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**FIRST CYCLE NURSING AND OBSTETRIC STUDY PROGRAMMES**

**OF THE FACULTY OF NUSRING OF THE MEDICAL ACADEMY**

**OF THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES,**

**REGULATION FOR THE**

**PREPARATION AND DEFENCE**

**OF THE FINAL THESIS**

**Methodical recommendations**

Kaunas, 2024

The regulation for the preparation and defence of the final thesis were approved at the meeting of the Council of the Faculty of Nursing of the Lithuanian University of Health Sciences (Protocol No. ...........................)

#### Reviewers:

Dr. Daiva Kriukelytė Dr. Daiva Zagurskienė

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***Introduction***

Methodological recommendations are intended for students of the Midwifery, Nursing first-cycle study programmes of the Faculty of Nursing of the Medical Academy of the Lithuanian University of Health Sciences who are preparing their final bachelor's thesis.

The first part of these methodological recommendations sets out the general provisions, the second part – basic concepts, functions and responsibilities of students and 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 documents required for the final thesis to guarantee the quality and preparation of the final thesis.

We hope that these methodological recommendations will answer many of the questions students have and will help them find appropriate solutions when preparing their final thesis.

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

***Authors***

**CONTENTS**

[I. GENERAL PROVISIONS 6](#_Toc182338998)

[II. BASIC CONCEPTS, FUNCTIONS, DUTIES AND RESPONSIBILITIES 6](#_Toc182338999)

[III. PROCEDURE FOR THE PREPARATION AND DEFENCE OF THE THESIS 8](#_Toc182339000)

[IV. THESIS REQUIREMENTS 10](#_Toc182339001)

[V. APPENDICES 14](#_Toc182339002)

[INDIVIDUAL BACHELOR THESIS PREPARATION PLAN AND ASSESSMENT BY THESIS SUPERVISOR 14](#_Toc182339003)

[DECLARATION OF AUTHOR CONTRIBUTION AND ACADEMIC INTEGRITY 15](#_Toc182339004)

[EVALUATION BY THE FINAL BACHELOR THESIS REVIEWER 16](#_Toc182339005)

[EVALUATION BY THE MEMBER OF THE DEFENCE COMMISSION OF THE BACHELOR THESIS 17](#_Toc182339006)

[REQUEST 18](#_Toc182339007)

[FOR CONSENT TO SUPERVIE BACHELOR'S THESIS 18](#_Toc182339008)

[APPEAL 18](#_Toc182339009)

[EXAMPLE OF THE TITLE PAGE 19](#_Toc182339010)

[EXAMPLE OF THE SUMMARY 20](#_Toc182339011)

[EXAMPLE OF CITED LITERATURE AND REFERENCE LIST 21](#_Toc182339012)

# I. GENERAL PROVISIONS

1. The regulation on the preparation and defence of the final theses of the first-cycle study programmes of the Faculty of Nursing of the Medical Academy of the Lithuanian University of Health Sciences (hereinafter - the Regulation) establishes the basic concepts of the preparation and defence of the final theses of the first-cycle study programmes in **Nursing** of the Faculty of Nursing of the Medical Academy of the Lithuanian University of Health Sciences (LSMU), statements and order.
2. The Regulation was prepared based on the following legislation:
	1. Law of the Republic of Lithuania on Science and Studies No. XI-242 Law Amendment of 29 June 2016 No. XII-2534;
	2. Order No. V-1168 of the Minister of Education and Science of the Republic of Lithuania of 30 December 2016 on the approval of the Description of the General requirements for the performance of Studies (summary edition from 2018-06-15);
	3. Order No V-1255 of the Minister of Education and Science of the Republic of Lithuania of 9 July 2021 “Description of the field of Nursing and Midwifery Studies”;
	4. The Lithuanian University of Health Sciences Study Regulation, approved by the Senate of the Lithuanian University of Health Sciences on 20 June 2024 by Resolution No. 181-03;
	5. The intellectual property management regulations of the Lithuanian University of Health Sciences, approved by the Council of the Lithuanian University of Health Sciences by decision no. 5-4 on 20 June 2014; amended and supplemented by decision No. UT1-3-2 of the Council of the Lithuanian University of Health Sciences on 22 April 2016;
3. The regulation was prepared on the basis of the following methodological literature:
	1. Aurelija Blaževičienė, Lina Spirgienė, Alina Vaškelytė, Jurgita Gulbinienė, Jovita Demskytė. Regulation on the preparation and Defence of the final thesis of the second-cycle nursing study programmes of the Faculty of Nursing of the Medical Academy of the Lithuanian University of Health Sciences: Methodological recommendations. Kaunas: Lithuanian University of Health Sciences, 2021.

