledgements section that does not appear in the table of contents but counts towards the total number of pages. The author of the thesis can thank the persons who helped in preparing the thesis.
40. **Abbreviations.** The description of abbreviations is written on a separate sheet. Both familiar and common terms and those proposed by the author are presented, which are discussed in the text. For the first time in the text, the term is written in full, followed by its abbreviation in capital letters in parentheses. Letter abbreviations are written without periods.
41. **Introduction.** In this chapter, the relevance of the topic is briefly discussed, the links between the topic of the work and the study programme are indicated, and the competences of the study programme acquired during the preparation of the bachelor's final thesis are described. This section also indicates the purpose of the work and presents tasks on how to achieve the intended purpose of the work. If a *qualitative study* is conducted, a research question or questions are formulated instead of tasks. The length of the introduction is no more than 2 pages.
42. **Literature review.** Research and theoretical studies carried out in Lithuania and abroad must be on the topic of the thesis must be described. The maximum number of cited sources is not limited, but the paper must cite **at least 30 (75% of them – not older than 10 years) of scientific publications**. It is not suitable to cite popular, public magazines, newspapers, social networks. The scope of this section is 20-25 percent of the total volume of the final thesis, calculating the percentage of the volume of work without appendices.
43. **Research organisation and methodology.** Planning (organisation) of the study must be described in this section; research ethics; selection of subjects (population, sample);

characteristics of subjects; research methods and tools; applied impact measures/programmes (if any); data analysis methods; a copy of the approval issued by the Centre for Bioethics must be included in the appendices.

44. **Results.** This chapter presents and examines the summary data of the study and the results of the data analysis. A chapter can have subsections, it starts and ends with text. The results of quantitative research data analysis must be presented not only in text, but also in tables and/or figures. Tables and figures should be discussed, commented on and analysed in the text and should be listed below the references to them in the text. Information presented in the text, tables and figures cannot be duplicated, as such duplication of information will be considered as an artificial increase in the scope of the work. It is recommended to present the results of the statistical data analysis in tables and/or figures. When presenting the results of statistical hypothesis testing, it is necessary to specify the empirical (calculated on the basis of research data) significance level ( $p$  – value) and the exact value of the criterion (e.g.,  $t$ ,  $Z$ ,  $U$  criterion). The results of *qualitative research* are presented through selected topics analysed by the researcher, statements are based on respondents' quotes or observational data.
45. **Discussion of the Results.** When discussing the results of the work, it is necessary to compare them with the results of other scientific works already carried out in this field. This chapter covers – 2–3 pages.
46. **Conclusions** (*qualitative research* – **Insights**). This section presents the conclusions/ insights based on the findings of the study. Quantitative study Conclusions are the answer to the tasks formulated at the beginning of the work. Conclusions must be specific, concise. Conclusions are numbered, and their number does not necessarily have to coincide with the number of work tasks, but there must be no fewer conclusions than work tasks. *Qualitative Research*. Insights from *qualitative research* are the answer to the research question (or questions) posed. All insight statements presented must be based on research data and illustrated with research material.
47. **Reference list.** The list must consist of **at least 30 sources** (see item 42). Only literature cited in the work is presented. Descriptions are provided without transliteration (for example, sources written in Russian – in Russian letters). References are listed in order of citation in the text. The bibliographic list of literature sources is compiled according to the Vancouver system (Appendix 11).
48. **Appendices.** The appendices contain additional, auxiliary, independent work by the author repaired information (e.g., survey questionnaires, research protocol, detailed description of the applied exposure programme, tables and figures that are not discussed in the text, etc.). All appendices start on a new page and are numbered consecutively. The text is linked to the appendices by links. Appendices **must** include a copy of the consent to conduct research issued by the Centre for Bioethics and the Author's contribution and declaration of academic integrity (Appendix 2).
49. The scope of the thesis – **at least 35 pages** (appendices are not included in the scope of work). The scope of the work cannot be artificially increased: presentation of disproportionately large pictures, tables in the text, spaces between lines larger than specified in point 52.1, etc.
50. The thesis must be printed and bound (1 copy). The thesis is bound in such a way that the pages cannot be unstitched.

