

**LITHUANIAN UNIVERSITY OF HEALTH SCIENCES  
FACULTY OF MEDICINE OF THE MEDICAL ACADEMY  
REGULATIONS OF THE FINAL BACHELOR'S THESIS OF THE UNDERGRADUATE  
STUDY PROGRAMMES MEDICAL AND VETERINARY GENETICS AND MEDICAL  
AND VETERINARY BIOCHEMISTRY**

**1. GENERAL PROVISIONS**

1. The Final Bachelor's Thesis (hereinafter FBT) is an integrated part of the study programmes of Medical and Veterinary Genetics (MVG) and Medical and Veterinary Biochemistry (MVB) of the Faculty of Medicine (MF) of the Lithuanian University of Health Sciences (LSMU). This work aims to develop students' skills and experience in planning and performing scientific work, to encourage initiative in choosing the topic of scientific work and the execution of the tasks. This regulation is an official document of the Faculty of Medicine of LSMU, which defines the procedure and terms for the preparation of the FBT, the format of the written work, and the evaluation procedure.
2. The Regulation is based on the following documents:
  - 2.1. Law on Science and Studies of the Republic of Lithuania, 30 April 2009 No. XI-242 and the law amending it, 29 June 2016. No. XII-2534;
  - 2.2. Order of the Minister of Education and Science of the Republic of Lithuania "On the Approval of the Regulation of the Field of Biochemistry Studies", 18 October 2005 No. ISAK-2061;
  - 2.3. Order of the Minister of Education and Science of the Republic of Lithuania "On the Approval of the Description of the Group of Life Sciences Study Fields (except for the Ecology Field of Study)", 30 March 2021 No. V-495;
  - 2.4. LSMU Study Regulation (LSMU Senate Resolution No. 190-03 of 29 May 2025);
  - 2.5. Description of the procedure for uploading LSMU documents and their metadata to the DSpace CRIS information system (Order No. 2021-V-0699 of the Rector of LSMU of 30 December 2021);

- 2.6. LSMU Open Access Mandate (LSMU Rectorate Resolution No. 13-2, 4 November 2013);
3. The FBT Regulation of the Medical and Veterinary Genetics and Medical and Veterinary Biochemistry study programmes establishes the principles of organization and execution of the final thesis. Other scientific activities of students are not regulated here.
  4. The FBT Regulation is approved by the Council of LSMU MF.
  5. The place and course of the FBT is planned by the Dean's Office of MF, in coordination with the University's departments and external institutions.
  6. Issues not covered by this Regulation shall be considered and decisions shall be made by the Study Programme Committees (SPC) of MVG and MVB and, if necessary, by the Dean of the Faculty of Medicine of the LSMU.

## **2. KEY CONCEPTS, FUNCTIONS, DUTIES AND RESPONSIBILITIES**

7. **Final Bachelor's Thesis (FBT) is an** original research project, which is carried out by the Bachelor's student, during which the scientific problems and their solutions relevant to the study programme are analysed and described. The FBT must demonstrate the undergraduate's ability to identify an important scientific or practical problem, analyse the scientific literature, plan a solution to the problem, conduct research, analyse and discuss the results obtained, based on the achievements and methods of fundamental and applied research.
8. **The FBT must be based on the original study.** Plagiarism is not allowed.
9. **Bachelor's student (undergraduate student)** – a student of a first-cycle study programme who is preparing the FBT. The final thesis can be defended by a bachelor's student who has fulfilled the academic requirements of the study programme. Duties and functions of the bachelor's student during the preparation and defence of the final thesis:
  - 9.1. at the specified time the student selects the FBT topic from the list of topics published by the Dean's Office of the LSMU Faculty of Medicine.
  - 9.2. the student may choose to carry out the FBT outside of the LSMU. In such case, a tripartite agreement is signed between the student, the LSMU and the institution where the final thesis is carried out.
  - 9.3. the student prepares an individual plan for the preparation of the final thesis (Annex 1) and consistently complies with the approved deadlines.
  - 9.4. the student prepares the documents for the Bioethics Committee and obtains approval to conduct the study.

- 9.5. the student consults with the supervisor, informs the supervisor about the progress of the work and prepares an interim report on the progress of the FBT (Annex 2).
- 9.6. the student carries out the scientific research in a timely manner, prepares the thesis and submits it to the supervisor by the scheduled date.
- 9.7. the student considers the comments and recommendations of the supervisor and makes corrections to the FBT accordingly.

10. **Supervisor of the Final Bachelor's Thesis** – person who has a master's or doctoral degree.