# II. BASIC CONCEPTS, FUNCTIONS, DUTIES AND RESPONSIBILITIES

1. **The final 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, in an orderly manner and submit the work on time according to the specified deadlines.
2. **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. Duties of the student during the preparation and defence of the final thesis:
3. choose the topic of the research paper, the supervisor, and the consultant, if necessary, at the specified time;
4. prepare a final thesis preparation plan coordinated with the supervisor and consistently comply with approved deadlines (Appendix 1);
5. cooperate with the supervisor of the thesis in discussing the progress of the thesis preparation and emerging problems;
6. according to the final thesis preparation plan, submit the final thesis text to the supervisor, taking into account the supervisor's comments and recommendations for correcting the work;
7. participate in the meetings of the Qualification Commission;
8. submit the prepared thesis to the Qualification Commission (KK) at the set time and participate in the consideration of this work at the KK meeting;
9. according to the date specified in the Rector's order, submit the final thesis to the technical secretary of the Defence Commission;
10. adhere to the principles of ethics and academic honesty when preparing the thesis (Appendix 2).
11. **The thesis supervisor** – a person with at least a master's degree or equivalent. The supervisor is approved by the Qualification Commission during the first meeting. The thesis supervisor must:
12. advise the student on how to formulate the topic, purpose, and tasks of the research paper and draw up a final thesis preparation plan, which the student submits during the first KK meeting (Appendix 1);
13. advise the student when discussing the thesis methodology, work results and presentation of the thesis;
14. if necessary, recommend consultants from related fields of science;
15. systematically, according to the final thesis preparation plan, monitor the progress of the final thesis preparation, help solve emerging problems and provide comments and suggestions during the final thesis preparation;
16. if it is possible participate in KK meetings;
17. confirm that the bachelor final thesis meets the formal requirements and can be submitted to the BBD qualification commission for final consideration (Appendix 1).
18. **A thesis advisor** – a practitioner in a certain field of science with a master's degree or equivalent. The consultant provides comments and suggestions during the preparation of the work. The consultant is confirmed by KK.
19. **The qualification commission (KK).** For the preparation of the final thesis, the KK of the study programme (Obstetrics, Nursing) is composed of at least 5 persons working at LSMU and having at least a master's degree or equivalent. The composition of the KK is approved by the Council of the Faculty of Nursing (SF) for a period of 3 years, on the recommendation of the Commission of the relevant study programme. If necessary, the composition of KK can be changed. The SF Council approves the new KK during the first meeting in September. The dates of the KK meetings are published on the LSMU intranet no later than 5 working days before the day of the KK meeting. Functions of the Qualification Commission:
20. considers and approves the chosen topic of the thesis, considers the purpose of the research, tasks/research questions;
21. approves the supervisors of the student's thesis, if necessary, approves the thesis advisers;
22. approves plans for preparation of theses (Appendix 1);
23. resolves the issues of changing the thesis topic, final thesis supervisor and final thesis advisor;
24. considers the compliance of the thesis preparation plan with the final thesis preparation process;
25. during the final KK meeting, submits a conclusion on the suitability of the work for public defence, taking into account whether:

8.6.1. the thesis corresponds to the essence of the chosen study programme;

8.6.2. the scope of thesis meets the requirements;

8.6.3. the thesis has all the necessary structural parts;

8.6.4. the permission or approval of the Bioethics Centre to conduct a scientific study has been submitted;

8.6.5. a signed declaration of the Author's contribution and academic honesty has been submitted (Appendix 2);

8.6.6. an individual plan of preparation of the bachelor’s final thesis and approval of the final thesis supervisor for defence (annex 1) has been submitted;

8.6.7. the report of the overlaps of the work text is presented in accordance with the requirements of the LSMU.