51. The thesis must be written in the correct English language, without proofreading errors and must comply with the spelling and punctuation norms of the English language. Thoughts in the work are presented clearly and consistently.
52. General text requirements:
- 52.1. **Format, spacing and font.** The text must be printed on one standard A4 sheet format (210 × 297 mm) on the side of a sheet of white paper, the spacing between the lines is **1.5 intervals**. Margins: left - 3 cm, right - 1 cm, top and bottom - 2 cm. Sheet position (orientation) – vertical (perpendicular) (**Portrait**). The text on the page is aligned according to both boxes (left and right margins). The text is written in black, using *Times New Roman* font **size 12**. Section titles are written in capital letters, size 16 **bold font**, the text is centred. The names of subsections and sections start with a capital letter, followed by lower-case letters. The name is written in size 14 bold font, the text is aligned according to the left margin. The first line of the paragraph is indented 1.5 cm to the right. At the end of a subsection or section there is a space of two blank lines. All chapters start on a new page.
- 52.2. **Page numbering.** Pages are numbered in Arabic numerals in the upper margin. They are written in the middle, without any dots or dashes. numbering starts with the title page (the number 1 is not written on it), all pages are numbered in order.
- 52.3. **Tables.** Tables are numbered consecutively with Arabic numerals (e.g., Table 1). The number and name are written above the table. The name starts with an upper-case letter, followed by lower-case letters. The name of the table is presented in *italic* and centred. If the name does not fit on one line, then there is no 1.5 interval between them. The source and authorship of the cited table should be indicated in parentheses under the table title. The text must refer to the table and indicate its number.
- 52.4. **Illustrations.** Illustrations (diagrams, schemes, drawings, photos, etc.) must be of good quality and appropriate resolution. The number and name are written below the illustration in *Italic font*, no dot is added at the end. First write the number of the figure and its abbreviation, for example, Figure 1. In the work, the illustrations are numbered consecutively with Arabic numerals. The first letter of the name is upper-case, then lower-case. If the name does not fit on one line, then there is no 1.5 interval between them. The text must refer to the table and indicate its number. If illustrations are taken from other publications, the source and authorship must be indicated in parentheses.
- 52.5. **Citation.** When citing a literary source in the text, its number is indicated in parentheses in Arabic numerals (for example: [1] or (1) (Appendix 11). A full bibliographic description of the cited source is provided in the bibliography. Verbatim quotations are enclosed in quotation marks. **Quotation marks must be English (e.g., “quote”)**. The author of the quote is indicated in parentheses – their name, year of publication and page are given. Texts must be cited strictly in accordance with the cited source. Do not correct even obvious proofreading errors in the quoted source.

## V. APPENDICES

### Appendix 1.

APPROVED

at the LSMU Faculty of Nursing Council meeting  
on 22/10/2021, protocol no. SLF 2021-SF9-0009

### INDIVIDUAL BACHELOR'S THESIS PREPARATION PLAN

Study programme ..... course, ..... group  
(Title)

Student .....  
(Name, surname)

Thesis subject: .....  
.....  
.....

Supervisor: .....  
(Academic degree, name, surname)

Date	Activities planned	Evaluation of the work supervisor (completed/not completed), signature

**Student** \_\_\_\_\_  
(Name, surname, signature)

**Supervisor** \_\_\_\_\_  
(Name, surname, signature)

**Chairperson of the**

Qualification Commission \_\_\_\_\_

(Name, surname, signature)

**Appendix 2.**

APPROVED

at the LSMU Faculty of Nursing Council meeting  
on 22/10/2021, protocol no. SLF 2021-SF9-0009**LITHUANIAN UNIVERSITY OF HEALTH SCIENCES MEDICAL  
ACADEMY FACULTY OF NURSING**\_\_\_\_\_  
(Student name and surname, student ID number)**DECLARATION OF AUTHOR CONTRIBUTION AND ACADEMIC INTEGRITY**

\_\_\_\_\_ 20\_\_\_\_

Bachelor thesis \_\_\_\_\_

(Title)

topic, research scope (mark the appropriate line with an "x" and fill in):

<input type="checkbox"/>	I formulated and defined independently based on personal observations: (Indicate your previous research in this area, other sources and research that helped formulate the problem, goals and objectives of the thesis)
	_____
	_____
<input type="checkbox"/>	I chose from the proposed supervisor or other scientists, lecturers: (Indicate the name and surname of the researcher or lecturer):
	_____
	_____

During the collection and evaluation of the material and the preparation of the final thesis, I was consulted by researchers, lecturers and specialists. Their contribution to the preparation of the thesis:

\_\_\_\_\_

\_\_\_\_\_

When collecting the material, I used the following tools and infrastructure of the Lithuanian University of Health Sciences (if you used them, mark them; specify the percentage expression: if tools and infrastructure owned by other people were not used – 100 %, if used – indicate the scale of the University's share):

Laboratory and laboratory devices	<input type="checkbox"/>	%
Reagents	<input type="checkbox"/>	%
Other tools and materials (specify)	<input type="checkbox"/>	%

I confirm that my Bachelor's thesis is independently written, the submitted material is not plagiarised, falsified, the research data is not falsified, the work is not duplicated. Citations from other sources used directly or indirectly are indicated in the literature references. The contribution of other persons (if any in the work) is clearly declared. I confirm that the work is written in the correct English language.



