



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



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VILNIUS UNIVERSITY

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## Chapter I

# GENERAL PROVISIONS

These methodological guidelines set out the procedure for the preparation, defence and storage of final theses for the students studying in the bachelor's degree, master's degree, and integrated study programmes at the Faculty of Medicine of Vilnius University. The guidelines have been prepared in accordance with the Regulations for the Preparation, Defence and Storage of Research Papers of Students Studying at Vilnius University (consolidated version, effective 18 November 2020).(1)

### Definition of the terms used in these guidelines:

**Final thesis** (hereinafter *thesis* or *final paper*): a research paper independently prepared by students during the first cycle (bachelor's), second cycle (master's), or integrated study programmes, compliant with the requirements for university studies attesting to a student's ability to apply the knowledge acquired during the studies, to select and use (to analyse, interpret, present, etc.) the necessary scientific literature,(2) to apply the research methods, to solve the assigned tasks independently, to provide conclusions (mandatory) and recommendations (preferred), and to describe the research using the correct language/terminology, accurately and clearly.

**eLABa**: the information system of the Lithuanian Academic Electronic Library, which stores and provides public access to research and study documents and/or their metadata.

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

**Final Thesis Defence Committee** (hereinafter *Committee* or *Defence Committee*): a committee formed by the head of the department, clinic or institute or the chairperson of the study programme and approved by the rector of Vilnius University and composed of qualified specialists in the relevant field of study such as researchers, lecturers, practitioners, representatives of social partners, or representatives of other research or higher education institutions whose level of education or the activities of the organisation they represent are related to the field of study of the thesis being defended. At the Faculty of Medicine, a defence committee is formed in each department, clinic or institute according to the programmes of that institution if there are students in the institution willing to defend the thesis. The committee must consist of at least five members. At least one member of the committee must be a representative of an institution other than the university or a social partner, and the committee must also have a designated chairperson. If necessary, more than one committee may be formed in a single department, clinic or institute. The work of the committee(s) is organised by the chairperson.

**Plagiarism:** the misappropriation of another person's authorship, i.e., the presentation (use) of a text or part thereof that is subject to 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.

**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 in the Vilnius University Study Information System (VUSIS) related to the studies carried out in the unit.

**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.)

## Chapter II

# THE ANNOUNCEMENT, SELECTION AND REVISION OF FINAL THESIS

The thesis topics for students studying in the Lithuanian language are provided in Lithuanian with an English translation ([Annex 1](#)). The titles of the final theses for students studying in the Lithuanian language or the English language must not be duplicated.

The thesis topics are proposed by the departments, clinics, institutes, and/or the Study Programme Committee of the Faculty of Medicine and uploaded to the VUSIS by the administrators of these units. The period for publishing the thesis topics for students is specified in the timetable ([Annex 2](#)). The proposed thesis topics must comply with the research topics carried out by the department or clinic. The approval of thesis topics and their supervisors is carried out in accordance with the relevant Regulations for the Preparation, Defence and Storage of Research Papers of Students Studying at Vilnius University.

Final theses by type: quantitative (3), qualitative (4) and mixed; pre-clinical and clinical (5); descriptive (6) and analytical (7); extended literature reviews (narrative reviews) (8) and systemic literature reviews (9).

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, a summary in English and Lithuanian, keywords, introduction, relevance and novelty, aim and objectives, literature review, research methods, research results, discussion of results, conclusions and recommendations, a list of references, and annexes. In the case of an analytical analysis of a clinical dataset, the section on research methods must describe the type of research, sampling, inclusion of subjects, and the research methods used, 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. The discussion of the results must compare the research findings with other research carried out in Lithuania and abroad in the field of the study and published in the peer-reviewed literature and should discuss the strengths and weaknesses of the research.

Description of (a) clinical case(s). This is a descriptive research paper that describes one or more clinical cases using descriptive statistical methods.(10) A descriptive research paper must include the following sections: title page, table of contents, abbreviations, a summary in English and Lithuanian, keywords, introduction, originality and relevance

of the clinical case(s), description of the clinical case(s), literature review, discussion of the literature, conclusions and suggestions (if applicable), a list of references, and annexes. The discussion should reflect the international experience gained in dealing with a similar clinical problem.

**Qualitative research.** Qualitative research is carried out using an interview method. Qualitative research must include the following sections: title page, table of contents, abbreviations, a summary in English and Lithuanian, keywords, introduction (relevance and novelty, aim, and objectives), literature review, research methods, research results, discussion of results, conclusions and recommendations, and a list of references. The section on research methods must support the choice of the method, the methods of data analysis, and the characteristics of the subjects. The results should be presented according to the principles of inductive and deductive analysis.

**Extended literature review (narrative).** For an extended literature review, the methodology and results must be provided in a way that is convenient for the author. A qualitative literature research thesis must include the following sections: title page, table of contents, abbreviations, a summary in English and Lithuanian, keywords, introduction (relevance and novelty, aim, and objectives), methods (databases and search keywords), results where the selected literature sources are examined and analysed, a summary of the results, conclusions, recommendations, a list of references, and annexes.

**Systemic literature review.** A systemic literature review starts with the preparation of a systemic review question and a proposed research protocol (plan). The following sections are recommended in a systemic literature review: title page, table of contents, abbreviations, a summary, aim of the paper, research methods, including the criteria used to include and exclude articles, the strategy used to search for sources, and the strategy used to select articles. The characteristics of the selected research, research results and their summary, conclusions and a list of references should also be included.

Titles of theses may be revised and, under specific circumstances, the topic may be amended within the timeframe indicated in [Annex 2](#).

### **Topic proposed by a student.**

A student can propose a topic for a thesis.

