

PROCEDURE OF PREPARATION, DEFENCE AND EVALUATION OF MASTER THESES OF THE STUDY PROGRAMME OF VETERINARY MEDICINE

I. GENERA PART

1. This procedure defines the preparation, defence and evaluation of Master Theses of the study programme of Veterinary Medicine at LSMU Veterinary Academy (hereinafter referred to as an Academy).
2. The procedure is based on the following legal acts:
 - 2.1. Order No. V-826 of the ministry of Education and Science of the Republic of Lithuania “Description of General Requirements for Postgraduate Study Programmes” of 03 June 2010 (*Official Gazette*, 2010, No. 67-3375).
 - 2.2. Law on Science and Studies of the Republic of Lithuania of 30 June 2009 (*Official Gazette*, 2009, No. 54-2140).
 - 2.3. Regulation of the Studies of the Lithuanian University of Health Sciences (approved by the Decree No. 47-05 of the LSMU Senate on 20 June 2014. Amendment of 23 January 2015. Senate’s decree No. 54-04).
 - 2.4. Description of the Study Field of Veterinary Medicine approved by the Order No. V-795 of the Ministry of Education and Science of 23 July 2015.
 - 2.5. Regulations of Preparation of E-Documents of LSMU Master Theses, Doctoral Dissertations or Summaries of Monographs, their Presentation for Downloading and Downloading to the Storage Media of Information System of E-Documents of the Lithuanian Science and Studies and their Usage Procedure (approved by the Senate’s Decree No. 5-02 of 21 January 2011).

II. MAIN CONCEPTS, FUNCTIONS, DUTIES AND RESPONSIBILITY

3. **Master Theses** – the qualifying independent and original work under the topic relevant for the study programme and selected independently by the student, and based on the carried-out scientific researches. The theses reveal the ability to carry out the scientific search, generalization, use the acquired knowledge, solve the particular scientific tasks, create and adapt the most frequent ideas formed by the scientific researches, and to improve the critical thinking. The Master Theses are characterized by the description of new researches or regularities and generalization of well-known research methodologies on the basis of other scientists’ findings in the particular study area. They have to reflect the intellectual maturity, theoretical scientific knowledge, practical skills, professional competence, and readiness for independent scientific and practical work.
4. **Author of the Master Theses** (student/graduate) – the person, who studies the study programme of Veterinary Medicine at University. The student shall prepare the theses according to the syllabus and the present document, while s/he shall have a right to defend the theses only upon completion of all the academic requirements of the study programme.
5. The student’s duties in the course of preparation and defence of the theses:
 - 5.1. To select the theses’ topic in appropriate department at the set time.

- 5.2. To prepare the preparation plan and schedule for the theses together with the supervisor and to follow them.
 - 5.3. To cooperate with the supervisor in order to discuss the implementation course of the work and the arising problems.
 - 5.4. To collect the research material, to mentor the patients, and to carry out the researches provided in the work plan of the theses.
 - 5.5. To submit timely reports on the theses.
 - 5.6. To submit the primary text of the theses to the supervisor on time and to correct it with regard to the supervisor's remarks and recommendations.
 - 5.7. To submit the prepared theses to the department on the set time and to present the work in the department's meeting.
 - 5.8. To perform other functions specified in the resolutions of LSMU Senate.
6. **Supervisor of Master Theses** (hereinafter – supervisor). The following persons may act as a supervisor: lecturer of special subjects or basic subjects in the study field, scientists with the doctor's degree, veterinary surgeon of the University's animal clinics, who has work experience of at least 3 years at University. The candidacies to the supervisors are approved during the meeting of the department/clinic/institute.
7. Functions of the theses' supervisor:
- 7.1. To form the topic, objective and tasks of the theses together with the student, to form the plan of work preparation with regard to the number of credits indicated in the programme.
 - 7.2. To recommend the necessary literature.
 - 7.3. To discuss the methodology of the theses.
 - 7.4. To consult the students and to recommend the consultants of borderlands.
 - 7.5. To observe systematically the preparation course of the theses and to help to solve the arising problems.
 - 7.6. To submit remarks and suggestions to the student regarding preparation of the theses.
 - 7.7. To discuss and interpret the research findings together with the student.
 - 7.8. To discuss the presentation of the theses prepared by the student.
 - 7.9. To take part in the discussion of the theses during the meeting of the department/clinic/institute and to present written recommendation regarding appropriateness/inappropriateness for defence in public meeting.
 - 7.10. The theses' supervisor cannot act as a commission member of defence of the theses, when the work of the graduate, who was under his supervision, is presented.
8. Replacement and renouncement of the supervisor:
- 8.1. If the supervisor has to be replaced due to important reasons in the same meeting, the meeting in the unit is organized, during which the necessity to replace the supervisor is reasoned. If the unit agrees with the supervisor's replacement, the extract from the minutes of the unit's meeting is submitted to the dean, following which the dean issues the decree permitting the supervisor's replacement. The supervisor may be replaced at least 3 months until the end of the studies.
 - 8.2. If the unit and supervisor have to be replaced due to important reasons, the replacement shall be coordinated with the faculty's dean, managers of departments/clinics/institutes, and the present and future supervisors at least 1 year before the end of the studies.
 - 8.3. If the author considers that s/he does not need a supervisor, s/he may prepare the theses independently, provided the dean has been notified hereof.