1. appoints thesis reviewers;
2. resolves other issues related to the preparation of the final thesis.
3. **A reviewer** – a practitioner in a certain field of science who has a master's degree or an equivalent degree, who evaluates the student's thesis with grades. The reviewer:
	* + 1. evaluates whether the work meets the requirements for the final thesis;
			2. 5 working days before the defence, submits the final thesis review (Appendix 3) to the technical secretary of the Defence Commission, confirmed by their signature or sent via e-mail from LSMU mailbox.
4. **The Defence Commission (GK).** The GK is approved by the Rector on the recommendation of the Dean of the Faculty of Nursing. The GK consists of at least 5 members (not including the technical secretary of the GK). Social partners must participate in the GK commission; the social partner is appointed as the chairperson of the commission. A member of the Qualification Commission cannot be a member of the Defence Commission. Functions of the Defence Commission:
5. organises the defence of theses;
6. the member of the commission evaluates the theses and their submission according to the evaluation form approved by the SF Council (Appendix 4);
7. familiarises themselves with the final theses before the public GK meeting;
8. decides on the granting of a bachelor’s degree and professional qualification.

11. **The Appeals Commission** – a commission approved by the Rector at the proposal of the dean of SF. A 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 THESIS

1. Students choose the topic of the bachelor thesis (by themselves or from the topics offered by the department) in the **6th** *(Nursing part-time study students – 2nd)* semester of study. After receiving the written consent of the supervisor of the future thesis (Appendix 5), the student presents the signed form to the study administrator. The preliminary topic of the bachelor's thesis, the work preparation plan (Appendix 1), the supervisor (and the consultant, if necessary) are considered and approved at the time of the first meeting of the KK held by **15 October**. The meeting is held in the **7th** *(Nursing part-time study programme – 3rd)* study semester. The secretary of the KK 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 regarding the topic of the thesis.
2. **During the first KK meeting**, the student presents the topic of the thesis, the purpose and tasks/research questions, the thesis supervisor (and the consultant, if necessary), briefly tells: what research methods and which subjects they intend to use when preparing the thesis; submits a thesis preparation plan. The student submits a completed thesis preparation plan signed by the thesis supervisor to the secretary of the KK (Appendix 1). The thesis preparation plan indicates the stages of the thesis preparation and their dates: formulation of the thesis topic, goal and tasks or research questions; literature analysis; preparation of literature analysis; development of research methodology; preparation of research instrument; Obtaining permission/approval from the Bioethics Centre to conduct research; collection and analysis of research data; presentation of results; discussion of results; formulation of conclusions and recommendations; submission of the work to the qualification commission for bachelor's theses. If the KK does not approve the thesis topic, supervisor or thesis plan, the student submits additions/corrections or a reasoned explanation to the KK in writing within 7 days, which the KK considers during a virtual meeting and makes a decision (approve/disapprove) which it presents to the student.
3. If KK approves and the supervisor does not object, 2 students can prepare the thesis. The general purpose of the work is presented and the expectations for tasks/research questions of each student are clearly formulated. The thesis must clearly indicate the authors of all components of the work (in tasks/research questions, literature review, results, conclusions). The finished work is formalised as a single thesis (general sections: content, summary, acknowledgements (if necessary), abbreviations (if necessary), glossary (if necessary), introduction, methodology, discussion of results, conclusions, practical recommendations, bibliography, and appendices). When the thesis is prepared by 2 students, the volume of the paper must be at least 70 pages without appendices, at least 60 literature sources. The reviewer submits a review for each student separately.
4. Before conducting research on a topic approved by the KK, the student must apply to the LSMU Bioethics Centre with a request to conduct research and submit all necessary documents. The list of documents required to obtain a permit from the Bioethics Centre and examples of submitted documents are published at <http://www.lsmuni.lt>. Permission to conduct research is obtained from healthcare institutions according to the valid procedure provided by each institution.
5. A student who **fundamentally** decides to **change** the topic of their thesis or to change their thesis supervisor or consultant must submit a request to the KK, which states 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, the written consents of the current and future supervisors must be submitted. After KK approves a new thesis topic, the student must apply again to the LSMU Bioethics Centre and submit a research request.
6. The student prepares the thesis independently, following the requirements for the preparation of the thesis (Section IV).
7. **The final KK meeting** is organised in April. **The student submits to the KK final meeting** :
* Completed and signed thesis preparation plan (Appendix 1);
* The final thesis, which must contain: title of the work, supervisor and consultant (if there was one), purpose of the work and tasks/research questions, research methodology, results, discussion of the results, conclusions, practical recommendations, bibliography. The thesis appendices must contain: Permission or approval of the Bioethics Centre to conduct a scientific study; research instrument; signed Declaration of Author's Contribution and Academic Integrity (Appendix 2), a report on the overlap of the thesis text.
