

APPROVED

Senate meeting 25.01.2017.; Minutes No 115

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The latest amendments were approved

EKA Senate meeting 27.08.2025; Minutes No. 216

REGULATIONS
ON PREPARATION AND DEFENSE OF STUDY PAPERS,
PROJECT PAPERS AND THESES
AT THE EKA UNIVERSITY OF APPLIED SCIENCES

RIGA 2025

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1. GENERAL PROVISIONS AND TERMINOLOGY

- 1.1. The Regulations on the development and defense of study, project papers and final theses at the EKA University of Applied Sciences (hereinafter - the Regulations) sets the requirements for students of the EKA University of Applied Sciences (hereinafter - EKA) to develop and defend the following works:
 - Practice report (the preparation and defense of the practice report is regulated by the Practice Regulations).
 - Study paper.
 - Project paper
 - Final paper (qualification thesis, bachelor thesis, master thesis).
- 1.2. *Study paper* – summary of the results of study independently done by the Student showing the Student's skill based on theoretical knowledge to carry out empirical research in scientific or applied area.
- 1.3. *Project paper* – summary of the results of independent analysis carried out independently by the Student which shows the student's skill based on theoretical knowledge.
- 1.4. *Final paper* – a part of final assessment for academic or professional higher education programs; the student's independent study, which is publicly defended in order to obtain professional qualification, academic or professional degree. Final papers are:
 - 1.4.1. *Qualification paper* – summary of the results of study done independently by the student proving the student's the ability to empirically investigate one of the aspects of operation of selected object and, on the basis of theoretical knowledge, draw valid conclusions and draft proposals to improve the operation of the object.
 - 1.4.2. *Bachelor thesis* – summary of the results of study conducted independently by the student with elements of the scientific work proving the degree candidate's skills to find and use the information to formulate the problem of the study and apply different methods of data collection and processing by collecting and interpreting the results, making conclusions and offering reasonable proposals for resolving the problem.
 - 1.4.3. *Master thesis* – summary of the results of study conducted independently by the student with a theoretical basis and practical applications of economic problems and social issues, or/and current business management issues.

- 1.5. Papers referred to in paragraphs 1.2, 1.3 and 1.4 (hereinafter referred to as the Paper) is written about a relevant and important **topic** for society, which the student submits to the appropriate program director. The topic of the Paper is submitted and approved in accordance with section 2. of the Guidelines.
- 1.6. The Paper is written in the language relevant in the implementation of the programme of study.
- 1.7. The Paper is independently written by the student under **the Supervisor's** guidance. The Supervisor of the Paper is submitted and approved in accordance with part 2 of the Regulations.
- 1.8. The Adviser follows the preparatory process in accordance with the Paper development schedule and provides consultations to the Student.
- 1.9. The Paper must be written in scientific language, business-like, without lyrical deviations.
- 1.10. The Paper shall be written, formatted and submitted for defense in compliance with the procedures described in Chapter 3 of the Regulations and the requirements of Chapter 4, as well as *Regulations of the EKA University of Applied Sciences on the requirements for drafting independent, study, project papers and final theses.*
- 1.11. In the Regulations, the term - credit point is used as ECTS (European Credit Transfer and Accumulation System) credit point.

2. APPROVAL OF THE PAPER TOPIC AND THE SUPERVISOR

- 2.1. The topic of the Paper is chosen independently by the student on the basis of the study programme's exemplary topics, the list of which is available in Moodle and the director of the study programme.
- 2.2. The student has the right, in agreement with the supervisor and coordinating the topic with the programme director, to choose a topic of paper that is not in the list of sample topics, or if sample topics are not defined in the relevant study programme.
- 2.3. The student chooses the thesis topic as well as the thesis supervisor and applies to the director of the relevant programme by submitting a written application (Appendix 1 or 2) with the signature of the student and supervisor (Submission date in the autumn semester - no later than September 16, in the spring semester – no later than February 16). If the mentioned date is a holiday, the application shall be submitted immediately after the holiday on the first following working day.
- 2.4. The student submits the application for the topic of the final thesis in a specially created Moodle study course specified in point 3.2.5 of the Regulations, and also sends it to the educational methodologist by e-mail.
- 2.5. The deadline for submission of the application (Appendix 2) for the study or project topic application can be extended with the special permission of the programme director (in the autumn semester - no later than October 15, in the spring semester - no later than March 15).
- 2.6. If the student cannot independently choose the Supervisor, it is assigned by the study programme director. In this case, the student may submit the application to the study programme director with the title of the chosen topic without the Supervisor's signature. The student must submit the application for signing to the designated Supervisor within five working days from receiving the information on the appointment.
- 2.7. If the Student has not submitted a written request with the signature of the Supervisor about the writing of the Paper on certain deadlines written in the Regulations, then the Student shall repeat one semester studies again.
- 2.8. In academic Bachelor study programmes, the Supervisor may be a person with a master's or a doctoral degree. In professional study programmes, the Supervisor may be a person with a master's or a doctoral degree or a person without a scientific or academic degree with at least seven years work experience related to the thematic area of the study programme.

- 2.9.** All submissions are kept by the educational methodologist of the study programme until the Papers defense.
- 2.10.** The Paper topics and the Supervisors are approved by the study programme director.
- 2.11.** The Final paper topics are approved in a colloquium organized by the study programme director.

