

APPROVED by
Resolution No__ of 24 February 2026 of
the Council of Vilnius University Faculty of Medicine

1.5.40 E-150000-TPN1-64

METHODOLOGICAL GUIDELINES FOR THE PREPARATION, DEFENCE, AND STORAGE OF FINAL THESES OF VILNIUS UNIVERSITY FACULTY OF MEDICINE

CHAPTER I GENERAL PROVISIONS

1. The Methodological Guidelines for the Preparation, Defence, and Storage of Final Theses of Vilnius University Faculty of Medicine set out the procedure for the preparation, defence and storage of final theses for the students on the bachelor's degree, master's degree, and integrated study programmes at Vilnius University Faculty of Medicine (hereinafter – Methodological Guidelines). They have been drawn up in accordance with the Regulations for the Preparation, Defence, and Storage of Research Papers of Students Studying at Vilnius University (consolidated version, effective date, 18 November 2020) and Guidelines for the Use of Artificial Intelligence at Vilnius University approved by Resolution No SPN-54 of 18 June 2024 by the Senate of Vilnius University.

2. Terms used in these Methodical Guidelines:

2.1. Final thesis (hereinafter – thesis, final thesis) – a research paper independently produced by students during the first cycle (bachelor's), second cycle (master's), and integrated study programmes compliant with the requirements for university studies and demonstrating the student's ability to apply the knowledge acquired during their studies, to select and use (analyse, interpret, present, etc.)¹, the necessary scientific literature, to apply the research methods appropriately, solve the assigned tasks independently, provide their own conclusions (mandatory), and recommendations (preferred), and to describe the research using the correct language accurately and clearly.

2.2. Final Thesis Defence Committee (hereinafter – the Committee, Defence Committee) – a committee formed by the head of the department, clinic or institute or the chair of the study programme and approved by the order of the Rector of Vilnius University and comprised of competent specialists from the appropriate field of study: researchers, lecturers, professional practitioners, representatives of social partners, or of other research and study institutions whose education, or activities of the organisation represented, are related to the study area of the theses being defended.

2.3. eLABa – the information system of the Lithuanian Academic Electronic Library in which research and study documents and/or their metadata are accumulated and provided for public access.

2.4. Embargo period – a period during which public access to an e-document of the final thesis is restricted.

2.5. Unit administrator – an employee of the unit who is appointed by the head of the unit and who is responsible for the management of data related to the studies carried out in the unit within the Vilnius University Study Information System (VU SIS).

2.6. Unit – a structural division of the Faculty of Medicine, a branch academic unit (institute) with administrative unit rights, or organisational formations operating in institutes that do not have administrative unit rights (departments, clinics, centres, groups, etc.).

¹ Wyer PC, Rowe BH, Guyatt GH, Cordell WH. The clinician and the medical literature: When can we take a shortcut? *Annals of Emergency Medicine*. 2000 Aug;36(2):149–155.

2.7. Plagiarism – the misappropriation of another person’s authorship, i.e., the presentation (use) of a text or part thereof, that is protected by copyright without crediting the true author and source of that text or by improperly crediting the author and source of the text (failing to comply with citation requirements) or by providing a misleading reference.

CHAPTER II TYPES AND TASKS OF FINAL THESES

3. Final theses by type may be:

3.1. quantitative², qualitative³ and mixed;

3.2. pre-clinical and clinical⁴;

3.3. descriptive⁵ and analytical⁶;

3.4. extended literature reviews (narrative reviews)⁷ and systematic literature reviews⁸.

4. The key characteristic of an analytical thesis is a comparison of groups of subjects. An analytical research paper must include the following sections: title page, table of contents, abbreviations, summary in Lithuanian and English, keywords, introduction, relevance and originality, aim and objectives, literature review, research methods, research results, discussion of results, conclusions and recommendations, list of references, and annexes. In the event that an analytical examination of a clinical dataset was conducted, the section on research methods must describe the type of research, sampling, inclusion of subjects, and research methods employed, including statistical methods. The research results must be provided in accordance with the requirements for descriptive and comparative statistics. The results must be presented in tables and figures with only the key findings reiterated in the text. Tables or figures must be clear and understandable. In the section on the discussion of the results, data of the research conducted must be compared with other research carried out in Lithuania and abroad in the field under consideration and published in peer-reviewed literature; strengths and weaknesses of the research carried out should also be discussed.

5. The description of a clinical case(cases). This is a descriptive research paper that describes one or more clinical cases using descriptive statistical methods⁹. A descriptive research paper must include the following sections: title page, table of contents, abbreviations, summary in Lithuanian and English, keywords, introduction with originality or relevance of the clinical case(s) indicated, description of the clinical case(s), review and discussion of literature, conclusions and suggestions (if appropriate), list of references, and annexes. The discussion should reflect the international experience accumulated in solving a similar clinical problem.

6. Qualitative research. Qualitative research is carried out using an interview method. Qualitative research must include the following sections: title page, table of contents, abbreviations, summary in Lithuanian and English, keywords, introduction (relevance and originality, aim and objectives of the research), literature review, research methods, research results, discussion of the results, conclusions and recommendations, and list of references. The section on research methods must support the choice of the method, the methods of research data analysis, and the characteristics

² Fleetwood D. Quantitative Research: What It Is, Tips & Examples [Internet]. QuestionPro. 2018 [cited 2023 Jul 7]. Available from: <https://www.questionpro.com/blog/quantitative-research/>

³ Denny E, Weckesser A. Qualitative research: what it is and what it is not. *BJOG: An International Journal of Obstetrics & Gynaecology*. 2019;126(3):369–369.

⁴ Kiani AK, Pheby D, Henehan G, Brown R, Sieving P, Sykora P, et al. Methodology for clinical research. *Journal of Preventive Medicine and Hygiene*. 2022 Oct 17;Vol. 63 No. 2S3:E267 Pages.

⁵ Grimes DA, Schulz KF. Descriptive studies: what they can and cannot do. *Lancet*. 2002 Jan 12;359(9301):145–149.

⁶ Grimes DA, Schulz KF. An overview of clinical research: the lay of the land. *Lancet*. 2002 Jan 5;359(9300):57–61.

⁷ Gasparyan AY, Ayvazyan L, Blackmore H, Kitas GD. Writing a narrative biomedical review: considerations for authors, peer reviewers, and editors. *Rheumatol Int*. 2011 Nov;31(11):1409–1417.

⁸ Harris JD, Quatman CE, Manning MM, Siston RA, Flanigan DC. How to write a systematic review. *Am J Sports Med*. 2014 Nov;42(11):2761–1768.

⁹ Guidelines To Writing A Clinical Case Report. *Heart Views*. 2017;18(3):104–105.

of the research subjects. The results should be presented according to the principles of inductive and deductive analysis.

