



LITHUANIA BUSINESS UNIVERSITY OF APPLIED SCIENCES

REQUIREMENTS OF WRITING BACHELOR THESIS

Klaipeda, 2020

INTRODUCTION

The *final work of university graduate* is an independent work, the preparation and defense of which leads to the completion of studies at the university. Many years of experience show that the stage of preparation of the *final work* is quite difficult for students: questions arise regarding the form, structure of the work, references to literature sources, registration requirements, and so on.

The purpose of the methodological instructions for the preparation of the final thesis is to present the process of preparation of final theses, to acquaint with the requirements for final theses, to present the process and requirements of final thesis defense and to establish uniform evaluation criteria and defense procedure.

This publication is intended to help address issues that arise during the writing of the *Thesis*. Students are advised on how to properly choose the topic, justify its relevance, how to plan the writing process, how to find and use various sources of information. The aim is for the graduate to create an intellectual product focused on applied activities, which would highlight the regularity or interdependence of certain phenomena, the new methodology of research of phenomena in the field of research or the application of a method not described in the literature.

The methodological instructions for the preparation of the final work are intended for the students of all study programs of the Lithuanian Business University of Applied Sciences.

1. Thesis

1. 1. Selection of final work assignment

The studies of all university study programs carried out at the university are completed by *the* preparation and defense of the *Thesis*. *The final work* is an independently prepared work based on the performed theoretical and empirical research according to the topic chosen by the author and agreed with the supervisor and approved by the department.

9 study credits are allocated for the preparation of the *final work at the* university. Preparation for *final thesis* writing at the university begins at as well as in the first semester and is carried out in the direction on the basis of which the *Thesis* will be prepared for obtaining a professional bachelor's degree.

The final work is supervised by a lecturer with a degree in the relevant field of study or a lecturer whose field of research is close to the field of study in which the *Final Thesis* is written. Of course, such an instruction does not oblige the student to choose *the* topic of the Thesis proposed by the supervisor. The diplomat chooses it independently.

The thesis topic selection is one of the most important *the thesis* preparation stage, so successful theme option allows a very precise description of the research program, challenges and identify factors that affect the investigation. When choosing *the* topic of the *Thesis*, the following should be considered and evaluated:

- whether the topic was covered in the study process and you are aware of it;
- whether the topic is not too broad;
- whether the topic is specific and has a specific research object (or several objects);
- whether the topic is relevant to an individual business enterprise, city, region, country, its clear goals, objectives, etc .;
- whether the topic has real data sources;
- whether the topic is close to the research direction of the supervisor;
- whether a specific company or its division is planned for the organization of research;
- whether it is possible to predict that objective research results will be obtained;
- whether the obtained research results can be applied to the company's activities;
- whether the topic is significant in its content and form (in micro and macro systems) and solves regional, Lithuanian economic or international problems;
- whether the topic is interesting to you.

The topicality and theoretical concept of the chosen topic must be analyzed in the *final work*, the problem of the *work* must be discussed, the research object, goal, tasks, methods, research results, their practical calculations and the results of these calculations and their interpretation must be formulated. Empirical data in the graduate *thesis* must be processed by statistical methods, and the research results are reasonable and reliable. *The* applied research presented in the *final work* must be carried out purposefully throughout the study process.

The final work is prepared, and its defense procedure is carried out according to the *description* of the *procedure of preparation and defense of the final work*, which is summarized in Chapter 4 of these methodological instructions.

1. 2. The final structure of the work

The structure of the *final work* must meet the requirements of the chosen research topic. *The final work* is not only a theoretical work, therefore it is focused on the practical application of the obtained results for the development of activities and increasing efficiency in the conditions of real activities. *Final work* *ap- take* from 40 to 60 pages. The structure of the *final theses* of different study programs may be different (Chapter 3), but all thesis have common features, such as:

- - title page (volume - 1 page); - - final work task (volume 1-2 - p.); - - declaration of good faith (volume - 1 p.); - - annotation (volume about 1 page);
- - content (volume about 1-2 pages);
- - glossary of basic concepts and terms (volume about 1-2 pages);
- - introduction (volume about 1-2 pages); - - three main parts of the work (chapters):
 - conceptual (volume about 15 - 20 pages);
 - analytical - research (volume about 15 - 20 pages);
 - constructive (volume about 2 - 5 pages).
- - conclusions (volume about 1-2 pages);
- - literature;
- - Accessories.