The proposed thesis topic must be agreed with the potential supervisor by providing the title of the thesis and a brief description of the planned work. Once the proposed title is agreed with the potential supervisor, the student must send a request to the administrator of the department, clinic or institute using the university email and indicate the proposed title and the supervisor's name. The request must be signed by the student and the thesis supervisor ([Annex 3](#)). The approval of the application is performed in accordance with the Regulations for the Preparation, Defence and Storage of Research



Papers of Students Studying at Vilnius University. After the application is approved, the unit administrator enters the thesis title in the VUSIS. The student's thesis topic must be approved no later than within the timeframe indicated in [Annex 2](#).

### **Student research paper.**

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

Students may continue with a research project that was started or a project conducted during their studies and submit it as their final thesis. In this case, a request to propose/amend the title must also be submitted ([Annex 3](#)).

Choice of published topics.

Students from all degree programmes must choose their thesis topics within the timeframe indicated in [Annex 2](#). If a student's proposed topic does not receive approval, the student must choose a topic from the list of topics approved in accordance with these guidelines.

A thesis topic may be revised or amended.

Amendments can only be made for very specific reasons and prior to the start of the final academic year ([Annex 2](#)).

Revisions to topics can be made prior to the start of the last semester of the final academic year.

In the case of an amendment/revision of a topic, a new application ([Annex 3](#)) signed by the supervisor of the proposed or revised topic must be submitted. The duly completed application must be sent by email to the administrator of the unit in which the thesis will be defended. In the case of a change in the topic, the student must notify the administrator of the unit (by email) where the topic was previously selected regarding the change in the topic. The administrator of the unit will then remove the previous title from the VUSIS.

Authorisation or approval to conduct research must be obtained from the relevant healthcare institution and/or the competent biomedical research ethics committee.

If clinical data or images of an individual are collected and used in the thesis, the student must obtain the authorisation of the administration of the health care institution to use the clinical data in their thesis before collecting and processing this data. It is recommended that the authorisation from the administration of the health care institution be included as an annex.

If a student has been enrolled in a biomedical study as a co-participant, no further authorisation from the health care institution is required. In this case, the authorisation from the competent biomedical research ethics committee to conduct biomedical research should be included.

If a previously collected dataset is provided to a student, it must be de-personalised before transferring it to the student. In this case, it is not necessary to obtain authorisation from the health care institution for the use of the dataset.

### **Tasks for the preparation of the final thesis:**

A student's ability to apply the knowledge acquired during studies is assessed by evaluating the following skills/abilities:

- to find and use relevant scientific literature,
- to draw up a research protocol (plan) depending on the type of research,
- to set the aim and objectives of the research,
- to select and apply appropriate data analysis methods,
- to obtain, summarise and critically evaluate the results (to analyse the collected empirical, practical and experimental data),
- to interpret the results of the research,
- to provide conclusions and/or recommendations (where possible),
- to describe their research using the correct language/terminology.

## Chapter III

# RIGHTS AND OBLIGATIONS

A thesis can only be supervised by Vilnius University lecturers or researchers with experience in the relevant field of science.<sup>1</sup> 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 must advise the student on various methodological and subject-specific issues, as well as on the structure, scope and content of the thesis.

A first meeting with the supervisor is required and can be held in person or via the communication channel in MS teams. Correspondence between the supervisor and the student regarding the thesis must be made only via university email or the communication channel in MS teams.

The thesis supervisor must reply to emails sent by the student within five working days. They are required to systematically supervise the progress of the student's final thesis, provide comments and suggestions to the student preparing the thesis, assess the suitability of the thesis and its compliance with the requirements for final theses, and decide whether or not to allow/refuse the defence of the thesis.

The supervisor must ensure that authorisation for biomedical research is obtained if the student is taking part in biomedical research and/or uses research data for the final thesis. The supervisor must also advise the student on the requirements of health authorities.

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

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

Once a student selects a thesis topic, the student should immediately notify the supervisor of that choice via the university email.

While preparing a thesis, a student must comply with the requirement for mid-term and final assessment as specified in the annexes to these guidelines.

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<sup>1</sup> Members of staff of other scientific institutions may be invited to supervise final theses, provided the Study Programme Committee agrees on the need for it.

A student must submit the final thesis to the supervisor no later than 28 calendar days before the deadline for the submission of thesis to the VUSIS. After receiving the supervisor's comments, having made appropriate corrections, and then having received approval from the supervisor, the student must upload the thesis to the VUSIS and send it to the administrator of the unit where the thesis will be defended.

If without a justifiable reason a student delays submitting the mid-term assessment or sends the thesis to the supervisor later than 28 days before the deadline for the submission to the VUSIS, the student may not be admitted to the defence of the final thesis.

A student must prepare a final thesis in good faith and independently, in compliance with the Law of the Republic of Lithuania on Copyright and Related Rights,<sup>2</sup> the Code of Academic Ethics of Vilnius University,<sup>3</sup> the provisions of the Law of the Republic of Lithuania on the Legal Protection of Personal Data,<sup>4</sup> and these methodological guidelines.

A thesis is considered to *not* be prepared independently if it is written in whole or in part by another author (all or part of the thesis is copied from another author without providing references [appropriation of authorship] or the rules for citation specified in the Law of the Republic of Lithuania on Copyright and Related Rights and other legislation have not been complied with), or the rights of third parties to their creative results or experimental data have been infringed.

All or part of the thesis may not be used for assessing a student's performance in any other course unit 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 constitute a single continuous research work and are used with the consent of their supervisor[s]).

