

**MASTER'S THESIS REGULATIONS OF  
THE MEDICAL INTEGRATED MASTER'S STUDY PROGRAMME OF  
THE MEDICAL ACADEMY'S FACULTY OF MEDICINE OF THE  
LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**

**1 GENERAL PROVISIONS**

1. Scientific research is an integral part of the integrated master's study programme in the Faculty of Medicine, Lithuanian University of Health Sciences (LSMU). The aim of scientific research is to develop the student's ability to plan and carry out scientific research and to develop the student's initiative when choosing the research topic and completing the research work. These regulations regarding scientific research are a formal document of the Faculty of Medicine of LSMU, which includes the guidelines and deadlines for the final master's thesis, the format of the written thesis and the assessment procedures.
2. The Regulation was prepared with reference to the following documents:
  - 2.1 Order of the Minister of Education and Science of the Republic of Lithuania "Regarding Approval of Description of General Requirements for Degree-Awarding Study Programmes of the First Cycle and Integrated Studies", 2010, No. V-501.
  - 2.2 Law on Education and Studies of the Republic of Lithuania, 30 April 2009, No. XI-242.
  - 2.3 Law amending Law on Education and Studies of the Republic of Lithuania No. XI-242, 29 June 2016, No. XII-2534.
  - 2.4 Regulation of Studies of the Lithuanian University of Health Sciences (Decree No. 47-05 of the LSMU Senate of 20 June 2014).
  - 2.5 Regulations of Procedure of Preparation of Electronic Documents of Summaries of Master Theses, Doctoral Dissertations or Monographs of the Lithuanian University of Health Sciences, their Presentation for Downloading and Downloading into the Storage of the Lithuanian Information System of Electronic Documents of Education and Studies, and their Usage (Decree No. 5-02 of the LSMU Senate of 21 January 2011).

3. Mandate of open access of the Lithuanian University of Health Sciences (Decree No. 13-2 of the LSMU Rector's Office of 04 November 2013).
  - a. Order of the Minister of Education and Science of the Republic of Lithuania "Description of General Requirements for the Study Programmes of the Second Cycle", 03 June 2010, Order No. V-826
4. The Regulation of Master Theses of Integrated Studies of Medicine at the Faculty of Medicine, Medical Academy, Lithuanian University of Health Sciences sets the organization and implementation principles of the students' Master Theses. It does not regulate other research activities of the students.
5. The Regulation of Master Theses was approved by the Council of the Faculty of Medicine of the Lithuanian University of Health Sciences.
6. The dean of the Faculty of Medicine, Medical Academy, Lithuanian University of Health Sciences, determines the necessary number of places for implementation of the Master Theses in the units, which carry out study programmes of Medicine and Medicine in English, in the institutes and scientific laboratories of the Faculty of Medicine. The heads of the units shall ensure complete and timely implementation of the Dean's instructions.
7. The dean's office the Faculty of Medicine, Medical Academy, Lithuanian University of Health Sciences, and the Centre of International Relations and Studies shall coordinate the course of Master Theses, in cooperation with profile clinics, departments and institutes.
8. The issues not discussed herein shall be considered and solved by the dean of the Faculty of Medicine, Medical Academy, Lithuanian University of Health Sciences .

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

**9. Final Master's Thesis (FMT)** – the individual scientific research relevant to the medicine study programme, conducted by a postgraduate. The FMT demonstrates the postgraduate's ability to carry out scientific research, to analyse data, to make use of scientific knowledge while solving a scientific objective, to apply and develop original concepts of scientific research and to describe the phenomena or regularities of new discoveries. The FMT should include the postgraduate's preparation for scientific research.

**10. Postgraduate** – a student preparing the FMT. The postgraduate is responsible for

performing self-supported and scientifically ethical research.