The structure of the *final work* consists of the author, who independently chooses the research topic and object (or objects), organizes empirical research, collects material, analyzes the obtained results, systematizes them and presents them in the *final work*, so there can be no strict regulation. The structure of the *Thesis* presented in the methodological instructions is of a recommendatory nature. *The diploma*, in coordination with the supervisor of the *Thesis*, can prepare a structure of the *Thesis* that does not restrict the student's independence.

1.2.1. Cover page

Each work begins with a title page, which provides basic information about the work. The full title of the university and department, author of the work, title of the study program, work title, type of work, work supervisor, work consultant (if any), work reviewer, head of the department, place and year of work must be indicated on the title page. All entries on the title page are presented in the nominative case. It cannot contain any abbreviations, except for scientific degrees and pedagogical titles (habil. Prof. Dr., Prof. Dr., assoc. prof. Dr., Etc.) and group abbreviations (gr.). We also remind you that if the supervisor / reviewer / consultant is a woman, it is necessary to write a female relative on the title page, ie the supervisor / consultant / re-censor, etc. The title page is not numbered but is included in the total number of pages.

On the title page, the name of the university and the department is written in capital letters in the middle (Bold type 12 pt font). Topic title in capital letters in the middle (Bold type 16 pt font), other inscriptions - in lower case 12 pt Normal type font. An example of a cover page is given in Annex 1.

1.2.2. Thesis task

After the title page, the final work task (Appendix 2) is presented, which is formed in the penultimate semester after the student has chosen the topic and supervisor of the final work. The thesis is prepared by the student together with the thesis supervisor. The final task of the object and purpose - *a clear plan of writing the thesis*, the student must first of *the thesis* topic selection days. Based on the stages of preparation of the final work (Appendix 2), the final work task is completed and delivered to the department within the deadlines specified in Chapter 4.

1.2.3. Declaration of good faith

The student substantiates the declaration of honesty that the work was done in good faith, all authors on the basis of which the work is written are cited, and at the same time the authorship of the work is substantiated by the declaration of honesty. *A declaration of good faith must be signed*. An example of a declaration of good faith is provided in Annex 3.

1.2.4. annotation

The annotation states:

- author (name and surname).
- - Title of the *final work*.
- - briefly (paragraphs 1-2) presents the most important problem solved in the work, what essential aspects were analyzed in the work, what research methods were used and what general results were obtained.
- - after the annotation there are three to four keywords that are most important in the *Thesis*.
- - the annotation is written on a separate page in English.
- - the annotation is written when the *Final Thesis* is completed. The abstract is written in *Times New Roman* font, 12 pt, 1.5 space between lines.

1.2.5. Contents

The content is presented after the annotation, it contains the names of the parts of the work structure: chapters, subsections (if necessary, also indicate sections). Content sections are written in upper case and subsections in lower case. Content font - Times New Roman, size 12 pt, line spacing - 1.5.

1.2.6. Glossary of key concepts and terms

At the beginning of the *thesis*, the introduction is preceded by an explanation of the most commonly used terms and concepts (keywords) in the text. This interpretation should be based on specific scientific literature (for example, the Dictionary of International Words, the Dictionary of the Modern Lithuanian Language, various manuals, specialized subject literature, etc.), providing a precise indication of the source of information from which the interpretation of the term is taken. This part also presents the terms used in the work, abbreviations that are not generally accepted and clear. The dictionary should contain the most important or most difficult terms and concepts to understand.

1.2.7. introduction

The following methodological components must be formulated in the introduction:

- relevance of the topic;
- research of the topic;
- work problem;
- object of work;
- purpose of the work;
- work tasks;
- applied research methods;
- working hypothesis;
- work structure.