9. **Reviewer** – the scientists, who evaluates the master theses in grades and writes a review (Annex 4).
10. The lecturer of the subjects in the study field, a scientist, or a veterinary surgeon of the University's animal clinics, who has work experience of at least 3 years may act as a reviewer.
11. Reviewer's functions:
 - 11.1. to assess the compliance of the theses with the set requirements,
 - 11.2. to assess the theses in ten-grade system,
12. The list of reviewers shall be submitted by the dean and approved by the orders of the Rector or Vice Rector for studies.
13. **Defence commission of theses (hereinafter – Commission)** and secretary –the commission of at least 7 members from competent specialists in the field of veterinary medicine – lecturers, scientists, professional practitioners, representatives of social partners, and a secretary approved by the Rector following the suggestion of the dean of the Faculty of Veterinary Medicine.
14. The veterinary surgeon with doctor's degree may act as a **Commission's chairman**.
15. **Commission's secretary** – a person, who completes the defence minutes of theses, statements and student's credit books. The employee of servicing staff, an administrator of studies or a laboratory assistant may be appointed as a secretary.
16. When the Rector issues an order permitting the student to defend the theses, the defence date of the theses shall be set and the **defence commission of theses** and **commission of appeals** shall be formed by the decision of the Rector or Vice Rector for studies not later than in 10 works after certain order has been issued but not later than one month before the defence date.
17. Functions of the commission:
 - 17.1. To organize defence of the theses.
 - 17.2. Each member of the commission shall assess the theses and their presentation according to the evaluation form approved in the Council of the Faculty of Veterinary Medicine.
18. The commission of appeals shall consist of 3 representatives delegated by the Student Council and 6 representatives of the administration and/or lecturers. The commission of appeals shall act as provided in the LSMU Regulation of the Studies.

III. PREPARATION PROCEDURE OF THE THESES

19. The topic of the theses has to be from the field of veterinary medicine. The departments/clinics/institutes conducting the basic subjects of special education and biomedicine (field of agricultural studies) and the students shall submit the preliminary topics for theses every year before the 15th of June of current year. The names of the topics and the responsible units shall be announced by the dean's office.
20. The topics shall be discussed in the meeting of the department/clinic/institute. The purpose of discussion is to prevent future discussions about relevance of the topic, its usefulness and necessity of results. Each topic has to be considered during the meeting. If it is found unsuitable for any reasons, the alternative has to be suggested. The list of topics for theses is confirmed in the end of the meeting, posted for the students in the department/clinic/institute and presented to the dean.
21. Every student has to select (different) the topic of the theses, supervisor of the theses and department/clinic/institute, where the theses will be conducted in the end of the 3rd year or in the 4th year before the 15th of September. If the student does not select a unit of the theses, the dean shall allocate the student to certain unit with regard to the number of students conducting the theses in certain units.

22. When the students select the topics and departments/clinics/institutes, the dean issues a decree indicating the full name of the student, the full name of the supervisor, and the units, where the theses are conducted.
23. The topic of the theses may be changed but not later than 3 months before the end of the studies.
24. The theses are prepared from the beginning of the eighth semester according to the syllabus. The preparation of the theses may be started earlier following the student's wish.
25. The student and his/her supervisor shall prepare the individual plan of the theses (Annex 6) within one calendar month from the beginning of the theses' preparation. It has to contain the preliminary terms of work performance. The individual work plan shall be approved in the meeting of the department/clinic/institute.
26. The student shall prepare the theses independently following the requirements set herein. The student has to account to the supervisor in the end of each semester for the works done according to the plan, and to receive a credit test in the end of semester that shall be recorded in the e-register in the LSMU SIS database. The final register formed by the department/clinic/institute shall be delivered to the dean's office.
27. The preparation course of the theses shall be discussed in the end of the 8th and 10th semester during the meeting of the department/clinic/institute, where the work is conducted. The intermediate report of the student (Annex 7) shall be delivered to the dean's office together with the extract from the minutes of the meeting of the department/clinic/institute, where it should be marked whether the student has carried out the planned tasks. If the student does not execute the planned tasks, the academic failure is recorded.
28. The finished theses shall be checked and signed by the supervisor on the second page of the theses as complying with the requirements described herein.
29. The prepared theses shall be presented during the meeting of the department/clinic/institute until the 1st of December of the 11th semester. The theses approved in the unit and the extract from the meeting's minutes (containing the lists of students, to whom recommendation to defend the work is (not) given) shall be delivered to the dean's office.
30. Upon having discussed the theses in the department/clinic/institute, one tidy copy of the theses shall be delivered to the dean's office. Only the theses in compliance with all the preparation requirements for the theses shall be accepted.
31. The students, who have met all the requirements of the study programme, are allowed to defend the theses. The decision to allow the student to defend the theses shall be executed as the Rector's order.
32. The student, who has academic failures, is not allowed to defend the theses.
33. If dishonest behaviour, work's plagiarism, duplication or falsification of research data are determined while preparing the theses, the person, who has found such things, shall write an official report to the dean. The further procedure is specified in the LSMU Regulation of the Studies.
34. All the theses have to be checked according to the procedure set by the Senate for plagiarism.
35. When the permit to defend the theses is given, the postgraduate student has to download the theses to the Lithuanian ETD Information System (<https://etd.elaba.lt/>) at least 20 calendar days before the public defence day set by the Rector or Vice Rector for studies. This procedure shall be carried out according to the Resolution No. 5-02 of the LSMU Senate of 21 January 2011.

IV. REVIEWING OF THE THESES

36. AT least 2 weeks before the defence day, the theses shall be submitted to two reviewers through the ETD Information system. They shall deliver the review of the theses (Annex 4) together with the evaluation of the dean's office before the deadline set by the dean's office.
37. The student is entitled to get familiar with the review at least 3 days before the defence of the theses and to get prepared to answer the reviewer's questions or to explain the specified shortages.
38. In presence of two negative reviews, the defence of the theses is not permitted.
39. In case of one positive and one negative review, the theses may be defended.