---

*(Signature)*

---

*(Student's name and surname)*

By freely disposing of the author's property rights to my thesis, I grant the Lithuanian University of Health Sciences a non-exclusive, royalty-free, indefinite, territorially unlimited license to reproduce the thesis in any form or manner, to publish, translate, publicly demonstrate, publish, make it available online, adapt or otherwise process it, use in subsequent research, distribute copies of it.

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*(Signature)*

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*(Student's name and surname)*

**Appendix 3.**

APPROVED

at the LSMU Faculty of Nursing Council meeting  
on 22/10/2021, protocol no. SLF 2021-SF9-0009**BACHELOR'S THESIS SUPERVISOR'S EVALUATION**

The author of the work.....

Thesis title.....

.....

Study programme.....

<b>FORMAL CONFORMITY</b>	<b>Yes</b>	<b>No</b>
if at least one point is evaluated as "NO", the work is not evaluated further and is not submitted <i>to the</i> final QC meeting		
The scope meets the requirements		
The thesis has all the necessary structural parts.		
The approval of the Centre for Bioethics to conduct a scientific study is presented in the work		
A signed declaration of the Author's contribution and academic honesty presented in the work (Appendix 2 of the regulation)		
The work was carried out in accordance with the principles of academic integrity (independent work, non-plagiarism, correct citation of authors, etc.)		

<b>FINAL THESIS ASSESSMENT</b>	<b>Weighted factor</b>	<b>Evaluation in a 10-point system</b>
Ability to independently create a thesis plan (goal, tasks (questions), workflow) and follow it	0.1	
Ability to analyse scientific literature, systematise data and apply them in thesis	0.2	
Ability to independently conduct research, offer creative solutions	0.2	
The ability to analyse the obtained research results, evaluate them and compare them with the research results of other scientists.	0.2	
The ability to summarise the results, formulate conclusions (insights)	0.2	
Compliance of the work with the formal requirements of structure and formalisation as well as style and correct language	0.1	
<b>EVALUATION</b>		
The evaluation score is not rounded		

	<b>Yes</b>	<b>No</b>
Is the thesis suitable for public defence?		

---

 (Position, academic degree, name, surname, signature, date)

**Appendix 4.**

APPROVED at the LSMU Faculty of Nursing Council meeting  
on 22/10/2021, protocol no. SLF 2021-SF9-0009

**BACHELOR'S THESIS REVIEWER'S EVALUATION**

The author of the work.....

Thesis title.....

.....

Study programme.....

Evaluated parts of the thesis	Evaluation statements/criteria	Assessment (Check the appropriate grading)		
		Yes	Partly	No
<b>Summary</b>	Summaries in Lithuanian and English meet the requirements	0.75	0.375	0
<b>Introduction, purpose, tasks</b>	The relevance of the topic discussed in the introduction, the links between the topic of the work and the study programme, the stated purpose and tasks ( <i>questions</i> ) of the research correspond to the essence of the work	1	0.5	0
<b>Literature review</b>	The literature review is detailed, the scope meets the requirements	0.4	0.2	0
	Researches and theoretical studies related to the topic discussed in the literature review	0.2	0.1	0
	The sources used in the literature review are new and appropriate	0.25	0.125	0
	The sources used in the literature review are systematised and summarised	0.5	0.25	0
<b>Research organisation and methodology</b>	Research planning (organisation), research ethics are described consistently and in detail. In qualitative <i>research, the type of research is indicated</i>	0.5	0.25	0
	The selection of research subjects, (population, sample), characteristics of the research subjects are described in detail	0.5	0.25	0
	Detailed description of the research methods and tools, impact measures/programmes applied (if any), data analysis methods	0.5	0.25	0
<b>Results</b>	The chapter presents and examines the summarised research data and obtained data analysis results	1	0.5	0
	Tables and figures are discussed, analysed in the text, references to them are provided in the text	0.5	0.25	0
	The statistical analysis of the data was performed and presented properly. <i>The analysis of the results of the conducted qualitative research is presented by examining</i>	1	0.5	0