1.2.8. The conceptual part

This is the theoretical-analytical part of the *Thesis*, in which the theoretical analysis of the chosen topic should be performed, based on scientific literature sources: monographs, scientific articles, textbooks, scientific reports, scientific conference materials, etc. This section also analyzes the required documents (laws, regulations, etc.). In this part of the work, the different attitudes of various foreign and Lithuanian scientists to the problem under consideration must also become clear. Theories, concepts, ideas should be analyzed, compared with each other, emphasizing how scientific positions differ or are similar. At the end of this chapter, it is desirable that the student highlights one scientific position, one model, which, in the author's opinion, would be the most suitable for solving the problem of his work, revealing the possibilities of practical application.

1.2.9. Analytical-research part

This is an independent student empirical study of how *the thesis* problem reveals itself in practice, it is a real environment. In the analytical-research part of the work, research (according to the specifics of the topic and problem) can be performed in one or more companies, institutions, organizations. It is desirable that several institutions be selected as the basis of the research, as this would allow the student to conduct a more detailed research, to obtain sufficiently objective results rather than random ones.

Statistical and other empirical research data should be described, compared, grouped, systematized, interpreted. Also, research or analysis data must be statistically processed and visually presented, for this purpose MS Excel, SPSS and other special computer programs can be used. In this *part of the Thesis*, the tables and figures should contain only the most important data, or the results obtained from them. Other, less important visual or statistical material should be provided in the annexes, with appropriate references in the text.

1.2.10. Constructive part

Based on the detailed analysis of the student's self-study data performed in the second part of the *Final Thesis*, in this third part of the *Final Thesis*, specific suggestions for the improvement of the analyzed situation should be presented. This section may also present a practical test of the study performed. All submitted proposals must be realistic, directly related to the analyzed objects or entities. The constructive part of the work must be based on specific calculations and reasoned explanations.

1.2.11. Conclusions

It is recommended to present general conclusions at the end of the *final work*, which would describe the theoretical concept of the chosen topic of this work, its logic in practical empirical-applied research, on the basis of which the conclusions of the work are formulated and presented. The conclusions emphasize the obtained practical result, indicate the possibilities of its implementation. The conclusions must reflect how the objectives set out in the introduction to the *Thesis have been* achieved. Conclusions are not numbered.

1.2.12. Literature

The bibliography completes the entire *Thesis*. It should include those sources that the author used in one way or another in the text of his work (quoted, provided in references, discussed by the author, their thoughts). *It is* recommended to present at least 40 different sources (positions) in the *final work*. It is mandatory to include sources in a foreign language in the list of literature sources (for example, publications of foreign scientific journals and the latest research data from relevant websites). Sources in the Lithuanian language must not exceed 70-80% from all available sources.

When compiling the bibliography, please note that online sources are provided separately. For more information on the processing of literature sources, read the second chapter "Requirements for the processing of the bibliography".

1.2.13. Annexes

Appendices (if required) are provided after the bibliography but are not included in the scope of the work. If there are more than two attachments, a list of attachments should be drawn up and preceded by any specific attachments. Accessories should be numbered (usually a page in the upper right corner and italics (Eng. *Italic*): *Annex 1* , *Annex 2* , *Annex 3* , etc. The accessories can make questionnaires are statistical calculations detailing those present the main-Dini text documents or excerpts thereof, normative acts, lists, sometimes - photos or drawings, program codes, etc. The appendices contain only the material to which the text refers and which are directly related to the *Thesis*.

2. FORMALITY REQUIREMENTS

The final work is written in Times New Roman font, A4 size sheet. We recommend using the work execution requirements given in Table 1 for the correct work execution.