7. Extended literature review (narrative). When writing an extended literature review, methodology and results should be provided in a way convenient for the author. A descriptive literature review must include the following sections: title page, table of contents, abbreviations, summary in Lithuanian and English, keywords, introduction (relevance and originality, aim and objectives of the paper), methods (databases and search keywords should be specified), results where the selected sources of literature are examined, a summary of results, conclusions, recommendations, list of references, and annexes.

8. Systematic literature review. A systematic literature review starts with the compilation of the systemic review questionnaire and protocol. The following structure is recommended: title page, table of contents, abbreviations, summary, introduction, aim of the paper, and research methods including the criteria for inclusion and exclusion of articles, strategy used to search for the sources, and strategy used to select the articles. The characteristics of the selected studies, results of these studies and their summary, conclusions, and a list of references should also be included.

9. Tasks set when preparing the final thesis to show the student's ability to:

- 9.1. apply the knowledge acquired during studies is assessed;
- 9.2. find and use relevant scientific literature;
- 9.3. draw up a research protocol (plan) depending on the nature of research being carried out;
- 9.4. set the aim and objectives of the research;
- 9.5. select and apply appropriate data analysis methods;
- 9.6. obtain, summarise and critically evaluate the results (to analyse the collected empirical, practical and experimental data);
- 9.7. interpret the research findings;
- 9.8. provide conclusions and/or recommendations (where possible);
- 9.9. describe the research using the correct language.

CHAPTER III RIGHTS AND OBLIGATIONS

10. A final thesis may be supervised by lecturers or researchers from Vilnius University Faculty of Medicine having experience in the relevant field of science¹⁰. A student may have a thesis advisor. The advisor does not necessarily have to be a member of the staff at Vilnius University. The thesis supervisor should consult the student on various methodological and subject-specific issues pertaining to the thesis as well as the structure, scope, and contents of the thesis.

11. A first meeting with the supervisor is required and can be held in person or online via the MS Teams platform. Correspondence between the thesis supervisor and student regarding the final thesis must only be made via university email or MS Teams.

12. The thesis supervisor is required to reply to emails from the student within 5 working days. The thesis supervisor should conduct a systematic supervision of the progress of the student's final thesis preparation, provide comments and suggestions to them, assess the suitability and compliance of the completed final thesis with the requirements defined for final theses, and decide whether to allow the student to defend the final thesis or refuse its defence.

13. Authorisation or approval of a health care institution and/or competent biomedical research ethics committee to conduct research:

13.1. Where personal clinical data or images are to be collected and used in the final thesis, before collecting and processing clinical data the student must obtain the permission of the health

¹⁰ In exceptional cases, the final thesis may be supervised by an employee of another unit of Vilnius University or other research institution approved by the Study Programme Committee. The Study Programme Committee will inform them about the terms and conditions of supervising final theses at Vilnius University Faculty of Medicine.

care institution administration to use clinical data in their final thesis. Enclosing the permission of the health care institution administration as an annex, is recommended.

13.2. Where the student was included in a biomedical research as another participating party, no additional authorisation from the health care institution shall be required. In this case, the authorisation of the competent biomedical research ethics committee to conduct the biomedical research should be enclosed.

13.3. If the student is provided with a set of data collected earlier, it should first be depersonalised. In this case, no permission of the health care institution is required concerning the use of such a dataset.

13.4. The thesis supervisor will ensure that authorisation to conduct a biomedical research is obtained where it is anticipated that the student will take part in biomedical research and/or will use its data in preparing their final thesis. The thesis supervisor will also advise the students on requirements applied by health care institutions.

13.5. If a student is provided with a dataset for analysis, the thesis supervisor must first depersonalise it before providing it to the student.

14. Should any questions arise regarding the choice and execution of the thesis topic, the student may contact the head of the department, clinic or institute, who will resolve the problems arising within the area of their responsibility (suggest a new topic or appoint another supervisor of the final thesis). In the event of any disputes between the student and the thesis supervisor, the disagreements must be resolved in the department, clinic or institute in the presence of the head of the department, clinic or institute.

15. A student must independently prepare their final thesis in good faith, in compliance with the provisions of the Law on Copyright and Related Rights of the Republic of Lithuania¹¹, the Code of Academic Ethics of Vilnius University¹², the Law on the Legal Protection of Personal Data of the Republic of Lithuania¹³, the Guidelines for the Use of Artificial Intelligence at Vilnius University¹⁴, and these Methodological Guidelines.

16. A thesis is considered not to have been prepared independently if it is written in whole or in part by another author (another author's work rewritten or a part thereof copied without providing references (appropriation of authorship), or the rules for citation established in the Law on Copyright and Related Rights of the Republic of Lithuania, the Guidelines for the Use of Artificial Intelligence at Vilnius University, and other legal acts, or the rights of third parties to the results of their creative work or experimental data have been infringed.

17. In preparation of their final thesis, students may use generative artificial intelligence models only with the approval of the thesis supervisor. If generative artificial intelligence models were used in the final thesis, the student must clearly state this in their thesis and provide a description under the research methods. Should any questions arise, the thesis supervisor will consult the student on the use of generative artificial intelligence models.

18. All or part of the thesis cannot be used for assessing a student's performance in any other study subject at the university or other higher education institutions (except when students use their own research papers in the final thesis or when several research papers, with the consent of their supervisor(s), constitute a single continuous research project).

19. A student is solely responsible for the preparation, quality and authenticity of the final thesis.

¹¹ Law on Copyright and Related Rights of the Republic of Lithuania; access via internet: <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.81676>

¹² Code of Academic Ethics of Vilnius University; access via internet: https://www.vu.lt/site_files/Akademines_etikos_kodeksas_suvestine_redakcija.pdf

¹³ Law on the Legal Protection of Personal Data of the Republic of Lithuania; access via internet: <https://e-seimas.lrs.lt/portal/legalActEditions/lt/TAD/TAIS.29193?faces-redirect=true>

¹⁴ Guidelines for the Use of Artificial Intelligence at Vilnius University; access via internet: https://www.vu.lt/site_files/SPN-54_2024_priedas.pdf

CHAPTER IV

DECLARATION, SELECTION, AND REVISION OF FINAL THESES TOPICS

20. The thesis topics for students studying in the Lithuanian language are to be provided in the Lithuanian language with a translation into English included (Annex 1). The titles of the final thesis topics for those studying in the Lithuanian language and English language cannot replicate each other.