The candidatures of the supervisors are approved during the meeting of the department that submitted the FBT topic. Duties and functions of the FBT supervisor:

- 10.1. helps the student formulate the topic, aim and objectives of the FBT and helps create an individual plan for the preparation of the FBT.
- 10.2. recommends the necessary literature.
- 10.3. discusses the methodology of the work.
- 10.4. consults the student, and if necessary, recommends a scientific consultant.
- 10.5. systematically monitors the progress of the preparation of the FBT, helps solve the problems that arise, provides the student with scientific and methodological assistance.
- 10.6. discusses the obtained data and assists in the interpretation of it.
- 10.7. discusses the presentation of the FBT prepared by the student.
- 10.8. if it has been decided to publicise the results of the work, the supervisor helps the student to prepare an article or other form of scientific publication.

11. **Bachelor's thesis consultant** – a person who works at LSMU or other institution and has the necessary competencies to solve the tasks and discuss the results of the FBT.

12. **Reviewer** – a person with a master's or doctoral degree who evaluates the FBT. Candidatures of the reviewers are selected and approved by the study programme committee (SPC) and the Dean of the LSMU Faculty of Medicine. Duties and functions of a reviewer:

- 12.1. Assess the compliance of the student's FBT with the requirements for the final thesis according to the approved form (Annex 3) and submits it to the Dean's Office, which forwards the assessment form to the secretary of the SPC. The bachelor's student and the supervisor of the FBT have the right to get acquainted with the reviewer's notes and prepare to explain the indicated shortcomings of the work and answer the questions raised by the reviewer.
- 12.2. In case of a negative review, a second reviewer is appointed. If the review of the second reviewer is negative, the student is not allowed to defend the thesis. If the

opinions of the reviewers do not coincide, the student is allowed to defend the thesis. The Dean of the Faculty of Medicine shall be informed in writing about the FBTs that, based on the reviewers' opinions, are non-compliant with the requirements.

13. **The FBT Defence Committee** – a group of evaluators formed to assess FBTs during the public defence hearing. The list of the Defence Committee members is approved by the Rector of the LSMU upon the recommendation of the Dean of the Faculty of Medicine. It is necessary that social stakeholders (employers, representatives of other institutions) and a delegated member of the Student Union participate on the Committee. At least one member of the Committee must represent another research and higher education institution or another faculty or department of LSMU. The functions of the Defence Committee are:

13.1. to organize the defence of final theses.

13.2. to evaluate the final theses and their presentations in accordance with the form approved by the Council of the Faculty of Medicine (Annex 4).

14. **Appeals Committee** – a 5-member committee, including a member delegated by the Student Union, which examines complaints arising from the evaluation of FBT. The list of the members on the Appeals Committee is approved by the Rector of LSMU upon on the recommendation of the Dean of the Faculty of Medicine.

### 3. ORGANIZATION OF THE FINAL BACHELOR'S THESIS PROCESS, THE SCHEDULE OF THE PREPARATION AND DEFENSE

No.	Stages of work preparation	Terms	Explanation of the activity
1.	The evaluation and publication of the FBT topics	IV Semester (May)	The Dean's Office of the Faculty of Medicine submits inquiries to the LSMU departments regarding the FBT topics. The topics are evaluated in the departments, discussing their relevance, usefulness, necessity of results, correspondence with the study field, then they are approved at the meeting of the department. The Deans office gathers and submits FBT topics to SPC which evaluates their correspondence with the study field. The Deans's Office publishes the list of approved

			topics for 2 <sup>nd</sup> year students.
2.	Informing students about the process of FBT preparation, allocation of topics and departments.	IV Semester (May-June)	The Dean of Faculty of Medicine organizes a meeting with the students, during which the students choose the topics of FBT. Topic selection priority is based on the student's grade average from the first to the third semesters. Students may apply individually to the LSMU departments requesting a FBT topic. The Dean's Office informs the departments about the students who have chosen their proposed topics.
3.	Approval of supervisors, consultants and individual work plans	Semester V (until 30 October)	In consultation with the supervisor, the student prepares a plan for the implementation of the FBT (formulates aims, objectives, expected results) and submits an individual plan of 1-2 pages (Annex 1) for consideration in the department. The department approves FBT supervisors and (if necessary) consultants for students and individual plans prepared by the students. The student then submits the individual plan signed by the supervisor to the Dean's Office.
4.	Analysis of scientific literature, organization and conduct of research activities	Semester VI	The student analyses scientific literature, interprets the scientific statements, writes the theoretical part of the thesis, and justifies the research methodologies. The student prepares and submits documents to the Bioethics Committee (LSMU Bioethics Centre) and obtains an approval to conduct a study. Data collection/experimental research is organized. The student prepares a paper/essay based on the analysis of the literature on the topic of the final thesis and submits it to the supervisor for evaluation. By 20 June, an interim report on the progress of scientific work in the third year, approved by the signatures of the supervisor and the head of the department, shall be submitted