3. PREPARATION AND DEFENSE OF THE PAPER

3.1. Writing and submission for the defense of the Paper

- 3.1.1.** The Student shall prepare the Paper in accordance with the study programme plan.
- 3.1.2.** The director of the study programme shall prepare a schedule for the development of a study or project paper in the first week of the term, indicating the time period for the submission of the work therein, and shall place a schedule in the Forum of the relevant study course of Moodle.
- 3.1.3.** The director of the study programme shall form a structure for the course referred to in Paragraph 3.1.2 of the Regulations, which shall include:
 - a. information on the development of the study or project paper, the possibilities for consultation and the timetable for the development of the paper;
 - b. requirements for the drawing up of study papers;
 - c. the application form for study or project paper theme;
 - d. a study or project paper assessment form.
- 3.1.4.** The director of the study programme shall, a month before the session, establish a Commission for the defense of study paper or project paper in the composition of two persons, including the supervisors of papers therein, and specify the date of defense, co-ordinating it with the educational methodologist, who is responsible for the preparation of lessons and session schedules.
- 3.1.5.** The Student shall independently prepare the Paper in either face-to-face consultation with the Supervisor or by using other means of communication (email, phone, the University's e-environment) and informs the programme director about problem situations in the development of a study or project paper.
- 3.1.6.** In preparing the Paper, the Student shall abide by the requirements of these Regulations in relation to content and formatting of the Regulations. If the content or formatting of the Paper does not comply with the requirements of the Regulations, the work is not allowed for defense.
- 3.1.7.** The student saves the completed study or project paper, coordinated with the supervisor, in PDF format and submits it, signed with their electronic signature (signed PDF), to the designated submission area in the relevant Moodle project or study paper site according to the deadline specified in the approved work development and submission schedule.
- 3.1.8.** Save and submit the work file using the following filename format, without using the Latvian language characters: LastName_FirstName_WorkType_GroupCode_Year_Semester. The

work type can be SP (study paper) or PP (project paper). For example, if a study paper is submitted in the spring semester of 2026 by a distance learning student from the bachelor's programme "Game Design", the file name will be: LastName_FirstName_SP_B_Dig_Ns_2026_Spring.

- 3.1.9.** The supervisor shall prepare a reference to the study or project paper (see Annex 5, 6 or 6a).
- 3.1.10.** The supervisor saves the reference in PDF format and signs it with their electronic signature (signed PDF), and, according to the deadline specified in the work development schedule, sends it to the education methodologist via email.
- 3.1.11.** The Paper defense commission assesses the student's submission, the defense speech and presentation, answers to questions, and fill out the Paper defense protocol by providing the total assessment of the Paper.
- 3.1.12.** The Student has the right to appeal the commission's decision on the Paper within 30 calendar days as of the date of submission and defense by submitting a justified request to the Vice Rector for Studies and Development. The Vice Rector for Studies and Development shall review the request and evaluate the arguments of all parties involved and, if necessary, shall organize a re-defense by inviting a member of the Student Council.
- 3.1.13.** The study or project paper defense commission enters the defense evaluations online into the protocol and submits it to the EKA information system.
- 3.1.14.** The educational methodologist of the study programme confirms the assessments and they are entered into the electronic database of grades.
- 3.1.15.** All types of the Paper without exception shall be defended in meetings open to the public. Consequently, the result of the Paper may not be only confidential information. The Student must inform the organisation's management on the topic and must receive a written or oral permission to use internal data of a company for the Paper preparation. The Student shall inform the company's management that the Paper after its successful defense will be published in the University's joint catalogue.
- 3.1.16.** If the Student misses the deadline in submitting and defending the Paper as well as in cases when the Paper has either not been defended or has not been approved for defense due to the non-compliance with the requirements of these Regulations, the study programme director shall decide on organization of re-defense after submission and payment made in accordance with the Rules on the EKA Study Tuition Fees and Other Payments.

3.1.17. After the defense, all the Papers shall be submitted to the archive for the time limit in accordance with the record keeping nomenclature.

3.2. Preparation and submission for the defense of the Final paper (Qualification paper, Bachelor thesis and Master thesis)

3.2.1. In accordance with Section 58 of the Law on Institutions of Higher Education and the Cabinet of Ministers' Regulations No. 512 26.08.2014. "On the national standards of the second level professional higher education"(Article 52), the preparation and defense of Bachelor thesis or Master thesis (further referred to as the Thesis) is an integral part of the graduation evaluation of bachelor and master study programmes.

3.2.2. In accordance with Section 58 of the Law on Institutions of Higher Education, the academic bachelor and master study programmes are to be completed with required examinations, the part of which is the preparation and defense of bachelor thesis or master thesis, and as per the Cabinet of Ministers' Regulations No. 240 of 13.05.2014. "On the state's academic standards of education" Articles 6 and 17, the preparation of a bachelor thesis is an integral part of the bachelor study programme and the preparation of a master thesis is an integral part of the master study programme.

3.2.3. In accordance with the Cabinet of Ministers' Regulations No. 141 of 20.03.2001. "Rules for the first level professional higher education state standard" Article14, the preparation and defense of the Qualification paper (further referred as the Paper) is an integral part of the final paper of professional higher education programmes.