21. The final thesis topics can be proposed by the departments, clinics, institutes, and/or the Study Programme Committee of the Faculty of Medicine and uploaded by the administrators of these units to the VU SIS. The periods for announcing the topics for students are specified in the Timetable (Annex 2). The proposed final thesis topics should correspond to the topics of research carried out by the department or clinic. The topics and supervisors of final theses will be approved in accordance with the current Regulations for the Preparation, Defence, and Storage of Research Papers by Students at Vilnius University.

22. Topic proposal by a student:

22.1. A student may propose a topic for their final thesis.

22.2. The proposed final thesis topic must be agreed with the potential supervisor by providing the title of the thesis and a short description of the planned work. After reaching an agreement with the potential supervisor, the student is required to send a request by email to the administrator of the appropriate unit of the department, clinic or institute indicating the title of the topic and thesis supervisor. This request should be signed by the student and their final thesis supervisor (Annex 3). The approval of the request will be carried out in accordance with the Regulations for the Preparation, Defence, and Storage of Research Papers by Students at Vilnius University. Once the application has been approved, the administrator of the unit will enter the final thesis title into the VU SIS. The student's thesis topic must be approved within the timescale specified in the Timetable presented in Annex 2.

22.3. Where the topic proposed by the student is not approved, they must select a topic from the list of approved topics in accordance with the procedure established in these Methodological Guidelines.

23. A student's previous research paper:

23.1. Students may continue with a research project and submit it as a final thesis.

23.2. Students may continue a research project started or conducted in the course of their studies and submit it as their final thesis. In this case, a request to propose or change a topic should also be submitted (Annex 3).

24. Declaration of selected topics:

24.1. Students from all study programmes will choose their topics within the topic selection period established in Annex 2.

24.2. After selecting a topic from the published list, the student must immediately notify the thesis supervisor of their choice using the university email, and communicate and cooperate with the thesis supervisor when preparing the final thesis.

25. Revision and change of topics:

25.1. The topic of the final thesis being prepared may be revised or changed.

25.2. Titles of the thesis topics may be revised, in special circumstances, and the topic may be changed within the terms specified in Annex 2.

25.3. In the case of a thesis topic change or revision, a new request must be submitted (Annex 3), signed by the supervisor of the topic being proposed or revised. An appropriately filled request must be sent by email to the administrator of the unit in which the thesis will be defended. After changing a topic, the student must inform the administrator of the unit in which they had previously selected their topic, by email. The unit administrator shall cancel the selection of the previous topic in the VU SIS.

CHAPTER V

PREPARATION OF FINAL THESES

SECTION ONE PREPARATION OF BACHELOR'S THESIS

26. A bachelor's thesis is a written paper that is produced by the student independently and that meets the requirements defined for university studies.
27. The bachelor's thesis must be completed within the timeframe specified in Annex 2.
28. The bachelor's thesis will be completed in Lithuanian or English. Those studying in Lithuanian may prepare the thesis in English only, subject to the approval of the thesis supervisor.
29. The bachelor's thesis should comprise at least 30 pages including the title page and list of references, but excluding annexes. The number of annexes is not limited.
30. The content of the final thesis depends on the aim and objectives of the thesis, and research methods used. The structure of a bachelor's thesis is not strictly defined as it depends on the field of study or the nature of the research; headings of sections and subsections should reveal the essence of the topic under consideration and be coherent and reasoned.
31. The bachelor's thesis may also be an extended (narrative) literature review, a qualitative research or a mixed research (quantitative and qualitative).

SECTION TWO PREPARATION OF MASTER'S THESIS

32. A master's thesis is a written paper that is completed independently by a student in their second cycle study programme and that meets the requirements defined for university studies. It must be a relevant, original and interesting research paper that marks the completion of studies.
33. The aim of the master's thesis is to demonstrate the student's ability to apply the theoretical and practical knowledge acquired while studying certain subjects to solve a chosen problem.
34. The master's thesis must be prepared within the timeframe specified in Annex 2.
35. The final thesis may be written in Lithuanian or English. Those studying in Lithuanian may prepare the thesis in English only, subject to the approval of the thesis supervisor.
36. The recommended length of the master's thesis is at least 40 pages including the title page and list of references, but excluding annexes. The number of annexes is unlimited.
37. The master's thesis must be clearly structured; the section headings will depend on the nature of research and field of study. Irrespective of the type of research, the final structure of the paper should be agreed between the student and their supervisor. No strict obligatory structure is applied to the final theses in master studies.

SECTION THREE PREPARATION OF THE FINAL THESIS IN THE INTEGRATED STUDY PROGRAMME

38. The final thesis in the integrated study programme is a written paper that is completed by a student in their second-cycle study programme, that meets the requirements defined by university studies. It must be a relevant, original, novel, creative and independently written research paper that marks the completion of studies.
39. The aim of the final thesis is to demonstrate the ability of the master's degree student of the integrated study programme to apply the theoretical and practical knowledge acquired while studying certain subjects to solve a chosen problem.
40. It must be prepared within the timeframe specified in Annex 2.
41. The final thesis may be written in Lithuanian or English. Those studying in Lithuanian may prepare the thesis in English only, subject to the approval of the thesis supervisor.

42. The recommended length is at least 40 pages including the title page and list of references, but excluding annexes. The number of annexes is unlimited.

43. The final thesis must be clearly structured; the section headings will depend on the nature of research and field of study.

44. Irrespective of the type of research, the final structure of the paper should be agreed between the student and their supervisor. Students of integrated study programme are not required to follow an obligatory structure.

SECTION FOUR MID-TERM FINAL THESIS ASSESSMENT

45. The mid-term final thesis assessments are carried out in all cycles of studies.

46. They are organised by the internal academic formations of the Faculty of Medicine and/or institute in which the supervisor of the final thesis is employed (hereinafter – the responsible unit). Mid-term assessment plans are defined by the responsible units or study programme committees scheduling the assessment dates, and students will be informed. The students must be assessed for the work completed within the timeframe specified in the study programme. This will be recorded in the appropriate form (Annex 4) and signed by the student and supervisor. The form will be stored in the responsible unit¹⁵.

47. The final thesis supervisor and the student are responsible for conducting mid-term assessments.

48. Defence of the final thesis will only be permitted where all mid-term assessments have been completed.

49. The mid-term assessment documents are electronically stored for 5 years together with the final thesis and defence procedure documentation in responsible units; administrators of responsible units are in charge of the storage.

SECTION FIVE STRUCTURE OF THE FINAL THESIS

50. The structure of the thesis outlined in these guidelines is recommended for all study programmes irrespective of the level and field of study. It may be changed or supplemented with new sections and subsections depending on the field of study and nature of the research. Section headings in the final thesis may be changed according to the nature of the study programme.