	<i>the topics, substantiating the statements with quotes from informants or observational data</i>			
<b>Discussion of the Results</b>	The main results obtained during the research are summarised and described in detail, the information presented in the previous sections is not duplicated	0.5	0.25	0
	The obtained research results are compared with the results of other scientific works in this field	0.5	0.25	0
	The paper discusses the practical significance of the research results	0.2	0.1	0
	The sources used in the discussion of the results are appropriate	0.2	0.1	0
<b>Conclusions</b>	The presented conclusions ( <i>insights</i> ) answer the tasks ( <i>questions</i> ) of the thesis	0.5	0.25	0
	The conclusions ( <i>insights</i> ) are based on the analysed material and correspond to the research results	1	0.5	0
<b>General requirements</b> Failure to comply with the requirements reduces the number of points	The scope of the work is adequate (not artificially increased)	0	-0.5	-1
	The subsections of the literature review section are concluded with a summary	0	-0.125	-0.25
	The work is written in correct language, scientific style, appropriate professional terminology is used	0	-0.125	-0.25
	The work is written without grammatical, style, computer literacy errors	0	-0.25	-0.5
	The paper is written in accordance with the general text requirements specified in the regulation	0	-0.25	-0.5
	The information provided in the appendices explains, supplements, and helps to understand the topic under consideration	0	-0.125	-0.25
	The content of the thesis (chapter and subsection headings and page numbering) is consistent with the structure of the thesis and is precise	0	-0.125	-0.25
<b>Evaluation</b> The evaluation score is not rounded				

**Reviewer questions (questions 1-3)**


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(Position, academic degree, name, surname, signature, date)

**Appendix 5.**

APPROVED at the LSMU Faculty of Nursing Council meeting  
on 22/10/2021, protocol no. SLF 2021-SF9-0009

**EVALUATION BY THE MEMBER OF THE COMMISSION  
OF THE BACHELOR'S THESIS DEFENCE**

The author of the work.....

Thesis title.....

.....

Study programme.....

Thesis SUBMISSION evaluation criteria	Assessment (Check the appropriate grading)		
	Yes	Partly	No
Clearly presented the relevance of the topic, indicated the goal, tasks ( <i>research questions</i> )	1	0.5	0
Presented information about the research methodology, indicated the main research instruments	2	1	0
Presented and discussed/interpreted the obtained research results clearly and visually	3	1.5	0
Presented conclusions ( <i>insights</i> ) based on the research results presented in the thesis and presentation	1	0.5	0
Presentation culture (time planning and management, logical sequence of the message, correctness of language, appropriate professional terminology)	1	0.5	0
Correctly and fully answered the questions posed by the reviewer and members of the defence panel	2	1	0
<b>Evaluation</b> The evaluation score is not rounded			

---

*(Position of the member of the Commission, academic degree, name, surname, signature, date)*

**Appendix 6.**

APPROVED at the LSMU Faculty of Nursing Council meeting  
on 22/10/2021, protocol no. SLF 2021-SF9-0009

**FIRST CYCLE STUDY PROGRAMME \_\_\_\_\_**  
**CONCLUSION OF THE COMMISSION OF THE BACHELOR'S THESIS DEFENCE**

Name and surname of the student	Thesis title	Conclusion on access to the defended thesis		A bachelor's degree and a professional qualification are awarded
		published without restrictions in the repository of theses of the university	only data about the work (metadata) are transferred to the university theses repository	
				<input type="checkbox"/> yes <input type="checkbox"/> no
				<input type="checkbox"/> yes <input type="checkbox"/> no
				<input type="checkbox"/> yes <input type="checkbox"/> no

Defence Commission meeting date: \_\_\_\_\_

Chairperson of the Defence Commission: \_\_\_\_\_  
*(Name, surname, signature)*

Members of the Commission: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appendix 7.**

APPROVED at the LSMU Faculty of Nursing Council meeting  
on 22/10/2021, protocol no. SLF 2021-SF9-0009

**BACHELOR'S THESIS SUPERVISOR'S CONSENT**

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES  
MEDICAL ACADEMY  
FACULTY OF NURSING

Study programme \_\_\_\_\_, \_\_\_\_\_ course \_\_\_\_\_ group

student \_\_\_\_\_

(Name, surname)

Tel. No. \_\_\_\_\_ E-mail address \_\_\_\_\_

**REQUEST**

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
(Date)

Please be the supervisor of my Bachelor's thesis.

