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**THE REGULATION  
OF THE PREPARATION AND DEFENCE  
OF THE GRADUATE THESIS OF BACHELOR DEGREE  
(FIRST CYCLE) STUDY PROGRAMMES IN ENGLISH  
OF THE FACULTY OF NURSING  
OF THE MEDICAL ACADEMY UNDER  
LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**

**Methodical recommendations**

Kaunas, 2018

The Regulation has been finally approved during a meeting of the Council of the Faculty of Nursing of Lithuanian University of Health Sciences 2018-09-13 (protocol No SLF-protocol No SLF-9-5)

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## ***Preamble***

The methodical recommendations are addressed to the students of Bachelor degree (first cycle) study programmes in English of the Faculty of Nursing of the Medical Academy of Lithuanian University of Health Sciences who prepare the Bachelor's thesis. The students shall write the Bachelor's thesis self-sufficiently under supervision of a scientific supervisor of the Bachelor's thesis appointed as per the requirements referred to in these methodical recommendations.

The general provisions are set out in the first part of these methodical recommendations; the basic terms, the functions and responsibility of the students and the Scientific supervisors are set out in the second part of the Bachelor's thesis; the procedure for preparation and defence of the Bachelor's thesis are set out in the third part; the requirements of the Bachelor's thesis are set out in the fourth part; the annexes containing the examples of a cover page, a table of content, a list of literature sources, and other documents necessary to ensure a quality of preparation of a Bachelor's thesis and preparation thereof are presented in the fifth part.

We hope that these methodological recommendations will provide students with answers to many questions and will help find proper solutions in preparation of the Bachelor's thesis.

Our sincere thanks to all colleagues and experts who helped us prepare these methodical recommendations.

***The authors***

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## I. GENERAL PROVISIONS

1. The Regulation of the preparation and defence of the graduate thesis of Bachelor degree (first cycle) study programmes in English of the Faculty of Nursing of the Medical Academy under Lithuanian University of Health Sciences (hereinafter referred to as the Regulation) establishes the basic terms, propositions and procedure of preparation and defence of the graduate theses of Bachelor degree (first cycle) study programmes in **Rehabilitation and Nursing** of the Faculty of Nursing of the Medical Academy under Lithuanian University of Health Sciences (LSMU).

2. The Regulation has been prepared on the basis of the following legal acts:

2.1. The Law of the Republic of Lithuania on Science and Studies of 30 April 2009 No XI-242;

2.2. The Regulation of studies of Lithuanian University of Health Sciences approved by the resolution of the Senate of Lithuanian University of Health Sciences of 20 June 2014 No 47-05; as amended by the resolution of the Senate of Lithuanian University of Health Sciences of 23 June 2017 No 92-05;

2.3. The Intellectual Property Management Regulations of Lithuanian University of Health Sciences approved by the Decision of the Council of Lithuanian University of Health Sciences of 20 June 2014 No 5-4; amended and supplemented with the Decision of the Council of Lithuanian University of Health Sciences of 22 April 2016 No UT1-3-2;

2.4. The Order of the Rector of Lithuanian University of Health Sciences of 20 February 2014 No V-220 “Regarding declaration of the authors’ contribution of Bachelor degree (first cycle) students and licensing of the author’s rights“;

2.5. The Order of the Minister of Education and Science of the Republic of Lithuania of 9 April 2010 No V-501 “Regarding description of the general requirements of the first cycle studies and a single course of study granting a decree“;

2.6. The Order of the Minister of Education and Science of the Republic of Lithuania of 23 July 2015 No V-798 “Regarding approval of a description of study programme in Rehabilitation“;

2.7. The Order of the Minister of Education and Science of the Republic of Lithuania of 23 July 2015 No V-803 “Regarding approval of a description of study programme in Nursing“;

2.8. The Order of the Minister of Education and Science of the Republic of Lithuania of 30 December 2016 No V-1168 “Regarding approval of a Description of the requirements of execution of general studies”.

3. The Regulation has been prepared on the basis of the following methodological literature:

3.1. Berškienė K., Blaževičienė A., Daunoravičienė A., Gurskienė E., Kriukelytė D. *et al.* The Regulation of the preparation and defence of the graduate thesis of Bachelor’s degree (first cycle) study programmes of the Faculty of Nursing of the Medical Academy under Lithuanian University of Health Sciences: methodical recommendations. Kaunas, LSMU, 2017.

## II. THE BASIC TERMS, FUNCTIONS, OBLIGATIONS AND RESPONSIBILITY

4. **Bachelor’s thesis** is an original, self-sufficient work of a graduate year student of the degree granting first cycle study programmes. A problem that is relevant for the study field is analysed and the possible solutions to the problem are presented in the Bachelor’s thesis. A student must demonstrate in the Bachelor’s thesis his/her ability to apply the theoretical and practical knowledge acquired during the study years as well as his/her ability to use (present, analyse, summarize, etc.) scientific literature, to apply research methods, to solve the tasks set, to provide conclusions in a logical manner, must be able to write in a concise and neat manner and in a correct English language and to submit the thesis in due time as per the time terms specified.

5. **Student** is a person who studies in the Higher Education Institution under the degree granting first cycle study programme. After having fulfilled all academic requirements of the study programme selected a student can defend the Bachelor’s thesis – a student who has academic debts

shall not be allowed to defend the Bachelor's thesis. The obligations of a student during preparation and defence of the Bachelor's thesis:

5.1. to select at the time stipulated a topic and a Scientific supervisor of a scientific work, and an adviser, if necessary;

5.2. to prepare a plan of preparation of the Bachelor's thesis agreed with the Scientific supervisor and to consistently adhere to the agreed deadlines (Annex 1);

5.3. to cooperate with the Scientific supervisor of the Bachelor's thesis by discussing a course of preparation of the Bachelor's thesis and the emerging problems;

5.4. to provide timely the Scientific supervisor with the primary text of the Bachelor's thesis, to make corrections to the Bachelor's thesis taking into account the comments and recommendations of the Scientific supervisor;

5.5. to participate in the meetings of the Qualification commission;

5.6. to provide the Qualification commission (QC) at the time stipulated with the prepared Bachelor's thesis, and to participate during review of this thesis held during the meeting of the QC;

5.7. to provide in a timely manner a technical secretary of the Defence commission with the Bachelor's thesis;

5.8. to adhere to the principles of ethics and academic honesty while preparing the Bachelor's thesis (Annex 3).