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

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<sup>2</sup> Available at: <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.81676>

<sup>3</sup> Available at: [https://www.chgf.vu.lt/files/doc/chgf\\_dokumentai/2021\\_rd/11.\\_vu\\_akademins\\_etikos\\_kodeksas.pdf](https://www.chgf.vu.lt/files/doc/chgf_dokumentai/2021_rd/11._vu_akademins_etikos_kodeksas.pdf)

<sup>4</sup> Available at: <https://e-seimas.lrs.lt/portal/legalActEditions/lt/TAD/TAIS.29193?faces-redirect=true>

## Chapter IV

# PREPARATION OF THE FINAL THESIS

### Preparation of the bachelor's thesis

The bachelor's thesis is a written paper that is completed independently by a student in a first-cycle study programme and that meets the requirements for university studies.

#### Requirements for the preparation of the bachelor's thesis.

The bachelor's thesis must be prepared within the timeframe specified in the timetable ([Annex 2](#)). After selecting a topic from those published in the list, a student must use the university email to immediately notify the supervisor about it.

The bachelor's thesis must be written in Lithuanian or English. When it is to be prepared in English, this must be approved by the supervisor at the outset.

#### Mid-term final thesis assessment.

When preparing the bachelor's thesis, a student must submit interim work carried out during a relevant period of time and within the timeframe specified in the study programme ([Annex 2](#)). The schedule for mid-term assessment is prepared by departments, clinics, institutes, or study committees and is communicated to students.

The bachelor's thesis must be a minimum of 30 pages long, including the title page and the list of references, but excluding annexes. There is no limit to the number of annexes.

The content of the final thesis depends on the aim and objectives of the thesis and the research methods used. The structure of the bachelor's thesis is not strictly defined, and it depends on the field of study or the type of thesis, but the titles of chapters and subchapters must reveal the essence of the topic and be coherent and reasoned.

The bachelor's thesis may also be an extended (narrative) literature review, a qualitative study, or a mixed study (quantitative and qualitative).

### Preparation of the master's thesis

The master's thesis is a written paper that is completed independently by a student in the second-cycle study programme and that meets the requirements for university studies. It must be a relevant, original and interesting research paper that marks the completion of studies.

The aim of the master's thesis is to demonstrate the student's ability to apply the theoretical and practical knowledge acquired during the study of certain course units to solve a chosen problem.

### **Requirements for the master's thesis.**

The master's thesis must be prepared within the timeframe specified in the study programme (Annex 2).

After selecting a topic from those published on the list, the student must be using the university email to immediately notify the supervisor about it.

The master's thesis must be written in Lithuanian or English. When it is to be prepared in English, this must be approved by the supervisor at the outset.

### **Mid-term final thesis assessment.**

When preparing the master's thesis, the student must submit interim work carried out during the relevant period of time and within the timeframe specified in the study programme (Annex 2).

The work carried out during the relevant period of time is recorded in the Mid-Term Final Thesis Assessment form (Annex 4), which must be signed by the student and the supervisor.<sup>5</sup> The form is stored in the department or clinic.

The recommended length for a master's thesis is a minimum of 40 pages, including the title page and the list of references, but excluding annexes. There is no limit to the number of annexes.

### **The type and structure of the master's thesis.**

It must be clearly structured, but there is no strict mandatory structure required for a master's thesis. The titles of the chapters/sections depend on the type of the thesis and the field of study. The final structure of the thesis for all types of research must be agreed upon by the student and the supervisor.

### **Preparation of the final thesis in the integrated study programme**

The final thesis in the integrated study programme is a written paper that is completed independently by a student in the second-cycle study programme and that meets the requirements for university studies. The final thesis must be a relevant, original, innovative, creative and independently written research paper that marks the completion of studies. The aim of the final thesis is to demonstrate the ability of the master's degree student to apply the theoretical and practical knowledge acquired during the study of certain course units to solving a chosen problem.

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<sup>5</sup> Departments, clinics or institutes may approve alternative procedures for mid-term assessment other than those described above. In this case, the departments, clinics, institutes, or programme committees must notify the student during the first lecture of the Final Thesis Preparation course unit regarding this.

### **Requirements for the final thesis in the integrated study programme.**

The thesis must be prepared within the timeframe specified in the study programme ([Annex 2](#)).

After selecting a topic from those published on the list, the student must use the university email to immediately notify the supervisor about it and must communicate and cooperate with the supervisor during the preparation of the thesis. The thesis must be written in Lithuanian or English. When the thesis is to be prepared in English, this must be approved by the supervisor at the outset.

### **The scope, type and structure of the thesis in the integrated study programme.**

The thesis must be clearly structured. The titles of the chapters/sections depend on the type of thesis and the field of study.

The recommended length for a master's thesis is a minimum of 40 pages, including the title page and the list of references, but excluding annexes. There is no limit to the number of annexes.

The final structure of the thesis for all types of research must be agreed upon by the student and the supervisor; there is no strict mandatory structure required for the thesis.

### **Mid-term final thesis assessment**

The mid-term final thesis assessment is carried out in all cycles of studies. The student must be assessed for work completed within the timeframe specified in the study programme ([Annex 2](#)). The work carried out during the relevant period of time is recorded in the Mid-Term Final Thesis Assessment form ([Annex 4](#)), which must be signed by the student and the supervisor. The form is kept at the department, clinic or institute.<sup>6</sup>

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

The mid-term assessment documents are stored for 5 years in electronic format in the departments or clinics, together with the thesis and the documents of the defence. The administrators of the departments, clinics or institutes are responsible for their storage.

### **Detailed structure of the thesis for all study programmes and cycles**

The structure of the thesis outlined in these guidelines is recommended for all study programmes, regardless of the level and field of study. It can be subject to change or may

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<sup>6</sup> Departments, clinics or institutes may approve alternative procedures for mid-term assessment other than those described above. In this case, the departments, clinics, institutes, or programme committees must notify the student during the first lecture of the Final Thesis Preparation course unit regarding this.

be supplemented with new chapters and subchapters depending on the field and type of study. The titles of the sections of the thesis may be changed according to the type of study programme.