			to the Dean's Office (Annex 2). This stage of the preparation of the student's FBT is evaluated by the supervisor and marked in the LSMUSIS as "credit" / "non-credit".
5.	Organisation and conduct of the research activities	VII Semester	Data collection/experimental research continues. The theoretical and practical value of the results obtained is discussed. The results are systematized and analysed.
6.	FBT preparation and defence	VII Semester 1. By 22 December	Writing final bachelor's thesis. The prepared work is presented to the supervisor and, after receiving the approval, is reviewed in the department where the FBT was prepared. The department holds a public presentation of the final theses – the date, time and place are announced in the department where the work was carried out. The minutes of the defence meeting (the protocol) about the FBTs recommended for public defence are presented to the Dean's Office of the Faculty of Medicine. The FBT supervisor writes and submits an evaluation of the bachelor's student (in free form) to the Dean's Office.
		2. By January 5 d.	After the supervisor checks for plagiarism and allows the FBT to be submitted to the information system, the student uploads the FBT to the DSpace CRIS information system. The FBT is also submitted to a reviewer through DSpace CRIS. Instructions on how to upload FBT to the system can be found here: <a href="https://lsmu.lt/en/library/studies/">https://lsmu.lt/en/library/studies/</a> . The student sends a notification (the link) about uploading FBT to DSpace CRIS to the reviewer.
		3. By 15 January.	The reviewer evaluates the work and submits the review (Annex 3) to the Dean's Office and the secretary of the SPC. The Dean's Office forwards

			the reviews to the bachelor's student. The student gets acquainted with the evaluation of the final thesis. If necessary, the student makes final corrections and re-uploads the work to the DSpace CRIS system by January 17. The student submits one printed copy of the FBT to the secretary of the SPC no later than 2 days prior to the FBT defence.
		4. By January 25.	The work is defended in an open meeting with the participation of the Defence Committee approved by the LSMU Rector.  If the work has the value of intellectual property and trade secrets, it is defended in a closed session with the participation of a committee approved by the LSMU Rector.

15. The FBT may be a continuation of the student's previous research work, but it may not contain data that has already been published.
16. The student has the right to apply in writing to the Dean of the Faculty of Medicine regarding a change of the supervisor, topic, or department in which the FBT is prepared. The application must be processed, and a decision must be made within 10 working days.
17. The funds of the Faculty of Medicine are allocated to carry out the work of the FBT, the student can also look for additional financial support from sponsors and special funds.
18. The university does not reimburse the costs of preparing students' final thesis related to printing, photography, drawing and other activities.
19. The student prepares the final thesis independently, in accordance with Chapter 4 of this Regulation. At the end of the 3<sup>rd</sup> year, the student prepares a paper/essay on the topic of FBT, based on an analysis of the scientific literature, and submits it to the supervisor for evaluation. Recommended minimum requirements for the paper: essential structural parts (title page, table of contents, introduction, literature review and bibliography), volume of at least 10 pages, citation in Vancouver style (see paragraphs 44, 45). The student also prepares an interim report (Annex 2) about the work that has been done according to the individual work plan and submits it to the supervisor and the head of the department, then the signed report is submitted to the Dean's Office.
20. The final thesis must be reviewed by the supervisor before submitting it to the department in

- which the FBT was being prepared. If the work is not properly prepared, the supervisor points out the shortcomings and allows the student to correct it before consideration in the department.
21. The department holds a public presentation of the final theses – the date, time and place are announced in the departments where the work was carried out. An extract from the minutes of the department's meeting (the protocol) is submitted to the Dean's Office with a list of students who are recommended to submit their FBT to reviewers and who are not recommended to defend their FBT.
  22. The supervisor of the final thesis must prepare and submit an evaluation (in free form) about the bachelor's student to the Dean's Office of the Faculty of Medicine. When evaluating the student, it is suggested to take into account such criteria as: perception of the topic of the work and deepening the understanding of it, completion of the work tasks, adherence to the work plan, independence in performing the work, initiative, professionalism, communication and other abilities that are important in the preparation of the FBT. It is necessary to indicate the final grade in the evaluation form. The scanned evaluation form with the signature of the supervisor and the final grade is sent to the administrator of the Dean's Office of the Faculty of Medicine and the secretary of the SPC.
  23. FBTs that have been positively evaluated by the reviewers are allowed to be defended in front of the committee. The Rector of LSMU formally grants permission for the defence.
  24. The date of the FBT defence and the list of the Defence Committee members for the evaluation of final theses are appointed by the Rector upon on the recommendation of the Dean of the Faculty of Medicine.
  25. The date of the FBT defence is announced no later than one month in advance at the Dean's Office of the Faculty of Medicine and in the LSMU information system.
  26. During the FBT defence meeting, students give a 10-minute presentation of their thesis, which includes the topic, aim, objectives, methodology, results, conclusions and practical recommendations (if any). After that, the student answers the questions provided by the reviewer of the FBT and the comments and questions of the participants in the meeting.
  27. During the meeting, the members of the FBT Defence Committee evaluate each thesis according to the criteria approved by the Council of the Faculty of Medicine and fill in the form of assessment by the Member of the Defence Committee (Annex 4).
  28. If the supervisor or the reviewer of the thesis is a member of the Defence Committee, they must recuse themselves from the evaluation of that thesis during the public defence.
  29. The final grade of the FBT consists of the FBT supervisor's evaluation of the student (25 % of the grade), the reviewer's evaluation (25 % of the grade) and the average of evaluation of the