* KK, taking into account the conclusion of the supervisor and the criteria presented in subsection 8.6 of this regulation, assesses the suitability of the work for public defence, feedback is provided to the student. If at least one of the criteria specified in subsection 8.6 is evaluated negatively, public defence of the thesis is not allowed. A rejected thesis is considered an academic debt.
1. If KK decides that the thesis is suitable for public defence:
	1. KK appoints thesis reviewers, and their list is forwarded to the technical secretary of GK;
	2. The KK secretary adds the student's name to the list of students who are allowed to publicly defend their theses. The protocol with the list is signed by the chairman of the KK. The protocol is transferred to the dean's office of the Faculty of Nursing, to the technical secretary of GK **within 1 working day** . **KK** 's work in coordinating the process of preparation of theses is considered completed.
2. 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 the student to defend the thesis is formalised by the Rector's order.
3. The date of the final theses defence and the Defence Commission are appointed by the Rector at the proposal of the Dean of the Faculty of Nursing.
4. The date of the thesis defence is published on the LSMU intranet (no later than 30 days before the day of the defence session).
5. **By the date specified in the Rector's order**, the student places the final thesis in the electronic depository specified by the LSMU Library; submits the printed and bound thesis to the technical secretary of the GK and signs the thesis submission sheet. The final thesis (with appendices) is submitted to the members of the GK. A final thesis submitted late is not registered and it is not allowed to defend it.
6. The technical secretary of the GK submits the **registered final thesis** to the reviewer **within 5 working days** (a written or electronic version of the thesis and a thesis review form are submitted). The reviewer prepares a review of the work (confirms it with their signature) and returns it to the technical secretary of the GK no later than 5 **working days before the defence** according to the prescribed form (Appendix 3). Without a peer review, the work cannot be included in the thesis defence session. 3 working days before the defence, students contact the technical secretary of the GK in order to get acquainted with the reviewer's observations, questions, and evaluation of the work.
7. **At least 7 days** before the thesis defence meeting, the technical secretary of the GK makes it possible for GK members to familiarise themselves with the electronic version of the thesis and provides a printed copy of the thesis and access to the electronic version of the thesis for the thesis defence meeting.
8. At the final theses defence meeting, students submit a prepared **final thesis report** , which indicates: the university and its department where the student studies, the author of the thesis, supervisor, consultant (if there was one), topic, purpose, tasks/research questions, research problem, research methodology, results, conclusions, practical recommendations. Up to 10 minutes are allocated 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 commission. **If the work is prepared by two students** , they submit one joint work report, which they present together; 15 minutes are allotted for the report; no more than 15 minutes are given to the student's answers to the questions of the reviewer and members of the defence commission.
9. GK members during the meeting evaluate each work according to the specified criteria (Appendix 4).
10. If the supervisor, consultant, or reviewer of the thesis is a member or chairperson of the GK, they must recuse themselves from the evaluation procedure.
11. The final assessment of the thesis consists of: the **reviewer's assessment (30%) and the average assessment of the members of the Defence Commission (70%)** .
12. A student who has successfully defended the thesis is awarded a bachelor's degree and the corresponding professional qualification.
13. The subject of the final thesis and the evaluation grade are recorded in the protocol of the Defence Commission and are transferred to the SF Dean's Office within 1 working day. The grade of the thesis is entered by the secretary of the GK in the LSMU newsletter.
14. The department where the thesis was prepared keeps the printed copy of the final thesis for 5 years.
15. If a student's dishonest behaviour is detected during the preparation and/or defence of the thesis, the thesis supervisor, reviewer or KK/GK contact the SF dean. The commission formed by the dean, having evaluated all the circumstances and documentary evidence, makes the final decision in accordance with the valid LSMU Study Regulations.
16. The following is considered unfair behaviour (according to the valid LSMU Study Regulations):
	1. Any attempt by a student to use knowledge resources in unauthorised ways.
	2. Duplication – the repeated use of a scientific work or part of it (re-submission for assessment), when the written work was submitted and defended in this or another scientific institution in Lithuania or abroad but was not indicated in the sources.
	3. Plagiarism – intellectual theft of various types (e.g., texts, etc.), deliberate appropriation of research data and simulation and falsification of scientific work, and use of data in scientific works without indicating the source of knowledge.
	4. Falsification of research data. The data used in the scientific work must be collected by the author of the work or the source of their publication must be indicated.
17. An undefended thesis is considered an academic debt.
A student who disagrees with the evaluation of the defended thesis has the right to file an appeal (Appendix 6) to the Rector regarding the evaluation of the final thesis within **1 working day after 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. By order of the rector, an Appeal Commission is formed in accordance with the procedure provided for in the Study Regulations of LSMU.