**11.** The rights, duties and responsibilities of a postgraduate during the preparation and defence of the FMT are as follows:

- 11.1 To conduct the FMT according to the Regulations approved by the Council of the LSMU Faculty of Medicine.
- 11.2 To choose a topic for the FMT, at the appointed time, at a certain participating department, clinic or institute of the LSMU.
- 11.3 Together with a supervisor, prepare an individual work plan for development of the FMT (Annex No. 1) and to be consistent with the agreed deadlines.
- 11.4 To prepare the necessary documents and to obtain permission from the Bioethics Committee to conduct a scientific study if such permission is required.
- 11.5 To collaborate with the supervisor when conducting the FMT and to inform them about the research progress.
- 11.6 To seek advice from the consultant.
- 11.7 To comply with methodological and structural requirements for the FMT (Annex No. 2).
- 11.8 To take into account observations and recommendations by the supervisor while conducting the FMT and preparing the text of the FMT.
- 11.9 Present the supervisor with an initial draft of the FMT according to the schedule.
- 11.10 To submit the FMT text for review in compliance with the specified deadlines, upon approval and signing by the supervisor in the FMT Submission Protocol.
- 11.11 After discussing the conclusions and remarks of the initial review with the supervisor, make the necessary corrections within 3 working days.
- 11.12 In accordance with the provisions of LSMU, to upload the FMT on the electronic database of LSMU.

**12. Supervisor for the Final Master's Thesis** – a person who has a PhD degree. In exceptional cases if there is a shortage of scientists in a particular department, an experienced person who has a master's degree (medical doctor as well as a master of public health or nursing) can be a supervisor. In such cases, the consultant with a PhD degree from the same department has to be appointed. Candidacy for supervisors for the FMT is approved by the LSMU department.

**13.** Duties and functions of a supervisor for the FMT:

13.1 To assist and consult the postgraduate in formulating a topic, aim, objectives of the FMT and in creating an individual plan for the FMT development.

13.2 To consult while choosing the literature or other information sources necessary for the completion of the FMT.

13.3 To discuss FMT methodology with the student.

13.4 To advise the postgraduate and, if necessary, to recommend a different supervisor.

13.5 To consistently monitor the development of the FMT, to help solve any arisen problems, to provide the student with scientific and methodological support.

13.6 To verify the progress at the end of each academic year by signing the individual plan for the FMT development form (Annex No. 1). If the work plan is not being followed, the Dean's Office of the Faculty of Medicine or the International Relations and Study Centre is to be informed.

13.7 If a postgraduate is not acting in accordance with the rights, duties and responsibilities of the Regulations, the Dean's Office of the Faculty of Medicine or International Relations and Study Centre is to be informed.

13.8 Once the FMT has been completed, to assess whether the thesis has been prepared properly and to sign the FMT submission before presenting it to a reviewer.

13.9 To attend the presentation of the thesis at the FMT conference, if possible.

**14. Consultant of Final Master's Thesis** – a professional practitioner who has a PhD or Master's degree and has mastered the basics of research methodology. A consultant should work in other department of LSMU or other institution as the supervisor does. Consultants for the FMT are approved by the FMT supervisor. If the supervisor for the FMT does not have a PhD degree, the department in which the research is carried out must appoint a consultant within that department who has a PhD degree.

**15. Reviewer** – a person who has a PhD degree and evaluates the FMT according to the criteria. It is recommended to appoint a reviewer not from the specific field of the analysed problem but from related specialties or subspecialties in order to prioritise the scientific evaluation over the clinical one. The list of reviewers is approved by the meeting of the LSMU department.