\_\_\_\_\_  
(Signature)

**I agree:**

\_\_\_\_\_  
(Academic degree of the supervisor, position, name, surname, department)

\_\_\_\_\_  
(Signature)

**Appendix 8.**

APPROVED at the LSMU Faculty of Nursing Council meeting  
on 22/10/2021, protocol no. SLF 2021-SF9-0009

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES  
MEDICAL ACADEMY  
FACULTY OF NURSING

---

(Student name and surname, student ID number, e-mail address)

---

(Name of study programme, course, group)

**For the Rector  
of the Lithuanian University  
of Health Sciences**

**APPEAL**  
REGARDING BACHELOR'S THESIS EVALUATION

\_\_\_\_\_  
(Date)

The text of the appeal must contain the student's request to consider the correctness of the evaluation of the thesis. The student must clearly and reasonably justify their request.

\_\_\_\_\_  
(Signature)



**Appendix 9.**

APPROVED at the LSMU Faculty of Nursing Council meeting  
on 22/10/2021, protocol no. SLF 2021-SF9-0009

**EXAMPLE OF THE TITLE PAGE**



LITHUANIAN UNIVERSITY OF HEALTH SCIENCES (14 pt\*)

MEDICAL ACADEMY (12 pt)

FACULTY OF NURSING (12 pt)

CLINIC (name of the department where the thesis was completed) (12 pt)

**NAME SURNAME (14 pt)**

**TITLE OF BACHELOR'S THESIS (16 pt)**

Bachelor's study programme "enter" (enter state code) final thesis (12 pt)

**Thesis supervisor (12 pt)**

(Academic degree, name, surname, signature) (12 pt)

**Thesis advisor (12 pt)**

(Academic degree, name, signature) (12 pt)

KAUNAS, 20..... (12 pts)

*\*Note. The text written in blue is indicative and explanatory in nature.*

**Appendix 10.**

APPROVED at the LSMU Faculty of Nursing Council meeting  
on 22/10/2021, protocol no. SLF 2021-SF9-0009

**SUMMARY EXAMPLE****SUMMARY**

**Name Surname.** The title of thesis. Bachelor's thesis. Supervisor – academic degree Name Surname. Lithuanian University of Health Sciences, Medical Academy, Faculty of Nursing, Nursing Department. Kaunas, Year; number of pages (without appendices) p. Text of the abstract (the aim, tasks, methodology, participants, conclusions).

\* Note Enter the required information in the place of the text marked in blue.

**Appendix 11.**

APPROVED at the LSMU Faculty of Nursing Council meeting  
on 22/10/2021, protocol no. SLF 2021-SF9-0009

**CITATION AND REFERENCE LIST EXAMPLES****CITATION**

In the text, when citing an author, the author's name is given and next to or at the end of the sentence in parentheses is the number of the cited source in the bibliography, for example:

*Hall (1) states that ...*

If not one but several authors are cited, it is possible to write in the text as follows:

*Beigienė with co-authors (2) supports this statement.*

If the text contains information found in several sources, the numbers of all sources in the bibliography are given in parentheses, for example: (1, 3,25) or (2-5, 14, 25-28).

The author's name may not be mentioned in the text, but at the end of the sentence it is necessary to indicate the number of the cited source in the bibliography, for example:

*Each health problem must be evaluated according to certain criteria (3).*

If the author's thoughts are cited, which are presented in another author's work, both authors are indicated, e.g.: ((25) - quote from (15)).

**REFERENCE LIST****Book:**

Author Surname First letter of the name. Book title. Edition (if not the first edition). Place of publication: Publisher; year. Number of pages.

***One author:***

Hall CA. Occupational therapy toolkit: patient handouts and treatment guides. 7<sup>th</sup> ed. Hallen House Publishing; 2018. 808 p.

***Two to six authors:***

Muntianaitė I, Juocevičius A. Pečių lanko kineziologija ir kineziterapija. Vilnius VU leidykla; 2018. 192 p.

***More than six authors:***

1. Bartusevičienė E, Bartusevičius A, Blaževičienė A, Gulbinas A, Jaruševičienė L, Klumbienė J et al. Textbook of scientific research in health sciences: university textbook. Kaunas: Lithuanian University of Health Sciences; 2020. 142 p.