# IV. THESIS REQUIREMENTS

1. **The final thesis consists of:** Title page; Contents; Summary (*in Lithuanian and English*); Abbreviations (*if necessary*); Glossary (*if necessary*); Introduction; 1. Literature review; 2. Research methodology; 3. Results; 4. Discussion of results; Conclusions; Practical recommendations; Bibliography; Appendices.
2. **Title page** . It shall be laid out as shown in Appendix **7** . 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)*, year of defence of the thesis.
3. **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 bound after the title page. The table of contents must indicate the numbering of chapters and sections. Numbered in Arabic numerals. Sections are numbered with two digits separated by a dot, and the number of the smallest part of the structure, the subsection, consists of three digits. Titles of chapters in the contents are written in capital letters, sections, and subsections – in lower case. The complex parts of the work – summary, abbreviations, glossary, introduction, conclusions, practical recommendations, bibliography, and appendices – are not numbered in the contents and thesis.
4. **Summary.** This is the section that introduces the content of the bachelor's thesis (outline). Summary written in Lithuanian and English is mandatory. It is written on a separate page. The length of each summary is 1 page. The title of the summary indicates: the author's name and surname, the title of the work, the supervisor of the work and the department where the student studies. The text of the summary contains: the purpose of the work, research methodology, work results (main), conclusions. Summary format: line spacing - 1 space (Appendix 8).
5. **Acknowledgement** (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.
6. **Abbreviations** (optional part of the work). The description of abbreviations is written on a separate sheet. Both familiar and common terms and those proposed by the author which are discussed in the text are presented. 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 full-stops.
7. **Glossary** (optional part of the work). This section lists specific terms used in the thesis in alphabetical order.
8. **Introduction.** This chapter briefly discusses the relevance of the topic and analyses the problem based on literature sources. At the end of this chapter, the purpose of the work is indicated, and the tasks/research questions are presented. The recommended length of the introduction is up to 2 pages.
9. **Literature review.** It should present and analyse the problem of the final thesis and present the results of research conducted in Lithuania and abroad on the topic of the final thesis. It is not appropriate to cite popular public magazines and newspapers. The scope of this chapter is 25 - 30 percent of the entire volume of the thesis.
10. **Research methodology.** This chapter must describe research planning (organisation) research ethics, selection of subjects (population, sample), characteristics of subjects, research methods and tools, data analysis methods. Permit issued by the Bioethics Centre or a copy of the approval must be attached.
11. **Results.** This chapter presents and examines the summary data of the study and the results of the data analysis. The chapter must have as many sections as the tasks were set, it begins 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. The information presented in the text, tables and figures may not be duplicated. It is recommended to present the results of the statistical data analysis in tables and/or figures. The results of qualitative research are presented through selected themes analysed by the researcher, statements are based on respondents' quotes and/or observational data.
12. **Discussion of results.** When discussing the results of the performed work, it is necessary to compare them with the results of other scientific works already performed in this field. This chapter is 2-3 pages long.
13. Depending on the specifics of the thesis, *Results* and *Discussion of Results* can be presented in a single chapter. This chapter would then be titled *Results and discussion.*
14. **Conclusion**. In this chapter, conclusions based on the results of the study are written. *Quantitative research*. Conclusions are the answer to the tasks formulated at the beginning of the work. Conclusions must be specific, concise. Conclusions are numbered, it is recommended that their number coincide with the number of tasks. *Qualitative research.* The conclusions of the conducted qualitative research are the answer to the raised research questions. Conclusions must be formulated on the basis of research data. The conclusion of the *Case Study* must answer the clinical question raised.
15. **Practical recommendations.** The final thesis presents the intended specific measures/methods to solve the identified problems. Recommendations are made based on the results of the study.
16. **Reference list.** The maximum number of cited sources is not limited, but the thesis must cite **at least 30 (of which at least 80 percent – are not older than 10 years) literary sources**. When the paper is prepared by 2 students, there must be at least 60 literary sources. Only literature cited in the work is presented. Sources are presented without transliteration (for example, sources written in Russian – in Russian letters). References are listed in order of citation in the text (starting with the introduction). The reference list of literature sources is compiled according to the Vancouver system (Appendix 9). If citing an article published only in electronic format, the exact e-mail address must be indicated at the end of the source description.
17. **Appendices.** Mandatory appendices: research instruments, a copy of the permit/approval issued by the Bioethics Centre and the Author's contribution and declaration of academic honesty (Appendix 2). Appendices may contain additional, supporting information independently prepared by the author of the paper.
18. The volume of the final work is **at least 40 pages** (appendices are not included in the work volume). **If the paper is prepared by two students - at least 70 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 greater than specified in point 57.1, etc.
19. The thesis must be printed and bound (1 copy). The bachelor's thesis is bound in such a way that the leaves cannot be removed. The work cover must be transparent. An electronic version of the work must also be submitted in PDF format in the electronic environment specified by LSMU.
20. The final thesis must be written in the correct Lithuanian language, without proofreading errors and must comply with the spelling and punctuation norms of the Lithuanian language (Appendix 2). Thoughts in the thesis are presented clearly and consistently . Corrections and erasures are not allowed in the thesis.
21. General text requirements:
	1. **Format, density, and font.** The text must be printed on one side of a standard A4 (210 x 297 mm) white paper, with **1.5-line** spacing **interval.** 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 edges (left and right margins). The text is written in black using the *Times New Roman* font **size 12.** Titles of sections are written in capital letters, in size 16 black font (**Bold**), the text is centred. The names of sections and subsections start with a capital letter, followed by lower-case letters. The name is written in size 14 letters (**Bold**), the text is aligned according to the left edge. The first line of the paragraph is indented 1.5 cm to the right. At the end of a section or subsections, there is a space of two blank lines. All chapters start on a new page. In summaries, the space between the lines is 1 interval.
	2. **Page numbering.** Pages are numbered in Arabic numerals in the upper margin. They are written in the middle, without a dot or a dash. Page numbering starts with the title page (the number 1 is not written on it), all pages are numbered sequentially.
	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 gap between them. The source and authorship of the cited table should be indicated in parentheses under the table name. The text must refer to the table and indicate its number.
	4. **Figures** . Illustrations (diagrams, charts, drawings, photos, etc.) must be of good quality and appropriate resolution. The number and name are written below the figure 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 figures 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 space of 1.5 lines between them. The text must include a reference to the figure, indicating its number. If figures are taken from other publications, the source and authorship must be indicated in parentheses.
	5. **Citation.** When citing a literary source in the text, its number is indicated in parentheses in Arabic numerals (for example: (1))(Appendix 9). A full bibliographic description of the cited source is provided in the bibliography.