The recommended structure of the analytical thesis as the most common type of thesis prepared in all study programmes is provided. The key characteristic of the analytical thesis is the comparison of groups of subjects.

**Title page** (Annex 5). The title page indicates the thesis topic, the given name and surname of the author and the supervisor, the names of the institutions where the research was carried out, the study cycle (bachelor's, master's, integrated), and the title of the thesis in Lithuanian (in lower case). In the title in English, a capital letter is used for the first word and for every significant word of the title. The title in either Lithuanian or English may not contain abbreviations. A title page template for the thesis is provided in Annex 5 and must be applied, ensuring that the height, shape and brightness of the letters is observed, with no other signs absent from the sample format included.

**Table of contents.** The table of contents is generated automatically to facilitate the search facility when looking for parts of the thesis.

**Abbreviations.** These are the abbreviations of words or acronyms of titles that appear repeatedly, units of measurement, etc. Abbreviations must be provided on the page dedicated to them. No abbreviations may be used in the title, summary or conclusion of the thesis. If necessary, an explanation of abbreviation page may be added.

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

**Keywords.** From three to six keywords must be provided.

**Introduction.** The introduction sets out the idea for the research. It is important to indicate the relevance and/or novelty of the work that was undertaken. The introduction concludes by stating the aim and objectives of the thesis. The aim of the thesis is to address one issue of theoretical and/or practical relevance to the life of an individual, society or science. The aim must be specific and formulated in one sentence. Objectives are derived as a means to achieve the aim. The thesis should have no more than four objectives. It is not necessary to formulate objectives for a clinical case report or literature review. Verbs such as *to establish*, *to evaluate*, etc. are recommended when defining the aim and objectives of the thesis. 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 thesis. Analysis and research are methods for achieving the defined objectives and the aim of the thesis.



**Literature review.** This section outlines how to select and use literature sources. 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 and should substantiate 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 preceding 10 years. The literature review in an analytical thesis must not exceed 30% of the entire thesis.

**Methods.** The methods used in the final thesis are very important and determine the success of the thesis. It is therefore necessary to describe the methods used in the research; data sources; databases; laboratory, instrumental, clinical, statistical, and bioinformatic methods of analysis; and so on in a coherent and detailed manner and to provide the theoretical basis and explanation to justify the methods chosen. It is necessary to explain the organisation and sequence of research and the specific work carried out by the student.

**Research results and discussion.** The chapter discussing the data and results should be the largest part of the thesis. Tables and figures should be used to present the results of the statistical analysis, and the text should be used to present their interpretation. The discussion of the results may be a separate chapter or a chapter together with the results. The chapter should analyse and critically evaluate the research results that were obtained and compare them with those of other studies. The discussion must conclude with an overview of the strengths and weaknesses of the student's research.

**Conclusions and practical recommendations.** Any type of thesis ends with conclusions and recommendations (if appropriate). The conclusions must be specific and address the aim and objectives of the research. There must be a conclusion drawn for each objective. It is recommended that the conclusions sum up the results obtained rather than restate them.

**List of references.** The list of references includes only the literature sources used in the thesis. Bibliography software tools such as Zotero, Refworks, or EndNote must 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 using the order that they were cited in the text. As an indication, number of sources should be in the range of fifty to sixty. An alternative citation style (e.g. Harvard or APA), may be used when writing the thesis if this is more appropriate to the type of research.

Acknowledgements may be provided at the end of the thesis.

Annexes (tables, publications, questionnaires, technical documentation, official certificates, etc.) should be included at the end of the thesis.

The structure of all other types of theses (narrative or systematic literature review, case study, qualitative research, etc.) will differ from that of the analytical thesis but must reflect the relevant type of scientific publication.

### **Technical presentation of the final thesis**

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

The research paper must be written in Lithuanian or English and must be grammatically correct and free from style or proofreading errors.

The scope of the thesis varies depending upon the study programme in which the thesis will be defended. If the student wishes to include more additional material, it should be added as an annex. There is no limit to the number of annexes.

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

Pages are counted from the title page and numbered from the second page. The page number must be inserted at the bottom right. A title page template is provided in [Annex 5](#).

Chapter headings must be capitalised. A new chapter should *not* begin on a new page unless little space is available on the page.

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 parenthesis.

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).

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

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

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

At the end of the thesis, including 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.

References to literature and data sources are mandatory in any research paper. References are provided as a number in parentheses.

The list of references shall be made according to the Vancouver citation style system and the general requirements for biomedical journal manuscripts. References appear in the list in the order that they were cited in the text. Another citation 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 in the compilation of the list of references, using a bibliographic management software tool (Zotero; Mendeley; RefWorks, etc.) is recommended.

## Chapter V

# SUBMISSION OF THESIS FOR DEFENCE

Students must submit a fully completed thesis to the supervisor at least 28 calendar days before the deadline for the submission of theses to the VUSIS. If the supervisor makes comments and recommendations, the student must incorporate these.

The student is responsible for uploading the final version of the thesis that has been approved by the supervisor to the VUSIS no later than the deadline indicated in [Annex 2](#). It must be uploaded to the VUSIS in accordance with the Description of the Procedure for the Administration of Research Papers in the Vilnius University Study Information System (<https://www.vu.lt/studijos/studijas-reglamentuojantys-dokumentai#vilniaus-universiteto-teises-aktai>).

The student must sign (by annotating in the system) the pledge ([Annex 6](#)) at the same time as uploading the thesis to the VUSIS. It is not necessary to send the pledge as a separate letter.

After uploading the thesis to the VUSIS, the student must send the completed thesis in pdf format using the university email to the administrator of the unit where the thesis will be defended.