51. The recommended structure for the analytical thesis as the most common type of thesis prepared in all study programmes is provided below:

51.1. Title page (Annex 5). This should indicate the thesis topic, the given name and surname of the author and supervisor of the thesis, names of the institutions where the research was carried out, the study cycle (bachelor's, master's or integrated studies), and title of the thesis in Lithuanian (in lower case). In English, the title must be shown using the title case format. The title may not contain any abbreviations in either language. The title page template for the thesis provided in Annex 5 must be used; characters not included in the example may not be used, and the text format is defined below in section six.

51.2. Table of contents. This should be generated automatically so that accessing certain parts of the thesis is possible.

51.3. Abbreviations. Where words or units of measurement etc. appear repeatedly, abbreviations are required. They must be defined on the page dedicated to them. There must be no abbreviations used in the title, summary or conclusions of the thesis. If necessary, a page with explanation of abbreviations may be added.

¹⁵ Responsible units may approve alternative procedures for mid-term assessment other than those described above. In this case, responsible units or study programme committees must inform the students during the first session of the Final Thesis Preparation course unit.

51.4. Summary. This is normally up to 400 words in Lithuanian and English. The following parts of the summary are required: a brief substantiation of the research, the aim and objectives of the research, research methods used, research results, and conclusions.

51.5. Keywords. From three to six keywords should be provided.

51.6. Introduction. This reveals the idea for the research. It is important to indicate the relevance and/or originality of the research. The section should be concluded with the aim and objectives of the research. The aim of the final thesis is to address one issue of theoretical and/or practical relevance to the life of an individual or society, or science. It must be specific and formulated in one sentence. Objectives are set to achieve the aim. The final thesis should have no more than four objectives. It is not necessary to formulate objectives for a clinical case description or literature review. Verbs such as *to establish*, *to evaluate*, etc. are recommended when defining the research aim and objectives. It is not advisable to use verbs like *to analyse*, *to research* in the title of the thesis, or when stating the aim and objectives of the research. Analysis and research are methods intended for achieving the defined objectives and aim.

51.7. Literature review. This section outlines how literature sources were selected and ultimately used. The literature review should critically assess the research carried out on the relevant topic in Lithuania and abroad and the problems that have been solved or that need to be solved today and in the future thereby substantiating the need for the research. It is recommended that the majority of the research discussed in the thesis should have been carried out in the past 10 years. In an analytical thesis, the literature review should not exceed 30% of the entire thesis.

51.8. Methodology. The methods used in the final thesis are particularly important and determine the success of further research. It is therefore necessary to describe the methods used in the research consistently and comprehensively, specifying the sources of data, databases, and laboratory, instrumental, clinical, statistical and bioinformation analysis methods etc., that were used and to provide the theoretical argumentation and explanations to justify the choice of these methods. It is necessary to explain the organisation and sequence of research and the specific work carried out by the student. If generative artificial intelligence models were used, a description should be provided as to which models and for what purpose (for what functions) they were used.

51.9. Research results and discussion. This section discusses the data available and results obtained and comprises the largest portion of the thesis. Statistical analysis results should be presented in tables and figures, whereas the text should contain their interpretation. The discussion of the results may be in a separate section or together with the results: here, the student should analyse and critically assess the research results obtained by them and compare them with the data of other studies. The discussion is to be concluded with an overview of the strengths and weaknesses of the research.

51.10. Conclusions and practical recommendations. Irrespective of its nature, a research paper should end with conclusions and, if appropriate, recommendations. Conclusions should be specific and address the aim and objectives of the research. A conclusion should be formulated for each objective. The goal should be to frame the conclusions in such a way that they sum up the results obtained rather than restating them.

51.11. List of references. This should include only the literature sources actually used in the thesis. Bibliography software tools such as *Zotero*, *Refworks*, or *EndNote* should be used to cite and list the literature sources. The Vancouver citation style (commonly used in biomedical sciences) is recommended. The Vancouver style is where references to literature and data sources are provided as a number in parentheses and the reference list is compiled based on the order that they were cited in the text. As an indication, the number of sources should be in the range of 50–60. An alternative citation style (e.g. Harvard or APA), may be used in final theses if this is more appropriate to the type of research.

52. Acknowledgements can be provided at the end of the thesis.

53. Annexes (tables, permissions, questionnaires, technical documentation, official certificates etc.) should be provided at the end of the final thesis.

54. The structure of all other types of final theses (narrative or systematic literature review, description of case(s), qualitative research, etc.) may differ from that of the analytical thesis but must remain close to the relevant type of scientific publication.

SECTION SIX TECHNICAL PRESENTATION OF THE FINAL THESIS

55. The same technical presentation of the final thesis is recommended for all study programmes, irrespective of the field of study.

56. The research paper should be written in Lithuanian or English and must be free of grammatical, style, and proofreading errors.

57. The length of the thesis will vary depending upon the programme in which the thesis is to be defended. If the student wishes to include more additional material, it is recommended to add it as annexes. The number of annexes is not limited.

58. The final thesis should be written in 12-point Times New Roman font, with 1.5 point line spacing. Margins: left – 30 mm, right – 10 mm, top and bottom – 20 mm. Sections and subsections of the thesis must be numbered using Arabic numerals (1; 1.1; 1.2; ... 2; 2.1, etc.).

59. Pages are counted from the title page and numbered from the second page. The page number should be inserted at the bottom right. A title page template is provided in Annex 5.

60. Section headings must be capitalised. A new section should not begin on a new page unless little space is available on the previous page.

61. Each table and figure must have a title. Table titles and numbers must appear above the table (e.g., Table 1). Explanations and abbreviations must appear at the bottom of the table. When a table continues onto the next page, the number and title of the table must be repeated with the word *continued* in parentheses.

62. Diagrams, charts, graphs, etc. are called figures and must have a number and a title at the bottom of the figure (e.g., Fig. 1).

63. Figures and tables must be numbered in the order in which they appear in the text.

64. Large tables, like the strategy for selecting literature sources, etc. may be provided in the annexes.

65. A smaller font may be used for the contents of the tables and the list of references.

66. At the end of the thesis, include bibliographical references to articles that were written by the author of the thesis during the study period and published or accepted by editors is recommended, irrespective of whether they are related to the thesis topic.

67. Literature citations and data sources are mandatory in any research paper. These are provided as a number in parentheses.

68. The list of citations must be compiled according to the Vancouver system and the general requirements for biomedical journal manuscripts. They should appear in the list in the order that they were cited in the text. Another bibliography style (e.g., Harvard or APA) may be used in the final thesis if it is more appropriate to the type of research. To avoid errors when compiling the list of citations, it is recommended to use one of the bibliographic storage and management softwares (*Zotero, Mendeley, RefWorks*, etc.).