# V. APPENDICES

**Appendix 1.**

## **INDIVIDUAL BACHELOR THESIS PREPARATION PLAN AND ASSESSMENT BY THESIS SUPERVISOR**

Study programme ............................................... ..........................., ........ course, group

*(Title)*

Student ..............................................................................................................................

*(Name, surname)*

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

Supervisor .........................................................................................................................

*(Academic degree, name, surname)*

|  |  |  |
| --- | --- | --- |
| **Date** | **Activities planned** | **Evaluation of the supervisor (completed/not completed)** |
| **Yes** | **No** | **Signature** |
| May – September | Formulation of thesis subject, goal and tasks or research questions.Literature analysis. |  |  |  |
|  | Preparation of literature analysis. |  |  |  |
|  | Preparation of research methodology. Preparation of research instrument. |  |  |  |
|  | Permission/approval from the Bioethics Centre to conduct the study. |  |  |  |
|  | Research data collection and analysis. |  |  |  |
|  | Presentation of results. Discussion of results. |  |  |  |
|  | Formulation of conclusions and recommendations. |  |  |  |
| April | Submission of work to the Bachelor's Theses Qualification Commission. |  |  |  |

**Student**

**Supervisor**

**Chairperson of the Qualification Commission**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation** | **YES** | **NO** | **Signature of the supervisor, date** |
| The thesis meets the formal requirements and can be submitted to the BBD Qualification Commission for final consideration |  |  |  |

*(Name, surname, signature)*

 *(Name, surname, signature) (Name, surname, signature)*

#### Justification of negative assessment

**Appendix 2.**

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES MEDICAL ACADEMY

FACULTY OF NURSING

(Student’s name and surname, student ID no.)

## **DECLARATION OF AUTHOR CONTRIBUTION AND ACADEMIC INTEGRITY**

 20

Bachelor thesis

*(Title)*

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

|  |  |
| --- | --- |
| ☐ | 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) |
|  |
|  |
| ☐ | 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 percent, if used – indicate the size of the University's share):

|  |  |
| --- | --- |
| Laboratory and laboratory devices | * %
 |
| Reagents | * %
 |
| Other tools and materials (specify) | * %
 |

I confirm that my final 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 marked 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 Lithuanian language.