V. COURSE OF DEFENCE OF THE THESES

40. The theses are defended in public meetings of the Commission.
41. The date of public defence of the theses shall be announced at least one month in advance on the board of the dean's office of the Faculty of Veterinary Medicine and/or appropriate units and in the electronic medium – intranet.
42. The Commission's chairman and members have to review the theses in the ETD Information system before the defence of the theses.
43. The dean's office shall present the printed theses with the reviews to the chairman and members of the defence commission before the beginning of the meeting.
44. Defence procedure of the theses:
 - 44.1. The Commission's chairman shall present the composition of the commission, its powers and explain the defence procedure.
 - 44.2. The student shall present the prepared report on the theses (with the *MS Power Point* programme), where the topic, its relevance, objective, tasks, research methodology, results, conclusions and recommendations or suggestions are given.
 - 44.3. Up to 12 minutes are given for the student's report.
 - 44.4. Afterwards the chairman of the Commission presents the reviewer's observations and questions, while the student answers those questions.
 - 44.5. Then the student answers to the questions and observations of the Commission's members and other persons participating in public defence.
 - 44.6. Then the supervisor may say his/her word and the discussion is held.
45. The Commission's members shall evaluate each theses during the meeting by completing the evaluation form of theses by the commission's member (hereinafter Form) (Annex 5). The Commission's member shall write his/her observations, arguments and questions on the form. When the final evaluation is given the meaning of evaluation in the words shall be provided in the brackets.
46. The secretary shall write the topic of the theses, evaluation of the reviewers, mean of evaluations of the Commission's members and final grade into the commission's minutes. The minutes shall contain the questions asked by the Commission and the student's answers to them. The minutes shall be signed by all the members of the Commission.
47. The secretary shall record the final evaluations into the defence register and student's credit book in the column of theses. They shall be signed by all the members of the Commission.
48. The final grades of the theses shall be verified by the commission's voting before their publication to the students.
49. The not defended theses, which receive less than 5 grades, are regarded as academic failure and the student is expelled.

50. The expelled student is allowed to defend the theses for the fixed fee upon approval of the Rector's office not earlier than after 1 year; in case of justifiable reason, the student may be exempted from the fee.
51. If the student does not agree with the evaluation of the theses, s/he has a right to submit an appeal following the terms and conditions described in the section VIII of the chapter IX of LSMU Regulation of the Studies.

VI. EVALUATION OF THE THESES

52. The final evaluation of the theses consists of the mean of reviewers' evaluation – 30 percent (percent coefficient – 0,3) and mean of evaluations of the Commission's members– 70 percent (percent coefficient – 0,7). The results of all the calculations shall be rounded down according to the mathematical rules.
53. The final grade of the theses is calculated according to the following formula:

$$GB = 0,3 \times \left(\frac{R_1 + R_2}{2} \right) + 0,7 \times \left(\frac{K_1 + \dots + K_n}{n} \right)$$

Where: GB – final grade of the theses;
 R_1 and R_2 – evaluations of the first and the second reviewer;
 K – evaluations of the Commission's members;
 n – number of the Commission's members.

54. Criteria of theses' evaluation:
 - 54.1. Compliance of structural parts of the theses.
 - 54.2. Substantiation of relevance of the selected topic.
 - 54.3. Informativeness of the theses' summary and correct usage of the foreign language.
 - 54.4. Correct formulation and substantiation of the theses' objective and tasks.
 - 54.5. Adequacy of the scientific literature used for the bibliographical review with the content of the work, its comprehensiveness and novelty.
 - 54.6. Correctness of application of research methods and comprehensiveness of description.
 - 54.7. Correct selection and performance of statistical analysis.
 - 54.8. Correct analysis and clear presentation of the findings.
 - 54.9. Interpretation of the findings and comprehensiveness of discussion, suitable substantiation with the data of other scientists.
 - 54.10. Validity, concreteness and compliance of the conclusions (recommendations/suggestions) with the objectives of the work.
 - 54.11. Correct quotation of literature and observation of bibliographical rules with regard to formation of the bibliographical list.
 - 54.12. Fluency of language, style and proof.
 - 54.13. Technical formalization of work text, tables, pictures, and other information following the requirements listed below.
55. Evaluation criteria of theses' presentation (report):
 - 55.1. Clear, logical and thorough presentation of the main parts of the work (topic of the work, its relevance, substantiation of the objective and tasks, application of research methodology and statistics, clarity of results and succession of their presentation, interpretation of received results, substantiation and concreteness of conclusions, meaning of recommendations or suggestions).

- 55.2. Quality of answers to the asked questions (correctness, ability to substantiate the answers theoretically and practically).
- 55.3. Clarity of editorial character of the work's presentation (quality of pictures, tables, size of text, etc.).
- 55.4. Fluency of language.
56. Evaluation of the theses in the ten-grade system:
- 56.1. **Excellent (10 points)** – the quality of the theses' content and presentation satisfies all the requirements and evaluation criteria. The data analysis has been carried out correctly. The logical and comprehensive of the findings has been presented. The conclusions have been formed correctly and based on the findings. The original research of scientific significance has been carried out. There are no drawbacks of content or editorial character. The presentation of the work is clear, informative, and the answers to the questions are comprehensive, correct and reasoned.
- 56.2. **Very good (9 points)** – the quality of the theses' content and presentation satisfies all the requirements and evaluation criteria; however little supplementation and editorial corrections are needed, which would not change the received results, their interpretation or conclusions. The data analysis and interpretation of results have been carried out correctly. The conclusions have been formed correctly and are reasoned. The answers to the questions are comprehensive, essentially correct and reasoned.
- 56.3. **Good (8 points)** – not all the requirements and evaluation criteria are satisfied; some supplementation and/or correction of results' analysis and/or methodology are needed, which would change the interpretation of received results; or some conclusions have to be specified without changing their essence. The present data analysis has been carried out correctly. The conclusions have been formed correctly and based on results. The presentation of the work does not have any structural drawbacks, the answers to the questions are reasoned and essentially correct, although their clarity could be corrected.
- 56.4. **Moderate (7 points)** – not all the evaluation criteria are satisfied. Some supplementation and/or correction of results' analysis and/or methodology are needed, which would change the interpretation of received results and some conclusions; or the conclusions have to be supplemented (the lacking conclusions should be inserted). The analysis of results is not comprehensive; however the majority of the data analysis has been carried out correctly; the corresponding conclusions have been formed correctly and based on the findings. The presentation of the work needs to be specified; there are some unclear points. During the defence the student is not able to answer some questions comprehensively, and the reasoning is lacking.
- 56.5. **Satisfactory (6 points)** – the majority of the requirements and evaluation criteria are not satisfied. The theses are incomplete or have drawbacks of the theoretical analysis, data analysis, official content and formal figuration drawbacks, etc. The research tasks do not correspond to the research objective or some tasks important for the research have been implemented only in part. The review of literature does not correspond to the topic of the theses. Some research results or their examination are inadequate with the research topic. During the defence the student does not answer or answers incorrectly to the essential topic-related questions.
- 56.6. **Weak (5 points)** – the requirements and evaluation criteria are satisfied minimally. The theses have all the necessary structural parts, but the results do not satisfy the majority of the requirements and evaluation criteria, especially related to the research methodology, research results, correctness of their analysis and validity of conclusions. During the defence the student is not able to answer the questions of the reviewer or members of the Commission.
- 56.7. **Failed** – the theses do not satisfy minimal requirements: the majority or all of the structural parts are lacking, the majority of the research results are incorrect, and the