The student must assume the responsibility to ensure 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 VUSIS.

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

The title of the thesis indicated on the title page, in the VUSIS, and in the subsequent order regarding the defence of the thesis must match.

Correspondence between students and unit administrators, institute staff, or supervisors must be conducted via university email or the communication channel in MS teams.

Unit administrators must keep a record of the final theses ([Annex 7](#)), and the theses will be stored on electronic media.

After the student uploads the thesis to the VUSIS system, it automatically performs a check for plagiarism, which is then evaluated by the supervisor. The Electronic Plagiarism Detection Report ([Annex 8](#)) is only completed by the supervisor if they have reasonable grounds for suspecting plagiarism. In this case, the Electronic Plagiarism Detection Report will be forwarded to the chairperson of the Defence Committee.

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

If the supervisor concludes that the thesis can be defended, they must, no later than within five working days before the date of the thesis defence scheduled by the University, register in the VUSIS that the thesis can be defended and notify the student and the administrator of the unit in charge of the department, clinic or institute about the decision via the university email.

If the supervisor concludes that the thesis cannot be defended, they will no later than within 5 working days before the date of the thesis defence scheduled by the University, register in the VUSIS that the thesis cannot be defended and notify the student and the administrator of the unit in charge of the department, clinic or institute about the reasons for this decision via university email.

If the 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 (hereinafter *Committee*) by submitting a reasoned application for permission to defend the final thesis and also to upload the thesis to the VUSIS and complete the pledge within 2 working days of the decision of the supervisor. The Committee will assess the thesis and the Electronic Plagiarism Detection Report, consider the student's reasons, and within 3 working days take a decision regarding permission/refusal to defend the thesis. The student will be notified of the decision via university email.

### **Forming the Defence Committee**

The head of the department, clinic or institute must submit the composition of the Defence Committee—at least 4 members and a chairperson, including the contact details of the chairperson ([Annex 10](#))—to the Department of Studies by 1 May of the current year via university email. On this basis, the Department of Studies will prepare the Dean's order for the defence of the thesis.

### **Appointing a reviewer**

After assessing the content of the submitted thesis, the head of the department, clinic or institute or the chairperson of the study programme will appoint one reviewer for the thesis.

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

The reviewer must submit a review of the thesis using the accepted form ([Annex 9](#)) to the heads of departments, clinics or institutes no later than three working days before

the published date of the thesis defence.<sup>7</sup> The head of the department or clinic must instruct the unit administrator to forward the reviews to students and to send the theses in pdf format, together with the reviews, to the chairs of the respective defence committees via email. The review must be sent to the student via university email at least two working days before the approved date of the thesis defence.

### **Defence conditions**

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

Academic failures must be rectified by 15 May of the last semester of studies. The Department of Studies at the Faculty of Medicine determines whether a particular student's study programme has been completed.

By order of the dean of the Faculty of Medicine, the defence of the final thesis is permitted if it meets the following conditions:

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

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

The student has no academic failures.

If the supervisor of the thesis does not authorise the thesis defence, the student has the right to contact the Thesis Defence Committee for permission to defend the thesis. The Committee must assess the student's reasons and take a decision regarding permission/refusal to defend the thesis.

### **Defending a thesis with a published or accepted article.**

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

The final thesis can be defended using an article(s) of which the student is the first author and the article is published in the *Clarivate* analytics database on the *Web of Science* journal platform.

The supervisor of a thesis defended on the basis of an article shall via email notify 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 an article(s). If the supervisor gives their consent, the article should be uploaded to the VUSIS in pdf format. If the article has not been published but has been accepted for

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<sup>7</sup> Departments, clinics or institutes or study programme committees may approve other forms of review specific to the study programme, depending on the practice and type of thesis.

publication, the document certifying its acceptance must be uploaded to the VUSIS as an attachment to the manuscript.

Where the thesis is defended on the basis of an article, it is not necessary to write and submit a thesis as a separate paper.

The review and defence of a published or accepted article must 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 VI

# THESIS DEFENCE

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.

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

The defence of the thesis must take place at a meeting of the Thesis Defence Committee. The time and place of the meeting and the composition of the Committee must be specified in the relevant order of the dean of the Faculty of Medicine.

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

Students must be given at least 10 days' notice of the date and time of the Committee meeting.

The meeting is considered valid if at least three members of the Committee (the chairperson and two members) are present.

If the supervisor is included in the composition of the Committee, they are required to withdraw from taking part in the decision regarding the assessment of the relevant thesis. The supervisor may however act as the chair of the Committee meeting at which the thesis under his/her supervision is defended. The reviewer may assess the thesis as a member of the Committee (in the capacity of chairperson or a member) without restrictions.

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

The time available for each presentation is a maximum of 15 minutes.<sup>8</sup>

The presentation must succinctly 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 should be specified at the bottom of the slide or at the end of the presentation.

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<sup>8</sup> Departments 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.



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

The supervisor; the head of the department, clinic or institute; or the chairperson of the study programme committee may make a request to the dean 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 this part of the meeting closed.

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

Following the presentation, the Committee members and others present at the defence can ask questions.

After the student's presentation and their answers to the questions, the reviewer will give an opinion about the 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.

Minutes of the Thesis Defence Committee meeting must be taken and kept in accordance with general procedures.

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

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

The supervisor of the thesis must be excluded from the assessment if they are part of the Committee or the chairperson of the Committee. The reviewer may not withdraw from assessment even if they are a member of the Committee.

The Committee must comply with the scoring system provided in these guidelines ([Annex 12](#)).<sup>9</sup>

Each member of the Committee assesses the thesis and then the mean value of the assessments is derived using arithmetic rounding.