*(Signature) (Student’s name, surname)*

**Appendix 3.**

|  |
| --- |
|  |
| **EVALUATION BY THE FINAL BACHELOR THESIS REVIEWER** |
|  |
| Author |  |
| The title of the final thesis |  |
|  |
| Study programme |  |
|  |
| **Criteria** | **Assessment** from 1 to 10 | **JUSTIFICATION OF THE ASSESSMENT** **(mandatory)** |
| Integrity of the subject, purpose and objectives  |  |  |
| Introduction and summaries (relevance of the problem, quality of work summaries in Lithuanian and English)  |  |  |
| Literature review and literature list (completeness of the literature review, correspondence with the content of the work, novelty and relevance of the sources, their systematisation and generalisation, correct notation of literary sources in the text)  |  |  |
| Completeness of the methodology (assessed according to the chosen research method)  |  |  |
| Results: Presentation of the results of the study, clarity and consistency of the description of the results of the study, validity of the interpretation of the results  |  |  |
| Discussion of the results (scientific discussion (discourse) quality, correspondence to the content of the work)  |  |  |
| Conclusions and recommendations (specificity and validity of conclusions and practical recommendations, relevance to the topic and objectives of the work)  |  |  |
| Conformity of work with the requirements of structure and formalisation, style and correct language  |  |  |
| **Final assessment** **(average of 1-8 points)** |  |  |
| **Reviewer’s questions:** |
|   |
| *(Title, academic degree, name, signature, date)* |

**Appendix 4.**

## **EVALUATION BY THE MEMBER OF THE DEFENCE COMMISSION OF THE BACHELOR THESIS**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Author |  |
| The title of the final thesis |  |  |
| Study programme |  |
|  |  |  |
| **Final thesis SUBMISSION criteria** | **Assessment** from 1 to 10 | **Notes** |
| Relevance of the problem |  |  |
| Integrity of the subject, purpose and objectives |  |  |
| Methodology of research |  |  |
| The relevance of the results of the study to the research objectives |  |  |
| Consistency of the findings of the study with the objectives of the study |  |  |
| The recommendations are formulated on the basis of the results of the study |  |  |
| The quality of visually presented material |  |  |
| Logical and reasoned answers to questions |  |  |
| Planning and managing delivery times, presentation ethics and culture |  |  |
| **Final assessment** **(average of 1-9 points)** |  |  |

**Comments/questions:**

|  |
| --- |
|   |
| *(Position, academic degree, name, signature of the GK member)* |

**Appendix 5.**

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES MEDICAL ACADEMY

FACULTY OF NURSING

Study programme course group student

(Name, surname)

Tel. No. email mail address

## **REQUEST**

## **FOR CONSENT TO SUPERVIE BACHELOR'S THESIS**

 - -

*(Date)*

Please be the supervisor of my bachelor's thesis.

*(Signature)*

#### I agree:

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

*(Signature)*

**Appendix 6.**

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES MEDICAL ACADEMY

FACULTY OF NURSING

(Student name and surname, student ID no., email address)

(Name of study programme, course, group)

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

## **APPEAL**

REGARDING THE BACHELOR'S FINAL THESIS EVALUATION

 20

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 7.**

## **EXAMPLE OF THE TITLE PAGE**



LITHUANIAN UNIVERSITY OF HEALTH SCIENCES (14 pt\*)

MEDICAL ACADEMY (12 pt) FACULTY OF NURSING (12 pt) NURSING CLINIC (12 pt)

NAME SURNAME (14 pt)

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

#### Final thesis of the bachelor's study programme " Enter " (state code enter) (12 pt)

**Supervisor (12 pt)**

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

**Thesis consultant (if any) (12 pt)**

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

KAUNAS, 20.. (12 pt)

*\* Note. The text written in blue is indicative and explanatory and does not need to be written.*

**Appendix 8.**

## **EXAMPLE OF THE SUMMARY**

**SUMMARY**

**Name, surname.** The title of thesis . Bachelor's thesis. Supervisor – Academic degree, name, surname . Lithuanian University of Health Sciences, Medical Academy, Nursing Faculty, Department of Nursing. Kaunas, year ; number of pages (indicated without appendices) p.