3.2.4. The final paper is developed and defended in the last semester of the study programme. The process of developing and defending the paper, which is determined by the Regulations, is shown in the table (Appendix 27).

3.2.5. By the beginning of the last semester, the director of the study programme prepares a schedule for the development of the final thesis, indicating in it all the stages of the development of the thesis and the deadline for submission of the final thesis, and posts the schedule in a specially created study course on Moodle (hereinafter - Thesis e-course) for the relevant study programme (for example - Bachelor thesis [JUR]).

3.2.6. The program director creates a special structure in the Thesis e-course (Appendix 28).

- 3.2.7.** To control the final theses development process, the programme director organizes a colloquium on the aim, tasks and research methods of the final thesis within two weeks of receiving the application. Participation in the colloquium is mandatory for all students who have submitted an application on the topic and supervisor of the final thesis. At the end of the colloquium, the programme director approves the topic of the final thesis. The minimum presentation structure of the colloquium is determined by paragraph 3.3.2 of the Regulations in a. until f. subsections.
- 3.2.8.** If the topic of the final thesis was not approved in the colloquium, the student has the right to submit an application with the clarified thesis topic within a week from the date of the colloquium. The specified final thesis topic is reviewed and approved by the programme director.
- 3.2.9.** The confirmed topics of the Thesis shall not be changed.
- 3.2.10.** The student develops the final thesis in collaboration with the supervisor and informs the programme director about problem situations in the development of the thesis.
- 3.2.11.** In order to promote the timely preparation and successful defense of the final thesis, the director of the relevant study programme creates a pre-defense commission with two members, where at least one of them should be, if possible, the supervisor of a final thesis in the relevant study programme. Members of the commission can be persons with a master degree or a doctor degree.
- 3.2.12.** The student submits the draft of the final thesis to the supervisor at least one week before the pre-defense of the final thesis. The supervisor informs the programme director about the readiness of the paper for its defense.
- 3.2.13.** Student participation in the pre-defense is mandatory and the final paper must be at least 90% ready. The main parts of the thesis must be ready in full. Other parts of the thesis may not be fully developed yet.
- 3.2.14.** The student places the draft of the final thesis in MS Word format, as applicable, no later than one day before the pre-defense in the Moodle Thesis e-course in the place provided for the pre-defense of the final thesis. In the study field "Arts" programs, the draft of the final thesis is submitted in the manner prescribed by the program.

- 3.2.15.** For the defense of the final thesis, the student prepares a presentation in PDF format, which is agreed with the supervisor and complies with the provisions of Section 3.3 of the Regulations (except for the reviewer's questions) and presents the final thesis to the commission.
- 3.2.16.** The duration of the student's presentation in the preliminary defense is determined by the director of the relevant study programme, but no longer than specified in paragraph 3.4.7 of the Regulations.
- 3.2.17.** The pre-defense commission listens to the student's presentation, assesses the quality of the final thesis and compliance with the approved topic and the requirements of the Regulations.
- 3.2.18.** The pre-defense commission provides consultations and, based on the results of the defense and examination of the final thesis, makes a decision on:
- a. the continuation of the development of the final thesis and, if necessary, advises on the improvements to be made in the thesis;
 - b. making the necessary improvements to the final thesis by determining repeated pre-defense;
 - c. suspension of final thesis development.
- 3.2.19.** Repeated pre-defense takes place no later than two weeks after the first pre-defense and the student must fulfill the requirements of paragraph 3.2.14 of the Regulations.
- 3.2.20.** If the pre-defense committee makes a decision to suspend the development of the final thesis or the provisions mentioned in paragraph 3.2.30 of the Regulations are fulfilled, the student has the right to submit the final thesis again in the next semester in accordance with the schedule of the next semester, making significant improvements and paying for the repeated defense of the final thesis in accordance with the Regulations on EKA student tuition fees and other payments.
- 3.2.21.** The schedule of meetings of the pre-defense commission is made by the director of the relevant programme, in advance coordinating the times with the members of the commission and with the educational methodologist, who is responsible for preparing lesson schedules.
- 3.2.22.** The supervisor of the final thesis provides information to the programme director about the readiness of the thesis to be submitted for norm control and plagiarism checking.
- 3.2.23.** Thesis examinations take place according to the approved schedule for examination and defense of final theses.
- 3.2.24.** The Normcontroller is appointed by the Vice-Rector of Studies and Development. Without the acceptance of the normcontroller, the paper is not allowed for plagiarism checking and defense!