1. **The Scientific supervisor of the Bachelor's thesis** is a person holding at least Master's degree or equivalent scientific degree. The Scientific supervisor of Bachelor's theses in Rehabilitation must hold a professional qualification of the relevant field (ergotherapist or physiotherapist). The Scientific supervisor is approved by the Qualification Commission during the first meeting. The Scientific supervisor of the Bachelor's thesis must:

6.1. consult a Student on the way of formation of the topic and goal of the scientific work, must draw up a plan of preparation of the Bachelor's thesis, that must be provided by a student during the first meeting of the QC (Annex 1);

6.2. consult a student by discussing the methodology of the Bachelor's thesis, the results of work and presentation of the Bachelor's thesis;

6.3. recommend when necessary advisers of adjacent fields of science;

6.4. monitor in a systematic manner a course of preparation of the Bachelor's thesis, must help dealing with the emerging problems and give comments and proposals during preparation of the Bachelor's thesis;

6.5. participate whenever possible in the meetings of the QC;

6.6. fill in a form of evaluation of the Bachelor's thesis that must be provided by a student during the final meeting of the QC (Annex 4).

7. **An adviser of the Bachelor's thesis** is a practitioner of a particular scientific field holding the Master's degree. An adviser gives comments and proposals during preparation of the Bachelor's thesis. An adviser is approved by the QC.

8. **The Qualification Commission (QC)**. A QC of the study programme (Midwife, Ergotherapy, Physiotherapy, Nursing) consisting of at least 3 persons working in LSMU and holding at least the Master's degree or equivalent degree is composed for the preparation of the Bachelor's thesis. Composition of the QC at proposal of the committee of the relevant study programme is approved by the Council of the Faculty of Nursing (the FN) for a 3-year period. Where relevant, composition of the QC can be changed. The council of the FN approves a new QC during the first meeting in September. The dates of the meetings of the QC are published on the Intranet of LSMU at least 5 working days before the date of the meeting of the QC. The functions of the Qualification Commission:

8.1. considers and approves the topics of the Bachelor's theses selected as well as their Scientific supervisors;

8.2. where relevant, approves advisers of Bachelor's theses;

8.3. approves the plans of preparation of the Bachelor's theses (Annex 1);

- 8.4. deals with the issues of change of a topic, a Scientific supervisor and an adviser of the Bachelor's thesis;
- 8.5. evaluates whether a process of preparation of the Bachelor's thesis meets the approved plan of thesis preparation;
- 8.6. provides conclusion during the final meeting of the QC on eligibility of the Bachelor's thesis (Annex 2) for public defence having regard to whether:
- 8.6.1. the Bachelor's thesis corresponds to the essence of the study programme selected;
  - 8.6.2. the scope of the Bachelor's thesis meets the requirements;
  - 8.6.3. the Bachelor's thesis has all integral structural parts;
  - 8.6.4. an evaluation by the Scientific supervisor has been provided;
  - 8.6.5. a permit of the Centre for Bioethics to carry out a scientific research has been provided;
  - 8.6.6. a declaration of the Author's contribution and academic honesty has been provided (Annex 3);
- 8.7. appoints reviewers of the Bachelor's theses;
- 8.8. deals with other issues related to the preparation of the Bachelor's thesis.
9. **A reviewer** is a specialist in a relevant field of science holding the Master's or equivalent scientific degree who evaluates the Bachelor's thesis of a student with a grade. A reviewer:
- 9.1. evaluates whether the thesis meets the requirements posed for the Bachelor's thesis;
  - 9.2. provides a technical secretary of the Defence commission within 14 days with a review of the Bachelor's thesis (Annex 5) approved by means of his signature.
10. **The Defence commission (DC)**. The DC is approved by the Rector at proposal of the Dean of the Faculty of Nursing. The DC consists of at least 3 members (apart from a technical secretary of the DC). At least one member of the commission must be a social partner. He/she is appointed as a chairman of the commission. A member of the Qualification commission cannot be a member of the Defence commission. The functions of the Defence commission:
- 10.1. organises defence of the Bachelor's theses;
  - 10.2. the member of the commission evaluates Bachelor's theses and presentation thereof as per the evaluation form approved in the Council of the Faculty of Nursing (Annex 6);
  - 10.3. make themselves familiar with Bachelor's theses before a public meeting of the DC;
  - 10.4. takes a decision regarding granting the Bachelor's qualification degree and professional qualification.
11. **The Appeals Board** is a board approved by the Rector at proposal of the Dean of the Faculty of Nursing. A member of the board who is a Scientific supervisor, an adviser or a reviewer of the Bachelor's thesis must abstain from the board's work.

### **III. THE PROCEDURE OF PREPARATION AND DEFENCE OF THE BACHELOR'S THESIS**

12. Students make a selection of a topic of the Bachelor's thesis (make their own choice or select from the list of the topics suggested by the unit) **in the six** academic semester (*students of part-time Nursing studies – in the second academic semester*). Upon receipt of a written consent of a prospective Scientific supervisor of the Bachelor's thesis (Annex 7) a student shall select a unit in which the Bachelor's thesis will be prepared. The selection must be made in the information system of LSMU (LSMUSIS). A preliminary topic of the Bachelor's thesis, a plan of preparation of the Bachelor's thesis (Annex 1), a Scientific supervisor of the Bachelor's thesis (where relevant, an adviser) are considered and approved during the first meeting of the QC that shall be arranged until **the 31<sup>st</sup> day of October**. The meeting shall be arranged during the 7<sup>th</sup> (*in case of part-time Nursing studies – during the 3<sup>rd</sup>*) semester of studies. A secretary of the QC makes entries of an approved topic of the Bachelor's thesis and a Scientific supervisor of the Bachelor's thesis (and an adviser) in the protocol of the meeting, comments and recommendations of the members of the commission regarding a topic of the Bachelor's thesis are provided.

