

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

1 GENERAL PROVISIONS

1. Scientific research is an integral part of the integrated master's study programme in the Medicine Faculty of the Lithuanian University of Health Sciences (LSMU). The aim of scientific research is to develop the student's ability to plan and carry out scientific research and to develop the student's initiative when choosing the research topic and completing the research work. These regulations regarding scientific research a formal document of the Faculty of Medicine of LSMU, which includes the guidelines and deadlines for the final master's thesis, the format of the written thesis and the assessment procedures.
2. These regulations have been written in accordance with the following:
 - 2.1. Order by the Minister of Education and Science of the Republic of Lithuania "On the Approval of the General Requirements of Degree-Awarding Bachelor's and Integrated Master's Study Programmes". 2010, No. V-501.
 - 2.2. Law of Research and Higher Education of the Republic of Lithuania. April 30, 2009. No. XI - 242.
 - 2.3. Regulations of the Bachelor's, Master's and Integrated Master's Studies at LSMU (Decree No. 32-03 of the Senate of LSMU on June 7, 2013)
 - 2.4. Decree No. 5-02 of the Senate of LSMU on January 21, 2011 "Provisions of the preparation of electronic documents of the Master's theses, doctoral theses or monograph summaries of LSMU, their submission to be uploaded and uploading to the Lithuanian Science and Studies electronic document databases and usage policy"
 - 2.5. Order by the Minister of Education and Science of the Republic of Lithuania "Description of General Requirements for Master's Study Programmes" June 3, 2010. No. V-826
 - 2.6. Decree No. 7-1 of the Rector of LSMU on May 2, 2011 "Scoring of study results of students who have studied in foreign institutions of higher education under the LLP\ERASMUS Exchange Programme, is according to the rules of the Lithuanian University of Health Sciences."

3. The regulations of the Medical Integrated Master's Study Programme of the LSMU Faculty of Medicine determine the principles of the organization and completion of the Final Master's Thesis, which are to be followed by the students. Non-thesis scientific research of students is not regulated.
4. The regulations of the Final Master's Thesis are approved by the Council of the LSMU Faculty of Medicine.
5. The Dean's Office of the LSMU Faculty of Medicine provides the necessary number of places for the completion of the Final Master's Thesis. In coordination with the participating clinics, departments and institutes, the Dean's Office of the LSMU Faculty of Medicine plans the completion process of the Final Master's Thesis.
6. The Dean's Office of the LSMU Faculty of Medicine considers and makes decisions regarding issues not provided in these Regulations.

2. KEY CONCEPTS, FUNCTIONS, DUTIES AND RESPONSIBILITIES

7. **Final Master's Thesis (FMT)** – the individual scientific research conducted by a postgraduate, that is relevant to the medicine study programme. The FMT thesis demonstrates the postgraduate's ability to carry out scientific research, to analyse data, to make use of scientific knowledge while solving a scientific objective, to apply and develop original scientific research concepts and to describe the phenomena or regularities of new discoveries. The FMT should include the the postgraduate's preparation for the scientific research.
8. **Postgraduate** - a student preparing the FMT. The rights, duties and responsibilities of a postgraduate during the preparation and defence of the FMT are as follows:
 - 8.1 To conduct the FMT according to the Regulations approved by the Council of the LSMU Faculty of Medicine.
 - 8.2 To choose a topic for the FMT, at the appointed time, at a certain participating department, clinic or institute of the LSMU Faculty of Medicine.
 - 8.3 Together with a supervisor, prepare an individual work plan for development of the FMT (Annex No. 1) and to be consistent with the agreed deadlines.
 - 8.4 To prepare the necessary documents and to obtain clearance from the Bioethics Committee to conduct a scientific study, if such permission is required.
 - 8.5 To collaborate with the supervisor when conducting the Final Master's Thesis, to inform them about the research progress.