**16. Duties and responsibilities of a reviewer:**

16.1 To evaluate FMT according to the form approved by the Council of the Faculty of Medicine (Annex No. 3).

- 16.2 To return a filled-in and signed evaluation form to the department responsible for the FMT not later than 3 weeks after the FMT is submitted to the reviewer on the electronic LSMU system.
- 17 **Conference of the Final Master's Thesis** – a scientific conference of LSMU, during which FMTs are presented by postgraduates. The presentation and defence of the thesis are held at profile sections of the Conference. The Conference takes place for 1-3 days at the end of the 12<sup>th</sup> semester of the Medical Integrated Master's Study Programme of LSMU (in June). The Conference is organized by the departments of LSMU and coordinated by the Dean's Office of the LSMU Faculty of Medicine.
- 18 **Evaluation Commission** – at least three-person commission group is approved for each profile section of the FMT Conference. The commission might consist of scientists or specialists with Master's degree and who has mastered the basics of scientific research methodology. The Commission may also include social partners. Candidates for the Commission of the FMT Conference are approved in the meeting of the LSMU department. Following the list of appointed candidates for the Evaluation Commission, the LSMU Faculty of Medicine forms a list of commission members for Rector's order.
- 19 Function of the Commission:
- 19.1 Members of the Commission separately evaluate the FMT presentations in the profile sections according to the form approved by the Council of the Faculty of Medicine (Annex No. 4). If the Commission includes the supervisors of the presented FMT, they are not allowed to evaluate the thesis.
- 19.2 To give a final grade for the FMT. The final grade for the FMT is calculated as a mean of the grades given by the reviewer and Commission members.
- 19.3 To decide on the recommendations for granting a Master's degree for a postgraduate.
- 19.4 To complete and sign the examination protocol, to deliver the signed protocol to the LSMU Faculty of Medicine not later than 1 day after the meeting of the Evaluation Commission. The credit book of a postgraduate is signed by the Dean of the Faculty of Medicine.
20. **Appeal Commission** – a commission dealing with complaints arising from the FMT evaluations. The Appeal Commission is appointed by the Dean of the LSMU Faculty of Medicine no later than 2 days before FMT Conference and approved by the LSMU Rector. The Board consists of 3 members from LSMU Students' Union and 6 LSMU administration representatives.

## 21. Organization of the FMT completion, process of preparation and defence

No.	Stages of the thesis preparation	Deadline	Activity Details
<b>Integrated Master's Studies Year IV</b>			
1.	Discussion and announcement of topics	Semester VIII	Topics are discussed and approved by LSMU departments after their discussion in the departmental meeting. Topics can be suggested by scientists or by postgraduates themselves. Topics for international students are provided in English. The list of approved topics is given to the Dean's Office of the Faculty of Medicine; topics for international students are given to the International Relations and Study Centre <b>till 15<sup>th</sup> April</b> . The Dean's Office of the Faculty of Medicine or the International Relations and Study Centre forms a list of suggested topics and publishes the list on the Intranet of LSMU before the beginning of Semester IX.
2.	Distribution of topics	The beginning of Semester IX, September	The distribution of topics is organized by the Dean's Office of the Faculty of Medicine or by the International Relations and Study Centre. The distribution of topics is based upon a cumulative grade (average of all grades during 4 years). If a student has agreed on an individual topic with a specific department, the department has to inform the Dean's Office of the Faculty of Medicine or the International Relations and Study Centre prior to the distribution of topics and it is taken into consideration during the distribution.
3.	Approval of supervisors	Beginning of Semester IX,	The department approves supervisors for postgraduates.

		September	
4.	Finalizing the list of supervisors and topics for the theses	Semester IX, until 15 November	Under the counselling of a supervisor, the postgraduate prepares the FMT conduction plan in 1-2 pages (aims, goals and expected results are developed). After being fully prepared, reviewed by the department and signed by the supervisor, the FMT plan (Annex no. 1) is given by the student to the Dean's Office (international students give it to the International Relations and Study Centre).
5.	Study of the scientific literature	Semester IX	The student carries out a theoretical investigation of the topic: they collect literature related to the topic and begin literature analysis. At the end of the semester, the student gives the supervisor a list of literature and a short preliminary analytical literature review, expressing his/her attitude towards the questions being investigated.
6.	Scientific literature analysis, research organization and progress	Semester X	The student further analyses literature and interprets the discovered scientific claims, composes the theoretical part of the thesis and explains the study methodology. The student provides documents to the Bioethics Committee and obtains the permission required to carry out research. At the end of the semester, the student submits a preliminary literature review to the supervisor. The data collection or an experimental study is planned and organized.
7.	Research organization and process	Semesters IX-XII	The data collection or the experimental study is continued. The theoretical and practical value of the obtained results is discussed. Results are systematised and analysed.  At the end of the X semester, the supervisor is provided with a summary about the results of IX –X semesters .  In the beginning of XI semester the postgraduate presents the report of research

			signed by the supervisor to the Office of the Faculty of Medicine or the International Relations and Study Centre.
8.	The FMT composition/ presentation	Semester XII	<p>The FMT is written. The prepared thesis is presented to the supervisor <b>until 15 April</b>. After the approval from the supervisor, the thesis is uploaded on the eLABa electronic system <b>until 1 May</b>. The supervisor checks the text, the translation of the research topic and key words and gives the approval for the thesis to proceed to the reviewer until <b>10 May</b>. The thesis has to be reviewed until <b>1 June</b>.</p> <p>Preparation for the FMT presentation.</p> <p>The supervisor, reviewer and members of the Evaluation Commission can see the thesis on the eLABa system.</p> <p>Defended theses are stored and published on the ETD document database as long as it does not violate the laws and regulations of intellectual property and commercial or governmental classified information.</p>

**22.** Postgraduates may continue research work started during earlier years in their studies (e.g. with the LSMU Student Scientific Society) and present results. The supervisor of the FMT verifies that data from previous scientific work make up not more than 25% of the data in the FMT.