Defence Committee Members (50 % of the grade).

30. The title of the final thesis and the final evaluation grade (see LSMU Study Regulations) are recorded in the minutes of the Public Defence meeting, which is submitted to the Dean's Office of the Faculty of Medicine. The employees of the Dean's Office enter the grades to LSMUSIS system.
31. If academic misconduct is found during the preparation or defence of the FBT, the supervisor, reviewer or member of the Defence Committee shall write an official report to the Dean, who forms a committee to assess such issue in accordance with the LSMU Study Regulations.
32. An undefended FBT, evaluated with grade <5, is considered an academic debt.
33. In case of disagreement with the assessment of the defended FBT, the student has the right to appeal to the Dean of the Faculty of Medicine regarding the evaluation of the committee within 24 hours (Annex 5). The Appeals Committee considers the appeal within 2 working days and submits its decision. The Appeals Committee must invite the student who has submitted the appeal, the chairman and members of the FBT Defence Committee to the hearing, and if necessary, the supervisor or the reviewer.
34. The procedure for organising the closed meeting for the defence of an FBT that has intellectual property or trade secret value is described in Annex 11 of this Regulation.

#### **4. REQUIREMENTS FOR THE BACHELOR'S THESIS**

35. **The final thesis must include the following parts:** two title pages; table of contents; abbreviations (if necessary); summary; introduction; aim and objectives of the thesis; 1. Literature review; 2. Materials and methods; 3. Results; 4. Discussion; 5. Conclusions; 6. Practical recommendations (if any); 7. Bibliography; 8. Annexes.
36. **Cover pages.** They are laid out as shown in Annexes 6 and 7.
37. **Table of contents.** The table of contents lists the titles of the chapters and subsections of the thesis, indicating the page number on which they begin. The table of contents page is placed immediately after the title pages. The numbers of the chapters and subsections must be specified. The titles of the chapters in the table of contents are written in capital letters; subsections are written in lowercase letters (starting with a capital letter). Each section (chapters and subsections) has its own number, the subsections are numbered by two digits, separated by a dot. The number of the smaller subsections consists of three digits. Arabic numerals are used.
38. **Abbreviations.** The list of abbreviations is laid out on a separate page in alphabetical order,

this page is numbered and included in the content. The list of abbreviations should include well-known and common terms, as well as any other abbreviations proposed by the author, which are discussed in the text. When the term appears in the text for the first time it is written down in full, followed by its abbreviation in capital letters in parentheses. Letter-based abbreviations are written without periods.

39. **Summary.** This is a chapter that introduces the content of the final thesis (layout of the essence of the work). This chapter *is not numbered* but is included in the total number of pages. The summary written in Lithuanian language must be also included. The summary text must fit to a single page (up to 2700 characters). At the beginning of the summary, the author's name and surname and the title of the work are presented, followed by the text, which must include the aim and objectives of the study, materials and methods, results and conclusions (and recommendations, if any). An example is given in Annex 8.
40. **Introduction.** It briefly discusses the relevance of the topic and reasoning behind the chosen research methodologies.
41. **The aim and the objectives of the study.** One aim of the study is formulated, followed by several specific objectives needed to achieve it.
42. **Literature review.** This section describes the research and theoretical studies carried out on the topic of the final thesis. The number of cited literature sources is not limited, **but it should not be less than 30 scientific publications, and 60-70 percent of them should not be older than 10 years.** It is not recommended to cite textbooks, popular magazines and newspapers intended for the public. The scope of this chapter is no more than 20-25 percent of the total volume of the final thesis.
43. **Materials and methods.** The following must be described in this chapter: research planning (organization), information about the approval from the Bioethics Committee, research object, selection of subjects/participants (population, sample), research methods, sample sizes, and data analysis methods. A copy of the approval issued by the Bioethics Committee must be provided in the annexes.
44. **Results.** In this chapter research data are presented, analysed and summarized. This section of the thesis may have subsections. When presenting the results, it is necessary to provide tables and/or figures (the table and the figure must not duplicate each other). If quantitative data is presented, then the methods of statistical data analysis used are described in the methods section of the final thesis.
45. **Discussion.** When discussing the results of the work, it is necessary to compare them with the results of previous scientific studies already conducted in this field.