- 3.2.25.**The student submits the developed final thesis in MS Word format in the Moodle Thesis e-course in the place provided for norm control, in order to record the content of the thesis before the design check.
- 3.2.26.**In order to perform the norm control, the student sends the paper to the normcontroller by e-mail, and in order to obtain the normcontroller's acceptance, the student must correct the shortcomings in the work design indicated by the normcontroller. In the study field "Arts" programs, the final thesis is submitted for norm control in the manner prescribed by the program.
- 3.2.27.**The norm controller informs the student about the compliance of the paper with the requirements of the Regulations by e-mail and sends the necessary information to the educational methodologist as an electronically signed PDF document (Appendix 4).
- 3.2.28.**The supervisor of the final thesis writes the Supervisor's review (appendices 7-11). The review is written in the language of the implementation of the relevant study programme. The supervisor evaluates the final thesis by filling in the supervisor's conclusion on the paper (Appendix 12).
- 3.2.29.**The supervisor sends the electronically signed supervisor's review and conclusion to the educational methodologist by e-mail, in accordance with the deadline specified in the Paper Development Schedule.
- 3.2.30.** If the supervisor has given a negative feedback (Recommendation for permission to defend the thesis is "not to allow"), the final thesis is not allowed to be defended.
- 3.2.31.**The student submits the final version of the thesis with the file name specified in Regulations paragraph 3.2.33c, in the Moodle Thesis e-course in the following places and formats:
- a. in the plagiarism checking area. The final thesis must be submitted in MS Word format.
 - b. in the place provided for submitting the final version of the final thesis. The final thesis must be submitted in PDF format with the student's electronic signature. The paper in PDF format after defense is placed in a publicly available database with the permission of the student. If the student does not allow the paper to be placed in a publicly available database, the PDF version of the work will be stored in the archive of the university.
 - c. In the study field "Arts" programs, the final thesis is submitted in the manner prescribed by the program.
- 3.2.32.**The final version of the thesis in PDF format with the electronic signature of the student with the file name specified in Regulations 3.2.33.c. paragraph, is also submitted by the student to the educational methodologists by sending it by e-mail.

3.2.33. Before submitting for defense, all theses are checked in the anti-plagiarism system:

- a. In order to carry out anti-plagiarism control, the Rector of the University shall by order establish an Anti-Plagiarism Control Commission consisting of three members, including one representative of the administration and two representatives of the academic staff;
- b. According to the schedule of the last semester, the student submits the electronic version of the final thesis in MS Word format according to Regulations paragraph 3.2.31. requirements;
- c. The working file is saved and submitted using the following **file name format**, without using the Latvian language script signs:

Surname_FirstName_Paper Type_GroupCode_Year_Semester

The type of Thesis can be QT (qualification thesis), BT (bachelor thesis), MT (master thesis).

For example, if the Thesis in the spring semester of 2026 is submitted by a part-time student from the bachelor programme “Accounting and Finance Management”, the file name will be as follows:

LastName_FirstName_BTTh_B_Gr_Ns_2026_Spring

- d. The Head of the Information Technologies Unit uploads the file in the anti-plagiarism system and sends the report to the Anti-plagiarism Control Commission within 3 working days;
- e. Anti-plagiarism Control Commission makes student group reports about the performed control;
- f. If plagiarism is found during the examination, the Anti-Plagiarism Control Committee makes a reasoned decision (see Appendix 26) to prohibit the submission of the thesis for defense and determines the student's possible future actions. The Anti-Plagiarism Control Committee informs the director of the respective study program about the decision made.
- g. The Study Programme Director informs the Author and Supervisor of the respective Paper about Commission's decision;

3.2.34. In the submitted final thesis, according to paragraphs 3.2.31 and 3.2.32 of the Regulations, **it is forbidden to make any changes to what is specified in paragraphs!**

3.2.35. The master's degree students shall be admitted to the defense of thesis, if they had previously submitted an article to the Student Scientific and Applied Conference, but of the "Management of International Cultural Projects" study programme, if they have previously submitted a scientific article together with the supervisor of the scientific work at the ETECH (or equivalent) conference.

3.2.36. Before defending the final thesis, the thesis is sent to a reviewer appointed by the director of the relevant study programme.

3.2.37. The reviewer prepares a review (appendices 13-17). The reviewer evaluates the thesis by filling in the Reviewer's conclusion about the thesis (Appendix 18). The review is written in the language of the relevant study programme. The reviewer submits an electronically signed review and conclusion about the thesis, sending it to the educational methodologist in accordance with the thesis development schedule.

3.2.38. If the Reviewer has given a negative review (The recommendation for permission to defend the Thesis is “not allowed”), the Student can make the following decision: 1) undo the Thesis, or 2) defend the Thesis with a negative review.

- If the Student undoes the Thesis, he/she has the right to resubmit it in the next semester in accordance with the schedule of the next semester, making significant improvements.
- If the Student decides to defend the Thesis with a negative review, before defending the work, the Final Examination Commission Secretary is obliged to acquaint the members of the commission with the negative review.

3.2.39. The reviewer may be a person with a master's or a doctoral degree as well as a person without a scientific degree with at least seven years of work experience related to the thematic area of the study programme (in professional study programmes only).

3.2.40. For the defense, in line with the Thesis preparation schedule, the student shall submit:

- a. the final Thesis in the ways and places referred to in paragraph 3.2.3.1 of the Regulations;
- b. confirmation of the placement of the final Thesis in the e-environment. The proof is printed immediately after posting the Thesis in the e-environment from the same site.
- c. **only for students of the study programme “Interior Design”:** 2-4 tablets in A1 format (60cm x 90cm) and printed bachelor thesis. The composition and layout of the tablet must necessarily be coordinated with the Supervisor of the Bachelor thesis and the pre-defense Commission;
- d. **only for students of the study programme “Brand Design”:** 2-4 tablets in A1 format (60cm x 90cm). The composition and layout of the tablet must necessarily be coordinated with the Supervisor of the Bachelor thesis and the pre-defense Commission.

3.2.41. All types of the Theses without exception shall be defended in meetings open to the public. Consequently, the result of the Thesis may not be only confidential information. The Student must inform the organisation's management on the topic of the Thesis and must receive a written or oral permission to use internal data of a company for the Thesis preparation. The Student shall inform the company's management that the Thesis after its successful defense may be published in the University's final theses catalogue.