**23.** A postgraduate has the right to submit a written request to the head of a LSMU department, requesting to replace his/her FMT supervisor. The department examines the request and makes a decision within 10 working days. A copy of the request and the decision is presented to the Dean's Office. The new supervisor decides whether the postgraduate should continue the started research or whether the FMT topic should be changed. If the FMT topic is changed, the postgraduate must inform the Dean's Office of the LSMU Faculty of Medicine or the International Relations and Study Centre in written form within 5 days.

**24.** A student has the right to submit a written appeal to the Dean's Office of the LSMU Faculty of Medicine regarding the wish to change the allocated department and the FMT



topic. The request shall be examined and a decision shall be taken within 10 working days.

- 25.** A postgraduate must present a prepared preliminary FMT text for the supervisor of the FMT at least 2 months before the FMT presentation at the Conference (the Conference date must be indicated in the study plan). If the supervisor notices weaknesses in the original FMT text, the supervisor will direct the postgraduate student to revise the FMT. After evaluating the revised FMT, the supervisor shall sign the FMT presentation and, together with a completed form of the individual plan for the FMT development (Annex No. 1), shall present it to the Dean's Office of the LSMU Faculty of Medicine or to the International Relations and Study Centre at least 1 month prior to the FMT presentation at the Conference (the Conference date must be indicated in the study plan).
- 26.** LSMU departments provide the Faculty of Medicine with the list of candidates for the reviewers and Evaluation Commission not later than 2 months prior to the FMT conference. According to the list provided, the Faculty of Medicine prepares the list of reviewers and members of the Evaluation Commission for the Rector's order. Once the list has been legitimized by the Rector's order, the representative of the LSMU Library responsible for the eLABa database is informed.
- 27.** The reviewer completes the reviewer's examination form (Annex no. 3) and returns it to the department in which the FMT was carried out not later than 2 weeks before to the FMT conference. The postgraduate with the supervisor must revise the FMT and correct mistakes if there are any and upload the corrected version to the eLABa database not later than 1 week prior to the FMT conference.
- 28.** Receiving a positive review authorises the thesis to be presented at the FMT Conference. The department in which the FMT is carried out presents the list of students allowed to defend their FMT's to the the Faculty of Medicine not later than 2 weeks before the FMT conference. Permission to defend the FMT is finalized by the order of the LSMU Rector.
- 29.** Following the suggestions by the departments in which the researches are carried out the Faculty of Medicine forms the schedule for the profile section evaluation commission meetings. The schedule is appointed by the dean of the Faculty of Medicine and confirmed by the Rector of LSMU
- 30.** The date for the FMT Conference is announced not less than 3 months in advance at the Dean's Office of the Faculty of Medicine and on the Intranet.
- 31.** At the meeting during the FMT Conference, students present the FMT during which the following is specified: the thesis title, aim, objectives, methods, results, conclusions and

practical recommendations. The presentation should not exceed 10 minutes. The postgraduate is to answer any comments and questions set by the participants of the FMT conference. No more than 10 minutes are dedicated for questions and answers.