CHAPTER VI SUBMISSION OF FINAL THESES FOR DEFENCE

69. Students must submit a fully completed thesis to the supervisor at least 28 calendar days before the deadline for submission of theses to the VU SIS. If the supervisor makes any comments and recommendations, the student must make the appropriate corrections.

70. If the student is late for a mid-term assessment or sends the thesis to the supervisor less than 28 calendar days before the final thesis deadline VU SIS, the student may be refused the opportunity to defend their thesis.

71. The student must upload the final version of the thesis that has been approved by their supervisor to the VU SIS no later than the deadline specified in Annex 2 hereto. The thesis must be uploaded to the VU SIS in accordance with the Procedure for the Administration of Research Papers in the Vilnius University Study Information System¹⁶.

72. The student must sign (by check marking in the system) the pledge (Annex 6) at the same time as uploading the thesis to the VU SIS.

73. The student is responsible for ensuring that the supervisor has read the final version of the thesis, approved it, and authorised it in writing (by email) to allow it to be published in the VU SIS.

74. After uploading the thesis to the VU SIS, the student must send the completed thesis in PDF format using the university email to the administrator of the unit in which the thesis will be defended.

75. Unit administrators must acknowledge receipt of the student's thesis by email within 3 working days of receiving it.

76. Correspondence between students and unit administrators, institute staff, or supervisors must be conducted via university email or the MS Teams platform.

77. Unit administrators will register the final theses in a log (Annex 7), and they will be stored electronically.

78. The title of the thesis indicated on the title page, in the VU SIS, and in the subsequent order regarding the defence of the thesis must match completely.

79. After the student has uploaded the thesis to the system, it automatically performs a check for plagiarism, which is then evaluated by the supervisor. The Electronic Plagiarism Detection Report (Annex 8) should only be completed by the supervisor where the matches exceed 15 % or where the matches are less than 15 %, but they have reasonable grounds to suspect plagiarism.

80. If plagiarism is determined, the final thesis may not be defended or assessed. The final thesis supervisor will inform the Dean of the Faculty of Medicine about the case of dishonesty. After familiarizing themselves with the student's explanation, the Dean of the Faculty of Medicine will impose a sanction provided for in Vilnius University Study Regulations.

81. The final thesis can only be defended if the supervisor concludes that it has been prepared independently and meets the thesis requirements.

82. If the supervisor concludes that the thesis can be defended, they must, within 3 working days after the deadline for submission of a final thesis to the VU SIS note in the VU SIS that the thesis is authorised for defence and notify the student and the responsible administrator of the department, clinic or institute about the decision via the university email.

83. If the supervisor concludes that the thesis cannot be defended, they will within 3 working days after the deadline for submission of a final thesis to the VU SIS, note in the VU SIS that the thesis is not authorised for defence and notify the student and the responsible administrator of the department, clinic or institute about the reasons of this decision, via the university email.

84. If the final thesis supervisor concludes that the thesis cannot be defended or refuses to assess the thesis because it has not been submitted within the timeframe specified in these guidelines, the student has the right to contact the Thesis Defence Committee by submitting a reasoned request for permission to defend the final thesis and they also have to upload the thesis to the VU SIS and complete the pledge no later than 2 working days of the notification of the decision of the final thesis supervisor to the student. The Committee will assess the thesis, the Electronic Plagiarism Detection Report, and the student's reasons, and make the decision regarding permission/refusal to defend the thesis within 3 working days. The student will be notified of the decision via university email.

85. Appointing of the reviewer:

85.1. After assessing the content of the submitted thesis, the head of the department, clinic or institute or the chairperson of the Study Programme Committee will appoint a reviewer.

¹⁶ Access in the internet: <https://www.vu.lt/studijos/studijas-reglamentuojantys-dokumentai#vilniausuniversiteto-teises-aktai>

85.2. The reviewer must be a specialist in the field of health or biomedical sciences with at least a master's degree and relevant working experience in the field.

85.3. The reviewer must submit a review of the final thesis using the form (Annex 9) and provide it to the heads of departments, clinics or institutes no later than 3 working days before the published date of the thesis defence¹⁷. The head of the department or clinic will instruct the unit administrator to forward the reviews to the students and to send the final theses in PDF format, together with the reviews, to the chairs of the respective thesis defence committees via email. The review shall be sent to the student via university email at least 2 working days before the approved date of the final thesis defence.

86. Defence conditions:

86.1. Only those students who have completed their full study programme and have no active academic backlogs may defend their final theses.

86.2. Academic backlogs should be cleared by 15 May of the last study semester. The Department of Studies at the Faculty of Medicine determines whether a particular study programme has been completed by a particular student.

86.3. The final thesis defence is permitted by order of the Dean of the Faculty of Medicine provided that the final thesis meets the conditions below:

86.3.1. The thesis has been submitted and registered with the department, clinic or institute;

86.3.2. The supervisor has carried out the electronic detection of plagiarism, has read and approved the final version of the thesis, and has authorised the defence of the thesis;

86.3.3. The student has no active academic backlogs.

86.4. If the supervisor of the final thesis does not authorise the thesis defence, the student has the right to apply to the Thesis Defence Committee with the request to defend the thesis. The committee shall assess the student's appeal and make the decision regarding the permission/refusal to defend the thesis.

87. Defending the final thesis where an article was published or accepted for publishing:

87.1. This provision applies only to students in the master's and integrated study programmes.

87.2. The final thesis may be defended using article(s) where the student is the first author and the article has been published in the *Clarivate* analytics database on the *Web of Science* journal platform.

87.3. The supervisor of the final thesis defended on the basis of an article shall notify (via email) the head of the department, clinic or institute, the chairperson of the Study Programme Committee, and the student, of their approval for the defence of the thesis on the basis of this article(s). If the supervisor gives their consent, the student must upload the article in PDF format, the pledge (Annex 6), and summary to and complete the metadata of the final thesis in the VU SIS. If the article has not been published but has been accepted for publication, the document certifying its acceptance must be uploaded to the VU SIS as an attachment to the manuscript.

87.4. Where the thesis is defended on the basis of an article, it is not necessary to write and submit the thesis as a separate paper, provided that the student is the first author of the article on the topic being defended that is published in the *Clarivate* analytics database on the *Web of Science* journal platform and that the article is not older than 5 years.

87.5. The review and defence of a thesis based on an article published or accepted for publishing shall be carried out by assessing the article in accordance with the timeframe set out in these guidelines and the requirements of the defence procedure.

CHAPTER VII DEFENCE OF FINAL THESES

¹⁷ In different study programmes, different forms of review may be used depending on the established practice and specifics of final theses in the departments or clinics, institutes, and Study Programme Committees.