3.3. Preparation of presentation for the defense

3.3.1. Presentation for the defense of the final Thesis shall be prepared using an official template of the EKA which is available in the EKA home page in "Student's guide".

3.3.2. The recommended presentation outline:

- a. Presentation title slide with the Paper title, type (research, qualification, bachelor, master), the student's name and surname, the academic title of scientific supervisor (Professor, Associate Professor, Docent, Lecturer), scientific degree (Dr. oec., Mg. philol., etc.), name and surname, and the date of paper defense – 1 slide (Appendix 25).
- b. Topicality of the study – 1-2 slides.
- c. Aim and numbered tasks of the paper – 1 slide.
- d. The object and subject of the study – 1 slide (only for final theses).
- e. Hypotheses or research question – 1 slide (only in master thesis).
- f. Research methodology (data collection and processing methods, time period of the study, information about research instruments, etc.) – 1-2 slide.
- g. Limitations of the study – 1 slide.
- h. Results of the study (preferably in the form of tables, graphs, diagrams) – 2 - 4 slides.
- i. Numbered conclusions – 1 slide.
- j. Numbered recommendations – 1 slide.
- k. Reviewer's questions – 1 slide (only for final works).

3.3.3. The maximum number of slides: **15 slides.**

3.3.4. While preparing a presentation, the following requirements must be fulfilled:

- Each slide must bear the title (if the slide titles are the same, they shall be numbered in sequence, e.g., "Conclusions (1)," "Conclusions (2)", etc.), slide number and the date of preparation or defense.

- The sentences in the text should be short, in the form of theses (no more than 3-4 sentences per slide recommended).
- The text must be legible, an appropriate font size has to be selected (for example, 24 – 42 pt), their type and colour (no more than three colours are recommended), with bright tones to highlight the most important information.
- Images and tables should be directly linked with the topic and visible (readable).

3.3.5. The presentation must be saved in **PDF format**.

3.4. The organization of the final Thesis defense

- 3.4.1.** At least two months before the defense, study program director forms the State final examination Commission (hereinafter - Commission). The Commission must include at least five members. More than half of the professional study programme commission shall consist of representatives of employers and/or industry professionals with master or doctor degrees, or persons without a scientific degree who have at least seven years of study programme related experience (only in professional study programmes). The Chair of the Commission shall be an employer's representative with a master or doctor degree.
- 3.4.2.** In academic bachelor and master study programmes, the Commission must include persons with master or doctor degrees. The Secretary of the commission may be a person with a master degree.
- 3.4.3.** The Commission shall be approved at the Senate meeting not later than one month before the defense.
- 3.4.4.** Only those students are permitted to defend the final thesis who successfully completed all study programme requirements, the study agreement requirements and submitted the Thesis that fully meets the requirements of these Regulations.
- 3.4.5.** The Secretary of the Commission checks all documents and final theses before the defense. Before defense, the Commission must have access to:
- final theses submitted by students;
 - feedback and conclusions of supervisors;
 - final thesis reviews and reviewers' conclusions.
- 3.4.6.** Before defending the work, the commission must also have at its disposal:
- student evaluation page;

– student's assessment protocol.

- 3.4.7.** During the defense, the student tells about his Thesis and its results using a prepared presentation. The maximum allowed reporting time for qualification paper and bachelor thesis is 10 minutes, for master thesis - 15 minutes.
- 3.4.8.** After the presentation of the Thesis, the Student shall answer the questions asked by the Reviewer and the members of the Commission.
- 3.4.9.** The Secretary of the Commission shall complete the evaluation Protocol.
- 3.4.10.** After the defense, the members of the Commission evaluate the final thesis according to its content, presentation and the student's answers to the questions of the reviewer and members of the commission. The final assessment is formed as the arithmetic mean from the arithmetic average of the members of the commission assessment, and (plus) the supervisor and the reviewer's assessment arithmetic average. The opinion of the chairman of the commission is decisive in controversial issues.
- 3.4.11.** The final evaluation is written in the protocol, which is signed by the chairman of the Commission.
- 3.4.12.** The Student has the right to challenge the decision within thirty calendar days from the defense date in cases when the procedural irregularities of the defense have been observed. The student shall submit a substantiated letter to the Vice Rector of Studies and Development.
- 3.4.13.** The Vice Rector of Studies and Development shall review the appeal and arguments of all parties involved. The Vice Rector of Studies and Development shall decide on organizing and the order of a new defense.
- 3.4.14.** Within a week after the defense, the chairman of the commission prepares a report on the progress of the defense, the positive aspects and shortcomings of the thesis and submits it to the director of the study programme.
- 3.4.15.** The Study Programme Director shall submit the report prepared by the Chair of the commission for the Senate approval.
- 3.4.16.** After the approval of the defense results by the Senate, the educational methodologists prepare directives for granting qualifications and/or degrees and diplomas.
- 3.4.17.** After the defense, all the theses shall be submitted to the archive for the time limit in accordance with the record keeping nomenclature.

