

**LATVIA UNIVERSITY OF LIFE SCIENCES AND
TECHNOLOGIES**

Faculty of Veterinary Medicine



**STRUCTURE AND DESIGN OF
THE FINAL THESIS**

Methodological Regulations

For students of second cycle professional study programme

“Veterinary Medicine”

Jelgava 2026

Structure and design of the Final Thesis: methodological Regulations for students of Faculty of Veterinary Medicine

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ABBREVIATIONS USED IN WORK

Abbreviation	Decipherment
CP	Credit point
FE	Final Examination
FT	Final Thesis
FVM	Faculty of Veterinary Medicine
LBTU	Latvia University of Life Sciences and Technologies
LBTU IS	Latvia University of Life Sciences and Technologies Information System
pt	points
SEC	State Examination Commission

1. DEVELOPMENT OF THE DIPLOMA THESIS

1.1. Diploma Thesis in the study plan

The Diploma Thesis is planned in the amount of 18 credit points (CP) in the study plan of second cycle professional study program “Veterinary Medicine”. The development of the Diploma theses is evaluated by entering grades in the respective examination list, after the successful completion of the study courses:

- 10th semester study course *Diploma Thesis I*– The final evaluation of the study course is a formal test (pass), if the study course requirements have been fulfilled, i.e., the student, under their supervisor’s supervision, has determined the aim of the diploma thesis, enabling objectives and a plan of the development of the diploma thesis; the title of the topic in Latvian and English language, the aim and enabling objectives, and the development plan must be approved in the academic meeting of the institute under which the diploma thesis is being developed;
- 11th semester study course *Diploma Thesis II* - The final evaluation of the study course is a formal test (pass), if the study course requirements have been fulfilled, i.e., 60 % of the diploma thesis has been developed. The research part of the thesis must be developed (results obtained in accordance with the thesis development plan), as well as information must be described in the "Materials and Methods" section and the literature review must be prepared, which can be specified according to the evaluation of the obtained results. A Diploma Thesis II progress report, coordinated with the supervisor (if there are two supervisors, at least one of them has to give their approval), is approved at an academic meeting of the relevant institute (see Appendix 1);
- 12th semester study course *Diploma Thesis III*– The study course is evaluated in accordance with the 10-point scale criteria defined by the study regulations of the Latvia University of Life Sciences and Technologies (LBTU). The diploma thesis must be finished, formatted according to the Faculty of Veterinary Medicine (FVM) methodological Regulations for the structure and design of the final thesis, defended in front of the FVM State Examination commission (SEC) and evaluated with a grade. The grade consists of an average grade of the reviewer of the diploma thesis, the diploma thesis supervisor (if there are two or more supervisors, the grade is the average rounded grade) and the FVM state examination commission, rounding the decimal parts in the direction of the grade of the SEC.

The development of the diploma thesis is conducted in accordance with the calendar plan that is approved by the Council of FVM for the respective academic year.

1.2. Choice and approval of the Diploma Thesis topic

During the 10th semester of the second cycle professional study program “Veterinary Medicine”, students, together with their supervisor/-s, agree on a topic of the diploma thesis, its aim and enabling objectives, the development plan and fill out the Diploma Thesis application form (see Appendix 2). In the form, the title of the topic must be indicated both in Latvian language and English language. The aim of the Diploma thesis, the enabling objectives, and the

development plan must be indicated in the form as well. When the form is filled out and approved by the supervisor/-s, it must be submitted to the institute under which the diploma thesis will be developed, in accordance with the calendar plan that is approved by the Council of FVM for the respective academic year.

After the diploma thesis application form has been reviewed and approved by the respective institute, it is forwarded to the study program director for approval. The topic of the diploma thesis can be changed and the title in Latvian and English can be edited until the date specified in the Calendar plan of the Diploma Thesis for the respective academic year, by writing an e-mail to the e-mail address that is specified in the E-studies platform. The final title of the topic (in Latvian and in English) must coincide everywhere where it is mentioned – the title page of the diploma thesis, the abstract, and the protocol of the institute academic meeting, where it was approved.

During the development of the diploma thesis, it is possible to invite consultants from the faculty or professionals of the field.

1.3. Design and submission of the Diploma Thesis

The diploma theses are submitted in accordance with the calendar plan that is approved by the Council of FVM for the respective academic year.

The institutes organize a pre-defence meeting no later than three weeks before the submission of the theses. If deemed necessary several pre-defence meetings may be organised, the institute can organize student applications for specific sessions.

Students submit their fully developed diploma theses, which are formatted in accordance to the methodological Regulations and saved in *Portable Document Format* (PDF), in the LBTU E-studies system, under the study course Diploma Thesis III subsection Pre-defence of the diploma thesis. Together with the file of the diploma thesis, under the study course Diploma Thesis III subsection Pre-defence of the Diploma thesis, the student must submit their presentation. No later than one day before the submission of the diploma thesis for pre-defence, the diploma thesis (for submission) and the presentation must be approved by the supervisor.