Table 1
Thesis registration requirements

| Operating parameter | Execution requirements |
|---|--|
| Text processing | Text alignment is reciprocal. Font - Times New Roman. Font size - 12 pt. Line spacing - 1.5 lines The first row - 0.7 cm. |
| Software code clearance | Font - Courier New Size - 10 pt |
| Chapter titles (also Content, Basic concepts and a glossary of terms, Introduction, Conclusions, Literature, Appendices) | Font size - 12 pt. Text alignment - central. The font is also highlighted in capital letters. After the name - 24 pt space. Chapters always start on a new sheet. |
| Subsections and sections names | Font size - 12 pt. Text alignment - central. Font - bold. 24 pt space before the name . After the name - 18 pt space. |
| annotation | Line spacing is single. Text alignment - outlined. The first row - 0.7 cm. <i>An example of annotation design is provided in Appendix 4 .</i> |

| Operating parameter | Execution requirements |
|----------------------------|--|
| Basic concepts and | Font size - 12 pt. Text alignment is reciprocal. Line spacing - 1.5 lines. One is left before each new letter |

| | |
|--|---|
| glossary of terms | <p>line spacing (12 pt). A term or term is highlighted. <i>An example of dictionary layout is provided in Annex 6 .</i></p> |
| Picture | <p>6 pt space before the picture Below the picture - 6 pt space. Alignment - central.</p> |
| Picture number - and citation | <p>Picture numbering and title - 12 pt. Alignment - central Line spacing is single. Painting numbering - italic (Eng. <i>Italic</i>). If the picture was not composed by the author of the work, in parentheses it is necessary to indicate the source. After the image title and / or source is left 12 pt spacing. <i>An example of a picture design is given in Annex 7 .</i></p> |
| The table and its - tis text | <p>Font size - 10 pt. Line spacing is single. The first row - 0 cm. Alignment - Depending on the text being structured.</p> |
| Table number - and citation | <p>The numbering of the table is written on one line and name - in another. The name and number are written in 12 pt size, alignment - left, line spacing - single. Table name - written in italics (Eng. <i>Italic</i>) If the table was not composed by the author of the work, in parentheses its source shall be indicated. A space of 12 pt is left under the table. <i>An example of table layout is given in Annex 8 .</i></p> |
| References | <p>Font size - 11 pt. Text alignment is reciprocal. Line spacing - 1.5 lines. Online sources are written separately from printed ones. <i>An example of literature review is provided in Appendix 9;</i> <i>For study programs in the field of law - Appendix 10 .</i></p> |

Leaf margin - top and bottom - 2 cm, left - 3 cm , right - 1 cm.

Page numbers are written in Arabic numerals at the top and center of the pages.

The titles of the chapters (as well as the words TABLE OF CONTENTS, INTRODUCTION, CONCLUSIONS, LITERATURE) are written in capital letters and in bold.

Citation text rules.

An important part of the *final work* is the compilation of a bibliography and the correct citation of the literature that was used in the preparation of the work. A well-prepared *Thesis* must be properly bibliographically executed. *The* bibliography of the *final work* should not contain random literature sources or literature sources that occur without any selection but should be related to the topic of the final work research. *The* literature sources used in the text of the *final work* must be indicated *by references*, otherwise, “blind” copying from individual literature sources is considered **plagiarism**, which is an infringement of intellectual property.

The university approved the style of citation and formalization of the bibliography. According to this style, citation is done by indicating the author (s) and the year of publication. Below are some examples of citations where the authors' ideas are paraphrased.

The study revealed the most important problems of individual companies (Last name, 2016).

L. Surname (2016) emphasized that the result of the company's activities depends on the personal characteristics of the employees.

In their articles, K. Surname and J. Surnames (2016) examine the links between adult learning and work.

2017 The research conducted by V. Surname revealed that ...

As we can see from the examples provided, it is necessary to provide **references** when paraphrasing the ideas of the authors. According to the established requirements for students' written works in the university, references must be marked according to the following methodology:

- Curly brackets () contain references to printed publications (books, scientific journal articles, document collections, etc.).
- Square brackets [] provide links to online sources. When referring to an online source, the author and year of the source are indicated in square brackets.

Human resources are discussed in the second article of the law [LRS, 2015].

Accurate presentation of the author's thoughts literally is called citation. **A quote** is an exact excerpt from a written source to substantiate, confirm, or illustrate the reasoning of another text (such as a study

paper). The quotation is always written in quotation marks, indicating the author's name, the year of publication of the source and the exact page from which the quotation was taken.