46. Depending on the specifics of the final thesis, the sections mentioned in paragraphs 44 and 45 may be merged. Then the title of this section would be *Results and discussion*.
47. **Conclusions.** This chapter contains conclusions based on the research results. The conclusions are an answer to the aim and objectives formulated at the beginning of the work. The conclusions must be specific, concise and numbered. Their number does not always have to match the number of the objectives (there may be more conclusions, but by no means fewer), but it must reflect all the objectives. A conclusion should not repeat the results but rather summarize their significance.
48. **Practical recommendations.** Practical recommendations can be provided in this work, if necessary.
49. **Bibliography.** The bibliography is started on a new page and listed according to the order in which the sources are cited. The list must consist of at least 30 sources. Only the literature cited in the work is presented. When composing a bibliography list **Vancouver referencing style** should be used (<https://lsmu.lt/en/library/studies/#examples-of-vancouver-style-citations>).
50. **Cited sources in the FBT text** are written in square brackets, indicating the number of the cited source. When mentioning the authors of the cited source in the text, only the name of the first author is indicated with the addition of “et al.”. If the cited work is not written in Latin letters, it is not transliterated (e.g., sources written in Russian are written in Russian letters).
51. **Annexes.** The first annex is a declaration of FBT sponsorship, author's contribution, possible conflict of interest and the use of artificial intelligence (AI) tools is to be completed (Annex 10). In regard to the sponsorship of the FBT, in the declaration the student provides information about the sponsors of the final thesis, material suppliers, foundations (if any), otherwise it should note that "the work was funded by the Faculty of Medicine/Institute/Clinic/Laboratory". In this declaration it must be stated that all the work was done independently, otherwise it is indicated which part of the work was not done by the author. If the research has been carried out by a group of researchers, the signed consent of other researchers (in free form) is submitted, which indicates an agreement that the research data can be used in the final thesis. In the absence of a conflict of interest, it is necessary to note that "there was no conflict of interest for the author". The student must declare the purposes and scope of the use of AI tools or indicate that they have not been used. Annexes may contain additional, auxiliary, and other information prepared by the author (e.g., survey questionnaires, tables, pictures, maps, etc.). Each annex starts with a new page and is numbered sequentially. The information about annexes mentioned in the text are referenced. The author of the work can include acknowledgements to thank the persons who helped to prepare the scientific work, the

acknowledgement section is listed as a separate section, not as an annex.

52. The printed version of the final thesis must be neatly bound so that the pages cannot be easily removed. The recommended length of the thesis is 20 - 40 pages (excluding appendices).
53. The final thesis must be written in the correct English language, without proofreading errors and must comply with the British English spelling and punctuation rules.

54. General requirements for the text:

54.1. **Format, spacing and font.** The text is written using the standardized Times New Roman or Ariel fonts, with line spacing of 1.5; the text is printed on one side of a standard A4 sheet of white paper. Margins: 2.5 cm on the left, 1 cm on the right, 2 cm on the top and bottom. Page orientation – portrait. The text alignment on the page is justified (distributed evenly between the margins), and the text is written in a size 12 font. Chapter (Section) titles are written in capital letters, in size 16 **bold** font, and aligned in the centre. Subsection titles are written in lowercase letters (starting with uppercase), size 14 **bold** font, and aligned with the left margin. The space between the section title and first line of the paragraph is 18 pt, the indentation of the first line of the paragraph is 1.5 cm from the left margin. At the end of a section or a subsection a double line spacing is made before the next section begins (see Annex 9).

54.2. **Page numbering.** The pages are numbered in Arabic numerals in the middle top of the page, without placing a period or hyphens. Page numbering begins with the title page (the numbers are not written on the title pages and summary pages), then all pages are numbered in order.

54.3. **Tables.** The tables are numbered sequentially throughout the work with Arabic numerals (e.g., Table 1). The title of the table is written above it in lowercase letters (starting with uppercase), in **bold** and *italics* (***Bold and Italic***) and aligned in the centre. If the name does not fit on one line, then there is no 1.5 spacing between the lines. If the table is from another source, the authorship and the source must be indicated in brackets below the title of the table. When a table is mentioned in the text, its number is indicated.