Formula for calculating the final score:

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

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<sup>9</sup> Departments, clinics or institutes or study programme committees may approve alternative forms of assessment by members of the Thesis Defence Committee specific to the study programme, depending on the practice and type of theses.

Example:

The Thesis Defence Committee consists of five members; one member withdraws from assessment because they are the supervisor of the thesis.

The reviewer gives the thesis 8 points; the 4-member Committee (including the reviewer of the thesis) give the thesis 7, 7, 8 and 8 points. The mean score of the members of the Committee is therefore 7.5.

The final score is then calculated according to the above formula:

$$8*0.2 + 7.5*0.8 = 1.6 + 6.0 = 7.60 = 8.$$

The score for the final thesis in this example is therefore 8.

When the chairperson of the Committee cannot assess the thesis because they are the supervisor of the thesis, they can continue to chair the Thesis Defence Committee meeting, but they are required to withdraw from the assessment of the thesis under his/her supervision.

When assessing the thesis, it is also recommended to take into account the defence of the thesis; the author's answers to the questions by the reviewer, Committee members, and other persons taking part in the defence; the opinion of the supervisor; the correctness of the language of the thesis; the mid-term assessment; and the dissemination of the research results as indicated by the student.

When assessing the thesis, the Electronic Plagiarism Detection Report must be taken into account.

If plagiarism is identified, the thesis cannot be defended or assessed. The supervisor must complete the Electronic Plagiarism Detection Report ([Annex 8](#)) and inform the dean of the breach of academic integrity. The dean, having considered the student's explanation, will impose a sanction provided for in the Study Regulations of Vilnius University.

Final theses are stored on the VUSIS in electronic form and subsequently are transferred to the Lithuanian Academic Electronic Library Information System (eLABa) in accordance with the terms and procedures of the system. Final theses shall be stored for a period of five years in the departments or clinics in electronic format (pdf) together with the documents of the defence procedure.

The student is responsible for organising the original content of the final thesis and then deposits it with the supervisor after the defence.

After the Thesis Defence Committee Meeting, a report is made indicating the score for the thesis, its eLABa access status and whether or not an embargo period will apply. The record shall be signed by all members of the Committee. On the basis of the report, a protocol of the final thesis defence is made in the VUSIS in which the student is awarded the relevant degree and/or qualification, as provided for in the study programme description.

## Dispute resolution

The decision of the Thesis Defence Committee regarding the assessment of the thesis is not subject to appeal.

In case of procedural irregularities 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 of the academic unit no later than the next working day after the defence by filing an appeal in accordance with the procedure specified in the regulations of the dispute settlement committee of the core academic unit of the university. The appeal must specify the procedural irregularity in the thesis defence and the circumstances that support the allegation.

If a student fails to defend his/her thesis in due time, he/she will be suspended from studies.

Students are allowed to defend a thesis a second time only after they have resumed their studies and not earlier than the following semester, and if the defence of final theses is not planned in the unit in the following semester, they will only be able to defend the thesis in the next academic year.

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

All defended theses must be made publicly available on the eLABa unless the Committee decides not to publish it. The Committee may take the decision not to publish the thesis at a student's request.

The decision not to publish the thesis in the eLABa may be taken if:

- the information used in the thesis is confidential as defined by the legislation of the Republic of Lithuania;
- any uploading and/or publication of the thesis would infringe the rights of the author(s), the administrator of the eLABa, or other copyright holders;
- the uploading and/or publishing the thesis would infringe the right to privacy of the data subjects;
- the student requests an embargo period as indicated in the pledge ([Annex 6](#)).

## Recommended literature

1. Vilniaus universitetas [Internet]. [cited 2023 Jul 7]. Studijas reglamentuojantys dokumentai. Available from: <https://www.vu.lt/studijos/studijas-reglamentuojantys-dokumentai>
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4. 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.
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6. Grimes DA, Schulz KF. Descriptive studies: what they can and cannot do. *Lancet*. 2002 Jan 12; 359(9301):145–149.
7. Grimes DA, Schulz KF. An overview of clinical research: the lay of the land. *Lancet*. 2002 Jan 5; 359(9300):57–61.
8. Gasparyan AY, Aivazyan 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.
9. Harris JD, Quatman CE, Manring MM, Siston RA, Flanigan DC. How to write a systematic review. *Am J Sports Med*. 2014 Nov. 42(11):2761–1768.
10. Guidelines to Writing a Clinical Case Report. *Heart Views*. 2017; 18(3):104–105.

## Chapter VII

# ANNEXES

- Annex 1.** Titles of proposed topics. To be completed by department or clinic administrators.
- Annex 2.** Timetable.
- Annex 3.** Application to propose/amend the title. To be completed by the student.
- Annex 4.** Mid-Term Final Thesis Assessment. To be completed by the student and the supervisor.
- Annex 5.** Title page template for the thesis. To be completed by the student.
- Annex 6.** Pledge. To be completed by the student when uploading the thesis to the VUSIS; no separate submission of the pledge is required.
- Annex 7.** Registration worksheet. To be completed by department or clinic administrators.
- Annex 8.** Sample Electronic Plagiarism Detection Report. To be completed by the supervisor.
- Annex 9.** Review of the final thesis in the integrated medicine study programme.<sup>10</sup> To be completed by the reviewer.
- Annex 10.** Composition of the Thesis Defence Committee and the place and time of the Thesis Defence Committee meeting. To be completed by the administrators of departments, clinics or institutes.
- Annex 11.** Confidentiality agreement. To be completed by members of the Thesis Defence Committee and the student.
- Annex 12.** Assessment of the final thesis in the integrated medicine study programme.<sup>11</sup> To be completed by members of the Thesis Defence Committee.

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<sup>10</sup> Departments, clinics or institutes may approve alternative forms of review specific to the study programme or study cycle, depending on the practice and type of research involved.