32. During the FMT Conference, the members of the Evaluation Commission evaluate each thesis presentation according to the criteria adopted by the Council of the Faculty of Medicine and complete the evaluation form of the FMT Evaluation Commission Member (Annex No. 4).
33. If the FMT supervisor is a member of the Evaluation Commission, he/she is required to withdraw from the FMT evaluation process.
34. The final grade of the FMT is calculated as a mean of the grades given by the reviewers and the members of the Evaluation Commission.
35. The final grade of FMT presentation is recorded in an evaluation journal and in the credit book of the postgraduate. Evaluation journal is to be filled in by the secretary and signed by the chairman of the Evaluation Commission. Evaluation journals are to be presented to the Faculty of Medicine not later than 1 day after the meeting of the evaluation commission. Credit book of the postgraduate is signed by the dean of the Faculty of Medicine.
36. If **academic dishonesty** is noticed by the supervisor of the FMT during the preparation or presentation of the FMT, the reviewer or the member of the Evaluation Commission shall present an official report to the Dean of the Faculty, who shall form a commission based on the Regulations of the Studies of the Bachelor's, Master's and Integrated Master's Studies at LSMU (page 326).
37. The FMT that has been unsuccessfully presented (evaluated with a grade of less than 5 during the Conference) and has not received any positive reviews shall be considered an academic failure.
38. In case if a student disagrees with the FMT evaluation, the student has to the right to appeal to the Rector of LSMU within 1 working day. The Appeal Commission considers the appeal and submits its decision within 3 working days. The Appeal Commission is required to invite the postgraduate student who submitted the appeal as well as the Chairman and members of the FMT Evaluation Commission and, if necessary, the supervisor or reviewer of the FMT, to the meeting.

**INDIVIDUAL DEVELOPMENT PLAN FOR THE FINAL MASTER’S THESIS**

Student: \_\_\_\_\_

of Group: \_\_\_\_\_, Course: \_\_\_\_\_ of the Medical Integrated Master’s Study Programme

Duration of Master’s studies: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_

Consultant: \_\_\_\_\_

Department: \_\_\_\_\_

Title of thesis in English: \_\_\_\_\_

Title of thesis in Lithuanian \_\_\_\_\_

Abstract of the thesis:

Aim:

Objectives:

Process of the FMT process:

Semester	Scheduled tasks	Completed /incomplete (evaluation and signature of the Supervisor)
IX		
X		
XI		
XII		
The translation of the thesis title is correct:		
The student is allowed to defend the thesis:		

Student; Name, Surname, Signature: \_\_\_\_\_

Supervisor: Name, Surname, Signature: \_\_\_\_\_

Consultant; Name, Surname, Signature: \_\_\_\_\_

Department Head: Name, Surname, Signature: \_\_\_\_\_

## REQUIREMENTS FOR THE FINAL MASTER'S THESIS

### 1. STRUCTURAL REQUIREMENTS

**Length.** The minimal length of the FMT is 20 pages (excluding annexes).

**Language.** The FMT is written in Lithuanian or English.

**Structure.** 1. Title page; 2. Table of contents; 3. Summary (for the thesis written in Lithuanian - in English and Lithuanian); 4. Acknowledgments. 5. Conflicts of interest; 6. Permission issued by the Ethics Committee; 7. Abbreviations (if applicable); 8. Terms; 9. Introduction; 10. Aim and objectives; 11. Literature review; 12. Research methodology and methods; 13. Results; 14. Discussion of the results; 15. Conclusions; 16. Practical recommendations (if necessary); 17. References; 18. Annexes (if necessary).

**Title page.** It provides the basic information about the thesis: the faculty and department where the work has been performed, author, title, study programme, name, surname and degree of the supervisor, consultant, place and year of the thesis preparation.

**Table of contents.** The table of contents is included after the title page. The table of contents lists the title and starting page number of each chapter and section of the thesis. The chapter headings are written in upper case letter, section headings – in lower-case letters, starting with a capital letter. Each chapter in the table of contents has its own number; sections are numbered using two digits, separated by a full stop. The number of a smaller part of the section structure consists of three digits. Titles are numbered in Arabic numerals.

**Summary.** This section briefly introduces the content of the thesis; is included in the table of contents and in the total number of pages. For the thesis written in Lithuanian the summary is written in Lithuanian and English, on a separate page. The size of the summary is limited to one A4 page (2,700 characters). The summary should start with author's name and surname, the research title and text indicating the following: the research aim, the objectives, the methodology, the study participants, the research results, conclusions and recommendations (if any).

**Acknowledgements** (optional part). These may be expressed to those who have contributed to the development of the scientific research. This may include any technical support or participation in a clinical study.

**Conflict of interest.** It is necessary to indicate sponsors, suppliers of materials and funds. The company, city, country or a name of the fund and its code should also be included. In any case,

even if no one supported the scientific research, it should be noted that ‘the author reports no conflicts of interest’.