13. **During the first meeting of the QC** a student must present a topic of the Bachelor's thesis, a Scientific supervisor of the Bachelor's thesis (where relevant, an adviser) and briefly touches the following: what methods of research and/or measures of effect and for what research subjects he/she intends to apply during preparation of the Bachelor's thesis; presents a plan of preparation of the Bachelor's thesis. A student shall provide a chairman of the QC with a completed plan of preparation of the Bachelor's thesis signed by a Scientific supervisor of the Bachelor's thesis (Annex 1). It is recommended to specify the following stages of preparation of the Bachelor's thesis and their dates in the plan of preparation of the Bachelor's thesis: search for and analysis of the sources of literature; search for and analysis of research methods; writing of methodology; obtaining a permit from the Centre for Bioethics; gathering information for case analysis; case study; discussion; preparation of conclusions and recommendations, publication of the Bachelor's thesis. In event of failure to confirm a topic of the Bachelor's thesis, a Scientific supervisor of the Bachelor's thesis or a plan of the Bachelor's thesis by the QC, a student shall provide the QC in writing within 7 calendar days with supplements / corrections or a reasoned explanation which are considered by the QC during a virtual meeting and a decision (to approve / to disapprove) is adopted by the same and is introduced to the student. A case analysis shall be prepared by each student separately (individually).

14. After approval of a topic of the Bachelor's thesis by the QC, a student must apply to the Centre for Bioethics of LSMU and submit a request for authorisation to carry out a research and must submit all necessary documents. The list of the documents required for obtaining an authorisation from the Centre of Bioethics and examples of the documents submitted are available publicly at <http://www.lsmuni.lt>.

15. A student who decides **to fundamentally change** a topic of his/her Bachelor's thesis, or a Scientific supervisor, or an adviser of the Bachelor's thesis, must submit a request to the QC containing the motives of such change set out in a reasonable manner. When changing a topic, it is necessary to provide a consent of the Scientific supervisor of the Bachelor's thesis to change a topic of the Bachelor's thesis and a new plan of preparation of the Bachelor's thesis, and in case of change of a Scientific supervisor of the Bachelor's thesis or an adviser – a written consent of a new Scientific supervisor or an adviser. After approval of a new topic of the Bachelor's thesis by the QC, a student must repeatedly refer to the Centre of Bioethics of LSMU and must lodge a request for an authorisation to carry out a research.

16. A student prepares the Bachelor's thesis self-sufficiently, in accordance with the requirements of preparation of the Bachelor's thesis (Section IV). A completed thesis is endorsed with signature of a Scientific supervisor of the Bachelor's thesis (of an adviser, if any has been approved) in a cover page of the Bachelor's thesis.

17. The other meeting of the QC (if necessary) is organised at the end of the same semester. The works completed, a plan of the thesis preparation signed by a Scientific supervisor are presented by a student during this meeting. If the course of preparation of the Bachelor's thesis and conformity of a plan of preparation of the Bachelor's thesis have been assessed to be negative by the QC, a student must provide a chairman of the QC in writing within 7 calendar days with supplements / corrections or a reasonable explanation approved by a Scientific supervisor of the Bachelor's thesis. The supplements / corrections or a reasonable explanation shall be considered by the QC during a virtual meeting, and the QC shall adopt a decision (to approve / not approve) and shall provide the student with the same.

18. **The final meeting of the QC** is organised at least **35 days** before the meeting of defence of the Bachelor's thesis. A student must provide a chairman of the QC with: a completed plan of preparation of the Bachelor's thesis signed by a Scientific supervisor of the Bachelor's thesis (Annex 1), a form of evaluation of the Bachelor's thesis completed by a Scientific supervisor of the Bachelor's thesis (Annex 4), and a copy of the Bachelor's thesis printed on paper and signed by a Scientific supervisor of the Bachelor's thesis. After the final meeting of the QC, a plan of preparation of the Bachelor's thesis must be enclosed to the protocol of the meeting and must be stored under the procedure prescribed by LSMU. A student presents during the meeting the



Bachelor's thesis prepared by him/her and specifies: the unit in which the Bachelor's thesis has been prepared, a title of the Bachelor's thesis, a Scientific supervisor of the Bachelor's thesis and an adviser (if any), an objective and tasks of the Bachelor's thesis, organisation and methodology of a research, presents briefly the main results obtained, conclusions, practical recommendations. A student is allowed to present his/her thesis within 10 minutes or less. Taking into account an evaluation by a Scientific supervisor of the Bachelor's thesis and the criteria referred to in sub-section 8.6 of this Regulation, the QC evaluates eligibility of the Bachelor's thesis for a public defence. If at least one of the criteria referred to in sub-section 8.6 is assessed to be negative, public defence of the Bachelor's thesis is not allowed. A non-defended Bachelor's thesis is regarded as an academic debt. If the QC decides that the Bachelor's thesis is eligible for a public defence:

18.1. the QC appoints a reviewer of the Bachelor's thesis;

18.2. A secretary of the QC puts the forename and surname of a student on the list of the students allowed to publicly defend their Bachelor's theses that is endorsed with signature of a chairman of the QC. The list is handed over **within 1 working day** to the Dean of the Faculty of Nursing, a technical secretary of the DC and to an administrator of the units in which the Bachelor's theses have been prepared;

18.3. an administrator of the units in which the Bachelor's theses have been prepared hands over **within 1 working day** the list of the students who are allowed to publicly defend the Bachelor's theses to Scientific supervisors of the Bachelor's theses. They fill in an electronic register of the Bachelor's thesis and the study booklet, make entry "accomplished" and enter evaluation of the Bachelor's thesis specified in the evaluation form of a Scientific supervisor of the Bachelor's thesis;

18.4. the QC hands over to the Defence commission the Bachelor's thesis evaluation forms filled in by Scientific supervisors of the Bachelor's thesis, and its work in connection with coordination of the process of preparation of the Bachelor's theses is regarded as completed.