“Education is an important factor in a person's quality of life ” (Surname, 2016, p. 152).

Omission (if necessary) in quotation marks is indicated by a colon in square brackets <...>. Quotes may be written in a different font than the main text. If you need to emphasize an idea, you can type that part of the text in italics, underline, thin out, and the like when typing on a computer, but it is often not recommended to change the font, letter italics, or sharpness in the text.

When the source of more than three authors is mentioned, all authors are indicated for the first time, and then only the surname of the first author is added, adding “et al. ”

Many topical issues of modern business management are discussed in the new monograph (Name, Surname, Surnames, 2017). The aspect of personnel management is also widely discussed in this book (Surname et al., 2016).

When several sources of the same author published in the same year are mentioned next to each other, the letters of the order indicating the order of the sources - a, b, c, d, etc. must be added to the year of publication.

References.

Attention should be paid to the general rules of compiling the bibliography:

1. The bibliography is always given after the conclusions.
2. It refers only to those data sources that are mentioned, quoted or discussed in the text.
3. References are numbered. The numbering of online sources is continuous, ie it does not start from the first number.
4. The list is compiled in alphabetical order, giving preference to the Latin alphabet (Lithuanian, English, French, German names are written first, Russian at the end).
5. All names are written in the original language.
6. The information source metrics are presented according to the valid methodological requirements.
7. It is not recommended to use information sources **older than 10 years** (except for historical topics) in the *Thesis*.
8. The bibliography includes printed sources first, followed by online sources.

Internet sources meet certain quality criteria (the publication has the title of the author or section, the person to whom the page belongs, the date of creation or updating of the source, the content of the website does not contradict the laws of the Republic of Lithuania and general ethical norms). Examples of processing online sources are provided In Table 4.

Table 4

Examples of processing online sources

| | |
|--------------------------------|---|
| Online sources | Surname, B. [2016]. <i>Recent educational research review</i> [viewed 2017-02-21]. Internet access: www.smm.lt/uploads/documents/kiti/Syright_bukles_review-2.pdf Šiaulių bankas opened a credit line for municipalities to finance infrastructure [viewed 2016-11-06]. Access online: http://www.vtv.lt/content/view/29731/140/ . |
| Sources in electronic on media | Named, J. (ed.). [2017]. <i>We learn to speak English</i> [DVD]. Vilnius: InfoStudija. |
| Electronic books online | Sklar, J. [2011]. <i>Principles of Web Design</i> . Fith edition [viewed 9/3/2018]. Internet access: https:// books.google.com/books?id=871XYjMnGLQC&printsec=frontcover & dq = website + design & hl = en & sa = X & ved = 0ahUKEwiQ99ODq97ZAhVCVywKHQ8NDWMQ6AEIPDAD # v = onepage & q & f = false |

It is recommended that students use the following scientific databases when searching for literature:

1. **Google Scholar** (<http://scholar.google.com/>);
2. **IEEEExplore** (<http://ieeexplore.ieee.org/>);
3. **ScienceDirect** (<http://www.sciencedirect.com/>);
4. **ACM Digital Library** (<http://dl.acm.org/>);
5. **Springer Link** (<https://link.springer.com/>).

3. Graduation and DEFENSE PROCEDURES

3. 1. Graduation stages

At the beginning of the current semester (full-time studies - V, part-time studies - VII) , the head of each department prepares and publicly announces the schedule of preparation and defense of *final theses* within 2-3 weeks . Students writing a *final work* must follow this schedule approved by *the thesis* preparation stages and deadlines.

The student starts writing the final thesis by choosing the topic of the final thesis. Topic list shall be published together with the final work preparation stages and deadlines. The student can also suggest their own topic. In any case, the student must submit an application for the writing of the Thesis to the Department by the 11th week of the current study semester (full-time studies - V, part-time studies - VII).

A working group set up by the department reviews the wording of the topics and approves them at the department meeting. The approved *Thesis* topics with the appointed *Thesis* supervisors are announced publicly by the end of the 14th week of the current study semester (full-time studies - V, part-time studies - VII).