54.4. **Figures.** Only digital figures (diagrams, charts, drawings, photographs) are used in the text. All figures are abbreviated as "fig.". The figures are numbered consecutively with Arabic numerals. The title of the figure (lowercase letters, starting with uppercase) is written under the picture in **bold** and *italics* (***Bold and Italic***), without a period at the end, and aligned in the centre. The title of the figure begins with the abbreviation "Fig." and the number (without the abbreviation No.), e.g. Fig. 2. If the

name does not fit in one line, then there is no 1.5 spacing between the lines. If the figure is from another source, the authorship and the source must be indicated in brackets below the title of the table. When the figure is mentioned in the text, its number is indicated.

- 54.5. **Footnotes** are reserved for other notes and are provided at the bottom of the page. They are numbered consecutively throughout the work in Arabic numerals.
- 54.6. If there are any doubts about the spelling of specific terms, the International Webster Dictionary (<http://www.merriam-webster.com>) should be consulted.

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

MEDICAL ACADEMY

FACULTY OF MEDICINE

*TITLE OF THE STUDY PROGRAMME*

UNDERGRADUATE STUDY PROGRAMME

Year 3 group ... student .....

**INDIVIDUAL WORK PLAN**

Duration of the final thesis: 20...-09-01 – 20...-01-15

The topic of the final thesis:

.....  
.  
.....

The work is being prepared

.....  
(full name of the department, clinic, institute and laboratory)

**Supervisor**  
Name, surname

Kaunas, year

**Aim of the thesis:**

**Objectives of the thesis:**

**Abstract of the thesis (up to 1 page)**

### FINAL THESIS PREPARATION PLAN

Tasks	Task completion terms
Discussing the topic of the work with the supervisor	20...-09-01 – 20...-10-30
Preparation of an individual work plan for the final thesis. Approval of the topic, the supervisor (and consultant) and the individual work plan in the department, and submission to the Dean's Office.	By 20...-10-30
Analysis of scientific literature, organization and conduct of research activities	Semester VI
Preparation and submission of the scientific paper/essay to the supervisor. Preparation of a report on the progress of scientific work in the third year according to the established form.	20...-06-20
Analysis of scientific literature, conduct of research activities, analysis of results, writing of bachelor's final thesis.	Semester VII
Submission of the thesis to the supervisor.	20... December 1 <sup>st</sup> week
Supervisor's assessment of the suitability of the thesis for defence	20... December 2 <sup>nd</sup> week
Public presentation of the final thesis in the department. Submission of an extract of the meeting minutes to the Dean's office with a list of students who: a) are recommended to defend, b) are not recommended to defend their final bachelor's theses.	20... December 3 <sup>rd</sup> week
Uploading the thesis to the DSpace CRIS system in PDF format, appointing reviewers	20... January 1 <sup>st</sup> week
Familiarizing with the evaluation of the work	20... January 2 <sup>nd</sup> week
Estimated date of public defence	20... January 3 <sup>rd</sup> week

The individual work plan has been considered  
at.....  
(full name of the department or institution, if it is not LSMU)  
(Protocol No. .... Date: .....) )

Supervisor  
(signature)

Name Surname

Student  
(signature)

Name Surname

*Title of the study programme*

**Report on the progress of scientific work for Final Bachelor's Thesis**

Student's name \_\_\_\_\_

Department of thesis preparation \_\_\_\_\_

Thesis Supervisor \_\_\_\_\_

Topic of the final thesis \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Summary on the work performed (up to 3 pages)

\_\_\_\_\_

\_\_\_\_\_

Final thesis interim assessment credited/not credited (~~strikethrough the unnecessary~~)

Thesis Supervisor \_\_\_\_\_  
(Name, surname, signature, date)

Head of the Department \_\_\_\_\_  
(Name, surname, signature, date,)

## EVALUATION OF THE FINAL BACHELOR'S THESIS

### Reviewer's Assessment Form

Author of the thesis \_\_\_\_\_

Title of the thesis \_\_\_\_\_

Study programme \_\_\_\_\_

Thesis consists of \_\_\_\_\_ pages, the list of references contains \_\_\_\_\_ sources, the work contains \_\_\_ tables, \_\_\_ figures, \_\_\_ annexes.