conclusions are not reasoned. During the defence the student does not answer the questions of the reviewer or members of the Commission related to the research topic, research results, conclusions and their validity. The theses are evaluated with negative grades or the permission to defend the theses is not given if the commission determines the fact of plagiarism or in other cases of academic dishonesty.

VII. GENERAL REQUIREMENTS FOR PREPARATION OF THE STUDENT'S THESES

57. The theses have to be of the applied character and contain the elements of practical-scientific work, i.e. the clinical researches carried out by the author, or clinical cases, veterinary procedures, industrial researches, inspections, expertises or experiment material; the received data have to be systemized and analyzed; the conclusions and recommendations have to be presented.
58. The student shall collect material for the theses during the hours of independent work and practices in the Academy's clinics and departments, Centre of Practical Training and Trials of the LSMU Veterinary Academy, husbandry farms, companies, laboratories and other entities engaged in the veterinary activities.
59. The conditions shall be created for the student to use the equipment present in the Academy's departments, laboratories and other units necessary to prepare the theses.
60. If the student (may be together with co-authors) has published at least 3 scientific articles in the material of conferences of scientific associations of the students under the same topic, and is the first author of the articles, or s/he has published 2 articles in the Lithuanian or foreign reviewed publications, s/he may present the properly processed (containing all the parts needed for the theses) review of the material presented in the articles and copies of the published articles instead of the theses. This clause shall be valid until the 01st of July 2016.
61. The persons, who implement the study programme and defend the theses, are conferred with the qualification of veterinary surgeon and Master's degree. The diploma of higher education together with the supplement are issued for them.

VIII. CLERICAL REQUIREMENTS FOR THE THESES

62. The text of the theses has to be written by computer on one side of standard white paper of A4 format (210 x 297 mm).
63. The recommended volume of the Master Theses is 35-50 pages without annexes.
64. The theses have to be written in Lithuanian. The foreign students write the theses in the language specified in the contract (English).
65. The work has to be bound, tidy, written in correct and fluent language, without any proof mistakes. It has to satisfy the writing and punctuation requirements of the Lithuanian (English for foreign students) language. The ideas have to be laid out clearly, consistently, intelligibly and systematically.
66. The computerized illustrations (diagrams, schemes, pictures, photos) have to be of good quality and sufficiently expressive.
67. Margins of the text: from the left – 30 mm, from the top and the bottom – 20 mm, from the right – 10 mm.
68. The pages (except for the title page) shall be enumerated. The page's number shall be written in the lower right corner of the page, in Arabic numerals, without any dots or commas.

69. The first line of each paragraph shall be dragged from the left margin by 10 mm. The bilateral justification shall be set for the paragraphs – the text shall be justified according to the right and left margins.
70. The space of 1,5 lines shall be left between the lines. The titles of the sections shall be dragged from the text by 2-line spacing, and the titles of sub-sections – by 1,5 lines.
71. The theses shall be printed in the font Times New Roman. The height of the characters of the main text is 12 pt (font). The Italic may be used in the text, for example, when Latin terms are written. The percent shall be marked in words in the text – proc., while the mark % shall be used in the English text.
72. The text of the theses is divided into **sections, chapters and subsections**.
73. The titles of the sections shall be written in capital letters in 16 pt bold font. The titles of the chapters shall be written in 14 pt, subsections – 12 pt bold font, in small letters, except for the first letter.
74. The title of the section shall be written in the new page, while the chapters and subsections remain in the same page. The titles of the section and the chapters shall be laid out symmetrically within the page's width, while the titles of subsections shall be started as the first line of the paragraph.
75. The number of sections, chapters and subsections depends on the topic; however the smallest structural unit should not be smaller than 0,5 page. The main keywords present in the title of the topic have to reflect and be related to the titles of the sections, chapters and subsections. The titles of the sections, chapters and subsections have to correspond to the content and reflect the consistent and logical examination of the topic.
76. The headlines' words cannot be transferred. No dot is put after the headline. The headline cannot stay on one page, while the text starts on the other. The subsections receive the number of the section and its running number (e.g., 1.1., 1.2., etc.). The chapters receive the number of the subsection and its running number (e.g., 1.1.2., 1.1.3., etc.).
77. The **tables** shall be enumerated successively along the entire theses in Arabic numerals.
 - 77.1. The table's title shall be written above it starting with capital letter in bold or Italic font (e.g.: **Table 1. Dynamics of Human Salmonellosis in Lithuania in 2005-2015**). The informative title shall be given to the tables.
 - 77.2. If the tables are created by other authors, the reference to the author and the source has to be given.
 - 77.3. The references to the table have to be given in the text. In all the cases the tables have to be closely related to the text's material and thus they have to be commented accordingly.
 - 77.4. The table has to be laid out vertically on the page or inserted in such a way that it should be rotated clockwise while reading the text.
 - 77.5. The dimensions of values shall be written in the table's headline under the title of the descriptive value; therefore only the numbers shall be presented in the main part of the table.
 - 77.6. The numbers have to be levelled according to the comma's position in the columns. No free spaces can be left in the table. If no data are available, the dash shall be written. The recurrent numbers cannot be replaced by quotation marks. The quotation marks shall be written only when the words repeat in the table's columns.
 - 77.7. Small tables may be inserted in the same page one under another. In case of very long tables, which cover several pages, when the tables are transferred, the top headlines shall be repeated on the next pages and such as inscription as "Continuation of the Table 2" shall be written on the top of the table.