During the pre-defence, the student presents their diploma thesis and answers questions. The presentations should be up to 10 minutes long and the question and answer session should last up to 10 minutes as well. The protocol of the pre-defence of the institute will document the decision about the approval of the diploma thesis for defence, as well as any corrections that are necessary to make until the defence.

After the successful pre-defence and revision of the diploma thesis, the student shall submit the diploma thesis to the SEC secretary no later than 10 working days before the first meeting of the Commission. On the same day, the student must upload the electronic file of the diploma thesis in the LBTU Information System (LBTU IS) using their LBTU IS user account for plagiarism control. The file has to be saved in PDF format and titled using the last name and name of the student and their matriculation number, for example, Smith_John_VM55555. The title of the file should not include diacritic marks, cedillas, etc. While uploading the file of the diploma thesis, the student must also paste the abstract in English and Latvian in the required

fields, as well as enter no more than five separate keywords for the LBTU Fundamental library database.

The supervisor with their signature confirms that the diploma thesis is complete and that the necessary corrections to the diploma thesis have been made. If the corrections have not been made and the supervisor does not give their signature, the diploma thesis cannot be moved for defence.

The diploma thesis must be submitted in one copy. The diploma thesis can be submitted in printed form, bound in blue colour hard covers (see format of hard cover in Appendix 3) or electronically, signed with a secure electronic signature. When submitting a diploma thesis signed with a secure electronic signature, the diploma thesis must be electronically signed by everyone whose signatures are provided on the title page of the diploma thesis. A diploma thesis signed with a secure electronic signature is sent to the SEC secretary

If the diploma thesis is signed electronically, in all the pages in which a physical signature would be required the following text should be written at the bottom of the page: THIS DOCUMENT IS SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP

1.4. The review process

The reviewers for the diploma theses are appointed in the institutes and the submission of the theses to the reviewers in accordance with the calendar plan that is approved by the Council of FVM for the respective academic year. The reviewers are approved with the Dean's order, which is prepared according to the protocol of the academic meeting of the institutes, in which a reviewer is appointed for each student.

A copy of the diploma thesis must be submitted to the reviewer, the student has to arrange with the reviewer in what format the diploma thesis is submitted – printed or electronic.

The reviewer must submit the review (see Appendix 4) to the SEC secretary no later than 3 working days before the start of the SEC work. The SEC secretary sends the review to the author and supervisor/-s of the diploma thesis no later than one working day before the start of the commission's work.

The reviewer must provide a justified assessment of the diploma thesis and ask one or more questions. If the reviewer's assessment of the diploma thesis is negative, the student can still defend their diploma thesis.

1.5. The defence of the Diploma Thesis

A student can defend their diploma thesis only if they have fulfilled all of the requirements of the study program (except the final examinations) and the Dean's order about allowing students to take the final examinations has been approved.

The SEC meetings are open, anyone can participate in the discussion and ask questions, but only the SEC, approved with the Rector's order for each academic year, has the right of evaluation.

The presentation must be prepared using the presentation form, which is available in the LBTU E-study system, under study course *Diploma Thesis III*.

The student must present their diploma thesis for no longer than 10 minutes, the SEC has the right to end the presentation if the student exceeds the time limit. After the presentation, the student must answer first to the questions of the SEC, secondly, to the questions of the audience, then to the questions of the reviewer.

After all students of the day have presented, the commission decides the students' final grade in a closed meeting.

2. STRUCTURE OF THE DIPLOMA THESIS

The minimum number of pages required for the diploma thesis, excluding the appendices are 85,000 characters (including spaces) and no more than 90 pages. The literature review and introduction together cannot exceed 50 percent of the total volume of the Diploma thesis (in pages), excluding the list of references.

Artificial intelligence tools may not be used to generate text.

From the information sources used for the diploma thesis (in the list of references), no less than 20 literature sources cannot be older than 10 years.

The Diploma Thesis should contain the following parts:

- Title page (Appendix 5);
- Abstract;
- Contents;
- List of abbreviations and symbols used in the diploma thesis (if necessary);
- Introduction;
- Literature review;
- Materials and methods;
- Results and discussion (If necessary this chapter can be divided into two chapters);
- Conclusions;
- References;
- Appendices (if necessary);
- Pledge of Honour (Appendix 6).

In addition to the chapters and subchapters listed above, other parts can be added to the diploma thesis as well, e.g., Funding, Acknowledgements, Recommendations. These chapters must be added before the Appendices, if there are any included in the diploma thesis.