<sup>11</sup> Departments, clinics or institutes may approve alternative forms for members of the defence committee specific to the study programme or study cycle, depending on the practice and type of research involved.

**Annex 1.** Titles of proposed topics. To be completed by department or clinic administrator(s)

*Table 1. List of topics for final theses for students in the study programme instructed in Lithuanian.*

Department, clinic or institute \_\_\_\_\_

Seq. No.	Title of thesis (in Lithuanian and in English)	Given name and surname of the supervisor	Position at the Faculty of Medicine

**Annex 2. Timetable**

Publication of topics Semester	Selection of topics Semester	Mid-term assessment Semester	Change of topic	Review of topic	Uploading thesis to VUSIS	Defence of final thesis
<b>BACHELOR'S DEGREE STUDIES</b>						
By 1 October in semester 5	By 1 October in semester 5	According to the timetable provided to students by the unit in charge	By the start of semester 7	By the start of semester 8	By 20 May in semester 8	By order of the dean
<b>MASTER'S DEGREE STUDIES</b>						
By 1 October in semester 1	By 1 October in semester 1	According to the timetable provided to students by the unit in charge	By the start of semester 3	By the start of semester 4	By 20 May in semester 4	By order of the dean
<b>INTEGRATED STUDIES</b>						
By 1 October in semester 7	By 1 October in semester 7	According to the timetable provided to students by the unit in charge	By the start of semester 11 for medicine or by the start of semester 9 for other integrated studies	By the start of semester 12 for medicine or by the START of semester 10 for other integrated studies	By 10 May in semester 12 or 10	By order of the dean

**Annex 3. Application to propose/amend the title. To be completed by the student**

APPLICATION

Attn: Head of \_\_\_\_\_  
(Name of the department, clinic, institute, or study programme)

RE: PREPARATION OF FINAL THESIS  
(year, month, day)

Please allow me \_\_\_\_\_ to prepare my final thesis on the topic  
(given name and surname)

\_\_\_\_\_  
(title in Lithuanian and English)

under the supervision of \_\_\_\_\_  
(pedagogical title, academic degree, given name and surname of the supervisor of the thesis)

at the \_\_\_\_\_ department/clinic  
(name of the department or clinic)

Supervisor: \_\_\_\_\_  
(given name and surname)

Signature \_\_\_\_\_

Vilnius University Faculty of Medicine year \_\_\_\_\_ group \_\_\_\_\_

Student \_\_\_\_\_  
(given name and surname)

Signature \_\_\_\_\_, student's email: \_ \_\_\_\_\_



**Annex 4. Mid-term final thesis assessment. To be completed by the student and the supervisor**

MID-TERM FINAL THESIS ASSESSMENT

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

Student \_\_\_\_\_ signature \_\_\_\_\_

Title of the thesis \_\_\_\_\_

Supervisor \_\_\_\_\_ department, clinic or institute \_\_\_\_\_

A BRIEF DESCRIPTION OF THE WORK THAT HAS BEEN CARRIED OUT AND PLANS THAT HAVE BEEN IMPLEMENTED

The student's intended research plan, scope of the plan, difficulties and possible solutions, the student's expectations from the supervisor or advisor, and reflections on the challenges and opportunities of the research

The supervisor's expectations and assessment of the work carried out: feedback and expected timeframes

Signature of the supervisor \_\_\_\_\_

**Annex 5.** Title page template for thesis. To be completed by the student



**VILNIUS UNIVERSITY  
FACULTY OF MEDICINE**

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*Study programme (12 pt)*

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*Department, clinic or institute (12 pt)*

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*Student's given name and surname, year, group (12 pt)*

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

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*Title of the thesis in Lithuanian (14 pt)*

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*Title of the 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

\_\_\_\_\_

**Annex 6. Pledge. To be completed by the student when uploading the thesis to the VUSIS; no separate submission of the pledge is required**

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

**PLEDGE  
of Vilnius University student  
submitting a thesis**

Vardas ir pavardė:

Given name and surname:

Padalinys:

Faculty:

Studijų programa:

Study programme:

Darbo pavadinimas:

Thesis topic:

Darbo tipas:

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 pledge that my thesis has been prepared in good faith and independently and that there has been no contribution by other individuals to this thesis. I have not made any illegal payments related to this thesis. Quotes from other sources used in this thesis, directly or indirectly, are indicated in the list of references.

Aš, [Vardas Pavardė], patvirtinu (pažymėti)

I, [Given name Surname], *confirm (check)*

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

*I declare that this 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 on this thesis for the period indicated below:*

\_\_\_\_\_ mėnesių / months [embargo laikotarpis negali viršyti 60 mėn. / *an embargo period cannot not exceed 60 months*];

embargo laikotarpis nereikalingas / *no embargo period is requested.*

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

\_\_\_\_\_

\_\_\_\_\_  
(vardas ir pavardė / *name, surname*)

\_\_\_\_\_  
(parašas / *signature*)

\_\_\_\_\_  
(data / *date*)

Padalinio administratoriaus patvirtinimas, kad baigiamasis darbas buvo pateiktas ir užregistruotas / *Confirmation from the unit administrator that the thesis has been submitted and registered:*

\_\_\_\_\_  
(vardas ir pavardė / *name, surname*)

\_\_\_\_\_  
(parašas / *signature*)

\_\_\_\_\_  
(data / *date*)

**Annex 7. Registration worksheet. To be completed by department or clinic administrators**

20\_\_ / \_\_ academic year \_\_\_\_\_  
(name of the department, clinic, institute, or study programme)

Final Thesis Registration Worksheet

Registration No (e.g. 2020-1, 2020-2)	Date of registration	Student's given name and surname	Student's signature	Notes