- 77.8. The first titles of top headlines of the tables shall be started with capital letter. If the table in vertical columns is divided in smaller parts under the top headline, the headlines of all the divided (smaller) columns shall be started with small letters.
78. **Pictures** (illustrations/figures) shall be enumerated successively along the entire theses in Arabic numerals.
- 78.1. The picture's title shall be written under the picture starting with capital letter in bold or Italic font using the abbreviation "Fig." (e.g.: **Fig. 1. Dynamics of Human Salmonellosis in Lithuania in 2005-2015**). The informative title shall be given to the pictures. The graphs and photos are also considered to be pictures.
- 78.2. If the pictures are created by other authors, the reference to the author and the source has to be given.
- 78.3. The references to the picture have to be given in the text. In all the cases the illustrations have to be closely related to the text's material and thus they have to be commented accordingly.
- 78.4. The illustrations shall be laid out in the text just under the references to them or in the annexes.
- 78.5. The illustrations with their numbers and titles have to be in one page and cannot be transferred.
79. **Quotation of literature sources.** When the literature sources are quoted in the text, the Vancouver system should be used. When the source is quoted for the first time in the text, its number in Arabic numerals should be indicated, e.g., (1). If the same source I quoted in the other place in the text, the original quotation number should be left. When the author is mentioned in the text, the following words should be used: P. Petraitis (5) states that... When several sources are quoted in the same place, the numbers should be separated by comma without any spaces, e.g., (1,2,3,4,5,8, 10), or the shortening is used if several sources are written in sequence, e.g., (1-5,8,10). The dash cannot be used between the quoting sources if only to adjacent sources are quoted, e.g., (1-2). The text shall be quoted and the statements of other authors shall be rephrased without distortion of essence. The statements, which repeat the thoughts of other authors word by word, shall be presented as quotations (within the quotation marks). It is unethical to publish the text of some work in the theses using original ideas or thoughts of other author without reference to that author.

IX. DETAILED REQUIREMENTS FOR THE THESES

80. The main structural elements of the theses are the following:
- 80.1. Title page and flyleaf that confirms independence of the done work;
 - 80.2. Table of contents;
 - 80.3. Summary in Lithuanian and English;
 - 80.4. Abbreviations (if necessary);
 - 80.5. Introduction with the objective and tasks of the work;
 - 80.6. 1. Review of literature;
 - 80.7. 2. Research methods and material;
 - 80.8. 3. Research results;
 - 80.9. 4. Discussion of results (or generalization);
 - 80.10. Conclusions;
 - 80.11. Suggestions/recommendations (optional part);

- 80.12. Acknowledgement (optional part);
- 80.13. List of literature;
- 80.14. Annexes (if necessary).
81. The **title page** provides the necessary information: name of higher education school, name of the faculty, full name of the student, name of the topic, name of the study programme, full name of the supervisor, pedagogical title, scientific degree, city, year (see Annex 1). The topic's title has to be informative, concrete and in compliance with the presented material.
82. The **second page** (see Annex 2) provides confirmation about independence of the done work and responsibility for correctness of the Lithuanian language (English for foreign students) in the done work, conclusion of the supervisor about defence of the Master Theses, number of the approbation minutes of the Master Theses in the department/clinic/institute and conclusion, as well as evaluation of reviewer of the Master Theses.
83. **Table of contents** – it is a part that itemizes the structure of the theses. The table of contents is written as the section's headline – in capital letters. The table of contents lists all the sections, chapters and subsections. The enumeration shall be done in Arabic numerals. The abbreviations, summary in the Lithuanian and foreign languages, introduction, acknowledgement(s), conclusions, recommendations, list of literature, and annexes shall not be enumerated. The table of contents shall be presented tidily. The titles of the sections shall be written in capital letters, while the titles of chapters and subsections – in small letters. The titles of the sections, chapters and subsections provided in the table of contents have to correspond to the titles given in the theses, and their enumeration without changing the succession. It is advisable to form the table of contents using the computer programmes “Heading 1, 2, 3”. The table of contents shall be specified when the theses are completed.
84. **Summary** – brief description of the theses' essence in Lithuanian and English. At first the summary shall be written in Lithuanian, then in English. If the theses are prepared in English, the summary in English shall go first. The title of the theses, author's name, surname and keywords shall be indicated in the summary (Annex 3). The brief information on the problem solved by the theses' author, methods used by the author, and received results shall be provided. The texts of the summaries shall be printed on one page. The summaries in the Lithuanian and English languages shall be the same. The summary is written when the theses are finished.
85. **Abbreviations.** If necessary, the abbreviations acceptable on the international level or used as shortened scientific names should be provided. The abbreviations may be explained when they are used in the text for the first time. The abbreviations cannot be used in the titles of the sections, chapters and subsections, except when the abbreviations are conventional.
86. **Introduction** – it is an introductory part, the card of the Master Theses. The relevance of the work is highlighted in the introduction. The reasoned explanation about works performed in the particular analyzed area and about lack of researches shall be provided with regard to scientific publications. In such a way the **objective** and the set **tasks** of the theses presented in the end of the introduction are substantiated. The introduction has to be directly related to particular topic of the work, researches performed in the work, and objective of the work. The volume of the introduction shall be 1-2 pages.
87. **Objective of research** – it is a formed goal to attain the particular work result. The objective has to correspond to the title of the topic and cover it. It is formed briefly, usually by one sentence.
88. When the objective of the work is formed, the concrete **research tasks**, which reflect work consistency and logics, are determined. The number of tasks cannot be big. Task is a structure of conditions, satisfaction of which results in the answer necessary to achieve the objective and to solve the problem. The task serves as a step to the goal. Each task defines intermediate result, thus it should be formulated on the result-oriented methodology.