2.1. Title page

The title page is formatted as indicated in the example in Appendix 5. The title page must be formatted with a 6pt(points) spacing between paragraphs, with 20mm margins from the right side, left side, top and bottom of the page. The title page is included in numeration of the diploma thesis, but the title page is not numbered. The title page must include the following information:

- LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES - font *Times New Roman*, character size 18pt, block letters, bold;
- Faculty of Veterinary Medicine, institute under which the diploma thesis is being developed - font *Times New Roman*, character size 16pt, bold;
- Full Name, Last Name (like it is registered in LBTU IS) – font *Times New Roman*, character size 18pt;

- TITLE OF THE TOPIC IN ENGLISH - font *Times New Roman*, character size 20pt, block letters, bold;
- TITLE OF THE TOPIC IN LATVIAN - font *Times New Roman*, character size 18pt, block letters, bold;
- Diploma Thesis supervisor, academic position, degree, Name, Last Name - font *Times New Roman*, size of characters 14pt;
- Author of Diploma Thesis, Matr. No. [...] Name, Last Name (like it is registered in LBTU IS) - font *Times New Roman*, character size 14pt;
- Jelgava [year] – font *Times New Roman*, character size 14pt.
- If the diploma thesis is signed electronically, the following text should be written at the bottom of the page: THIS DOCUMENT IS SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP (font *Times New Roman*, size of characters 12pt, block letters).

2.2. Abstract

An abstract is a short and informative characterization of the diploma thesis. The abstract must be written in two languages (each on its own page): English and Latvian.

The length of the abstract (including spaces) is not more than **850 characters** (in both languages). The abstract of the diploma thesis is also meant to be submitted in LBTU IS when the diploma thesis is submitted electronically.

In addition to the abstract, in a separate text row below the abstract, no more than five keywords must be listed. Keywords do not count towards the character limit.

The abstract comprises the following information:

- The formal characterization of the diploma thesis – the last name of the author and the initial of their name, the title of the thesis;
- The characterization of the diploma thesis volume - the number of pages (excluding appendices), tables, figures, informative sources and appendices used;
- Information about projects and/or other financial/technical support must be noted in the abstract.
- A short description of the contents of the diploma thesis.

2.3. Contents

The contents contain all titles of the chapters and subchapters that are located after the contents, numbered in numbering sequence, indicating the number of the appropriate page. The diploma thesis chapters (*Literature review, Materials and methods, Results and discussion*) and their subchapters are numerated. The rest of the sections are not numbered.

2.4. List of abbreviations and symbols used in the Diploma Thesis

This section is included in the diploma thesis if there are more than 10 abbreviations in the diploma thesis. Otherwise, the abbreviation is deciphered with a detailed explanation, e.g. Food and Veterinary Service (FVS). Regardless whether a list of abbreviations is provided in the diploma thesis, when an abbreviation is used for the first time in the text, the full term is written and the abbreviation used further in the text must be written in brackets. While making the list of decipherments, the abbreviations, symbols and special terms must be arranged in columns alphabetically, with the decipherment on the right side.

The generally accepted abbreviations, symbols and terms are not included in the listing. The abbreviations must be deciphered in the language, in which the diploma thesis is written, except ones that cannot be translated.

Example:

ABBREVIATIONS AND SYMBOLS USED IN WORK

Abbreviations	Explanation
ADC	Agricultural Data Center
PCV2	Porcine circovirus type 2

2.5. Introduction

In the introduction the student justifies the choice of the topic, its significance and topicality, and gives a preview of the research problem. In the end of the introduction, one aim of the research is formulated and several enabling objectives for reaching the aim are defined and coordinated with the supervisor. The aim of the Diploma Thesis must be formulated concisely, i.e. it must be brief, precise and specific. All the enabling objectives listed must be relevant to the topic, executable, precise, and have to reflect what has to be done during the analysis in order to develop the diploma thesis. The enabling objectives must correspond with the conclusions.

2.6. Literature review

The literature review contains an analysis of the theoretical information corresponding to the topic, and a broad summary of findings from the reviewed scientific literature and other sources of information on the research topic are presented systematically, citing the research results of other authors. Direct reprinting of other authors' publications is not permitted when

creating this and all the other chapters of the diploma thesis. Citations must be used when quoting publications.

2.7. Materials and methods

In the Materials and methods subchapter, the author provides the characterization of the research object, describes the methods used in the research (methods of laboratory diagnostics, clinical examination and technologies etc.) the data collection methodology, and the data processing or the data statistical processing methodology.

2.8. Results and discussion

In this chapter, the results of the performed calculations are reflected and analyzed in detail supplementing the text with tables and figures. The titles of the tables and figures and their explanatory text must be complete, so that the table or figure can be perceived completely as an autonomous unit of information. The insertion of tables or graphic materials without being referred to in the text is not permitted. When developing this chapter, the author interprets and analyzes the results of their calculations and compares them to the results obtained in researches of other authors.

2.9. Conclusions

The conclusions have to provide a summarized answer to the enabling objectives, the conclusions are short and summarizing. The conclusions are derived from the results and their analysis. Numerical material can be included in the conclusions, but general knowledge or results that were not obtained during the research may not be included. The conclusions must be concrete, they are formulated as theses and are numbered.