- 8.6 To comply with methodological and structural requirements for the Final Master's Thesis (Annex No. 2).
- 8.7 To take into account observations and recommendations by the supervisor while conducting the FMT and preparing the text of the FMT.
- 8.8 Present the supervisor with an initial draft of the FMT, according to schedule.
- 8.9 To submit the FMT text for review in compliance with the specified deadlines, upon approval and signing by the supervisor in the FMT Submission Protocol.
- 8.10 After discussing the findings of the initial review with the supervisor, the necessary corrections are to be made for the second review of the FMT, within 3 working days.
- 8.11 In accordance with the provisions of LSMU, to upload the FMT to the electronic database of LSMU.
- 8.12 To seek a consultant for the Master's thesis.
9. **Supervisor for the Final Master's Thesis** - a person who has a PhD degree. Candidacy for supervisors for the Final Master's Thesis is approved by the department of the LSMU Faculty of Medicine. Duties and functions of a supervisor for the Final Master's Thesis:
- 9.1 To assist the postgraduate in formulating a topic, aim, objectives of the FMT and in creating an individual plan for the FMT development.
- 9.2 To recommend literature necessary for the completion of the FMT.
- 9.3 To discuss FMT methodology with the student.
- 9.4 To advise the postgraduate and, if necessary, to recommend a different supervisor.
- 9.5 To consistently monitor the development of the FMT, to help solve any arisen problems, to provide the student with scientific and methodological support.
- 9.6 To verify the progress at the end of each semester by signing the individual plan for the FMT development form (Annex No. 1). If the work plan is not being followed, the Dean's Office of the Faculty of Medicine is to be informed.
- 9.7 If a postgraduate is not acting in accordance with the rights, duties and responsibilities in the Regulations, the Dean's Office of the Faculty of Medicine is to be informed.
- 9.8 When the FMT has been completed, to assess whether the thesis has been prepared properly and to sign the FMT submission before presenting it to a reviewer.
- 9.9 To attend the presentation of the thesis at the FMT conference, if possible.
10. **Consultant of Final Master's thesis** - a professional practitioner who has a PhD or Master's degree, who has mastered the basics of research methodology. A consultant should not work in the same department of LSMU or institution as the supervisor. Consultants for the Final Master's Thesis are approved in the meeting of the department of

the LSMU Faculty of Medicine.

11. **Reviewer** - a person who has a PhD and evaluates the FMT according to the criteria. The list of reviewers is approved by the Dean's Office of the Faculty of Medicine. Duties and responsibilities of a reviewer:

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

12. **Conference of the Final Master's Thesis** - a scientific conference of LSMU, during which FMTs are presented by postgraduates. The presentation and defence of the thesis is held at profile sections of the Conference. The Conference takes place for 1-3 days at the end of the 12th semester of the Medical Integrated Master's Study Programme of LSMU (between May and June). The Conference is organized by the Dean's Office of the LSMU Faculty of Medicine.

13. **Evaluation Commission** - is approved by the Rector LSMU Faculty of Medicine. At least three-person commission group is approved for evaluation of the FMT Conference. The Commission may also include social partners. Function of the Commission:

13.1 Members of the Commission separately evaluate the FMT presentations according to the form approved by the Council of the Faculty of Medicine (Annex No. 4). If the Commission includes the supervisor of the presented FMT, they are not allowed to evaluate the thesis.

13.2 To determine the final grade of the FMT The final evaluation of the Final Master's Thesis is the mean average of: two reviewers' evaluations and the mean of the Commission members.

13.3 To decide on the recommendations for granting the Master's degree for a postgraduate.

13.4 To complete and sign the examination protocol, the schedule and the credit book of a postgraduate.

14. **Appeal Commission** - a commission dealing with complaints arising from the FMT reviews or evaluations of the FMT presentation. The Appeal Commission is appointed by the Dean of the LSMU Faculty of Medicine and approved by the LSMU Rector. The Board consists of five members, including a member delegated by the LSMU Students' Union.

15. **Organization of the FMT completion, process of preparation and defence**

No.	Stages of the thesis preparation	Deadline	Activity Details
Integrated Master's Studies Year IV			
1.	Discussion and announcement of topics	Until the beginning of Semester VIII	Topics are discussed and approved by departments of LSMU after their discussion in the departmental meeting. The list of approved topics is publicly accessible to students in the department and on the Intranet and is given to the Dean's Office of the Faculty of Medicine. The Dean's Office publishes the list on the Intranet of LSMU before the beginning of Semester IX.
2.	Student briefing on the process of the FMT preparation	The end of Semester VIII	The Dean's Office organizes a methodological introduction of students to the FMT preparation.
3.	Department distribution	The end of Semester VIII	Student allocation to the FMT completion sites among the LSMU departments is organized by the Dean's Office of the Faculty of Medicine. The distribution process involves representatives delegated by the Student Union (LSMUSA). The department allocation is based upon the accumulative grade mean average of the students . Prior to department allocation, a student can apply to an individual LSMU department asking for a specific topic for the FMT. Upon the agreement of the department, it is taken into consideration during the distribution.