89. **Review of literature** – the topic-related scientific researches carried out in Lithuania and abroad have to be described in separate chapters and subsections. The review of literature has to be directly related to the topic of the theses and the carried-out researches. It is recommended to use the latest publications of the authors (it is not recommended to quote the textbooks because they are not original; only the material re-quoted by other authors). The review of literature should not be very wide with regard to the topic. It has to correspond certain topic and conducted researches. The structure of textbooks (e.g., aetiology, clinical symptoms, pathogenesis, epizootic data, diagnosing, prophylaxis, treatment, etc.) or facts of textbooks should be avoided. It is not recommended to use the literature not related to the topic. The volume of this section should make 20-30 percent of the total volume of the work.
90. **Research methods and material.** This part describes consistently the object of the conducted or analyzed researches, tested animals and methods, or describes the course of research and other important research conditions. If the animals were examined, it has to be noted that the scientific researches have been conducted in observation of requirements for animal care, keeping, usage and veterinary requirements. The statistical methods and software (e.g., Microsoft Excel, SPSS, Statistica, SAS, etc.) should be indicated in this part. The grouping principles of data, models of statistical data and calculated statistical indexes should be presented.
91. **Research results** – the section, where the results of the researches conducted by the author are described. The results of other authors shall not be used in this part. The results shall be presented in such a sequence as defined in the tasks. This section may have chapters and subsections. The clear and substantiated data of researches, veterinary procedures, observations, expertises, inspections, etc. shall be presented and described. The data shall be presented in the text, tables or pictures without repetition. If all the results are presented in the tables or in the pictures, the most important findings shall be described and highlighted in the text. If only several indexes are presented in the tables and pictures, it is better to present them in the text, or if possible, to connect them with other tables or pictures. The unfounded tables and pictures should be avoided. When the results are described, it is recommended to stress immediately, which result was higher or lower than some other (e.g., infection in the group A (82,3%) was much higher ($P < 0,01$) than the infection in group B (32,1%)). The data provided in the section of results should be processed by statistical methods. It is necessary to indicate whether the received results are statistically reliable. The considerations, presumptions or explanations of results should not be included in this section. The volume of the experimental part should make 60-70 percent of the total volume of the theses.
92. **Discussion of results (generalization).** This part is used to compare the noticed regularities with the findings of other authors and to explain the received results on the ground of findings of other authors. The description of results of own researches should not be repeated here. The text should not be overloaded with numbers, the tables or graphs of other authors should not be presented. The volume of this section should be about 5 percent.
93. **Conclusions.** The most important research results shall be presented in this section. It is a clear and brief answer to the objective and tasks set in the beginning of the theses. The conclusions shall be written on the new page. They shall be enumerated and formed on the ground of the research results, concretely, briefly, and according to the sequence of tasks. The conclusions have to be laconic, summarizing and clearly stated. Usually one conclusion (several if necessary) is written for one task. The conclusions should show, whether the tasks set in the introductory part have been solved and whether the objective of the work has been achieved. The tables, graphical material, quotations and other references to the bibliographical sources shall not be written in this section.
94. **Suggestions and/or recommendations.** The practical suggestions/recommendations regarding the research methods, tools and modes to solve the problem shall be provided in this part. The recommendations shall be formed briefly, concretely and they shall be enumerated. The suggestions may not be separated into separate section. They may be included into the section of discussions.

95. The **list of literature** shall be presented on the new page. The enumerated descriptions of the used literature and Internet sources (the latest, if possible) shall be presented. In order to make the list of literature, the Vancouver system should be used. The detailed information about Vancouver system is provided on the LSMU website, column of library (Information for users → Rules and regulations). The bibliographical descriptions of the publications used in the work shall be presented according to their sequence of quotation in the text. The descriptions should not be transliterated (e.g., sources written in Russian should be written in Russian letters).
96. **Annexes** – optional yet necessary part in certain cases. The additional, auxiliary information or information prepared by the author independently may be included into the annexes (for example, statistical more concrete information, questionnaires of survey, more thorough tables, pictures, maps, etc.). Besides, the annexes contain the information on publications from the research material, if the graduate was (co-)author, as well as on the made scientific reports, etc. The characters of the annexes are not included into the number of theses' characters. The annexes shall be named and enumerated (e.g., Annex 1. Questionnaire of Survey). The references to the annex should be included into the text of the theses.

X. EFFECT OF THE PROCEDURES

97. The Procedure of Preparation, Defence and Evaluation of Master Theses of the Study Programme of Veterinary Medicine comes into effect on 02 September 2015.

XI. FINAL PROVISIONS

98. The description may be amended in the Council of the Faculty of Veterinary Medicine.

APPROVED
in the meeting of the of the Council of the
Faculty of Veterinary Medicine of the Lithuanian
University of Health Sciences of 02 September
2015
Minutes No. 02
Annex 1. Example of title page

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES
VETERINARY ACADEMY
Faculty of Veterinary Medicine

Name Surname

Title LT
Title EN

MASTER THESES
of Integrated Studies of Veterinary Medicine

Supervisor: Assoc. Prof. Dr. Name Surname

KAUNAS year

THE WORK WAS DONE IN THE DEPARTMENT OF
CONFIRMATION OF THE INDEPENDENCE OF DONE WORK

I confirm that the presented Master Theses “.....”.

1. has been done by me;
2. has not been used in any other Lithuanian or foreign university;
3. I have not used any other sources not indicated in the work and I present the complete list of the used literature.