2.10. Recommendations

If necessary, in this section of the diploma thesis, the author may express an opinion on the methodology, data obtained in the research and other implementation of relevant information in practice.

2.11. Acknowledgements

This chapter is included if the diploma thesis is developed as part of a project

2.12. References

In all cases when research or ideas of other authors or previously published research of the author of the diploma thesis are used in the diploma thesis, there must be a reference to these sources. Each of the listed references must be cited in the diploma thesis.

Items in the references are numbered and listed alphabetically, all of the bibliographic information of all sources used in writing the diploma thesis (books, scientific articles, periodicals, internet sources etc.) are included in the list. All sources used are listed alphabetically by the first letter of the author's last name or the first letter of the title of the article, if the author is unknown; normative acts are listed according to the type of act (laws, CM regulations, procedures, orders, instructions etc.). If there are sources used in the diploma thesis which are written in Cyrillic characters, they must be listed at the end of the reference list.

table 2.1.

Requirements for formatting references and in-text citations

Source	Reference with example	In-text citation
Journal article (electronic/online) (one author)	Author`s Last Name Initial., publishing year. Title of the article. Title of the journal. Volume No. (number of the section/month), pages. <u>Example:</u> Bokkenheuser V., 1970. <i>Vibrio fetus</i> infection in man. American Journal of Epidemiology. 91(4), p. 400-409.	...text (Bokkenheuser, 1970)
Journal article (electronic/online) (2 authors)	Last Name Initial of all authors., publishing year. Title of the article. Title of the journal. Volume No. (number of the section/month), pages. <u>Example:</u> Bokkenheuser V., Schneider W., 1999. <i>Vibrio fetus</i> infection in man. American Journal of Epidemiology. 19(4), p. 20-29.	...text (Bokkenheuser & Schneider, 1999)
Journal article (electronic/online) (3 and more authors)	Last Name Initial of all authors., publishing year. Title of the article. Title of the journal. Volume No. (number of the section/month), pages. <u>Example:</u> Kovaļenko K., Roasto M., Liepinš E., Mäesaar M., Hörman A., 2013. High occurrence of <i>Campylobacter</i> spp. in Latvian broiler chicken production. Food Control 29, p. 188–191.	...text (Kovaļenko <i>et al.</i> , 2013)

Source	Reference with example	In-text citation
Journal article (printed)	<p>Rules apply as before. Last Name, Initial of all authors., publishing year. Title of the article. Title of the journal. Volume No. (number of the section/month), pages.</p> <p><u>Example:</u> Miceli D.D., Pignataro O.P., Castillo V.A., 2017. Concurrent hyperadrenocorticism and diabetes mellitus in dogs. <i>Research in Veterinary Science</i>. p.425-431.</p>	<p>...text (Miceli <i>et al.</i>, 2017)</p>
Book by one author	<p>Author's Last name, Initial., publishing year. Title of the book. Edition (if published repeatedly). Place of publication: Publisher. Total number of pages or the page/pages used.</p> <p><u>Example:</u> Neville C., 2010, <i>The Complete Guide to Referencing and Avoiding Plagiarism</i>. 2nd Ed. Maidenhead: Open University Press. 300 p.</p>	<p>...text (Neville, 2010)</p>
Book by 2 authors	<p>Author's Last name, Initial., Author's Last name, Initial., publishing year. Title of the book. Edition (if published repeatedly). Place of publication: Publisher. Total number of pages or the page/pages used.</p> <p><u>Example:</u> Fresenius W., Schneider W., 1988. <i>Water Analysis</i>. Berlin–Heidelberg: Springer Verlag. 804 p.</p>	<p>...text (Fresenius & Schneider, 1988)</p>
Book by 3 or more authors	<p>All authors' Last names, Initials., publishing year. Title of the book. Edition (if published repeatedly). Place of publication: Publisher. Total number of pages or the page/pages used.</p> <p><u>Example:</u> Campbell N. A., Murry A., Bell E., Fisher T., 2008. <i>Biology</i>. 8th Ed. London: Pearson. 355 p.</p>	<p>...text (Campbell <i>et al.</i>, 2008)</p>
Book with an editor	<p>Author's surname Initial. (ed.), publishing year, Title of the book. Edition (if published repeatedly). Place of publication: Publisher. Total number of pages or the page/pages used.</p> <p><u>Example:</u> Fontana-Giusti G. (ed.), 2008, <i>Designing Cities for People: Social, Environmental and Psychological Sustainability</i>. London: Earthscan. 215 p.</p>	<p>...text (Fontana-Giusti, 2008)</p>

continuation of table 2.1.