19. Students may defend the Bachelor's theses subject to authorisation of the Rector at proposal of the Dean of the Faculty of Nursing. A decision to allow a student to defend the Bachelor's thesis is executed by the order of the Rector.

20. The Rector sets a date of defence of the Bachelor's theses and appoints the defence commission at proposal of the Dean of the Faculty of Nursing.

21. A date of defence of the Bachelor's theses is announced in the bulletin boards of the Dean's office of the Faculty of Nursing and of the relevant units, and in the Intranet of LSMU (at least 35 days before the date of the defence meeting).

22. A student **within 7 days** after the final meeting of the QC provides a technical secretary of the DC with a printed and bound Bachelor's thesis (signed by a Scientific supervisor of the Bachelor's thesis and an adviser) and with an electronic version of the Bachelor's thesis (in PDF format), and signs in the sheet of provision of the Bachelor's theses. A belatedly presented Bachelor's thesis is not registered and a student is not allowed to defend such the Bachelor's thesis.

23. A **registered Bachelor's thesis** is submitted within 5 days by a technical secretary of the DC to a reviewer (a written or electronic version of the Bachelor's thesis and a form of the Bachelor's thesis review are submitted). A reviewer prepares **within 14 days** as per a form established (Annex 5) a thesis review (and endorses the same by placing his/her signature), and returns a review to a technical secretary of the DC. As long as a review is not available, the Bachelor's thesis cannot be included in the meeting of defence of the Bachelor's theses. A technical secretary shall make the comments and questions of a reviewer as well as evaluation of the Bachelor's thesis accessible to the students who wish to make themselves familiar with a review of their Bachelor's thesis.

24. A technical secretary shall make an electronic version of the Bachelor's thesis accessible to the members of the DC **at least 7 days** before the meeting of defence of the Bachelor's theses, and shall submit a printed copy of the Bachelor's thesis, access to an electronic version of the Bachelor's thesis, a review of the Bachelor's thesis (Annex 5) and evaluation of the Bachelor's

thesis by a Scientific supervisor of the Bachelor's thesis (Annex 4) for the meeting of defence of the Bachelor's theses.

25. Students make a presentation of **the Bachelor's thesis** during the meeting of the Bachelor's theses defence. The following details must be specified in the presentation: university and its unit in which the Bachelor's thesis has been prepared, an author of the Bachelor's thesis, a Scientific supervisor of the Bachelor's thesis, an adviser (if any), a topic and an objective of the Bachelor's thesis, organisation and methodology of a research, the key results, findings, practical recommendation. A student is allowed to present his/her thesis within 10 minutes or less. Then a student answers the questions asked by a reviewer and the members of the Defence Commission for 10 minutes or less.

26. The members of the DC evaluate each Bachelor's thesis during the meeting as per the criteria approved by the Council of the Faculty of Nursing, and fill in a form of evaluation of the Bachelor's theses by the member of the Defence Commission (Annex 6).

27. If a Scientific supervisor, an adviser or a reviewer of the Bachelor's thesis is a member or a chairman of the DC, he/she must abstain from the procedure of evaluation of the Bachelor's thesis.

28. The final evaluation of the Bachelor's thesis consists of: **an evaluation by a Scientific supervisor of the Bachelor's thesis (15%), an evaluation by a reviewer of the Bachelor's thesis (35%) and an average of an evaluation of the members of the Defence Commission (50%).**

29. A student who has successfully defended the Bachelor's thesis is granted a Bachelor's qualification degree and a relevant professional qualification by the Defence Commission.

30. Entry on a topic of the Bachelor's thesis and an evaluation grade is made in the protocol of the Defence Commission and in the column of the final exam of the study booklet, and shall be handed over within 1 working day to the Dean's office of the Faculty of Nursing.

31. A secretary of the DC surrenders a printed copy of the Bachelor's thesis and an electronic version of the Bachelor's thesis, evaluations by a reviewer and a Scientific supervisor of the Bachelor's thesis to the responsible units of the relevant study programmes to store them for a period of 5 years.

32. If an unfair behaviour of a student during preparation and / or defence of the Bachelor's thesis is determined, a Scientific supervisor or a reviewer of the Bachelor's thesis, or the QC / the DC contact the Dean's office of the Faculty of Nursing and lodge a request to compose a Commission. After having assessed all circumstances and documented evidences the Commission adopts the final decision. After the Commission confirms that a student behaved unfairly while preparing or defending the Bachelor's thesis, such the student is not allowed to defend the Bachelor's thesis or the Bachelor's thesis is considered to be undefended. Unfair behaviour is considered to be any attempt by a student to use sources of information in unauthorized ways and duplication of the Bachelor's thesis. A non-self-sufficient (plagiarized) thesis is considered to be a thesis containing a part thereof written by another author or when a whole thesis is written by another author (entire paragraphs or pages are taken from a paper of another author and used as a part of the Bachelor's thesis, without reference to authorship); copyrights of other authors are infringed in the Bachelor's thesis. Duplication of the Bachelor's thesis is a re-submission of own scientific work or a part thereof for evaluation when a work has been already presented and defended in the past in the same or other educational institution in Lithuania or abroad without mentioning this fact in the sources. A duplicated part of the Bachelor's thesis shall not be evaluated and shall be considered to be an academic dishonesty. Use of the parts of the Bachelor's thesis that have been earlier prepared by a student himself/herself is permitted during preparation of the Bachelor's thesis: this must be clearly specified in the text and in the list of literature sources. A part of the previously evaluated theses cannot exceed 20% of the whole size of the Bachelor's thesis.

33. An undefended Bachelor's thesis is considered to be an academic debt, a student is removed from a list of students.

34. A graduate who wishes to defend the Bachelor's thesis and seeks a better evaluation, can be allowed not earlier than after one year to defend the Bachelor's thesis for a fixed fee by the Rector's decision at the proposal of the Dean of the Faculty, with the approval of the rectorate.