(date) *(author's name, surname)* *(signature)*

**CONFIRMATION ABOUT RESPONSIBILITY FOR CORRECTNESS OF THE
LITHUANIAN LANGUAGE IN THE DONE WORK**

I confirm the correctness of the Lithuanian language in the done work.

(date) *(author's name, surname)* *(signature)*

**CONCLUSION OF THE SUPERVISOR REGARDING DEFENCE OF THE MASTER
THESES**

(date) *(supervisor's name, surname)* *(signature)*

THE MASTER THESES HAVE BEEN APPROVED IN THE DEPARTMENT/CLINIC

(date of approbation) *(name, surname of the manager of
department/clinic)* *(signature)*

Reviewers of the Master Theses

1)

2)

(name, surname) *(signatures)*

Evaluation of defence commission of the Master Theses:

(date) *(name, surname of the secretary of the defence
commission)* *(signature)*

Example of writing of the Lithuanian summary:

SUMMARY

Title of the Master Theses

Name Surname

Master Theses

Text text text text text text text text text text text text text text text text text. Text
text text text text text text text text text text text text text text text text text text text...

Key words:

Example of writing of the English summary:

SUMMARY

Title of the Master Theses

Name Surname

Master Theses

Text text text text text text text text text text text text text text text text text. Text
text text text text text text text text text text text text text text text text text text text.
Text text text text text text text text text text text text text text text text text text text text
text...

Key words:

**EVALUATION OF THE THESES
EVALUATION OF THE REVIEWER**

Author of the theses: _____
Title of the theses: _____
Study programme: Veterinary Medicine
Volume of the work: ... pages

No.	<i>Evaluation criteria of the theses: (if the evaluation YES is not given, the comment has to be written in the same line under the statement)</i>	<i>Evaluation</i>		
		<i>Yes</i>	<i>Partly</i>	<i>No</i>
1.	<i>The theses have all the structural parts.</i>			
2.	<i>The volume of the work complies with the recommended volume (35-50 pages without annexes).</i>			
3.	<i>The titles of the sections, chapters and subsections are distinguished in the theses.</i>			
4.	<i>The work's figuration satisfies the requirements.</i>			
5.	<i>There are no grammatical mistakes, mistakes of style or computer literacy in the theses.</i>			
6.	<i>The text is consistent, scientific, logical and laconic</i>			
7.	<i>The table of contents has been formed correctly.</i>			
8.	<i>The glossary of the main terms and abbreviations has been presented. / The used abbreviations have been explained in the text.</i>			
9.	<i>The summary is informative, written in correct foreign language, and the key words are presented.</i>			
10.	<i>The relevance of the topic is revealed in the introduction.</i>			
11.	<i>The objective and tasks of the work cover the topic and are formed correctly.</i>			
12.	<i>The thematic aspect of the review of literature corresponds to the topic and is thorough.</i>			
13.	<i>The review of literature discloses the problem of research.</i>			
14.	<i>The information sources used in the text are quoted correctly.</i>			
15.	<i>The analysis of scientific literature is used in the review of literature.</i>			
16.	<i>Are the course and methods of research described properly and thoroughly in the theses?</i>			
17.	<i>The statistical data analysis is described in the methodological part and the suitable statistical methods have been selected.</i>			
18.	<i>The main results of the researches are presented in the theses.</i>			
19.	<i>The work results have been described clearly and consistently.</i>			
20.	<i>The tables and pictures have been presented according to the requirements.</i>			
21.	<i>The results in the text and in the tables and/or pictures do not</i>			

	<i>repeat.</i>			
22.	<i>The statistical data analysis has been carried out correctly.</i>			
23.	<i>The research results have been discussed in the generalization of results providing appropriate substantiation and comparison with the results of researches of other scientists.</i>			
24.	<i>The student has given his/her opinion in the discussion part of the results.</i>			
25.	<i>The description of own research results is not repeated in the discussion part of the results.</i>			
26.	<i>The work conclusions comply with the set objective and tasks of the work.</i>			
27.	<i>The work conclusions have been written properly (they are concrete and informative).</i>			
28.	<i>The list of literature has been made correctly.</i>			
29.	<i>All the sources of literature are related to the topic of the work.</i>			
30.	<i>The practical meaning of the received results has been given (If the work is applicable).</i>			
31.	<i>The given suggestions are correct (linked to the conclusions and generalization of the theses).</i>			
32.	<i>The annexes (if available) help to understand the analyzed topic.</i>			

Questions of the reviewer:

Conclusion of the reviewer:

Evaluation of the theses in grades¹:

(name, surname)

(signature)

(date)

¹ See paragraph 56 of the Procedure of Preparation, Defence and Evaluation of Master Theses of the Study Programme of Veterinary Medicine.

EVALUATION OF THE THESES
EVALUATION OF THE MEMBER OF THE COMMISSION OF MASTER THESES

Student of the _____ group of the _____ year
of the study programme of Veterinary Medicine _____

Title of the Master Theses _____

No.	<i>Evaluation criteria of the presentation of the theses:</i>	<i>Evaluation</i>		
		<i>Yes</i>	<i>Partly</i>	<i>No</i>
1.	<i>The main problem of the theses has been presented.</i>			
2.	<i>The objective and the tasks of the theses have been substantiated.</i>			
3.	<i>The research methodology has been resented consistently, the main methods and course of research have been specified.</i>			
4.	<i>The methods of statistical analysis used to process the data have been indicated.</i>			
5.	<i>The received results have been presented consistently.</i>			
6.	<i>Visual material of the results is informative and easy to understand.</i>			
7.	<i>Own interpretation of the results has been provided.</i>			
8.	<i>The conclusions are reasoned and concrete.</i>			
9.	<i>The practical recommendations and/or suggestions (if present) have been presented on the basis of the research results.</i>			
10.	<i>The logical sequence of the report has been preserved.</i>			
11.	<i>The answers to the following questions have been correct and thorough:</i>			
	<i>a) asked by the reviewer (if available)</i>			
	<i>b) asked by the commission's members (if available)</i>			
12.	<i>The Master Theses correspond to the essence of the selected study programme.</i>			
13.	<i>The quality of presentation of editorial character is good (quality of illustrations, size of text, etc.)</i>			
14.	<i>The presentation was visual.</i>			
15.	<i>The student was acting ethically while presenting the theses.</i>			
16.	<i>The language of the presentation was fluent.</i>			
17.	<i>The duration of presentation was suitable (not longer than 12 min.).</i>			

Other observations and arguments of the member of the commission of Master Theses

Questions asked by the commission's member

Evaluation of the theses in grades²

(evaluation of the commission's member in grades (in the ten-grade system))

(title, scientific degree)

(signature)

(name, surname)

² See paragraph 56 of the Procedure of Preparation, Defence and Evaluation of Master Theses of the Study Programme of Veterinary Medicine.