88. The final thesis in the bachelor's, master's, and integrated study programmes must be defended at the department, clinic or institute where it was prepared and where the supervisor works.

89. The assessment of the final thesis should follow the criteria set out in the course unit description of the relevant study programme, these methodological guidelines, and the university's Procedure for the Assessment of Learning Achievements.

90. Formation of the Thesis Defence Committee:

90.1. At the Faculty of Medicine, the Thesis Defence Committee is formed in each department, clinic or institute in accordance with the respective programmes within the purview of that institution, provided that there any students willing to defend their final thesis. The Committee shall comprise 5 (five) members and a secretary. At least one of the members of the Committee should represent an institution other than Vilnius University or a social partner. The Committee is led by its chairperson. If required, more than one Committee may be formed in a single department, clinic, or institution. The work of the Committee(s) shall be organised by their chairperson.

90.2. The head of the department, clinic, or institute shall submit the composition of the Thesis Defence Committee (4 members, chairperson, and secretary, and specify the contact information of the chairperson) (Annex 10) by email to the Department of Studies at the Faculty of Medicine by 1 May of the current year. Based on this, the Department of Studies at the Faculty of Medicine will draw up the order of the Dean of the Faculty on Medicine on the defence of the final theses.

91. The defence of the thesis will take place at a meeting of the Thesis Defence Committee. The location for the meeting and the composition of the committee is specified in the relevant order of the Dean of the Faculty of Medicine. The Department of Studies at the Faculty of Medicine will publish the precise time of the meeting on the website for the Faculty of Medicine by 10 May of the current year.

92. Departments, clinics, or institutes may convene more than one meeting of the committee arranged over one or several days if more than 10 theses are to be defended.

93. The supervisor, head of the department, clinic or institute, or the chairperson of the Study Programme Committee may make a request to the Dean of the Faculty of Medicine that the thesis be defended in a closed committee meeting when the results of the thesis are confidential. If there is no objection from the Dean, the Committee is then able to declare the appropriate part of the meeting closed.

94. In addition to the members of the committee and the student, the closed meeting may be attended by the thesis supervisor and reviewer. All the participants of the closed committee meeting are required to sign a confidentiality agreement (Annex 11).

95. The meeting shall be deemed valid if attended by at least 3 members of the committee (chairperson plus 2 members).

96. If the supervisor or reviewer is included in the composition of the committee, they are required to withdraw from participating in the decision regarding the assessment of the relevant thesis that they supervised or reviewed. The supervisor may however chair the committee meeting at which the thesis under their supervision is defended.

97. During the defence, the author of the thesis is required to give a short presentation of their research using a slide template provided by the university.

98. The time available for each presentation is up to 15 minutes¹⁸.

99. The presentation should briefly reflect all parts of the work carried out. It should begin by stating where the research was carried out, the aim and objectives of the research, the results obtained, and finally the conclusions of the research. Only the most relevant references may be cited at the bottom of the slide or at the end of the presentation.

100. The topic of the thesis cannot be questioned during the defence.

101. Following the presentation, committee members and others present at the defence may ask questions.

¹⁸ Units have the right to decide on a different length for presentations and in that case must notify students at least 5 working days before the date of the final thesis defence.

102. After the student's presentation and their answers to the questions, the reviewer will give their opinion about the final thesis. If the reviewer is unable to attend the Thesis Defence Committee meeting, the reviewer's written review will be read aloud by the chairperson.

103. Final theses will be assessed by the Thesis Defence Committee in a closed session.

104. The final score for the thesis consists of the assessment by the committee (80%) and the assessment from the reviewer (20%).

105. The Committee members must follow the scoring system provided in these guidelines (Annex 12)¹⁹.

106. When assessing the thesis, it is also recommended that assessors take into account the defence of the thesis, the thesis author's answers to the questions of the reviewer, committee members, and other persons taking part in a public defence, the opinion of the supervisor, the correctness of the language used in the final thesis, entries in the mid-term assessment form, and the dissemination of the research results as indicated by the student.

107. Each member of the committee will score the thesis and then the mean value of the scores from all committee members will be determined using the rule of arithmetic rounding. The reviewer's score will receive arithmetic rounding too,

108. The final score calculation formula:

$$(\text{reviewer's score}) * 0.2 + (\text{mean value of the Thesis Defence Committee scores}) * 0.8 = \text{final score}$$

Example:

There are five members of the Thesis Defence Committee attending the meeting; one of them withdraws from the assessment because they are the supervisor of the thesis being defended and another one withdraws as they are the reviewer of the same thesis.

The reviewer scored the thesis 8 points; three members of the Thesis Defence Committee gave 7, 7, and 8 points. Thereby, the mean score of the committee is 7.3.

The final score is then calculated in accordance with the formula above:

$$8 * 0.2 + 7.3 * 0.8 = 1.6 + 5.8 = 7.4 = 7.$$

So, the final score of this final thesis is 7.

109. Following the meeting of the Thesis Defence Committee, a report is completed specifying the score of the final thesis, the access status of its storage in eLABa and whether the embargo period is to be applied or not. The document will be signed by the chair and secretary of the Thesis Defence Committee via the Vilnius University Documentation Management System, *Avilys*.

110. Based on this report, minutes of the final thesis defence shall be automatically formed in the VU SIS in which the student is awarded the relevant degree and/or qualification, as provided for in the study programme description. The minutes of final theses defences are stored for 10 years.

111. Dispute resolution:

111.1. The decision of the committee regarding the assessment of the thesis is not subject to appeal.

111.2. In the case of procedural breaches in the defence of the final thesis that may have affected the assessment of the final thesis, a student has the right to appeal to the Dispute Settlement Committee at the Faculty of Medicine no later than 3 working days after the defence date by filing an appeal in accordance with the procedure specified in the regulations of the Dispute Settlement Committee of the core academic unit at Vilnius University. The appeal should refer to the procedural breach in the thesis defence and the circumstances that support the fact of said breach.

112. Students are allowed to defend their final thesis a second time only after they have resumed their studies and not earlier than the following semester, and if the defence of their final

¹⁹ In different study programmes, different Thesis Defence Committee member assessment forms may be used depending on the established practice and specifics of final theses in departments or clinics, institutes, and Study Programme Committees.

theses is not planned in the unit during the following semester, they will only be able to defend the thesis in the next academic year.

113. If the thesis on the same topic is not defended a second time, a new final thesis on a different topic must be prepared.

114. Final theses are stored on the VU SIS in electronic form and subsequently are transferred to the Lithuanian Academic Electronic Library Information System (eLABa) in accordance with the procedure and terms set forth in its regulations. Final theses must be stored in the departments or clinics for a period of 5 years in electronic format (PDF) together with the documents of the defence procedure.