35. A student who disagrees with an evaluation of the Bachelor's thesis defended shall have the right to file an appeal (Annex 8) to the Rector **within 1 working day** from announcement of the results regarding an evaluation of the DC. An appeal must be filed in writing. It must include the parts of an evaluation or the procedures that evoked disagreement as well as the motives of disagreement. The Appeals Board composed by the order of the Rector shall consider an appeal not later than within 3 working days from the date of filing of an appeal. A decision of the Appeals Board shall be submitted to an appellant by a registered mail and electronically not later than 2 working days after adoption of the decision. An appeal can be brought before the Dispute Resolution Commission against the decisions of the Appeals Board regarding infringements of adoption of procedural decisions.

#### IV. THE REQUIREMENTS OF THE BACHELOR'S THESIS

36. **The Bachelor's thesis consists of:** a Title (cover) page; a Table of content; an abstract (*in English*); Abbreviations (*if needed*); a Vocabulary (*if needed*); Introduction; 1. A literature review; 2. Organisation and methodology of a research; presentation of the case; 3. Case analysis; 4. Discussion; Conclusions; Practical recommendations; A list of literature sources; Annexes.

37. **Cover page.** It must be laid out the way it is shown in the Annex 9. A cover pages must contain the main information about the Bachelor's thesis: a faculty and a unit of LSMU in which the Bachelor's thesis has been prepared, an author of the Bachelor's thesis, a title of the Bachelor's thesis, a name of the study programme and a state code thereof, a Scientific supervisor and an adviser (*if any*) of the Bachelor's thesis, a place and year of the Bachelor's thesis preparation.

38. **Table of content.** Titles of sections and subsections of the Bachelor's thesis are listed in the table of content, a table of content refers to a page in which each section and subsection begins. A page of a table of content is inserted after a title (cover) page. Numbering of sections and subsections must be specified in a table of content. Arabic numerals must be used for numbering. Two digits separated with a full stop are used for numbering of subsections, whereas a number of paragraph representing a smaller part of structure consists of three digits. Titles of sections in a table of content are printed in capital letters, while titles of subsections and small sections are printed in lower cases. Components of the Bachelor's thesis such as an abstract, abbreviations, a vocabulary, introduction, conclusions, practical recommendations, a list of literature sources and annexes contained in a table of content and in the Bachelor's thesis are not numbered.

39. **Abstract.** It is a section that introduces a content of the Bachelor's thesis (presentation of the essence). An English abstract is a mandatory part. It must be written in a separate page. A size of each abstract – up to 1 page. The following details must be specified in the heading of an abstract: full name of the author, a title of the Bachelor's thesis, a Scientific supervisor of the Bachelor's thesis and a unit in which the Bachelor's thesis has been prepared. The following details must be contained in the text of an abstract: an objective of the Bachelor's thesis, methodology of a research, brief presentation of the case, conclusions of the Bachelor's thesis (Annex 10).

40. **Acknowledgement** (optional part of the Bachelor's thesis). A small section of acknowledgement is sometimes inserted after an abstract. A table of content does not refer to such section. However, it is included in the total number of all pages. An author of the Bachelor's thesis may offer his/her personal thanks to the persons who helped him/her prepare the Bachelor's thesis.

41. **Abbreviations.** A description of abbreviations is written in a separate page. Both known and usual terms as well as the terms offered by the author himself/herself that are discussed in the text are presented. A whole (non-abbreviated) term must be written in the text for the first time, followed by its abbreviation in the brackets printed in capital letters. Abbreviations consisting of letters are written without full stops.

42. **Vocabulary.** Specific terms used in the Bachelor's thesis are listed in alphabetical order in this section.

43. **Introduction.** This section briefly discusses relevance and novelty of the topic, specifies interfaces of the topic of the Bachelor's thesis with the study programme. An objective of the Bachelor's thesis is specified and the tasks to be accomplished in order to achieve the objective of the Bachelor's thesis must be presented at the end of this section. A recommended size of introduction – up to 2 pages.

44. **Review of literature.** It must contain description of the research and theoretical studies carried out in Lithuania and abroad in connection with a topic of the Bachelor's thesis. There is no restriction of the maximum number of quoted sources. However, **at least 20 scientific publications (70 % of them – not older than 10 years)** must be quoted in the Bachelor's thesis. Quoting of popular public magazines and newspapers is prohibited. A size of this section – no more than 25% of the size of the whole Bachelor's thesis.

45. **Organisation and methodology of a research.** This section must contain description of planning (organisation) of a research, ethics of a research, selection of the case or situation, characteristics of research subjects, a practical model selected that is suitable for that case or a scientific justification thereof\* (for ergotherapists), methods and measures of a research, the objectives set (approximate / remote), measures of effect / programmes applied, the methods of the data analysis. A copy of a permit issued by the Centre for Bioethics must be presented in the annexes.

46. **Results.** This section presents and analyses the summarized results of the case analysis, objectives achieved. The section may have subsections, it starts and ends with text. The data of a case analysis can be presented both as a text and in tables and / or figures. Tables and figures must be discussed, commented and analysed in the text, and must be presented under the references in the text referring to them. The information provided in the text, tables and figures cannot be duplicated.

47. **Discussion of the results.** When discussing the results of the Bachelor's thesis, they must be compared with the results of other already completed scientific works of this field. A size of this section – 1-3 pages.

48. Depending on the specifics of the Bachelor's thesis, the sections mentioned in clauses 47 and 48 of this Regulations can be combined. In this case, a name of this section would be *Results and their discussion*.

49. **Conclusions.** This section contains the findings based on the results of a research. Conclusions must be specific and brief. All claims made should be based on the research data and illustrate using the research material.

50. **Practical recommendations.** Specific measures / methods for solving the problem (-s) raised must be presented in the Bachelor's thesis. Recommendations are provided as per the determined results of the author's research.

51. **List of literature sources.** A list must contain **at least 20 sources** (see item 47). Only those literature sources that are quoted in the Bachelor's thesis can be presented in the list. Non-transliterated descriptions must be presented (e.g. sources written in Russian language must be presented written in Russian letters). Sources of literature must be listed as per sequence of their quoting in the text. A bibliographic list of sources of literature shall be formed in accordance with the Vancouver system (Annex 11). If only an article published in an electronic form is quoted, an exact e-mail address must be specified at the end of description of the source.