No.	Final thesis evaluation criteria	Evaluation		
		Yes	In part	No
<b>Compliance with the requirements of the final thesis</b>				
1.	All the necessary structural parts are present			
2.	The volume of the work is more than 20 pages (without annexes)			
3.	There are distinct sections and subsections			
4.	The work is written in correct language, logically, laconically			
5.	There are no grammatical or computer literacy errors			
6.	The volume of the work is not artificially increased			
7.	Necessary annexes are present			
8.	The bibliography is correctly compiled			
9.	The number of cited sources not older than 10 years constitute at least 60% of all sources			
10.	Declaration of use/non-use of artificial intelligence is present			
<b>Assessment of main structural parts of the final thesis</b>				
11.	The introduction to the thesis indicates the relevance of the topic and justification of the rationality of the chosen research methodologies			
12.	The scientific literature reviewed is related to the problem in question			
13.	The research methodology is explained in detail			
14.	Research instruments are described			
15.	The main data of the study are presented			
16.	The discussion of the results is present			
17.	Statistical data analysis is performed			
18.	The conclusions reflect the topic, aim and objectives of the thesis			
19.	The presentation of tables and figures meets the requirements			
20.	Tables and figures don't duplicate each other's information			

Reviewer's comments and questions: \_\_\_\_\_

Advantages of the final thesis: \_\_\_\_\_

Disadvantages of the final thesis: \_\_\_\_\_

Evaluation of the final thesis (grade 1-10): \_\_\_\_\_

Reviewer's signature: \_\_\_\_\_

## EVALUATION OF THE FINAL BACHELOR'S THESIS

### Assessment form of a member of the Defence Committee

Group \_\_\_\_ Bachelor's student \_\_\_\_\_

Title of the final thesis \_\_\_\_\_

#### Evaluation of the presentation of the final thesis

No.	Final thesis evaluation criteria	Evaluation		
		Yes	In part	No
1.	The duration of the presentation did not exceed 10 minutes.			
2.	The main problem, aim and objectives of the final thesis were presented clearly			
3.	The methodology of the work was explained			
4.	The results of the study were presented in an understandable way			
5.	The visual material was informative and easy to understand			
6.	Logical sequence of the presentation was maintained			
7.	The conclusions were presented and justified			
8.	The questions of the reviewer and the members of the committee were answered correctly and comprehensively			
9.	The content of the final thesis corresponds to the branch of science and scope of the study programme			
10.	The culture of presentation was maintained			

Remarks of the Member of the Defence Committee \_\_\_\_\_

Evaluation of the final thesis \_\_\_\_\_

Signature of the Member of the Defence Committee \_\_\_\_\_

**EXAMPLE OF AN APPEAL**

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Bachelor's student's name

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Title of the study programme

To the Dean of the Faculty of Medicine of LSMU

**APPEAL**

REGARDING THE EVALUATION OF THE FINAL BACHELOR'S THESIS

KAUNAS

Date

The text of the appeal must contain a request from the student to consider the credibility of the evaluation of the final thesis. The student must clearly and reasonably justify his/her request.

Signature

Name, surname

**EXAMPLE OF THE FIRST TITLE PAGE OF THE BACHELOR'S THESIS**

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

MEDICAL ACADEMY

FACULTY OF MEDICINE

**NAME SURNAME**

**TITLE OF THE BACHELOR'S THESIS**

**Bachelor's Thesis**

First-cycle study programme (title)

State code of the study programme

Field of study

**Supervisor**

Scientific Degree, Name, Surname

Kaunas, year

**EXAMPLE OF THE SECOND TITLE PAGE OF THE BACHELOR'S THESIS**

**NAME SURNAME**

**TITLE OF THE BACHELOR'S THESIS**

FULL TITLE OF THE DEPARTMENT WHERE THE WORK WAS CARRIED OUT

**Supervisor:** \_\_\_\_\_ (name, surname) \_\_\_\_\_ (signature) .. \_\_\_\_\_ (date)

**Scientific consultant:** \_\_\_\_\_ (name, surname) \_\_\_\_\_ (signature) .. \_\_\_\_\_ (date)

**The work was performed by:** \_\_\_\_\_ (Student's name, surname) \_\_\_\_\_ (signature) .. \_\_\_\_\_ (date)

Kaunas, year

## EXAMPLE OF A SUMMARY IN ENGLISH

### SUMMARY

**Author of the Bachelor's thesis:** Jane Smith

**Title:** Investigation of single-nucleotide polymorphisms of fatty acid-binding protein – 1 (FABP1) and fatty acid-binding protein – 2 (FABP2) in the Lithuanian adult population

**Supervisor:** Assoc. Prof. Dr. John Doe

**Work was performed at:** Lithuanian University of Health Sciences, Veterinary Academy, Faculty of Animal Husbandry Technology, Institute of Biological Systems and Genetic Research

**Summary:**

## EXAMPLE OF A SUMMARY IN LITHUANIAN

### SANTRAUKA

**Bakalauro baigiamojo darbo autorius:** Jane Smith.

**Tema:** Baltymo, surišančio riebalų rūgštis – 1 (FABP1), ir baltymo, surišančio riebalų rūgštis – 2 (FABP2), vieno nukleotido polimorfizmų tyrimas Lietuvos suaugusiųjų populiacijoje