**Ethics Committee Approval.** The title, number and the date of issue of the approval issued by the Ethics Committee permitting realisation of the research are indicated. Acknowledgement, conflict of interest and the approval documents issued by the Ethics Committee should be provided on a single, separate page after the summary. This page is numbered; the sections are included in the table of contents.

**Abbreviations list.** Abbreviations are written on a separate page, which is numbered; this section is included in the table of contents. Familiar and frequently used terms and terms proposed by the author are in the list. The first time a word is used, it is written in full, followed by the abbreviation in brackets. Abbreviations are written without full stops.

**Terms.** This section includes specific, rarely used terms, listed in alphabetical order. This section is included in the table of contents and is included in the page count.

**Introduction.** The recommended size of the introduction is up to one page (2,700 characters). The topic relevance, the theoretical and practical significance and the link between the selected topic and the research methodology and results, are briefly discussed.

This section ends with a clear thesis aim or a research question if a qualitative study is planned.

**Aim and objectives of the thesis.** The direction of the study and the problems which are analysed, are indicated. The research process and research instruments are defined. The aim of the thesis, which is written in the introduction, is repeated in this section. It is recommended to develop a single aim. The purpose of the section “Objectives of the thesis” is to indicate how the aim of the study can be achieved. A few objectives (3-5) are indicated, which can be carried out under given circumstances; they are numbered and listed in the order of importance. In case of a qualitative study, objectives are replaced by research questions.

**Literature review.** It should contain descriptions about research and theoretical studies relating to the final master’s thesis topic, being carried out in Lithuania and in other countries. Studies from Lithuania should be described first, followed by studies from other countries. At least 20 sources of literature should be cited. At least 70% of the cited scientific publications should be less than 10 years old. Textbooks, popular and periodical magazines or newspapers should not be cited. This section should not be more than 25% of the FMT size.

**Research methodology and methods.** The following aspects must be described: research planning (organization), the object of study, participant selection (population, sample), research

methods and methods of data analysis.

**Results.** Research data should be presented, analysed and summarized. This section of the thesis may include subsections. It is recommended to present the results using tables and figures (tables and figures should not duplicate each other). If quantitative attributes of the studied object are recorded, the methods of statistical data analysis are described. Results of the qualitative study are provided using isolated topics which are analysed by supporting the statements with respondents' quotations or data of monitoring.

**Discussion of the results.** When discussing the results of the thesis, they must be compared to results obtained by scientists in the field. The size of this section is up to 3 pages (up to 8,100 characters). Taking into account the specification of the thesis, the sections "Results" and "Discussion of the results" may be combined. In this case the title of this section is: "Results and their discussion".

**Conclusions.** This section presents the findings based on research results, and research insights in a qualitative study. Conclusions are the answer to the aim and objectives of the thesis stated at the beginning of the thesis. Conclusions must be specific and concise, numbered. The number of conclusions does not have to coincide with the number of objectives (the number of findings may be greater than the number of objectives) but the conclusions must reflect all of the formulated objectives. Conclusions should include what is being analysed, the method used, the identified facts and the statistical reliability of the calculated results must be indicated.

**Practical recommendations.** The thesis may present specific measures that could be used to solve the highlighted issue or issues.

**Literature list.** It is printed on a new page. The list must include at least 20 references. Only literature quoted in the thesis should be included. The list shall be formed in accordance with the order of used sources. Scientific literature is cited according to the Vancouver System.

**Annexes** (optional part). Annexes may include additional, auxiliary information or information developed by the author themselves (e.g. questionnaires, maps, etc.). Each annex shall begin on a new page and shall be numbered in succession. The text is connected to annexes via links.

## 2. METHODOLOGICAL REQUIREMENTS

**Spelling and punctuation.** The FMT must be written in grammatically correct Lithuanian or English, without grammar mistakes. Special characters in foreign words are written as in the

original language in accordance with the standards set by the Commission of the Lithuanian Language. Russian surnames are written in the Latin alphabet excluding the patronymic. References to the scientific literature publications cited in the text (the number of it is in the literature list) are written in square brackets; for example [12].