Once *the* topic of the *Thesis* has been approved and a supervisor has been appointed, the student contacts him / her and starts preparing the *Thesis*. First of all, the student with the manager discusses *the thesis* concept (aim, objectives, research methodology, etc.), And by the end of the current semester (full-time students up to the end of the semester V, part-time - the end of the semester VII) combines *Final work* task. Depending on the requirements of the relevant department, a questionnaire may be completed in consultation with the supervisor, which shall be submitted together with the feedback of the *Thesis* Supervisor.

The student, in consultation with the manager, begins to write a *final work* up to the last semester (full-time - VI, dis- continuing education - VIII) in 4 weeks by the end of the head of *the final work* structure of written work and the introduction of the theoretical part of the outline. The *Thesis* is discussed with the supervisor and the remarks and suggestions made to the student at the meeting of the respective department and he / she further improves the already written parts of the *Thesis* and starts writing other parts of the work.

Completed *The* theoretical part of the *final work* and the initial version of the empirical part are prepared and submitted to the supervisor by the last semester of studies (full-time students - VI, part -time students - VIII) 10 - 12 weeks. The presented parts are discussed again with the supervisor and at the meeting of the respective department, remarks and suggestions are made. If necessary, *the* structure of the *Thesis* can be adjusted, and the topic adjusted. *The final work* is written below.

The full *Thesis* must be written by the 15th week of the semester (full-time studies - VI, part-time studies - VIII). The student must submit the final version of the *Thesis* to the supervisor no later than 3 working days before *the* presentation of the *Thesis* to the department, so that the latter can write a review, which the student must present to the department along with the *Thesis* .

The defense of the *final work* takes place in two stages. In the first stage, the *final works* are discussed at the department meeting with the participation of the authors. Meetings of the department take place in the last week of the study semester (full-time studies - VI, part-time studies - VIII).

Graduates, defending the *final work* of the Department must provide loose *final work* with the author and the signature of the head and *Terminate the Final work* director preliminary review. The Departmental Teachers' Commission reviews the *Final Thesis* and, if all requirements are met, the thesis is defended at the Department. It is not allowed to defend the work in the Qualification Thesis Defense Commission if the Department notices significant shortcomings during the defense. With the participation of the graduate and the supervisor, the department decides whether the work can be corrected and then defended, or whether the work can be substantially corrected and defended in the next academic year. If it is decided that the work meets the requirements set for it, it is submitted for public defense, and the head of the department appoints a reviewer. In the second stage, the *Thesis* is defended in the Qualifying Thesis Defense Commission.

Students must submit two copies of the final *Thesis* to the Department no later than two weeks before the public defense in the Qualifying Thesis Defense Commission (according to the established schedule). The work task must be completed and signed (Appendix 2) and an envelope with an inserted electronic medium must be pasted at the back. *The final work* is submitted together with the written review but not enclosed by the supervisor. At the beginning of the *final work* (before the content) a Declaration on independent work must be attached (Appendix 3). The author (s) is / are responsible for ensuring that the *final work* does not infringe the copyrights of other persons, does not provide sensitive information, which is subject to the restrictions on publication established by the legal acts of the Republic of Lithuania. Students to open *the final work* is a defense at least 5 working days should *culminate* the work refer to load into an electronic database.

Student *Theses* are reviewed. The student has the right to get acquainted with the review one day before *the* defense of the *Thesis*. Students who's *culminating* the work refer to the reviewer does not satisfy the rating, left to right in the normal manner publicly defend the *final work*.

Qualification Commission

The Chairman of the Qualification *Thesis* Defense Commission acquaints students with the order of the Director of the university and reminds them of the main requirements that students must follow *during* the presentation and defense of the *Thesis*. The Qualifying *Thesis* Defense Commission and the students must follow the order of the *Thesis* Defense List, unless the Chairman of the Commission provides otherwise.