4. SCOPE, STRUCTURE AND CONTENT OF THE PAPER

4.1. The topicality, aim, object and subject, research methods, limitations, conclusions and proposals

- 4.1.1. Study paper, Project paper, Qualification paper, Bachelor thesis and Master thesis are, in principle, research papers where the results of a study performed by a student are described.
- 4.1.2. In each research paper the **topicality, significance** and necessity of the research shall be stated. Research is topical, if this can contribute to:
- Solution of a problem in a sector of the economy.
 - Solution of important social issues in Latvia.
 - Solution in a case study addressing practical issues.
 - The expansion of knowledge base, if there is a lack of research on the subject discussed or all studies are performed abroad and their results cannot be used in Latvia.
- 4.1.3. The problem formulated in a Study paper or Master thesis shall have significance at the industry, regional, national or global scale. In a Qualification paper, research may be performed with an aim to solve a problem in a particular company (institution, organisation).
- 4.1.4. The **aim** of Study paper, Project paper or a Final thesis is substantiated by the topicality and the problem of the study. Formulating the aim, instead of listing the tasks to be completed the final objective shall be formulated. The aim shall not be formulated using descriptive verbs, i.e. “to observe”, “to describe”, “to research”, “to view”, “to provide insight into..” etc. It shall be focused on the achievement of a specific result. Verbs “to identify”, “to establish”, “to assess”, “to draft/prepare”, “to formulate proposals” etc. can be used. The aim of the Paper has to match the title. For example, if the title of the Paper is “Factors influencing customer satisfaction in the Latvian catering sector”, the aim of the paper is “to identify the factors influencing customer satisfaction in the Latvian catering sector”.
- 4.1.5. The tasks of Study paper, Project paper and Final thesis shall specify the contents of the study since each task refers to a separate stage in the achievement of the aim. The completion of objectives shall ensure the achievement of certain results, which allows to deliver the main result, i.e. to reach the aim of the Paper. The tasks may not be formulated using descriptive verbs, for example, “to observe”, “to describe”, “to view”, “to provide insight into...” etc. They should be focused on the achievement of a specific result. Verbs “to identify”, “to establish”,

“to create”, “to evaluate”, “to develop”, “to propose” etc. can be used. The tasks have to be enumerated with Arab numbers.

- 4.1.6.** The hypothesis of the Thesis shall be formulated only in the Master thesis. More about formulating hypothesis, see Section 4.11. of the Regulations.
- 4.1.7.** The **object** of research shall be a part of the material reality, a phenomenon or process which creates a problem and exists irrespectively of the researcher. The **subject** of research shall be a part of the object, aspects, qualities of the object chosen for the analysis. In each research object there can be several research subjects. If the author of the Paper focuses only on one of the research subjects, this means that the rest are discussed superficially. The object and subject of the research **should be defined only in the bachelor and master theses** (except for the study programme “Interior Design”). **Examples for the formulation of the research subject and object** are shown in Annex 23.
- 4.1.8.** Performing research (data collection and processing), various research methods shall be used, which are divided in the following groups:
- general scientific and special research methods;
 - quantitative, qualitative, and mixed methods.
- 4.1.9. General** methods are scientific research methods which are used in all or many fields of science. They are such truth cognition methods which are research and thinking methods simultaneously, for example, analysis and synthesis, deduction and induction, hypothetical modelling and analogical modelling, classification and typologisation, formalization and abstraction, logical construction method. General scientific methods are such cognitive research methods which are not specified in any way: 1) data mining sources (for example special literature or documents), 2) data collection ways or tools (for example, observation or questionnaire), 3) data collection organization or design (for example, experiment).
- 4.1.10. Special research methods** are methods which are used in a particular group of science fields, but are not used in other areas. Methods for statistical data processing, for example, are applied in economics and social sciences.
- 4.1.11.** Quantitative research methods allow to obtain quantitative information, i.e., the result expressed in figures. Using these methods, it is possible to answer the questions “how much?”, “how often?” etc. Quantitative methods are primarily used in social sciences (economics, management science, law), natural sciences (chemistry, physics), and engineering.

- 4.1.12. Qualitative** research methods allow to obtain information about the nature of the phenomenon and its various aspects, they explore the diversity of opinions. Using these methods it is possible to answer the questions “why?”, “how?”, etc. Qualitative research methods are mostly used in the humanities (linguistics, arts) and the social sciences.
- 4.1.13. Mixed** research methods mean integration of quantitative and qualitative methods and data within the framework of one study design or one method. Using mixed methods, it is possible to collect and/ or process data both qualitatively and quantitatively depending on researcher’s aim (e.g., during an observation – to describe the observed process in detail, as well as register the frequency of a certain phenomenon in the selected intervals quantitatively).
- 4.1.14.** All Papers shall contain a **description of data sources, as well as data mining (collection) and data processing methods.**
- 4.1.15.** The requirements of the present Regulations concerning the Arts and Information Technologies study programmes are included in Sections 4.8, 4.9, and 4.10 respectively.
- 4.1.16.** Mandatory requirements concerning the use and description of research methods in Final theses:
- The applied general research methods shall not be described in the Final thesis (this limitation does not refer to the study programme “Law”). General scientific research methods shall not be included in the **minimum number of methods to be used!**
 - The applied research methods shall be defined in the Introduction and they shall be described in detail in the respective section of the Paper.
 - When applying an expert interview method, the minimum number of interviewed experts shall be 5 (five experts);
 - When applying a focus group discussion method, the minimum number of focus group participants shall be 8 (eight participants).
 - The analysis of the statistical data must be performed using data for a period of at least 5 years.
 - If a comparative analysis of companies has been performed in the Paper, the activities of at least 3 companies must be compared.
- 4.1.17.** Descriptions of and advice on the application of recommended special research methods have been summarized in Annex 24.