115. The student is responsible for systemising the initial material of the final thesis and then transferring it to the supervisor after the defence.

116. All defended theses must be made publicly available on the eLABa unless the committee decides not to publish the final thesis. The decision to not publish the thesis on eLABa is made by the committee after considering a student's request.

117. The decision not to publish the thesis in the eLABa is possible, where:

117.1. information used in the final thesis is confidential as defined by the legislation of the Republic of Lithuania;

117.2. any uploading and/or publication of the final thesis would infringe the rights of the author(s), the manager of the eLABa, or other subjects of copyright;

117.3. the uploading and/or publishing the thesis would infringe the right to privacy of the data subjects;

117.4. the student requests an embargo period as indicated in the pledge (Annex 6).

(Titles of proposed topics. To be completed by department or clinic administrator(s))

Table 1. List of final thesis topics for students instructed in Lithuanian.

Department, clinic or institute _____

Ref No	Title of the final thesis (in Lithuanian and English)	Name and surname of the supervisor	Position held in the Faculty of Medicine

Table 2. List of final thesis topics for students instructed in English.

Department, clinic or institute _____

Ref No	Title of the final thesis (in English)	Name and surname of the supervisor	Position held in the Faculty of Medicine

Annex 2
to the Methodological
Guidelines for the
Preparation, Defence, and
Storage of Final Theses of
Vilnius University Faculty
of Medicine

Timetable

Publication of topics	Selection of topics	Mid-term assessment²⁰	Change of topics	Revision of topics	Final thesis upload to the VU SIS
BACHELOR'S STUDIES					
By 1 November in semester 5	By 1 December in semester 5	According to the timetable provided to the students by the responsible unit, however a minimum of one semester before the end of studies	By 1 October in semester 7	By the start of semester 8	By 20 May in semester 8
MASTER'S STUDIES					
By 1 November in semester 1	By 1 December in semester 1	According to the timetable provided to the students by the responsible unit, however, a minimum of one semester before the end of studies	By 1 October of semester 3	By the start of semester 4	By 20 May of semester 4
INTEGRATED STUDIES					
By 1 November in semester 7	By 1 December in semester 7	According to the timetable provided to the students by the	By the end of week 1 of semester 10 for studies of medicine or	By the end of week 1 of semester 12 for studies of medicine or	By 10 May of semester 12 or 10

²⁰ Mid-term assessments shall be organised by the department, clinic, or institute in which the supervisor of the final thesis works (hereinafter – responsible unit).

		responsible unit, however, a minimum of one semester before the end of studies	1 October in semester 9 for other integrated studies	the start of semester 10 for other integrated studies	
--	--	---	--	---	--

(Request to propose or change the thesis title. To be completed by the student)

REQUEST

To the Head of _____
(name of the department, clinic, institute, or study programme)

REGARDING PREPARATION OF THE FINAL THESIS

_____ 20____
(day, month, year)

I _____ request authorisation to prepare my final thesis on the
topic
(name and surname)

(title of the topic in Lithuanian and English)

under the supervision of _____
(pedagogical title, academic degree, name and surname of the final thesis supervisor)

at the _____ department or clinic
(name of the department or clinic)

Thesis supervisor: _____
(name and surname)

Signature _____

Vilnius University Faculty of Medicine _____ year _____ group

Student _____
(name and surname)

Signature _____, student's email address: _____

(Mid-term assessment. To be completed by the student and supervisor)

MID-TERM ASSESSMENT OF FINAL THESIS PREPARATION

Study programme _____ year _____

Student _____ signature _____

Title of final thesis _____

Supervisor _____ department, clinic or institute _____

SHORT DESCRIPTION OF THE WORK CARRIED OUT, AND IMPLEMENTED PLANS

Consider the student's intended research plans, scope, difficulties arising and possible solutions, student's expectations from the supervisor or advisor, reflections on the challenges and advantages encountered in preparing the thesis

Supervisor's expectations and assessment of the work carried out – feedback and expected research deadlines

Signature of the supervisor _____

(Title page template for the final thesis. To be completed by the student)



**VILNIUS UNIVERSITY
FACULTY OF MEDICINE**

Study programme (12 pt)

Department, clinic or institute (12 pt)

Name and surname, year, and group of the student (12 pt)

BACHELOR'S or MASTER'S or INTEGRATED STUDY MASTER'S FINAL THESIS (12 pt)

Title of the final thesis in Lithuanian (14 pt)

Title of the Final Thesis in English (14 pt)

Supervisor

(pedagogical title, academic degree, given name and surname)

Head of the department or clinic

(pedagogical title, academic degree, given name and surname)

Advisor (if any)

(pedagogical title, academic degree, given name and surname)

Vilnius, 202__ .

Student's email address _____

(Pledge. To be completed by the student when uploading the final thesis to the VU SIS)

**Vilniaus universiteto studento,
teikiančio baigiamąjį darbą,
GARANTIJA**

Vardas ir pavardė:
Padalinys:
Studijų programa:
Darbo pavadinimas:
Darbo tipas:

**PLEDGE
of Vilnius University
student submitting
the final thesis**

Given name, surname:
Unit:
Study programme:
Thesis topic:
Thesis type:

Garantuojau, kad mano baigiamasis darbas yra parengtas sąžiningai ir savarankiškai, kitų asmenų indėlio į parengtą darbą nėra. Jokio neteisėto atlygio už šį darbą niekam nesu mokėjęs. Šiame darbe tiesiogiai ar netiesiogiai panaudotos kitų šaltinių citatos pažymėtos literatūros nuorodose.

I do hereby guarantee that my thesis has been prepared in good faith and independently. There is no contribution to the prepared thesis from other individuals. I have not made any illegal payments to anyone related to this work. Quotes from other sources used in this thesis, directly or indirectly, are indicated in the literature references.

Aš, [Vardas Pavardė], patvirtinu (pažymėti)

I, [Name Surname], *do hereby confirm (check)*

Patvirtinu, kad baigiamasis darbas yra įkeltas į Vilniaus universiteto studijų informacinę sistemą.

I do hereby confirm that the final thesis has been uploaded to the Vilnius University Study Information System.