	Integrated Master's Studies Year V
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4.	Approval of supervisors	Beginning of Semester IX, September	The department approves supervisors for postgraduates.
5.	Finalizing the list of supervisors and topics for the theses	Until November 15	Under the counselling of a supervisor, the postgraduate prepares the FMT conduction plan (aims, goals and expected results are developed) and presents a plan of 1-2 pages in writing for discussion by the department. After being fully prepared, reviewed by the department and signed by the supervisor, the student presents the FMT plan to the Dean's Office.
6.	Study of the scientific literature	Semester IX	The student carries out a theoretical investigation of the topic: they collect literature related to the topic and begin literature analysis. At the end of the semester, the student gives the supervisor a list of literature and a short preliminary analytical literature review, expressing their attitude towards the questions being investigated.
7.	Scientific literature analysis, research organization and progress	Semester X	The student further analyses literature and interprets the discovered scientific claims; they compose the theoretical part of the thesis and explain the study methodology. They provide documents for the Ethics Committee and obtain the clearance required to undergo research. At the end of the semester, they submit a preliminary literature review to the supervisor. The data collection or experimental study is planned and organized.
Integrated Master's Studies Year V			

	Study organization and process	Semesters IX-XII	The data collection or experimental study is continued. The theoretical and practical value of the obtained results is discussed. Results are systematised and analysed. At the end of the semester, the supervisor is provided with a report about the results along with a summary about the results.
9.	The FMT composition/presentation	Semester XII,	The FMT is written. The prepared thesis is presented to the supervisor. The thesis is presented to the reviewer. Preparation for the thesis presentation. The summary of the thesis, Lithuanian and English, is uploaded to the electronic database of LSMU. The thesis is saved as a PDF file on a CD-ROM and is stored in the LSMU library.

16. Postgraduates may continue research work started during earlier years in their studies (e.g. with the LSMU Student Scientific Society) and present results. The supervisor of the Final Master's Thesis verifies that data from previous scientific work makes up at most 25% of the data in the FMT.
17. A postgraduate has the right to submit a written appeal to the head of a LSMU department, requesting to replace their FMT supervisor. The department examines the request and makes a decision within 10 working days. A copy of the request and the decision is presented to the Dean's Office. The new supervisor decides whether the postgraduate should continue the started research or whether the FMT topic should be changed. If the FMT topic is changed, the postgraduate must inform the Dean's Office of the LSMU Faculty of Medicine in written form within 5 days.
18. A student has the right to submit a written appeal to the Dean's Office of the LSMU Faculty of Medicine regarding the wish to change the allocated department and the FMT topic. The request shall be examined and a decision shall be taken within 10 working days.
19. A postgraduate must present a prepared preliminary FMT text for the supervisor of the Final Master's Thesis at least 2 months before the FMT presentation at the Conference (the Conference date must be stated in the study plan). If the supervisor weaknesses in the original FMT text, the supervisor will direct the postgraduate student to revise the FMT. After evaluating the revised FMT, the supervisor shall sign the FMT presentation and, together with a completed form of the individual plan for the FMT development (Annex