- 4.1.18. Limitations of the research.** The author of the Paper shall provide information about issues which were not reviewed, described, analysed in the research. Wherever possible, the author of the Paper shall also formulate the reasons for limitations. Examples of research limitations: data analysis period, sources of information to be analysed, the number of participants of the survey and sociology-demographic characteristics, applicability of the designed models, etc.
- 4.1.19. Conclusions and recommendations** shall reflect the most important findings gained completing the study, indicating whether the aim is achieved or not and shall describe the reasons if the aim is not achieved fully. If the hypotheses are proposed in the study, the results of hypotheses testing are described, and the conclusion whether the hypothesis has been approved or rejected shall be provided referring to specific passages, tables, graphics in the Paper text. The conclusions shall concisely reflect the findings obtained in each chapter. The conclusions should also reflect the new contribution that has been provided by the author in the research of the chosen topic. Recommendations are based on the results of the Paper and provide proposals for the solution of the problem under study, tackling the weaknesses and improvement of the situation, which is based on the conclusions of the research. Recommendations shall be addressed to particular organisations, business representatives, state institutions. Proposals may indicate further research directions. Conclusions and recommendations shall be formulated concisely and enumerated with Arabic numerals. It is possible to include in the Paper a proposal to continue the research, stating its necessity and pointing to the issues which had not been reflected in this study or other research limitations.
- 4.1.20.** The following conditions must be observed when writing a paper regarding the resources used:
- a. when using other people's ideas, research, articles or other activities in your Paper, you must indicate these sources and make references to them;
 - b. it is not allowed to use materials and refer to one's own and other students' practice reports, projects, studies and bachelor theses. This restriction does not apply to publicly available master theses and doctoral theses;
 - c. it is not allowed to use text created with artificial intelligence text generating tools (e.g. ChatGPT, Bard, Bing, etc.) in the Paper.

4.2. Length and structure of the Study paper

4.2.1. Upon the development and defense of the Study paper the student shall obtain 3 credit points.

4.2.2. The **length of the Study paper is 20-25 pp.** in typesetting, not counting the annexes.

4.2.3. Study paper has the following **mandatory components**:

- Cover page (see Annex 19).
- Research paper evaluation form (Annex 3).
- Abstract in the national language (Latvian) or in English (if the language of the study work is not the national language).
- Content.
- Introduction.
- Analytical literature review.
- Results.
- Conclusions and Recommendations.
- Bibliography.
- Annexes (if necessary).
- The Author's Declaration of Intent (Annex 21b).

4.2.4. The section titles shall not be changed and shall be referred to as used in these Regulations (i.e., Analytical Literature Review, Results, Conclusions and Recommendations, Bibliography).

4.2.5. The length of the Study paper Introduction is one page. The Introduction shall contain:

- **Topicality** of the study.
- The **aim** of the Study paper and the **tasks** to achieve it.
- **Methods** of data collection and processing used in the study.
- **Limitations** of the research.
- **Brief description** of the main research parts and obtained results.
- The **topicality** of the study shall be based on statistical data or conclusions of other authors on the issue under study (see Section 4.1 of the Regulations).

4.2.6. At least **1 data collection method** (excluding literature analysis) and at least **2 data processing methods** from the list of special research methods, excluding general scientific methods, shall be used in a Study paper.

- 4.2.7. See instructions on the **aim** and **tasks**, research **methods** and research **limitations** of the study in Section 4.1 of the Regulations.
- 4.2.8. The **Analytical literature review** of the Study paper can be created in subsections with individual titles.
- 4.2.9. In the **Analytical literature review** the author of the Study paper shall provide a literature review on the issue to be studied. The student outlines the theoretical justification of the problem of the study in the publications of different authors, analyses legislation and strategic documents, performs statistical analysis for the assessment of the economic sector the business discussed in the study is involved and the dynamics of economic development. References to the literature are mandatory.
- 4.2.10. In the section **Results** of the Study paper, the student summarises the results of the study in a visually demonstrable form (graphs, tables, images), comments the obtained results and compares with results obtained in other research, compares the results with the predicted results, offers solutions for identified shortcomings or problems, etc.
- 4.2.11. See instructions for development of the section **Conclusions and Recommendations** in Section 4.1. of the Regulations.
- 4.2.12. **Bibliography** shall comprise not less than 10 sources of literature and other information sources – books, scientific publications, teaching resources, legislative acts, strategic documents, statistical data, reports, etc. The use of sources in foreign languages is mandatory. The use of such sources as *Wikipedia*, *Investopedia* etc. is not permitted. At least two sources from the following categories shall be used - scientific books, textbooks, scientific publications.
- 4.2.13. It is not allowed to use materials and refer to one's own and other students' practice reports, projects, studies and bachelor theses. This restriction does not apply to publicly available master theses and doctoral theses.

4.3. Length and structure of the Project paper

4.3.1. Length and structure of the Project paper in the study programme “Information Technologies”

- 4.3.1.1. Upon the development and defense of the Project paper the student shall obtain 13 credit points.

