

APPROVED by
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**Lithuanian University of Health Sciences
Veterinary Faculty**

**Veterinary Medicine, Food Science and Food Safety
I and II cycle study programs**

**Description of the Procedure for Organizing, Conducting and
Submitting Student Research Works**

Prepared by the VF working group

Kaunas, 2024

I. General provisions

1. **This Description of the Procedure for Organizing, Conducting and Submitting Student Research Works** (hereinafter - the Description) establishes the Procedure for organizing, conducting and submitting research works performed by the students of the Veterinary Academy (VA) of the Veterinary Faculty (VF) of the Lithuanian University of Health Sciences (hereinafter - LSMU).
2. **Description was prepared in accordance with the following documents:**
 - 2.1. LSMU Study Regulation (approved by Resolution No. 181-03 of the LSMU Senate, June 20, 2024).
 - 2.2. LSMU VA VF Procedure for preparing, defending and evaluating the final thesis of the Veterinary Medicine master's studies (approved by Minutes No. 02 of the LSMU VA VF Council meeting, September 2, 2015, supplemented by Minutes No. VAF10-01 of the LSMU VA VF Council meeting, January 16, 2024).
 - 2.3. LSMU VA VF Procedure for preparing, defending and evaluating the final thesis of the Food Safety bachelor's degree studies (approved by Minutes No. 3 of the LSMU VA VF Council meeting, October 8, 2015, supplemented by Minutes No. VAF10-01 of the LSMU VA VF Council meeting, January 16, 2024).
 - 2.4. LSMU VA VF Procedure for preparing, defending and evaluating the final thesis of the Food Safety master's degree studies (approved by Minutes No. 3 of the LSMU VA VF Council meeting, October 8, 2015, supplemented by Minutes No. VAF10-01 of the LSMU VA VF Council meeting, January 16, 2024).
 - 2.5. LSMU VA VF Procedure for preparing, defending and evaluating the final thesis of the Food Science full-time and extended studies bachelor's degree studies final thesis (approved by Minutes No. VF10-15 of the LSMU VA VF Council meeting, October 21, 2021; amendments approved by Minutes No. VAF10-10 of the LSMU VA VF Council meeting, May 16, 2023; amendments approved by Minutes No. VAF10-01 of the LSMU VA VF Council meeting, January 16, 2024).
 - 2.6. LSMU VA VF Procedure for preparing, defending and evaluating the final thesis of the Food Science full-time and extended master's degree studies (approved by Minutes No. VF10-15 of the LSMU VA VF Council meeting, October 21, 2021; amendments approved by Minutes No. VAF10-10 of the LSMU VA VF Council meeting, May 16, 2023; amendments approved by Minutes No. VAF10-01 of the LSMU VA VF Council meeting, January 16, 2024).
 - 2.7. EU Funds Investment Operational Program Measure No. 09.3.3-LMT-K-712 "Development of scientific competence of scientists, other researchers, students through practical research activities" activity "Development of students' abilities to carry out R&D (Research and Development) activities" 09.3.3-LMT-K-712.

2.8. Lithuanian Republic Research and Studies Law No. XI-242, April 30, 2009 (summary edition from October 4, 2024, to December 31, 2024).

3. **Purpose of conducting student research works** is to stimulate the VF student's interest in scientific and practical activities, involve them in research activities, and develop and deepen their theoretical and practical skills in the chosen research topic in order to purposefully prepare highly qualified specialists.

II. Key concepts, functions, duties, and responsibilities

4. **Student research work** is a theoretical and practical research activity carried out by a student. It creates conditions for developing students' targeted theoretical and practical skills in understanding, applying, analyzing, synthesizing, and evaluating scientific knowledge.
5. **Research work supervisor** is a person who supervises VF students' research work. The supervisor may have or not have a doctoral degree, provided that the person performing the research work is not the author of the final thesis.
6. **Research work supervisor's responsibilities and functions:**
- 6.1. Together with a student, coordinate the research work's topic, aim, and objectives and prepare a free-style research work preparation plan and schedule, including preliminary results and possibilities for their dissemination.
 - 6.2. Together with a student, properly select appropriate research methods, recommend how to search for scientific information and systematize data, recommend how to correctly and critically evaluate and interpret scientific texts, convey scientific information, and assist in preparing scientific publications and (or) theses for scientific conferences.
 - 6.3. To advise a student, monitor the progress of the research work, help solve emerging problems, discuss and interpret research data.
 - 6.4. To provide comments and suggestions to a student when disseminating the results of research work (e.g., conference report, scientific publication, VF social networks).
 - 6.5. To create and provide a suitable material base for a student to conduct the research work on a selected topic in their chosen department.
 - 6.6. To inform a student conducting research that the information provided during the research is a commercial or other secret of the host department and is not distributed outside the department, and that fines shall be imposed for the distribution of this information (if such are provided for in the internal documents).
 - 6.7. To familiarize a student with the mandatory requirements for occupational safety and health and fire safety.
 - 6.8. To improve the quality of student-scientist collaboration by fostering mutual understanding and connection.