**Requirements for the text.** The thesis should be written using a PC (28-30 lines per page) and printed only on one side of white A4 page. Sheet position is vertical. Margins: 20 mm at the top and bottom of the page, 25 mm – on the left and 10 mm – on the right. *Times New Roman* or *Arial* font and font size 12 are used. If a scientific thesis includes any special symbols or characters, which are not found on a computer, they should be written by hand. Line spacing is 1.5. The section titles are written in capital letters, bold, size 16. The text on a page should be aligned to both the right and the left margins. First line of the text should be at the distance of one blank line from the title and shifted to the right by 1.5 cm. At the end of a section or a subsection a space of two empty lines should be made. Section titles are aligned to both margins, while subsection titles – to the left margin. The thesis should be written using the programme *Microsoft Word*.

**Pagination (page numbering).** Pages of the thesis must be numbered starting from the title page. Pages are marked with Arabic numerals in the lower right-hand corner of the page, without any dots or hyphens.

**Table.** Tables are numbered in a row using Arabic numerals (e.g. Table 1). The title of a table is written above the table using lower case, starting with a capital letter, **Bold** and *Italics*, and centred. If the title does not fit in a single line, single line spacing should be used. If a table is taken from other sources, the authors of the cited table must be specified in brackets under the title of the table. Notes are written under the table. Each column in the table must have a title. Each line should be in a new row in the table. There should more written text than tables in the thesis. Additional information regarding the tables should be provided, where necessary. All tables must be referred to by number in the text.

**Citations and links.** Literal quotations are put in quotation marks. Quotation marks should be Lithuanian: e.g. „Citation“. Non-Lithuanian quotes are translated into the Lithuanian language (the original can be included in the footnote). Texts should be quoted strictly in accordance with the cited source. References and authors are written in the text using square brackets. When citing several authors, the surname of the first author is written and is supplemented by the words – “et al.” and a number of the quoted reference is indicted in square brackets. Full bibliographic



description of the quoted reference is provided in the list of references. If a publication is not written in Roman characters, the links should be written using transliteration: Lukov et al. [19].

**Footnotes.** Footnotes are allocated to notes. They should be numbered in the thesis. Footnotes are printed in font size 10, using 1.5 line spacing

**Computer illustrations.** Computer illustrations (diagrams, drawings, photographs) must be of good quality and resolution. All illustrations are referred to as figures and are numbered using Arabic numerals. The title (first letter is capitalized) is written under the figure in the centre, in **bold** and *Italics*; a full stop at the end of the title is not required. Before the legend of a figure, an abbreviation “Fig.” (e.g. Fig. 2.) and its serial number (without the abbreviation “No.”) are used. If the legend does not fit in a single line, then 1.5 line spacing should not be used. The reference of a figure in the text should include its number. If illustrations are taken from other publications, the source in parentheses and the name of the author must be specified under the title of the figure.

**Abbreviations, symbols and nomenclature.** The symbol % should be used to mark percentage, h – hours, min – minutes, s – seconds. *In vitro*, *in vivo*, *in situ* and other Latin expressions must be written in *Italics*. Only International Standard abbreviations should be used. All units must be presented using the metric system. Abbreviations in the title should be avoided. When an abbreviation is to be written for the first time, its full name should be written while its abbreviation should be indicated in parentheses, except for the standard units of measure. In case there is doubt about the spelling of a term, the Webster’s International Dictionary should be used (<http://www.merriam-webster.com>).

**Scientific names.** When names of bacteria are mentioned in the text, they should be written without abbreviations, i.e. using two words, in *Italics* (e.g. *Streptococcus sanguis*). When mentioned for the second time, the genus can be represented by the first letter of the word in upper case (e.g. *S. sanguis*). In case the genus causes any confusion, the full name shall be written. If the genus of bacteria species is written in the native language, it should start with a lower case letter and in regular font (e.g. streptococci). Medicines, equipment, instruments are to be described using generic, non-proprietary trade names. If a trade name is used, it should include the manufacturer, city and country of origin, when it is mentioned in the text for the first time: Inagel F-13® (Ina Food Industry Co., Ltd. Nagano, Japan).

**EVALUATION OF THE FINAL MASTER'S THESIS** \_\_\_\_\_  
(identification No. of the thesis)

**Reviewer's Examination Form**

Length of the thesis: no. of pages: \_\_\_\_; no. of sources in the list of literature: \_\_\_\_ ; no. of table(s): \_\_\_\_; no. of figure(s): \_\_\_\_\_; no. of annex(-es): \_\_\_\_\_.