Source	Reference with example	In-text citation
E-book	<p>Author's Last name Initial., publishing year. Title of the book. [Online] Title of series and volume – if it is known. Edition (if published repeatedly). Place of publication: Publisher. Available from: URL. [date of access]</p> <p><u>Example:</u> Sadler P., 2003. Strategic Management. [Online] Sterling. VA Kogan Page. Available from: http://www.netlibrary.com/reader/. [Accessed on 6th May 2022].</p>	...text (Sadler, 2003)
Doctorate / master's / bachelor's theses	<p>Author's Last name Initial., (year). Title of the thesis [Doctorate / master's / bachelor thesis, name of university].</p> <p><u>Example:</u> Jurģevica M., A., (2020). Bioloģiskajā lauksaimniecībā iegūtā svaigpiena kvalitātes izvērtējums [Master's thesis, Latvia University of Life Sciences and Technologies]</p>	...text (Jurģevica, 2020).
Normative acts and Laws	<p>Type and No. of the act, title of the act (in italics) date of adoption//[online] [date of access].</p> <p><u>Example:</u> Cabinet Regulation No. 558 <i>Procedures for Drawing up and Preparing Documents</i>, 4 September 2018 [online] [accessed on 13 May, 2022]. Available from: https://likumi.lv/ta/id/20436-veterinarmedicinas-likums</p> <p>Law, title in italics (year of adoption)// [online] [date of access]. Available from”:</p> <p><u>Example:</u> Law of RL <i>Veterinary Medicine Law</i> (2001) [online]. [accessed on 13 May, 2022] Available from: https://likumi.lv/ta/id/20436-veterinarmedicinas-likums</p> <p>Type of act, title of the act, No of the Official Journal of the EU, date and pages.// [online] [date of access] Available from:</p> <p><u>Example:</u> Regulation of the European Parliament and of the Council (EU) 2016/429 on transmissible animal diseases and amending and repealing certain acts in the area of animal health ('Animal Health Law'). OJ L 84, 31.3.2016. 1-208 pp. [online] [accessed on 13 May, 2022] Available from: https://eur-lex.europa.eu/legal-content/lv/TXT/?uri=CELEX%3A32016R0429</p>	<p>...text (LR MK 558, 2018)</p> <p>...text (Veterinary Medicine Law, 2001)</p> <p>...text (Regulation of the European Parliament and of the Council (EU) 2016/429, 2016)</p>

end of table 2.1.

Source	Reference with example	In-text citation
Electronic resources	Title of organization, Title of resource. // [online] [date of access]. Available from: <u>Example:</u> Food and Veterinary Service, Public database. Veterinary medicinal product register. // [online] [accessed on 27 September, 2023]. Available from: https://registri.pvd.gov.lv/en/vz	...text (FVS, Veterinary medicinal product register).

2.13. Appendices

This chapter contains documents and informative data, if they are too detailed and bulky to be inserted in the text. Questionnaires, voluminous tables and other materials are included in the appendices if they are referenced in the text, for example, (see Appendix 1).

Each Appendix must have a title and is numbered consecutively.

The number of pages of the appendices are not included in the page count of the diploma thesis.

2.14. Pledge of Honour

The example of the pledge of honour is demonstrated in Appendix 6. If the diploma thesis is signed electronically, the following text should be written at the bottom of the page: THIS DOCUMENT IS SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP (font *Times New Roman*, character size 12pt, block letters)

3. FORMATTING

3.1. Formatting of the text

Paper, font, character size, page numbers, spacing

- The text is typeset on white A4 white paper pages (210 x 297 mm) with a 30mm margin from the left side and 25mm margins from the right side, top and bottom of the page.
- Word processed using font *Times New Roman*, the text is aligned on both sides (*Justify*) and the first line of the paragraph has an indent of 10mm from the left side of the text.
- The scientific names of animals, microorganisms and plants in Latin are always written in italics, but the other symbols they contain – in regular text format.
- If the author wants to highlight a certain part of the text, it may be done using **bold** or underline.
- Font size of the text is 12pt, single line spacing (1,0), no extra space between paragraphs.
- Font size for titles – 14pt, bold, block letters (*All Caps*).
- Font size for subchapter titles – 12pt, bold.
- The pages are numbered consecutively in Arabic numerals in the middle of the footer of the page, character size 12pt, without using the period or any other punctuation marks. The title page, contents, the pages between them, and the page with the title “APPENDICES” are not numbered, but are included in the numeration, the pages of the appendices are numbered in the usual order, continuing the numbering in the main part of the diploma thesis.

Chapters and subchapters

- The text is divided in chapters and subchapters (no more than two level subchapters) which are numbered with Arabic numbers, except the abstract, contents, abbreviations and symbols used in work, introduction, conclusions, references and appendices.
- The diploma thesis is written in the grammatical third person (without the use of the first-person pronoun “I”) using past or present tenses. The information can be presented without indicating a certain doer, e.g., “the author believes”, “during the research, it was found that...”
- The main chapters and their titles must start on a new page, but the subchapters must be written as a continuation of the text. All titles must be centered horizontally to the page. Full stops are not used after the titles and they are not underlined or italicized. Titles of subchapters are written on a new page only in case if it is impossible to write at least two text rows under the title.
- Chapters cannot contain only a single subchapter.
- The line spacing between the titles, subchapter titles, and the text is a single text line (1,0), but two text lines between the text and the title of the next subchapter.