52. **Annexes.** Additional, auxiliary information self-sufficiently prepared by the author of the Bachelor's thesis (e.g. survey questionnaires, a research protocol, a detailed description of the applied program of effect, tables and figures not covered in the text, etc.) must be contained in the annexes. All annexes start with a new page and are numbered in consecutive order. A text is linked with annexes with help of references. The annexes **must** contain a copy of a permit of the Centre for Bioethics to carry out a scientific research and a declaration of the Author's contribution and academic honesty (Annex 3).

53. A scope of the Bachelor's thesis – **at least 30 pages** (annexes are not counted as a part of a scope of the Bachelor's thesis). A scope of the Bachelor's thesis cannot be artificially increased: presentation of disproportionately large figures, tables in the text, spaces between lines larger than those given in the item 57.1, etc.

54. The Bachelor's thesis must be printed and bound (1 copy). The Bachelor's thesis must be bound in the manner preventing removal of pages. A cover of the Bachelor's thesis must be transparent. An electronic version of the Bachelor's thesis where the Bachelor's thesis is presented in a PDF format must be provided.

55. The Bachelor's thesis must be written in a correct English language, must be free of proofreading mistakes, and must comply with English spelling and punctuation rules (Annex 2). Thoughts and ideas must be expressed in a clear and consistent manner in the Bachelor's thesis. No corrections and erasures can be made in the Bachelor's thesis.

56. The general requirements for the text:

56.1. **Format, density and font.** The text must be printed on one side of a standard white paper sheet with a size corresponding to A4 (210 x 297 mm), a space between lines – **1.5 interval**. Margins: on the left side – 3 cm, on the right side – 1 cm, at the top and the bottom – 2 cm. Page orientation – **Portrait**. The text in the page must be aligned as per both fields (the left and the right margins). The text must be written in black, using *Times New Roman* **12-point font size**. The titles of the sections must be printed in capital letters, using a **Bold** 16-point font size, the text must be centred. The titles of the sub-sections, small sections must be started with a capital letter followed by lower cases. The title must be written using a **Bold 14-point font size**, the text must be aligned as per the left margin. The first line of a paragraph must be pushed 1.5 cm to the right side. A space corresponding to two empty lines must be made when a subsection or a section ends.

56.2. **Numbering of pages.** Arabic numerals must be used for page numbering in the top margin. They must be written in the middle of the page; neither full stops nor dashes shall be used. Numbering of pages shall start with a title (cover) page (number 1 shall not be written on the latter); all pages must be numbered in serial order.

56.3. **Tables.** Tables should be sequentially numbered using Arabic numerals (e.g. table 1). The number and the title should be written above the table. The title must start with a capital letter followed by lower cases. The title of table must be written using a bold *Italic* font, and must be centred. If there is not enough space for the title in one line, then there is no 1.5 interval between them. A source and authorship of a quoted table must be specified between brackets under the title of table. Reference to a particular table must appear in the text, a number of that table must be specified.

56.4. **Figures.** Illustrations such as charts, schemes, drawings, photos, etc., must be of good quality and proper resolution. The number and the title must be written under a figure using a bold *Italic* font, no full stop should be placed at the end. The number and the abbreviation of a figure must be written first, e.g. fig. 1. Figures in the Bachelor's thesis are numbered sequentially using Arabic numerals. The first letter of the title is a capital letter followed by lower cases. If there is not enough space for the title in one line, then there must be no 1.5 interval between the lines. Reference to a particular figure must appear in the text, a number of that figure must be specified. If illustrations are taken from other publications, then a source and authorship must be specified.

56.5. **Quoting.** When a source of literature is quoted in the text, its number must be specified between brackets using Arabic numerals (e.g. [1] or (1)) (Annex 11). A full bibliographic description of a quoted source must appear on the list of literature sources. Word-for-word quotes must be written between quotation marks. Quotation marks must be Lithuanian (e.g. „quote“). The author of a quote must be specified between brackets: the surname of the author, the year of publication and the page must be provided. Texts must be quoted in strict observation of the source quoted. The authors are forbidden from making corrections of even obvious proofreading mistakes of the text quoted.

## V. ANNEXES

**Annex 1**  
APPROVED

during the meeting of the Council of the Faculty of Nursing of LSMU  
2018-09-13 protocol No SLF-9-5

### INDIVIDUAL PLAN OF PREPARATION OF THE BACHELOR'S THESIS

The study programme “.....”, year ....., group .....  
(Name)

Student .....  
(Full name)

A topic of the Bachelor's thesis:

.....  
.....  
.....

A Scientific supervisor of the Bachelor's thesis

.....  
(Scientific degree, full name)

<b>Date</b>	<b>Activity planned to be carried out</b>	<b>Evaluation by a Scientific supervisor of the Bachelor's thesis (accomplished / not accomplished), signature, date</b>

**Student**

\_\_\_\_\_  
(Full name, signature)

**Scientific supervisor of the Bachelor's thesis**

\_\_\_\_\_  
(Full name, signature)

**Chairman of the Qualification Commission**

\_\_\_\_\_  
(Full name, signature)

**EVALUATION OF THE BACHELOR'S THESIS BY THE QUALIFICATION COMMISSION**

Author of the Bachelor's thesis \_\_\_\_\_

Title of the Bachelor's thesis \_\_\_\_\_

Scientific Supervisor of the Bachelor's thesis \_\_\_\_\_

No	Evaluation criteria	Yes	No
1.	The Bachelor's thesis corresponds to the essence of the study programme selected		
2.	The scope of the Bachelor's thesis meets the requirements		
3.	The Bachelor's thesis has all integral structural parts		
4.	An evaluation by the Scientific supervisor has been provided		
5.	The Scientific supervisor recommends to defend the Bachelor's thesis		
6.	A permit of the Centre for Bioethics to carry out a scientific research has been provided		
7.	A declaration of the Author's contribution and academic honesty with a signature affixed thereto has been provided		
	<b>THE BACHELOR'S THESIS IS RECOMMENDED TO BE DEFENDED</b>		