APPROVED
in the meeting of the of the Council of the
Faculty of Veterinary Medicine of the Lithuanian
University of Health Sciences of 02 September
2015
Minutes No. 02
Annex 6

I APPROVE:
Dean of the faculty of Veterinary
Medicine
Name Surname
20

**LITHUANIAN UNIVERSITY OF HEALTH SCIENCES
PROGRAMME OF VETERINARY MEDICINE
INTEGRATED STUDIES
DEPARTMENT/CLINIC/INSTITUTE**

Student Name Surname of the
... year of the ... group

INDIVIDUAL WORK PLAN

Preparation duration of Master Theses: yyyy mm dd – yyyy mm

Topic of Master Theses:

Title title title title title title title title title title title title

Supervisor
Assoc. Prof. Dr. Name Surname

Kaunas, year

Objective of the work:

Tasks of the work:

PREPARATION PLAN OF THE MASTER THESES

Tasks	Deadline for tasks
Discussion of the topic with the supervisor. Preparation of individual work plan of the Master Theses, discussion of the plan in the department, presentation to the supervisor and dean's office <i>(the approved individual work plan shall be delivered to the dean's office together with the extract from the minutes of the unit's meeting before the 05th of March of the current year)</i>	February 20.. *
Theoretical studies necessary to solve the problem of Master Theses. Thorough analysis of bibliographical sources. Analysis of theories, conceptions, models. Formation of theoretical provisions, according to which the research will be carried out in the analytical part.	March-June 20..
Collection of the bibliographical material about Mastering of work methodologies	March-June 20..
Preparation of the report for the first work stage according to the defined form. Presentation of the report in the department's meeting. <i>(The report and the extract from the minutes of the department's meeting shall be delivered to the dean's office).</i>	June 20..*
Planning of researches, experiment, their conduction or collection of other research material.....	September 20.. – May 20..
Comprehensive analysis of the literature sources. Preparation of the review of literature.....	September 20.. – May 20..
Qualitative and quantitative data analysis. Processing, generalization and preparation of the research data.....	January-June 20..
Preparation of the report for the second work stage according to the defined form. Presentation of the report in the department's meeting. <i>(The report and the extract from the minutes of the department's meeting shall be delivered to the dean's office).</i>	June 20..*
Formulation of conclusions about practical application of received results. Preparation of generalizing conclusions, suggestions and recommendations. Writing of the discussion part of the results.	September-November 20..
Preparation of list of literature and bibliographical sources. Arrangement of the Master Theses (correction of the title page, table of contents, pictures, tables, texts, etc.).	November 20..
Preparation of summary in English	November 20..
Presentation of the final work to the supervisor. Supervisor's evaluation of the work's suitability for defence.	November 20..
Work's approval in the unit <i>(the date may be specified during the current year)</i>	Until the 1st of December 20.. *
Final formalization of Master Theses and delivery to the dean's	January 20.. *

Tasks	Deadline for tasks
office (1 copy of the theses with the signatures of the author, supervisor and unit's manager shall be delivered; the precise date will be indicated by the dean's office during the current year)	
Downloading of the theses into the ETD database (the precise date will be indicated during the current year)	January 20.. *
Preparation of the article for SMD works (optional)	January 20..
Planned date of defence (the precise date will be indicated by the dean's office during the current year)	February 20.. m*

Remark: * - do not change lines and dates in the table.

The individual work plan of the scientific research work was discussed in the meeting of the department/clinic/institute of on 20.., minutes No.

Supervisor

(signature)

Assoc. Prof. Dr. Name Surname

Student

(signature)

Name Surname

APPROVED
in the meeting of the of the Council of the
Faculty of Veterinary Medicine of the Lithuanian
University of Health Sciences of 02 September
2015
Minutes No. 02
Annex 7

**LITHUANIAN UNIVERSITY OF HEALTH SCIENCES
PROGRAMME OF VETERINARY MEDICINE
INTEGRATED STUDIES
DEPARTMENT/CLINIC/INSTITUTE**

Student Name Surname of the
4th/5th year of the ... group

REPORT

Preparation period of Master Theses:
yyyy mm dd – yyyy mm

Kaunas, year

**Title of the Master
Theses:**

1. Analysis of literature under the analyzed topic.

(describe what and how many (scientific) literature has been analyzed, in what databases the information has been searched for, what magazines have been analyzed the most, what topics have been examined independently, etc. The presentation of the list of articles is not needed.)

2. Research methodologies learnt by the author of Master Theses and methods of statistical analysis planned for application (brief description).

3. Collected experimental and other material under the analyzed topic (brief description).

4. Other relevant information (participation in the courses, internships, conferences; presentations read in the conferences and seminars; published articles – brief description).

5. I have (not) implemented all the tasks according to the individual plan.

The report on postgraduate studies was discussed in the meeting of the department/clinic/institute of on 20.., minutes No.

Supervisor

(signature)

Assoc. Prof. Dr. Name 1 Surname 1

Head of the department

(signature)

Assoc. Prof. Dr. Name 2 Surname 2

Student

(signature)

Name Surname