- The title “APPENDICES” (character size 22 pt., bold, character spacing 3pt placed in the center of the text row and in the middle of the page) is written on a new page before the appendices. Each appendix is numbered on the top right part of the page, e.g., Appendix 8, under which the title of the appendix is written in the center of the text row, each appendix starts on a new page.

3.2. Formatting tables and images

Tables contain the qualitative or quantitative (in numerical format) data obtained during the research. The table must be comprehensible even without reading the explanatory text. The table and figures are placed in the text after the first mention of it in the text, if that is not possible – after the next paragraph.

The text of the diploma thesis must contain references to tables and figures, they can be a descriptive part of the text or they can be indicated in round brackets, for example, (see figure 3.4.). If it is necessary to use tables that are available in internet or literature sources, the author must draw them up themselves, providing a citation of the source in round brackets after the title of the table.

- The title of the table is located over the table, in the center of the text row, in bold, character size 12pt, a full stop is not used at the end of the title.
- The character size of the text in the tables is 12pt, if deemed necessary the characters can be sized down to 10 pt. The character size must be the same in the whole table.
- The tables are numbered separately in each section of the diploma thesis, thus the sequence of the tables is indicated with two numbers, with a full stop after each one.
- The number of the table is placed on the right side of the page above the title, using the base font, e.g., “table 3.2.”, indicating that it is the second table of section three. There must be a space of one text line between the text and the table number, as well as between the title of the table and the table itself.
- The right and left side borders of the table must coincide with the borders of the text.
- The first row or column of the table (which may have several levels) contains the titles of the row or column (without abbreviations) and the units of measurement. If all the data of the table has the same measurements, an abbreviated symbol of the measurement is written at the end of the title of the table, after a comma.
- If the table continues on to multiple pages, the row or column titles must be repeated on each page. In this case the title of the table does not need to be repeated on each page, but at the top of the table the author must write, e.g., “continuation of table 2.9.” or “end of table 2.9.”
- The table must be placed so it reads like a continuation of the text. If the information of the table is wide, it must be placed so that the printed diploma thesis should be turned clockwise to read the data.
- The borders of the table’s cells are $\frac{1}{4}$, shading is not used.

- All cells of the table must be filled out. If multiple cells contain the same data, it must be written repeatedly. Numbers must be centred in the cells.

Example of formatting a table:

table 1.1.

Title

No.	Description	Description

A figure includes drawings, photographs, schemes, diagrams and other illustrations of the text. The figure must coincide with the text, it must be comprehensible even without reading the explanation.

- The serial number of the figure must be located under it, in the centre of the text row. The numeration must be created in sequence within each chapter, for example, figure 3.1. (first figure of chapter No 3). After the number of the figure, the title of the figure/image is written in bold, with a full stop. In a new row an explanation of the figure is provided: the decipherment of the abbreviations and symbols, if they are not included in the figure. Character size 12pt.
- It is not recommended to use text in the figures and images. Instead, numbers and symbols are used and deciphered in the explanation of the figure.

Example formatting a figure:



figure 3.1. **Title.**

REFERENCES

1. LBTU Lauksaimniecības fakultātes Studiju darbu izpilde un noformējuma metodiskie norādījumi 6. pārstrādātais izdevums. // [online][accessed on 27 September, 2023]. Available at: https://www.lf.lbtu.lv/sites/lf/files/2023-05/Stud_darbu_nof_noteik_2020_kor_02_05_23_1.pdf
2. LBTU Meža fakultātes studiju noslēguma darbu struktūra un noformēšanas metodiskie norādījumi. // [online][accessed on 27 September, 2023]. Available at: <https://www.mf.llu.lv/sites/mf/files/2017-04/SND.PDF>
3. LBTU Nolikums par studiju noslēguma pārbaudījumiem
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5. LBTU Study Regulations
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7. Rīgas Stradiņa universitāte metodiskie norādījumi studiju, kursa, bakalaura un maģistra darbu izstrādei.____// [online][accessed on 27 September, 2023]. available at: [https://sp.rsu.lv/sites/default/files/documents/Studiju%20kursa%20bakalaura%20un%20ma%20a%C4%A3istra%20darbu%20Metodiskie%20nor%C4%81d%C4%ABjumi%20PZK%202019%20v%208.0%20\(2\).pdf](https://sp.rsu.lv/sites/default/files/documents/Studiju%20kursa%20bakalaura%20un%20ma%20a%C4%A3istra%20darbu%20Metodiskie%20nor%C4%81d%C4%ABjumi%20PZK%202019%20v%208.0%20(2).pdf)