During the meeting, the members of the commission, students and other participating persons must adhere to the general ethical norms, be tolerant, do not insult each other, refrain from preliminary public assessments.

The student is given 7 - 10 minutes to present the *final work*. During that time, the student must identify the problem under consideration, its novelty, the research methods used, the results obtained and present the main conclusions and suggestions and demonstrate the professional competencies acquired during the studies. Questions are not provided to the student during the presentation.

After *the* presentation of the *Thesis*, the secretary introduces the commission and the student to the supervisor's feedback, review and identifies the shortcomings. The student is given the right to respond to the supervisor's and reviewer's comments.

After the student answers the supervisor's and reviewer's remarks, the members of the commission ask questions related to *the* topic of the *Thesis*. Questions related to the submitted work may also be asked by other participants in

the audience during the defense. The President of the Commission may adjourn a debate if a specific, incorrect or unrelated question is asked. Commissioners must state orally whether their questions have been answered correctly.

At the request of the Commission, the student must provide the research tools used (completed questionnaires, etc.).

Upon completion of defending the *finishing touches* to all students, published indoors Commission meeting during which the negotiations on the final *the Final mojo job* evaluation. *The* procedures and procedures for the evaluation of the *final thesis* are described in detail in Chapter IX *of the Description of the Procedure for the Preparation and Defense of the Bachelor's Thesis*. *The* results of the evaluation of the *final work* are announced publicly after the meeting of the commission. At the student's request, the results of his or her defense may not be made public.

If a student does not agree with *the* assessment of the *Final Thesis* or considers that the defense procedures have been violated, he / she has the right to file an appeal in accordance with the university *Appeals Regulations*.

Content is created *on the basis of styles* - WORD can automatically gather text in one place that has a certain specified style. Word not only gathers style-marked text in one place, but also automatically writes down page numbers, and if the text or page numbers change, the content can be updated.

To move on to content creation, let's first talk about the levels of content that need to be understood in order to create content correctly. For example, Figure 8. The content consists of 3 levels:

- the first level of content always consists of an introduction, all *chapters* (1, 2, 3, etc.), conclusions, bibliography, appendices)
- The second content level consists of all *subsections* (1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, etc.)
- The third content level consists of all *sections* (1.1.1, 1.1.2, 1.1.3, 2.1.1, 2.1.2, 3.1.1, etc.

If there were also subsections of the section (for example, 1.1.1.1, 1.1.1.2, etc.) then the content would already have four levels of content.

So, after the formation of styles and applying them to the *final work* of names, you can already create an automatic content. To do this, use the command: REFERENCES - Table OF CONTENTS - INSERT Table OF CONTENTS (REFERENCES - CONTENTS - INSERT CONTENTS)

Examples of annexes

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PUBLIC INSTITUTION LITHUANIAN BUSINESS UNIVERSITY OF APPLIED SCIENCES

DEPARTMENT OF _____ (12 pt, Bold)

Allowed to defend

_____ Head of Department

2020-05 -...

TITLE OF THE THESIS (16 pt, Bold)

Final work (12 pt)

This work was made by

(leave one line space for signature)

TII-14 gr. stud. Vardenis Surname

Work manager

(leave one line space for signature)

Doc. dr. Vardenis Surname

Reviewer

(leave one line space for signature)

Position, name, surname

LITHUANIAN BUSINESS UNIVERSITY OF APPLIED SCIENCES

_____ DEPARTMENT

I APPROVE

_____ Head of Department

(signature)_____
(name surname)

20 __-__-__

THESIS TASK_____ student of the study program **Vardenius Pavardenis**

we suggest to do the final work on the topic:

TITLE of the final work

Date of completion of the final work 20__ . May 31

Final work data, requirements:

The aim of the final work - (*insert the formulated aim*)Tasks of the final work: (*listed tasks*)

- 1.
- 2.
- 3.

Thesis structure:

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The final work must be prepared and submitted according to Ramašauskas, O., Grigolienė, R., Martinkienė, J. and others. (2018). *Methodological instructions for the preparation of final theses*. Klaipėda: Klaipėda University Publishing House.