No.	Fulfilment of the structural and methodological criteria for the thesis	Evaluation	
		Yes	No
1.	The thesis consists of at least 20 pages (excluding annexes)		
2.	The thesis contains all the necessary structural elements		
3.	Titles of chapters and sections are clearly seen		
4.	The thesis is well-written, logical and concise		
5.	There are no grammatical errors		
6.	The volume of the thesis has not been artificially increased		
7.	Literature references have been cited correctly		
8.	The bibliography has been produced properly		
9.	At least 70% of the cited references are less than 10 years old		
10.	Tables, figures and annexes are presented correctly		
	<b><i>Evaluation criteria of the Final Master's Thesis</i></b>	Evaluation (on a 1–10-point scale)	
11.	Literature analysis: the latest and most relevant literature sources are analysed; the key claims of the topic under investigation and research problems are presented.		
12.	Aim and objectives: relevance of a selected scientific problem is explained, the raised hypotheses are described and explained properly, aim and objectives are formulated correctly.		
13.	Methodology: a detailed explanation of the research methodologies is provided, the research instruments are described, an appropriate data collection method is selected and suitable statistical methods for addressing the set objectives are applied		
14.	Results: the presented results are relevant in respect of the research topic. Analysis of the results is presented properly		
15.	Discussion of the results: the obtained results are compared with most recent data by other authors; the student presents their opinion on the topic being analysed		
16.	Conclusions: The findings are relevant to and consistent with the thesis topic and objectives; conclusions are biased on the results obtained; suggestions and practical recommendations are submitted		
	<b><i>Final evaluation (mean average of 11-16 point evaluation)</i></b>		

Reviewer's comments and questions:

Strengths of the Final Master's Thesis:

Weaknesses of the Final Master's Thesis:

Evaluation of the Final Master's Thesis:

Can be presented / can be presented after corrections

Can be presented for the defence; evaluation of \_\_\_\_\_ (on a 5–10-point scale)

Cannot be presented for the defence; evaluation of \_\_\_\_\_ (on a 1–4-point scale)

Reviewer's signature:

**EVALUATION OF THE FINAL MASTER’S THESIS**

**Evaluation Form of the Evaluation Commission Member**

Final Master’s Thesis title: \_\_\_\_\_

by the postgraduate \_\_\_\_\_ from Group \_\_\_\_

of the Medical Study Programme

**Evaluation Criteria of the Final Master’s Thesis Presentation**

No.	Statements of the final master’s thesis evaluation	Evaluation (on 1–10-point scale)
1.	The primary research problem of the final master’s thesis is formulated and the aim and objectives are stated	
2.	The work methodology is explained; the main research instruments and data collection methods are indicated	
3.	Statistical or other methods for the implementation of the set objectives are clearly specified	
4.	Research results are presented clearly	
5.	Any visual material displayed is clear and informative	
6.	Conclusions are based on the achieved results and are associated with the set tasks and objectives	
7.	Practical recommendations are presented (where possible)	
8.	The presentation has a logical progression	
9.	The fundamental idea of the final master’s thesis corresponds to the nature of the Medical Study Programme	
10.	Ability to present the thesis	
	<b><i>Final evaluation (mean evaluation on a 1–10-point scale)</i></b>	

Comments of FMT Evaluation Commission member:

Signature of the Evaluation Commission Member: \_\_\_\_\_

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*Department*

**THE EVALUATION JOURNAL FOR THE MASTER’S THESIS OF THE MEDICAL  
 INTEGRATED MASTER’S STUDY PROGRAMME**

Date of the defence .....

- Evaluation Commission:    1.  
   2.  
   3.  
   4.

The thesis is evaluated by 3 members of the Evaluation Commission. If the thesis supervisor is included in the Evaluation Commission, he/she cannot participate in the evaluation.

Student name, surname	Evaluation by the reviewer	Evaluation by the member of the Evaluation Commission (1)	Evaluation by the member of the Evaluation Commission (2)	Evaluation by the member of the Evaluation Commission (3)	Final evaluation
	Evaluation ..... ..... Surname	Evaluation..... ..... Surname	Evaluation..... ..... Surname	Evaluation..... ..... Surname	

Signature of the head of the department or chairman of the evaluation commission .....