APPENDICES

Progress report form



Latvia University of Life Sciences and Technologies
 Faculty of Veterinary Medicine
 _____ institute
 K. Helmaņa Street 8, Jelgava, LV-3004
 vmfdek@lbtu.lv, phone: +371 63 024 662

FVM 6th year student _____

REPORT about the progress of study course *Diploma Thesis II*

Topic of the Diploma Thesis

 /in English/

 /in Latvian/

Supervisor

 /Name, Last Name, academic position, scientific degree/

PROGRESS REPORT (briefly and accurately list what has been done)

INFORMATION ON ACTIVITIES STILL TO BE PERFORMED (briefly and accurately list what still needs to be done before the pre-defence of the diploma thesis at the academic meeting of the FVM _____ Institute)

Activities	Expected time period for the activity
1.	
2.	
3.	
4.	
5.	

Author of the Diploma Thesis

 (matriculation No)

 (Name, Last Name)

 (Signature)

Supervisor of the Diploma Thesis

 (academic position/scientific degree)

 (Name, Last Name)

 (Signature)

Diploma thesis application form

LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES

Faculty of Veterinary Medicine

Approved:

Director of study
programme

/I.Lūsis/

Director of
Institute

202__ . g. ____ . _____

202_ . g. ____ . _____

DIPLOMA THESIS

1. Diploma Thesis topic

2. Aim and objectives of Diploma Thesis

Aim:

Objectives:

3. Diploma Thesis plan

4. Supervisor of Diploma Thesis

(Academic degree)

(Name, Last name)

(signature)

5. Author

(Matriculation No.)

(Name, Last name)

(signature)

202__ . year. ____ . _____

Sample of the hard cover

**LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES
FACULTY OF VETERINARY MEDICINE**

DIPLOMA THESIS

Jelgava 2024

Review form

REVIEW

Title of the Diploma thesis topic: _____

Author of the Diploma thesis: _____

(Name, Last name, Matriculation No.)

Supervisor of the Diploma thesis: _____

(Academic position, Name, Last name)

Criteria	Explanation of evaluation	Points	Comments
1. Originality/ novelty of the thesis	<p>3 - the idea of the diploma thesis is original, an atypical point of view or alternative methods are used, the results provide an innovative solution; the author clearly demonstrates significant personal contribution;</p> <p>2 - the work exhibits certain elements of originality, appropriate methods are used, and the author demonstrates personal contribution;</p> <p>1 - the work is largely based on already known results; the author's personal contribution is limited;</p> <p>0 - there is no originality or personal contribution of the author to the work.</p>		
2. Correspondence of the content of the Thesis to the title of the topic	<p>2 – the content of the thesis corresponds to the title;</p> <p>1 - the content of the work partially corresponds to the title;</p> <p>0 – the content of the thesis does not correspond with the title.</p>		
3. Topicality of the research:	<p>3 – the relevance of the topic is clearly and comprehensibly formulated and convincingly justified;</p> <p>2 – the relevance of the topic is formulated, but its justification is incomplete or only partially explained;</p> <p>1 – the relevance of the work is formulated unclearly or contradictory and lacks sufficient justification;</p> <p>0 – the relevance of the topic has not been formulated</p>		
4. Aim of the Thesis:	<p>3 – the aim is clearly and concisely formulated and it is achievable by implementing the set objectives;</p> <p>2 – the aim is formulated, but it is too broad or too narrow ,and it is</p>		

	<p>achievable by implementing the set objectives;</p> <p>1 – the aim is formulated unclearly or incompletely, the relevance with the research objectives is only partial;</p> <p>0 – the aim is not formulated or is contradictory</p>		
5. Enabling objectives:	<p>3 – the objectives are formulated clearly and allow to achieve the aim of the research;</p> <p>2 – the objectives are formulated according to the aim, but the actions that need to be performed are not precisely formulated;</p> <p>1– the objectives are only partially formulated and do not fully cover all actions that need to be taken in order to achieve the aim;</p> <p>0 – the objectives have not been formulated</p>		
6. Compliance of the methods of the diploma thesis with the set aim and objectives :	<p>6 –the methods are described in detail and justified; they comply with generally accepted practice in the scientific field and fully comply with the stated purpose and objectives of the work;</p> <p>5 – the methods are clearly described and justified; they generally correspond to the generally accepted practice of the scientific field and to the aim and objectives of the work;</p> <p>4 – the methods are described, but the justification is incomplete or not explained in all aspects; overall they correspond to the aim and objectives of the work</p> <p>3 – the description of the methods is general; the justification is insufficient or only partially explained, the compliance with the aim and objectives of the work is only partial;</p> <p>2 – the methods are incompletely described, the justification is insufficient and the correspondence of the methods to the aim and objectives of the work is weak;</p> <p>1 – the description of methods is very incomplete and unjustified; the methods are only minimally related to the aim of the work;</p> <p>0 – the methods are not described or do not correspond to the aim and objectives of the work</p>		