- No. 1), shall present it to the Dean's Office of the LSMU Faculty of Medicine at least 1 month prior to the FMT presentation at the Conference, (the Conference date must be stated in the study plan).
20. The Dean's Office of the LSMU Faculty of Medicine distributes the received FMTs among the reviewers (at least two reviewers receive one FMT). The postgraduate and the supervisor are to be acquainted with the preliminary review at least 2 weeks prior to the FMT presentation at the Conference. A postgraduate must revise the FMT and prepare it for a second review within 3 working days after receiving the preliminary review.
 21. Receiving at least one positive review authorises the thesis to be defended at the FMT Conference. Permission to defend the FMT is finalized by the order of the LSMU Rector.
 22. The date for the FMT Conference is to be chosen and the Thesis Commission is offered by the Dean of the Faculty of Medicine shall be appointed by the Rector.
 23. The date for the FMT Conference is announced no less than 3 months in advance at the Dean's Office of the Faculty of Medicine and on the Intranet.
 24. At the meeting during the FMT Conference, students present the Final Master's Thesis during which the following are specified: the thesis title, the aim, the objectives, the work methods, the results, the conclusions and the practical recommendations. The presentation should not exceed 10 minutes. The postgraduate is to answer any comments and questions set by the Conference participants.
 25. During the FMT Conference, the members of the Defence Committee evaluate each thesis presentation according to the criteria adopted by the Council of the Faculty of Medicine and complete the Conference Committee Member Final Master's Thesis evaluation form(Annex No. 4).
 26. If the FMT supervisor is a member of the Evaluation Committee, he is required to withdraw from the FMT evaluation process.
 27. The evaluation grade of the Final Master's Thesis is the mean average of the following: the mean average of the reviewers' evaluations and the mean of the Evaluation Commission members evaluations.
 28. The evaluation grade of FMT presentation is recorded in the minutes of the Thesis Commission, as an electronic statement and in the credit book of the postgraduate. Statements are to be filled in by the secretary and signed by the Chairman of the Thesis Commission.
 29. If dishonesty is noticed by the supervisor of the Master's thesis, during the preparation or defence of the FMT, the reviewer or the member of the Thesis Commission shall present

an official report to the Dean of the Faculty, who shall form a commission based on the regulations of the studies of the bachelor's, master's and integrated master's studies at LSMU (Item 134).

30. An FMT which has been unsuccessfully defended (evaluated with a grade less than 5 during the Conference) and has not received any positive reviews, shall be considered an academic failure.
31. In the event that a student disagrees with the FMT evaluation, the student has to the right to appeal to the Dean of the Faculty of Medicine within 1 working day. The Appeal Commission considers the appeal and submits its decision within 5 working days. The Appeal Commission is required to invite the postgraduate student who submitted the appeal, as well as the Chairman and members of the FMT Thesis Commission, and if necessary – the supervisor or reviewers of the Master's thesis, to the meeting.

Annex No. 1

INDIVIDUAL DEVELOPMENT PLAN FOR THE FINAL MASTER'S THESIS

Student: _____

of Group: _____, Course: _____ of the Medical Integrated Master's Studies Programme

Duration of Master's studies: _____ to _____

Supervisor : _____

Department: _____

Title of thesis: _____

Abstract of the thesis:

Aim:

Objectives:

Process of the FMT process:

Semester	Scheduled tasks	Presentation of the thesis at the LSMU Student Scientific Society and/or other conferences, publications	Completed /incomplete (evaluation and signature of the Supervisor)
IX			
X			
XI			
XII			

Student; Name, Surname, Signature: _____

Supervisor: Name, Surname, Signature: _____

Department Head: Name, Surname, Signature: _____

REQUIREMENTS FOR THE FINAL MASTER'S THESIS

1. STRUCTURAL REQUIREMENTS

Length. The recommended length of the final Master's thesis is 20-40 pages (excluding annexes).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

methods and methods of data analysis.

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

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

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

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

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

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

2. METHODOLOGICAL REQUIREMENTS

Spelling and punctuation. The final Master's thesis must be written in grammatically correct Lithuanian or in any other European Union language, without errors.

Foreign nominals are written in the original language in accordance with the standards set by the Commission of the Lithuanian Language. Russian surnames are written in the Latin alphabet excluding the patronymic.

References to the scientific literature publications cited in the text (the number of it is in the literature list) are written in square brackets; for example [12].

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

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

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

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

al.” and a number of the quoted reference is indicated in square brackets. Full bibliographic description of the quoted reference is provided in the list of references. If a publication is not written in Roman characters – the links should be written using transliteration: Lukov et al. [19].

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

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

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

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

Annex No. 3

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

Reviewer's Examination Form

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

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

Reviewer's comments and questions:

Strengths of the Final Master's Thesis:

Weaknesses of the Final Master's Thesis:

Evaluation of the Final Master's Thesis:

Can be presented for the secondary review after corrections

Can be presented for the defence; evaluation of _____ (evaluation scale 5 to 10)

Cannot be presented for the defence; evaluation of _____ (evaluation scale 1 to 4)

Reviewer's signature:

EVALUATION OF THE FINAL MASTER'S THESIS

Evaluation Form of the Defence Commission Member

Final master's thesis title: _____

by the postgraduate _____ from Group ____

of the Medical study programme

Evaluation Criteria of the Final Master's Thesis Presentation

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

FMT Thesis Commission member comments:

Thesis Commission Member Signature: _____