2. Barčaitė E, Blaževičienė E, Gulbinas A, Jaruševičienė L, Klumbienė J, Nadišauskienė RJ. ir kt. Sveikatos mokslinių tyrimų pradžiamokslis: universiteto vadovėlis. Kaunas: Krizių tyrimo centras; 2014. 143 p.

**Part of the book:**

1. Pauley E, Shamus E, van Duijn A; Felton S. Evaluation and rehabilitation for anterior knee pain. In: Shamus E, Shamus J, Sports injury prevention & rehabilitation, 2<sup>nd</sup> Edition. New York: McGraw-Hill Education, 2017.
2. Balagué N, Hristovski R, Vainoras A, Vázquez P, Aragonés D. Psychobiological integration during exercise performed until exhaustion. In: Davids K, editor. Complex Systems in Sport. London and New York: Routledge Taylor & Francis Group; 2014. p. 62-81.

**Journal article:**

Author Surname First letter of the name. Title of the article. Abbreviation of journal name. Date of publication; Volume (Number): pages.

An abbreviation of the journal name can be found at:

<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>

If there are more than six authors of an article, the first six authors are listed and “etc” or “et al” is written.

1. Tamulevičiūtė-Prascienė E, Beigienė A, Thompson MJ, Balnė K, Kubilius R, Bjarnason – Wehrens B. The impact of additional resistance and balance training in exercise-based cardiac rehabilitation in older patients after valve surgery or intervention: randomized control trial. BMC Geriatr. 2021; 21(23):1-12. <https://doi.org/10.1186/s12877-020-01964-3>
2. Beigienė A, Petruševičienė D, Barasaitė V, Kubilius R, Macijauskienė J. Cardiac Rehabilitation and Complementary Physical Training in Elderly Patients after Acute Coronary Syndrome: A Pilot Study. Medicina (Kaunas). 2021; 57(6):529. <https://doi.org/10.3390/medicina57060529>
3. Aldakauskienė I, Tamelienė R, Marmienė V, Rimdeikienė I, Šmigelskas K, Kėvalas R. Influence of parenteral nutrition delivery techniques on growth and neurodevelopment of very low birth weight newborns: a randomized trial. Medicina (Kaunas). 2019; 55(4):1-12. <https://doi.org/10.3390/medicina55040082>

**Conference documents:**

1. Jurkonis R, Gudas R, Šiupšinskas L. Transplanto diametro ir paciento fizinio aktyvumo lygio įtaka funkciniam atsistatymui po vienerių metų nuo priekinio kryžminio raiščio rekonstrukcijos. In: Ligonį tausojanti chirurgija ir regeneracinė medicina ortopedijoje ir traumatologijoje : XIV- asis Lietuvos ortopedų traumatologų draugijos suvažiavimas : tezių knyga; 2018 m. balandžio 27-28 d. Vilnius. 2018. p. 44-45.
2. Velička D, Quentin B, Poderys J. The effect of short-term high-intensity interval training on the cardiovascular system. In: Sport forum – international scientific conference „Athlete training management and determinants of sports performance“ : programme and abstracts : December 3-4, 2020, Kaunas. p. 89-89.

**Electronic documents:**

Falls prevention [Internet] Available from: <http://www.guideline.gov/resources/patient-education.aspx>

**Dissertations, Master's, Bachelor's theses:**

1. Baltaduonienė D. Interaktyvių reabilitacijos priemonių poveikis asmenų, patyrusių išeminį galvos smegenų insultą, pažinimo funkcijoms ir savarankiškumui ankstyvuju reabilitacijos etapu [daktaro disertacija]. [Kaunas]: Lietuvos sveikatos mokslų universitetas, Medicinos akademija; 2019. 152 p.
2. Nekrašaitė V. Kaklo funkcinės būklės ir kaklo propriocepcijos sąsajos su mobiliųjų telefonų naudojimo dažniu ir trukme asmenims, jaučiantiems lėtinį kaklo skausmą [magistro baigiamasis darbas]. [Kaunas]: Lietuvos sveikatos mokslų universitetas, Medicinos akademija; 2020. 84 p.

**More detailed information** on how to submit a bibliographic description of a cited source can be found at: Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2<sup>nd</sup> ed. Wendling DL, technical editor. Bethesda (MD): National Library of Medicine (US); 2007 - [updated 2015 Oct 2; cited *Year Month Day*]. Available from: <http://www.nlm.nih.gov/citingmedicine>