<p>7. The quality and relevance of the references used in writing the literature review to the set aim and objectives :</p>	<p>3 – the selected references confirm a good understanding of the research topic; the latest scientific literature relevant to the topic has been used (scientific articles, studies, etc.);</p> <p>2 – the selected references generally correspond to the research topic, but only partially reflect the understanding of the research question or is not sufficiently broad and current;</p> <p>1 – the selected references do not sufficiently reflect an understanding of the research question, sources related to the topic are rarely used in the literature review;</p> <p>0 – the selected references do not correspond to the research topic or do not reflect the understanding of the research question</p>		
<p>8. Analysis and interpretation of the results:</p>	<p>7 - the analysis and interpretation of the results is complete, logical and justified; it is clearly based on the literature review and the description of the research results; the limitations of the results are analyzed and their explanation is provided; the practical significance and applicability of the results are justified</p> <p>6 – the analysis of the results is logical and based on the literature review and the results obtained; the interpretation is convincing, but an element of the analysis is incompletely described;</p> <p>5 – the analysis of the results is justified and related to the literature, but the interpretation is not fully developed; the limitations or practical significance of the results are only partially described;</p> <p>4 – the analysis of results has been performed, but the interpretation is general; correspondence to the literature review is limited; several important aspects of the analysis are not fully explained;</p> <p>3 – the analysis of the results is fragmentary; the interpretation is incomplete and only partially related to the literature review; the limitations and practical significance of the results have not been sufficiently analyzed</p>		

	<p>2 – the analysis of the results is superficial; the interpretation is poorly justified and insufficiently linked to the literature review or research results;</p> <p>1 – the analysis of results is very limited; the interpretation is minimal and unjustified;</p> <p>0 – the analysis and interpretation of results has not been performed</p>		
9. Conclusions:	<p>6 – the conclusions are analytical, they are derived from the analysis and interpretation of the obtained results and provide complete answers to the set objectives;</p> <p>5 – the conclusions are analytical, deriving from the analysis and interpretation of the obtained results and set objectives;</p> <p>4 – the conclusions are derived from the analysis and interpretation of the obtained results and provide partial answers to the set objectives;</p> <p>3 – the conclusions are derived from the analysis and interpretation of the obtained results, but do not provide answers to the set objectives;</p> <p>2 – the conclusions are partially derived from the analysis and interpretation of the obtained results (for example, are broader than the research results allow), generally known facts and theoretical knowledge are included in the conclusions;</p> <p>1 – the conclusions are not based on the analysis of the obtained results;</p> <p>0 – there are no conclusions to the thesis</p>		
10. Formatting of the Diploma Thesis (correspondence of the formatting to the requirements; formatting of the text; figures, tables)	<p>4 – the design of the thesis fully meets the requirements;</p> <p>3 – there are some errors in the design of the thesis, which do not reduce the quality of the thesis;</p> <p>2 – there are numerous errors in the design of the thesis;</p> <p>1 – the design errors significantly reduce the quality of the thesis;</p> <p>0 – the design of the thesis does not meet the requirements</p>		
Maximum amount of points - 40			

Questions for the author (mandatory field):

Strong points of the thesis and/or recommendations for improvement of the thesis (mandatory field):

Decision on admitting the author to the Diploma thesis defence: _____

Evaluation of the Diploma thesis (on a 10-point scale):

Points	40-38	37-34	33-30	29-26	25-21	20-17	16-13	12-9	8-5	4-0
Grade	10	9	8	7	6	5	4	3	2	1

Reviewer: _____

(Scientific degree, Name. Last name)

(Place of work and position)

_____. _____, 202____

((Signature and transcript))

THIS DOCUMENT IS SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND
CONTAINS A TIME STAMP* *If the diploma thesis is signed electronically*

Title page of the Diploma Thesis

**LATVIA UNIVERSITY OF LIFE SCIENCES AND
TECHNOLOGIES (18p)**

**Faculty of Veterinary Medicine (16p)
... institute (16p)**

[Name Last name] (18p)

[TITLE OF THE TOPIC IN ENGLISH] (20p)

[TITLE OF THE TOPIC IN LATVIAN] (18p)

Diploma Thesis (16p)

Supervisor (-a):

academic position, Name Last name (14p)

Signature, date

Author:

Matr. No. [...] Name Last name (14p)

Signature, date

Jelgava [year] (14p)

Form of Pledge of Honour

Pledge of Honour

I, _____, hereby declare that the Diploma Thesis is solely my work. All used sources of information are presented in the Diploma Thesis and the electronic copy of the Diploma Thesis has been uploaded in LBTU IS.

(date)

_____ N.Surname
(signature and decipherment)