Thesis supervisor Vardenis Pavardenis

(signature) (name, surname)

Annex 3

DECLARATION OF INTEGRITY

I, **Name Surname** , candidate _____

_____ professional bachelor's degree

I confirm that this final work was carried out independently and used only such additional information as is indicated in the bibliography.

I also state that the dissertation does not use the works of others without stating this and that no part of the dissertation infringes any copyright of a person or institution. I guarantee that no part of the thesis has been submitted to any other higher education institution as an academic report.

(signature)

(student's name, surname)

ANNOTATION

Author: *First name Last name*

Title of the final work: *Improving the management of assets and liabilities of commercial banks*

The final work formulates the problems of asset and liability management of banks operating in Lithuania, analyzes and systematizes theoretical and practical research of asset and liability management by various Lithuanian and foreign authors, presents credit, liquidity, interest rate risk management methods, evaluates the latest world asset and liability management models. The scientific problems of capital adequacy and increase management are analyzed in detail.

The analysis of normative acts of the Republic of Lithuania influencing the management of banks' assets and liabilities is performed in the work. The hypothesis formulated by the author that the chosen strategy of managing the assets and liabilities of commercial banks directly affects the efficiency of commercial banks is confirmed.

Keywords: *commercial bank, bank assets, bank liabilities, risk management methods.*

ABSTRACT

Author: *First name Last name*

Title of Final Thesis: *The possibilities of improvement of Management of Bank Active and Passive*

This final thesis formulates problems of active and passive assets of the banks conducting their business in Lithuania; it analyzes and systemizes theoretical and practical research into bank active and passive assets conducted by various Lithuanian and foreign authors. It also presents methods of credit and liquidity interest rate risk management and assesses the latest models of active and passive asset management by world scientists.

The paper presents a detailed analysis of scientific problems of capital efficiency and increase management, along with profit and liquidity balance issues, an analysis of legal acts of the Republic of Lithuania that directly influence bank activities.

Keywords: *Commercial Bank, Bank Active, Bank Passive, Risk Management Methods.*

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GLOSSARY OF KEY TERMS AND TERMS**A**

Archaeological and cultural reserve - an area where a researched or unexplored archaeological complex is protected , as well as a mythological, sacral or ritual site created by nature or man (Dictionary of Tourism Terms, 2009).

B

Balneology is the science of studying mineral waters, their physical and chemical properties and effects on the human body (Dictionary of Tourism Terms, 2009).

D

Business tourism (*called* . Business tourism meetings tourism) - tourism, while traveling or working professional reasons, to gain expertise, they complement or deepen. It is attending conferences, seminars, exhibitions, sports and other events (Dictionary of Tourism Terms, 2009).

K

Resort - the status granted by law to a residential area with scientifically researched and recognized as healing natural healing factors (mineral waters, healing mud, health-friendly microclimate, recreational greenery, water bodies) and developed special infrastructure for the use of these factors in healing, health, for tourism and leisure purposes (Law of the Republic of Lithuania on Tourism, No. VIII-667 of 19 March 1998).

S

Health service - a health promotion service provided by a specialist in premises that meet the requirements of legal acts, having acquired the necessary qualification in accordance with the procedure established by legal acts.

T

Tourist area - any area to which a tourist arrives, as long as it is outside the tourist's usual environment (Vaitekūnas, Povilanskas, 2011).

TIES - (*called* . The International Ecotourism Society) - World Ecotourism Society.

U

UNWTO - (*called* . United Nations World Tourism Organization), the United Nations World Tourism Organization.

EXAMPLE OF TABLE QUOTATION

Table 1

Interest rates applicable to swap participants (Jurevičienė, 2015, p. 158)

| | Fixed | Variables |
|-----------------|------------------------------|------------------------------|
| Company A | R (a) = 10.0 percent | r (a) = LIBOR + 0.3 percent. |
| Company B | R (b) = 11.2 percent. | r (b) = LIBOR + 1.0 percent. |
| Interest margin | R (b) - R (a) = 1.2 percent. | r (b) - r (a) = 0.7 percent. |

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