Given name and surname of the head of the department or clinic \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Annex 8. Sample Electronic Plagiarism Detection Report. To be completed by the supervisor**

ELECTRONIC PLAGIARISM DETECTION REPORT

Student's given name and surname	
----------------------------------	--

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

Supervisor (given name and surname)	
-------------------------------------	--

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

Overlap with other academic papers as determined by the electronic plagiarism detection software (ESAS) (%): \_\_\_\_\_

**Notes from the supervisor**

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**Annex 9. Review of the final thesis for the integrated medicine study programme. To be completed by the reviewer.**

Title of thesis: \_\_\_\_\_

Author: \_\_\_\_\_ group \_\_\_\_\_, year \_\_\_\_\_

Assessment of the final thesis	Scores									
Technical and visual presentation: Clarity of tables and figures; Compliance with the requirements for citation of sources and free from grammatical and stylistic errors	10	9	8	7	6	5	4	3	2	1
Summary: Reflects the essence of the thesis	10	9	8	7	6	5	4	3	2	1
Introduction: The idea or hypothesis of the thesis is supported, relevant and original and the aim is clearly formulated	10	9	8	7	6	5	4	3	2	1
Methods: Detailed description of the methods and work plan	10	9	8	7	6	5	4	3	2	1
<b>Description of (a) clinical case(s)</b> (concise presentation of anamnesis, test results, course of disease and treatment, outcome, and prognosis [if applicable]) or <b>Analytical thesis</b> (appropriate description of the subjects and methods, concise presentation of results, and clarity) or <b>Literature review without a clinical case</b> (clear structure and clearly stated strategy for literature search) or <b>A systemic literature review</b> (question formulation, protocol, search strategy, characteristics of sources, results, and discussion)	10	9	8	7	6	5	4	3	2	1
<b>Conclusions and suggestions</b> (clarity and specificity)	10	9	8	7	6	5	4	3	2	1

Additional comments \_\_\_\_\_

Reviewer's final assessment (score) \_\_\_\_\_

Reviewer's given name, surname and position \_\_\_\_\_

**Annex 10.** Composition of the Thesis Defence Committee and the place and time of the Thesis Defence Committee meeting. To be completed by the administrators of departments, clinics or institutes

Department, clinic or institute \_\_\_\_\_

Place and room number \_\_\_\_\_, time: (date and time) \_\_\_\_\_

	Given name and surname	Position at the Faculty of Medicine	
1.			Chairperson
2.			Members
3.			Members
4.			Members
5.			Members

Please enter the address of the Thesis Defence Committee Meeting, room number, time of the start of the defence procedure, and names of the chairperson and members of the Thesis Defence Committee.



**Annex 11. Confidentiality agreement. To be completed by the members of the Thesis Defence Committee and the student**

CONFIDENTIALITY AGREEMENT

20 \_\_\_\_\_

Vilnius

I, \_\_\_\_\_ ,  
(given 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 opportunity to become familiar with the Vilnius \_\_\_\_\_

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

final thesis \_\_\_\_\_  
title of the final thesis

(including intermediate results or any parts of the final thesis) (hereinafter Final Thesis).

I am aware that the student has prepared the Final Thesis \_\_\_\_\_

\_\_\_\_\_  
(name of institution)

(hereinafter *the Company*) using equipment and knowledge of the Company.

I understand that the Final Thesis and all knowledge and/or information in connection with the Final Thesis that will be communicated and made known to me are confidential and constitute a trade secret of the Company (hereinafter *confidential information*). Therefore, having familiarised with the Final Thesis, I agree:

1. To protect and not to disclose the knowledge that constitutes the Company's confidential information and has been entrusted to me in advance or has become known to me in the course of reviewing the Final Thesis.
2. Not to transfer or otherwise disclose confidential information to any third party or make it publicly available without the prior written consent of the Company.
3. Not to use the Company's confidential information for personal gain.

4. Not to retain any copies of the Final Thesis or other documents (including in electronic format) provided to me after the expiry of the basis on which I have been given access to the Final Thesis.
5. To notify the Company of any attempts by unauthorised persons to access the Company's confidential information.
6. To protect the confidential information and trade secrets of other organisations or companies with which 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. This commitment is valid for an indefinite period of time 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 am aware that if I breach this agreement, the Company will incur damages and I will be liable to pay damages in accordance with the procedure established by the legislation of the Republic of Lithuania.

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Given name and surname, signature, date

**Annex 12. Assessment of the final thesis for the integrated medicine study programme. To be completed by members of the Thesis Defence Committee**

Title of the final thesis \_\_\_\_\_

Author of the final thesis \_\_\_\_\_ group \_\_\_\_\_, year \_\_\_\_\_

**Score for the final thesis** \_\_\_\_\_

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

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

Guidelines for assessing the final thesis

	Aspects of evaluation	Scores
1	The aims and objectives of the thesis are clear, concise and correct	
2	The methodology is appropriate for the type of research	
3	Data collection methods and the work plan are clearly stated and statistical methods, if any, were used appropriately	
4	The characteristics of the subjects are clearly presented and the case is presented well	
5	The research results or data are clear, concise, coherent, and properly interpreted	
6	Conclusions are based on the results and recommendations, if applicable, are provided	
7	Literature is cited appropriately; the latest literature is used	
8	The presentation is visually appealing and clear and coherently describes the main scientific problem and summarises the results of the research; an optimal amount of information, focusing on the main points, is provided and properly cited. The presentation followed the time regulation and ideas were clearly stated	
9	Answers to the questions from the Thesis Defence Committee and the reviewer are precise, brief, streamlined and clear, and the student understands the significance and the main outcomes of the thesis	
10	Mid-term assessments took place within the required deadlines and the completed Mid-term Final Thesis Assessment was provided	



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