(vardas ir pavardė / *name, surname*)

(parašas / *signature*)

(data / *date*)

Embargo laikotarpis / *Embargo period*

Prašau nustatyti šiam baigiamajam darbui toliau nurodytos trukmės embargo laikotarpį / *I am requesting an embargo for this thesis for the period indicated below:*

_____ mėnesių / months [embargo laikotarpis negali viršyti 60 mėn. / an embargo period may not exceed 60 months];

embargo laikotarpis nereikalingas / *no embargo requested.*

Embargo laikotarpio nustatymo priežastis / *reason for embargo period:*

(vardas ir pavardė / *name, surname*)

(parašas / *signature*)

(data / *date*)

Padalinio administratoriaus patvirtinimas, kad atspausdintas baigiamasis darbas buvo pateiktas ir užregistruotas / *Confirmation of the unit administrator that the final thesis has been uploaded and registered*

(vardas ir pavardė / *name, surname*)

(parašas / *signature*)

(data / *date*)

(Registration log. To be completed by department or clinic administrators)

20__ - 20__ academic year. _____
(name of the department, clinic, institute, or study programme)

Final theses' registration log

Registration No (e.g., 2020-1, 2020-2)	Registration date	Name and surname of the student	Notes

Name and surname of the head of department or clinic

Date _____

Signature _____

(Example of Electronic Plagiarism Detection Report. To be completed by the supervisor)

ELECTRONIC PLAGIARISM DETECTION REPORT ON A RESEARCH PAPER

Student (Name and surname)	
----------------------------	--

Study programme (name)	
National code	
Cycle	
Form	
Duration (in years)	

Supervisor (Name and surname)	
-------------------------------	--

Thesis title	
--------------	--

Similarities with other research papers as determined by electronic plagiarism detection software (ESAS) (as a percent.): _____

Notes of the supervisor

(Review of the final thesis. To be completed by the reviewer)

Name of the study programme: _____

Title of the final thesis: _____

Author of the final thesis: _____ group _____, year _____

Assessment of the final thesis	Score									
Technical and visual presentation: Clarity of tables and figures; Compliance with the requirement for citation of sources, text free from grammatical and stylistic errors	10	9	8	7	6	5	4	3	2	1
Summary: The essence of the thesis has been reflected	10	9	8	7	6	5	4	3	2	1
Introduction: The idea or hypothesis of research, relevance, and originality have been substantiated, a clear aim has been formulated	10	9	8	7	6	5	4	3	2	1
Methods: Methods of research and the course of work have been described in detail	10	9	8	7	6	5	4	3	2	1
Description of (a) clinical case(s) (concise presentation of anamnesis, test data, course of the disease and treatment, outcome, and prognosis [if applicable]) or Analytical thesis (appropriate description of subjects and research methods, conciseness and clarity of results) or Literature review without a clinical case (clear structure, clearly stated strategy for literature search) or Systemic literature review (question formulation, protocol, search strategy, characteristics of sources, results, discussion)	10	9	8	7	6	5	4	3	2	1
Conclusions and suggestions (clarity and substance)	10	9	8	7	6	5	4	3	2	1

Additional notes _____

Final assessment of the reviewer (score) _____

Name, surname, and position held by the reviewer

(Composition of the Thesis Defence Committee and place and time of the defence meeting. To be completed by the administrators of the departments, clinics, or institutes)

Department, clinic, or institute _____

Place and room No _____, time: (date and time) _____

	Name and surname	Position	
1.			Chair
2.			Member
3.			Member
4.			Member
5.			Member
6.			Secretary

Please enter the location of the Thesis Defence Committee Meeting, room number, start time for the defence procedure, and names of the chairperson, secretary, and members of the Thesis Defence Committee. If a member of the committee is from another faculty of Vilnius University or other organisation, please enter the name of the faculty or organisation and the position held by the committee member.

**(Confidentiality agreement. To be completed by the members of the Thesis Defence
Committee and the student)**

CONFIDENTIALITY AGREEMENT

_____ 20____
Vilnius

I, _____,
(name and surname)
address _____,
place of work: _____,
acting in the capacity of _____,
(supervisor, reviewer, language specialist, report assessor (lecturer), other (please specify))

will have the possibility to familiarise myself with the final thesis

(title of the thesis)
of Vilnius University _____

(name of the study programme, student's name and surname, year)

(including intermediate results of research or any part of the thesis (hereinafter – the Final thesis)).

I am aware that the student prepared the Final thesis at _____

(name of the institution)

(hereinafter – the Company), using equipment and knowledge of the Company.

I understand that the Final thesis, all knowledge and/or information associated with the Final thesis and made available to me or of which I became aware are confidential and constitute a commercial secret of the Company (hereinafter – confidential information). Therefore, after having familiarised myself with the Final thesis, I do hereby undertake to:

1. Protect and not to disclose the knowledge that constitutes the Company's confidential information that was entrusted to me in advance or became known during the final thesis review.
2. Not transfer or otherwise disclose the confidential information to any third persons and not to make it public without the prior written consent of the Company.
3. Not use the Company's confidential information for personal purposes.

4. Not retain any copies of the Final Thesis or other documents (including in electronic format) provided to me after the expiry of the grounds on which I have been given access to the Final Thesis.
5. Notify the Company of any attempts by unauthorised individuals to access the Company's confidential information.
6. Protect the confidential information and commercial secrets of other organisations or companies with whom the Company has business relations, or which are related to the Company by management relationships (group companies) if such information has been disclosed or communicated to me.
7. Maintain this commitment as valid for an indefinite period from the date of signing.

I have read and understood this text and by signing it, I undertake to comply with all the terms of this Confidentiality Agreement. I have been advised that if the Company incurs damages due to a breach of this agreement by me, I will be liable to pay damages in accordance with the procedure established by the legislation of the Republic of Lithuania.

Name and surname, signature, date

(Assessment of the final thesis. To be completed by members of the Thesis Defence Committee)

Name of the study programme _____

Title of the final thesis _____

Author of the final thesis _____ group____, year_____

Score for the final thesis _____

Member of the Thesis Defence Committee (name, surname, position)

The member of the Thesis Defence Committee shall assess the final thesis using a 10-point scoring system, where 10 = excellent; 9 – very good; 8 – good; 7 – average; 6 – satisfactory; 5 – poor; and 4–1 = unsatisfactory.

Guidelines for assessing the final thesis

	Aspects of evaluation	Score
1	The aims and objectives of the thesis are formulated clearly, concisely and correctly	
2	The methodology is appropriate for the type of research	
3	Data collection methods and the course of work are clearly stated and statistical methods, if any, were used appropriately	
4	The characteristics of the subjects are presented in an understandable way, and the case is presented well	
5	The research results or data presented are clear, concise, coherent, and properly interpreted	
6	Conclusions are based on the results; recommendations, if applicable, are provided	
7	Literature is cited appropriately; the most recent sources are examined	
8	The presentation is visually appealing; it describes the main research problem and summarises the results of the research clearly and coherently; an optimal amount of information drawing attention to the main points is provided; proper citation is used. The presentation followed the time regulation and ideas were clearly explained.	
9	Responses to the questions from the Thesis Defence Committee and the reviewer were precise, brief, coherent, and clear, and the student understands the significance and the main results of their thesis	