The text of the summary contains: research objective, research methodology, research results (main), conclusions / insights. Summary format: 1 line spacing.

**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, Department of Nursing. Kaunas, year ; number of pages (indicated without appendices) p.

The text of the summary contains: research objective, research methodology, research results (main), conclusions / insights. Summary format: 1 line spacing.

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

**Appendix 9.**

## **EXAMPLE OF CITED LITERATURE AND REFERENCE LIST**

**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:

*George (year) claims that ... (1)*

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

*Varžaitytė with co-authors (year) substantiates this statement. (2)*

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).*

**REFERENCE LIST**

#### Book:

##### Standard book format:

Author’s Surname and the First letter of the name. Book title. Edition (if not published for the first time). Place of release: Publisher; year. Number of pages.

##### One author:

Alligood M.R. Nursing theorists and their work. 9th ed. St. Louis: Elsevier; 2018. 601 p.

##### Two to six authors:

Purssell E, McCrae N. How to perform a systematic literature review: a guide for healthcare researchers, practitioners and students. Cham, Switzerland: Springer; 2020.188 p.

##### More than six authors:

Barčaitė E, Blaževičienė E, Gulbinas A, Jaruševičienė L, Klumbienė J, Nadišauskienė RJ. Et al. A Primer in Health Research: A University Textbook. Kaunas: Crisis Research Centre; 2014. 143 p.

##### A part of the book:

Lazaravičienė K. Pregnant women's health. Compiled by: Blaževičienė A, Krančiukaitė-Butylkinienė D, Spirgienė L. Community health and well-being: university textbook. Kaunas: Vitae Litera; 2020. p. 59-69

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’s Surname and the First letter of the name. Title of the article. Abbreviation of journal name. Date of Publication; Volume (Number): pages.

Example:

If there are more than six authors of an article, the first six authors are listed and "etc" is written or

“et al.”

1. Petrošienė B, Vaškelytė A. Psychosocial adaptation of pregnant women. Health Sciences. 2020, 30(2): 73-78. Available from: https://doi.org/10.35988/sm-hs.2020.045.
2. Delmas Ph, Antonini M, Bellier-Teichmann T, Boillat E, Brandalesi V, O’Reilly L, et al. Relationship between patient-perceived quality of nurse caring attitudes and behaviours and quality of life of haemodialysis patients in Switzerland. Clinical Nursing Studies. 2021, 9(1): 1-10. Available from: [http://www.sciedupress.com/journal/index.php/cns/article/view/18572/11805.](http://www.sciedupress.com/journal/index.php/cns/article/view/18572/11805)
3. Alidoost N, Naseri O, Jahanban A, Maslakpak M,H, Maghsoudi B , Maghsoodi E. The Effects of a Care Plan Based on the Roy Adaptation Model on Depression among Nursing Home Residents. Nursing and Midwifery Studies. 2021, 10(2): 86-91. Available from: https:/[/www.nmsjournal.com/t](http://www.nmsjournal.com/temp/NursMidwiferyStud10286-)e[mp/NursMidwiferyStud10286-](http://www.nmsjournal.com/temp/NursMidwiferyStud10286-) 3724431\_102044.pdf

#### Conference documents:

1. Ferris F, Limonero J. Validation of an English version of the detection of emotional distress scale in caregivers (DED-C) of patients with advanced illnesses. In: 11th European Association for Palliative Care (EAPC) World Research Congress; 2020 October 7-9; Palermo (Italy). 2020, 91 p.

#### Digital documents:

1. World Health Organization (WHO). Nurses and midwives critical for infection prevention and control 2020. [Internet] [cited 12 May 2021] Available from: https:/[/www.who.int/publi](http://www.who.int/publications/i/item/WHO-UHL-HIS-2020.6)c[ations/i/item/WHO-UHL-HIS-2020.6](http://www.who.int/publications/i/item/WHO-UHL-HIS-2020.6)

#### Dissertations, master's, bachelor's theses:

1. Urbietė L. Assessment of independence and continuity of nursing services at home of elderly people discharged from supportive treatment and nursing hospital to home [doctoral thesis]. [Kaunas]: Lithuanian University of Health Sciences, Medical Academy. 2020, 191 p.
2. Tirvienė G. Assessing the relationship between job satisfaction and fatigue of nurses in resuscitation and intensive care units [master's thesis]. [Kaunas]: Lithuanian University of Health Sciences, Medical Academy. 2021, 75 p.