**Chairman of the Qualification Commission**

\_\_\_\_\_  
*(Full name, signature)*

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES  
MEDICAL ACADEMY  
FACULTY OF NURSING

\_\_\_\_\_  
(Full name of the student, student ID No)

**DECLARATION OF THE AUTHOR'S CONTRIBUTION AND ACADEMIC HONESTY**

The \_\_\_\_th of \_\_\_\_ 20\_\_

Title of the Bachelor's thesis \_\_\_\_\_  
(Title)

I have (please tick the right line with "x" and fill in as appropriate):

<input type="checkbox"/>	self-sufficiently formed and defined the topic of the Bachelor's thesis, the scope of the research on the basis of personal observations: (please specify your previous research in this field, other sources and research that helped formulate the problem, objectives and tasks of the Bachelor's thesis)
	_____
	_____
<input type="checkbox"/>	selected from those suggested by the Scientific supervisor of the Bachelor's thesis or other scientists, lecturers: (please specify full name of the scientist or lecturer):
	_____
	_____

I have been advised by scientists, lecturers and specialists during collection and assessment of material, and preparation of the Bachelor's thesis, their contribution during preparation of the Bachelor's thesis:

I have been using the following measures and infrastructure of Lithuanian University of Health Sciences while collecting material (please tick as appropriate if any has been used; please specify expression in a percentage: if no measures and infrastructure belonging to other persons have been used – 100%, if any have been used – please specify a size of the University's part):

Laboratory and laboratory instruments	<input type="checkbox"/>	%
Reagents	<input type="checkbox"/>	%
Other measures and materials (substances) (please specify)	<input type="checkbox"/>	%

I confirm that my Bachelor's thesis has been written self-sufficiently, the material provided is not plagiarized, falsified, the data of the research are not fake, the Bachelor's thesis has not been duplicated. Quotes from other sources used both directly or indirectly are marked in literature references. Contribution of other persons (if any is available in the Bachelor's thesis) has been clearly declared. I confirm that the Bachelor's thesis is written in correct English language.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Full name of the student)



**EVALUATION BY THE SCIENTIFIC SUPERVISOR OF THE BACHELOR'S THESIS**

Author of the Bachelor's thesis \_\_\_\_\_

Title of the Bachelor's thesis \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Evaluation criteria	Weighting factor	Evaluation (0–10 points)	Comments
Self-sufficiency	0.2		
Consistency, systematicity, timely performance of a plan of the Bachelor's thesis	0.3		
Evaluation of the parts of the Bachelor's thesis	0.3		
Compliance of the Bachelor's thesis with formal requirements of structure, execution and language	0.2		
<b>Evaluation</b>			

	<i>Yes</i>	<i>No</i>
Is the Bachelor's thesis eligible for a public defence?		

**Substantiation of negative evaluation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Position, scientific degree held by, full name, signature of the Scientific supervisor of the Bachelor's thesis, date)*

**EVALUATION BY THE REVIEWER OF THE BACHELOR'S THESIS**

Author of the Bachelor's thesis \_\_\_\_\_  
 Title of the Bachelor's thesis \_\_\_\_\_

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

<b>Parts of evaluation of the Bachelor's thesis</b>	<b>Criteria</b>	<b>Weighting factor</b>	<b>Evaluation (0-10 points)</b>	<b>SUBSTANTIATION OF EVALUATION (mandatory)</b>
<b>Formal compliance</b>	Compliance of the Bachelor's thesis with formal requirements of structure and execution, quality of the summary of the thesis	0.1		
	Compliance of the Bachelor's thesis with the requirements of style and correct language	0.1		
<b>Introductory part</b>	Definition of relevance and novelty of the research, formulation of the objectives of the research	0.1		
<b>Theoretical part</b>	Comprehensiveness of the literature review, compliance with the topic of the Bachelor's thesis, novelty and eligibility of sources, systematization and summarization thereof	0.15		
<b>Analytical part</b>	Description of organisation and the methodology of the research	0.1		
	Clearness and consistency of presentation and description of the research results, reasonableness of interpretation of the results	0.2		
	Quality of scientific discussion (consideration), compliance with a content of the Bachelor's thesis	0.1		
<b>Conclusions and practical recommendations</b>	Specificity and reasonableness of conclusions and practical recommendations, compliance with the topic and tasks of the Bachelor's thesis	0.15		

**Evaluation**

**Questions of the reviewer (2-5)**

*(Position, scientific degree held by, full name, signature of the reviewer, date)*

**EVALUATION BY THE MEMBER OF THE COMMISSION OF THE BACHELOR'S  
THESIS DEFENCE**

Author of the  
Bachelor's  
thesis

---

Title of the Bachelor's thesis

---

---

Study programme

---

<b>Bachelor's thesis evaluation criteria</b>	<b>Weighting factor</b>	<b>Evaluation (0–10 points)</b>	<b>Comments</b>
Quality of visual material	0.2		
Planning and management of time of presentation of the Bachelor's thesis	0.1		
Consistency of presentation of the Bachelor's thesis, presentation of results, reasonableness of conclusions, eligibility of practical recommendations	0.4		
Logical and reasoned answers to questions	0.2		
Ethics and culture of presentation of the Bachelor's thesis	0.1		
Evaluation			

---

*(Position and scientific degree held, full name, signature)*

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES  
MEDICAL ACADEMY  
FACULTY OF NURSING

Study programme “\_\_\_\_\_” year \_\_\_\_\_ group \_\_\_\_\_

student \_\_\_\_\_  
(Full name)

Tel. No \_\_\_\_\_ E-mail address \_\_\_\_\_

**REQUEST**

\_\_\_\_\_  
(Date)

I hereby request you to be a Scientific supervisor (adviser) of my Bachelor’s thesis.

-----  
(Signature of the student)

**I consent:**

\_\_\_\_\_  
(Scientific degree and position held by, full name of the Scientific supervisor (adviser) of the Bachelor’s thesis, the unit)

-----  
(Signature of the Scientific supervisor (adviser) of the Bachelor’s thesis)

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES  
MEDICAL ACADEMY  
FACULTY OF NURSING

---

(Full name of the student, student ID No, e-mail address, telephone number)

---

(Name of the study programme, year, group)

**To: the Rector of Lithuanian University of Health Sciences**

**APPEAL**  
REGARDING AN EVALUATION OF THE BACHELOR'S THESIS

The \_\_\_\_\_th of \_\_\_\_\_ 20\_\_

The text of an appeal must contain the student's request to consider correctness of an evaluation of the Bachelor's thesis. The student must clearly and reasonably substantiate his/her request.