- 6.9. To familiarize a research conducting student with the ongoing research activities within the chosen department, the research achievements of the faculty, project activities, and opportunities to get involved in the mentioned activities.
 - 6.10. To create conditions so that the initiated research work can be continued during the study period and developed into the final thesis (hereinafter - the BD) of the bachelor's and (or) master's degree studies.
 - 6.11. To encourage the students to prepare the scientific conference theses, prepare scientific publications with researchers from the department where the research work is being carried out, as well as prepare project applications.
 - 6.12. To publish the data obtained during the research by including a student in the list of publication's co-authors.
7. **Research work duration** – the research work defined in this Description shall be completed by the end of the VF study program in which a student is studying.
8. **Student, conducting research work** (hereinafter - the Student), is a person studying at the LSMU VF in either the integrated, first (I) or second (II) cycle study program and carrying out research.
9. **Student's responsibilities and functions:**
- 9.1. After choosing a research topic, with a supervisor, prepare a preliminary work preparation plan, schedule, and preliminary plan for disseminating the research results.
 - 9.2. To cooperate with a supervisor, discussing the preliminary progress of the work and any emerging issues.
 - 9.3. To conduct research work honestly and independently, not to misappropriate intellectual and other properties, not to falsify data or results, and be guided by the values of objectivity, impartiality, responsibility, and morality.
 - 9.4. Student who decides to conduct research work shall adhere to the plan and schedule of the activities provided in the plan.
 - 9.5. If the Student fails to comply with the research work activity plan and schedule, a supervisor has the right to terminate the student's research activities.
 - 9.6. Student shall comply with the security requirements, the VF and the department internal rules, the LSMU General Procedures related to research work, and the Provisions of the LSMU Study Regulation.
 - 9.7. Student shall properly document the research and its results.
 - 9.8. Student is obliged to publish the research work results (through conference theses, scientific publications, BDs, etc.) under the consent of a research work supervisor.
 - 9.9. Student is obliged to obtain the approval of the Bioethics Center for the research being carried out.
10. **Student undertakes** to declare any potential conflicts of interest that arise if the research results may provide a student with personal or professional benefit. Financial or other material

support shall be also indicated, especially if a sponsor is interested in the research results. When there is no conflict of interest, the final report shall state: “No apparent conflict of interest.”

11. Research topic formation and presentation to students:

- 11.1. Topics of research being conducted in the departments are curated by the department researchers and shall be submitted and (or) updated annually by October 15:
 - 11.1.1. VF Dean's Office creates the channel "VF Students' Research Activities" on the MS TEAMS platform.
 - 11.1.2. VF Dean's Office includes the VF students of all years in the "VF Students' Research Activities" channel in the MS TEAMS environment. At the beginning of each academic year, by October 15, first-year students are included, and students who graduated are removed/excluded from the channel.
 - 11.1.3. Department heads or their appointed persons coordinate the course of the research activities in the departments and the upload of information on the MS TEAMS platform.
 - 11.1.4. Department researchers who wish to supervise a student's research activities present research topic(s) and a short annotation to a person (appointed by the head of the department) who is responsible for uploading information in the MS TEAMS environment created by the Dean's Office.
- 11.2. Research topic titles can be abstract/conceptual and later revised/specified with the Student when making the research work preliminary plan and schedule.
- 11.3. Dean's Office provides/updates information about motivational and research work support measures, conditions for submitting applications for them, and individual proposals on the MS TEAMS channel "VF Students' Research Activities" annually by October 15:
 - 11.3.1. VF Dean's Office provides support for the VF students in the second cycle and integrated studies for their research, supporting at least two Faculty students per year. Students shall apply by e-mail to the VF Dean following the relevant terms/deadlines for the current year.
 - 11.3.2. For publicizing the results of research activities on social networks, the information is provided to the social network coordinator by a scientific supervisor.
 - 11.3.3. Study departments provide financial support and/or motivational events and invitations; the information is uploaded to the MS TEAMS environment channel “VF Students' Research Activities.”
- 11.4. Research work supervisors are responsible for cooperation (if necessary) with social partners (research host organizations) and organizing the research at their facilities.

12. Choosing a research topic.

- 12.1. Student contacts the potential supervisor of the research work via the LSMU institutional e-mail.
- 12.2. If several students apply for the same research work topic, the research work supervisor organizes motivational interviews and makes the final decision.

- 12.3. Student can propose their research work topic if it is relevant and corresponds to the directions of research being conducted at the VF and to the infrastructure capabilities.
 - 12.4. After selecting and agreeing on a topic with the research supervisor, the Student shall fill out a free-style application for conducting research, indicating the topic and supervisor, and submit it to the head of the department for approval.
- 13. Research work continuity in preparing a master's thesis.**
- 13.1. Student has the right to continue the begun research work by preparing a bachelor's and (or) master's thesis in agreement with the selected department and the BD supervisor.
 - 13.2. Student receives a certificate (approved by the head of the department) for the completed research work, which gives them priority in choosing a BD topic.
 - 13.3. Student has the right of priority in choosing the continued/extended research topic; the topic shall be proposed by the department in which the Student's research work is being or was carried out. If several students with the right of priority apply, the BD topic choice is given priority based on the student's academic achievement average.
- 14. Submitting research work.** The Student shall submit research work and activities no later than the end of the VF studies. The Student submits research work no later than April 1 in the 6th semester if the research topic is continued by preparing the final thesis of master's degree studies. The Student shall prepare a final research work report (free-style form), which is approved by the research work supervisor and the head of the department.

III. Final Provisions

15. The Procedure is approved and/or amended by the LSMU VF Council.