**Mokslinis vadovas:** doc. dr. John Doe

**Atlikimo vieta:** Lietuvos sveikatos mokslų universitetas, Veterinarijos akademija, Gyvulininkystės technologijos fakultetas, Biologinių sistemų ir genetinių tyrimų institutas

**Santraukos turinys:**

## **EXAMPLES OF TEXT EDITING**

Chapter titles (sections) are written in capital letters 16 pt in bold, e.g.:

### **2. LITERATURE REVIEW } 16 pt**

The subdivisions of a chapter (subsections) are numbered by maintaining the order in the chapter and the chosen numbering form, e.g.:

### **3. RESEARCH METHODS } 16 pt**

#### **3.1. Questionnaire }14 pt**

The titles of the subsections are written in lowercase letters in font size 14 pt, in bold. The first line of the paragraph is 18 pt away from the title and it is moved to the right side by 1.5 cm. a double line spacing is made before the next section begins, e.g.:

### **3. RESEARCH METHODS**

#### **3. 1. Questionnaire**

The standard questionnaire was used for the.....

##### **3.1.1. Evaluation of the questionnaire**

The questionnaire survey is evaluated according to the.....

**DECLARATION OF SPONSORSHIP OF THE WORK, AUTHOR'S CONTRIBUTION, POTENTIAL CONFLICT OF INTEREST AND USE OF ARTIFICIAL INTELLIGENCE TOOLS**

**Surname and name of the author of the final thesis**

**Title of the final thesis in English**

**Title of the final thesis in Lithuanian**

**Funding for this work was provided by .....** (indicate sponsors or funds, or enter - the Faculty of Medicine/Institute/Clinic/Laboratory).

**I confirm that the final thesis was performed and written independently, without violating the copyrights of other persons.**

*\*If the work has been done with the participation of a group of researchers, indicate which part of the work has been done by the author. In this case, this declaration is accompanied by the consent of other authors to publish joint data in the work and other publications.*

**Artificial intelligence tools were/were not used during this work. (if used, explain the purposes and scope of use)**

Name, surname and signature of the Bachelor's student

Name and signature of the Supervisor

## **Procedure for the presentation and defence of the final theses with the value of intellectual property or trade secrets in a closed session**

1. The value of the intellectual property or trade secret of the bachelor's thesis is determined by the specialized services of the institution where the work was carried out.
2. Individuals can get acquainted with the interim reports of the work carried out and the summary of the entire work only by signing a confidentiality commitment document in accordance with the form provided by the institution where the work was performed.
3. The institution that is the holder of the intellectual property or trade secret contained in the thesis evaluates the quality of the thesis, the level of its completion and its suitability for the defence. The conclusion on the compliance of the work with the requirements is formalized in the protocol and delivered to the Dean's Office of the Faculty of Medicine of the LSMU, as indicated in Chapter 3 paragraph 6 of this Regulation. The work shall be written and formalised in accordance with the requirements set out in this Regulation (Chapter 4. Requirements for the Bachelor's Thesis).
4. A full copy of the work is not uploaded to the DSpace CRIS system and is not delivered to the SPC secretary. The institution that is the holder of the intellectual property or trade secret is responsible for the organization the review process of the work. The reviewer evaluates the final thesis in accordance with the reviewer's evaluation form (Annex 3) established by this Regulation, which is submitted to the Dean's Office of the Faculty of Medicine.
5. The institution which is the holder of the intellectual property or trade secret contained in the work shall apply by formal letters to:
  - 5.1. LSMU Rector for the defence of work in a closed defence meeting.
  - 5.2. The Dean of the Faculty of Medicine of LSMU for permission to submit only the abstract of the thesis in Lithuanian and English to the electronic system instead of submission of the entire thesis.
6. The Rector of LSMU issues an order on the formation of a final thesis defence committee and organization of the closed meeting for the defence of the bachelor's thesis.
7. The closed meeting for the defence of the thesis occurs after the open defence meeting. Only the author of the thesis (bachelor's student) and the final thesis defence committee appointed by the Rector of LSMU participate in the closed defence session, the members of which sign declarations of confidentiality commitment.
8. The bachelor's student brings a complete copy of the bachelor's thesis to the defence meeting. After the defence, the full copy of the work is returned to the institution that is the holder of the

intellectual property or trade secret of the work.

9. The presentation and evaluation of the work shall take place in accordance with the procedure referred to in Chapter 3, paragraphs 26 to 31 of this Regulation.
10. A closed defence meeting protocol is written and signed by the chairman and secretary of the evaluation committee. Other entries shall be made as specified in Chapter 3 paragraphs 26 to 31 of this Regulation.