---

*(Signature of the student)*

**EXAMPLE OF A COVER PAGE**



LITHUANIAN UNIVERSITY OF HEALTH SCIENCES (14 pt\*)

MEDICAL ACADEMY (12 pt)

FACULTY OF NURSING (12 pt)

INSTITUTE / DEPARTMENT / CLINIC (where the Bachelor's thesis has been accomplished) (12 pt)

**FORENAME SURNAME (14 pt)**

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

**The graduate thesis (12 pt) of the Bachelor's degree study programme "please enter" (state code please enter)**

**Scientific supervisor of the Bachelor's thesis (12 pt)**

(Scientific degree held, full name, signature) (12 pt)

**Adviser of the Bachelor's thesis (12 pt)**

(Scientific degree held, full name, signature) (12 pt)

KAUNAS, 20.. (12 pt)

*\*Note. The text printed in blue is indicative, explanatory by its nature.*

## **EXAMPLE OF AN ABSTRACT**

### **ABSTRACT**

**\*Name Surname.** The title of thesis. Bachelor's thesis. Supervisor - scientific degree Name Surname. Lithuanian University of Health Sciences, Medical Academy, Faculty of Nursing, Institute/Department/Clinic. Kaunas, Year; number of pages (without appendixes) p.  
Text of the abstract (the aim, methodology, main results, conclusions).

\*Note. Please enter a required information instead of the text printed in blue.

## **EXAMPLES OF QUOTING AND A LIST OF LITERATURE SOURCES**

### **QUOTING**

**The surname of the author** must be specified in the text when an author is quoted, and a **number** of a source quoted in the list of literature sources must be specified next to the surname or at the end of the sentence in bracket, e.g.:

*According to George (1) ...*

If several authors are quoted, the following formulation can be used in the text:

*Varžaitytė et al (2) substantiate this statement.*

If information available in several sources is presented in the text, numbers of all sources of the list of literature sources must be specified between brackets, e.g.: (1,3,25) or (2-5, 14, 25-28).

Mentioning of the author's surname in the text is optional. But a number of the quoted source of the list of literature sources must be specified at the end of sentence, e.g.:

*Each health problem must be assessed according to certain criteria (3).*

If thoughts of an author which can be found in the paper of the other author are quoted, both authors must be specified, e.g.: ((25) – quote from (15)).

### **LIST OF LITERATURE SOURCES**

#### **Book:**

Surname and the first letter of the forename of the author. The title of a book. Edition (if there are previous editions of the book). Place of publication: Publishing house; year. Number of pages.

#### **One author:**

George JB. Nursing theories: the base for professional nursing practice. 6th ed. Essex: Pearson; 2014. 696 p.

#### **Two-six authors:**

Varžaitytė L, Lendraitienė E, Kriščiūnas A, Savickas R, Milinavičienė E. Rehabilitation of persons who have suffered traumatic brain injury: training book.

Kaunas: Publishing house of Lithuanian University of Health Sciences; 2015. p. 95.

#### **More than six authors:**

Barčaitė E, Blaževičienė E, Gulbinas A, Jaruševičienė L, Klumbienė J, Nadišauskienė RJ. et al.

Health research for beginners: University textbook. Kaunas: Crisis Research Centre; 2014. p. 143.

#### **Part of book:**

Balagué N, Hristovski R, Vainoras A, Vázquez P, Aragonés D. Psychobiological integration during exercise performed until exhaustion. In: Davids K, editor. Complex Systems in Sport. London and New York: Routledge Taylor & Francis Group; 2014. p. 62-81.

#### **Article in the journal:**

Surname and the first letter of the forename of the author. Title of the article. Abbreviated title of the journal. Date of publication; Volume (Number): pages.

Abbreviated title of the journal is available at:

<http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals>

If there are more than six authors of the article, the first six authors must be specified, followed by *et al.* or *etc.*

1. Mongirdienė A, Kubilius R. Effect of physical training on indices of platelet aggregation and



fibrinogen concentration in patients with chronic heart failure. *Medicina*. 2015; 51 (6): 343-350. Available from:  
<http://www.sciencedirect.com/science/article/pii/S1010660X15000919>.

2. Wijma AJ, van Wilgen CP, Meeus M, Nijs J. Clinical biopsychosocial physiotherapy assessment of patients with chronic pain: The first step in pain neuroscience education. *Physiother Theory Pract*. 2016 Jun 28:1-17.

**Conference documents:**

Soraka A, Svediene L, Sapezinskiene L. Dance movement impact on independence and balance of people with spinal cord injuries during rehabilitation. In: 10th congress of European Federation for Research in Rehabilitation - EFRR; 2009 September 9-12; Riga (Latvia). Bologna: Medimond; 2009. 37-40 p.

**Electronic documents:**

Patient education materials [Internet] [cited 2016 Feb 12] Available from:  
<http://www.guideline.gov/resources/patient-education.aspx>.

**Dissertations, graduate Bachelor's, Master's theses:**

1. Repšaitė V. An effect of differential training on functional movements and self-sufficiency of persons who have suffered a stroke [Doctoral dissertation]. [Kaunas]: Lithuanian University of Health Sciences, Medical Academy; 2015. p. 137.

2. Naginienė I. Assessment of the professional competence of operating room nurses [the graduate Master's thesis]. [Kaunas]: Lithuanian University of Health Sciences, Medical Academy; 2015. p. 71.

**More information on how a bibliographic description of the source quoted should be presented is available at:** Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2nd ed. Wendling DL, technical editor. Bethesda (MD): National Library of Medicine (US); 2007 - [updated 2015 Oct 2; cited *Year Month Day*]. Available from: <http://www.nlm.nih.gov/citingmedicine>