- 4.3.1.2.** The **length of the Project paper is 25-30 pp.** in typesetting, not counting annexes.
- 4.3.1.3.** Project paper has the following **mandatory components**:
- Cover page (see Annex 19).
 - Project evaluation form (Annex 3).
 - Abstract in the national language (Latvian) or in English (if the language of the project is not the national language).
 - Content.
 - Introduction.
 - Analytical literature review.
 - Project Description.
 - Conclusions and Recommendations.
 - Bibliography.
 - Annexes (if necessary).
 - The Author's Declaration of Intent (Annex 21b).
- 4.3.1.4.** The section titles shall not be changed and shall be referred to as used in these Regulations (i.e. Analytical Literature Review, Project Description, Conclusions and Recommendations, Bibliography).
- 4.3.1.5.** The Introduction of the Project paper shall contain:
- **Topicality** of the study.
 - The **aim** of the Project report and the **tasks** to achieve it.
 - **Methods** of data collection and processing used.
 - **Limitations** of the Project.
 - **Brief description** of the main research parts and obtained results.
- 4.3.1.6.** The **topicality** of the study shall be based on statistical data or conclusions of other authors on the issue under study (see Section 4.1 of the Regulations).
- 4.3.1.7.** See instructions on the **aim** and **tasks**, research **methods** and research **limitations** of the study in Section 4.1. of the Regulations.
- 4.3.1.8.** The **Analytical literature review** part of the Project paper can be written in subsections with individual titles.
- 4.3.1.9.** In the **Analytical literature review** the author of the project provides a theoretical justification for the research problem, analyses trends in the industry or market, analyses

legislation and strategic documents, performs statistical analysis in an organisation to assess the dynamics of economic development, etc. References to the literature are mandatory. In this part of the report, the justification for the development of the project shall be provided.

- 4.3.1.10.** In the **Project Description** the student shall describe the development of the project which is based on the analysis carried out in the preceding part - Analytical Literature Review. In the Project Description the following shall be included: the aim of the project and its objectives, environmental analysis (incl. the SWOT analysis of the project), the description of the project target audience and participants, the description of the project team (incl. the allocation of functions), the plan of project activities and deadlines (incl. the project schedule), the budget or estimate of revenue and expenses, the description of project supervision system.
- 4.3.1.11.** In the beginning of the **Project Description**, the student characterizes the organisation where the project will be carried out.
- 4.3.1.12.** See instructions for development of the section **Conclusions and Recommendations** in Section 4.1. of the Regulations.
- 4.3.1.13.** **Bibliography** shall comprise not less than 10 sources of literature and other information sources – books, scientific publications, legislative acts, strategic documents, statistical data, reports, etc. The use of sources in foreign languages is mandatory. The use of such sources as *Wikipedia*, *Investopedia* etc. is not permitted.
- 4.3.1.14.** It is not allowed to use materials and refer to one's own and other students' internship reports, projects, studies and bachelor theses. This restriction does not apply to publicly available master theses and doctoral theses.

4.3.2. Length and structure of the Project paper in the study programme “Computer game design”

- 4.3.2.1.** The student obtains 12 credit points for the development and defense of the Project paper and it is developed in teams consisting of 2 to 4 students.
- 4.3.2.2.** The Project paper consists of **game description** and **game prototype**.
- 4.3.2.3.** The **length of the game description is 10 – 15 pp.** in typesetting, not counting annexes.
- 4.3.2.4.** The game description has the following **mandatory components**:
- Cover page (see Annex 19).

- Project evaluation form (see Annex 3a).
- Abstract in the national language (Latvian) or in English (if the language of the project paper is not the national language).
- Table of contents.
- Game design document.
- Bibliography.
- Annexes (if necessary).
- The Author's Declaration of Intent (Annex 21a).

4.3.2.5. Game description **abstract** shall be 200 – 250 words. It outlines the basic idea and course of the game, genre, type, platform, technology, target audience and shall provide brief information about the game development team and responsibilities.

4.3.2.6. **Game design document** shall include information on:

- game story, heroes and game's world;
- game's sources of inspiration;
- the MDA model of the game, describing in detail the aesthetic goals of the game;
- *gameplay* of the game;
- mechanics of the game;
- levels of the game;
- game's control mechanisms and user interface;
- audio, music and sound effects of the game;
- game's artificial intelligence;
- game platform, development tools;
- game's art and animations.

4.3.2.7. The description of the game must be submitted to EKA **international scientific-practical conference of students** in accordance with the deadlines set by the conference.

4.3.2.8. Before preparing the application for the topic of the project (game name), the students must participate in the development of the game concept, during which the students develop the game idea and the game development plan. The event is organized according to the project work development schedule.

4.3.2.9. The project work can be defended only if the game concept and development plan have been presented at the EKA student game idea presentation event, which is organized in accordance with the project work development schedule.

4.3.3. Volume and structure of project paper in the study programme "International Cultural Project Management"

4.3.3.1. The student gets 12 credit points for developing and defending the project paper.

4.3.3.2. The volume of the project paper is 24-31 pages. in the computer set, excluding attachments.

4.3.3.3. The project paper has the following mandatory parts:

- Title page (see Appendix 19)
- Project paper evaluation sheet (see Appendix 3)
- Annotation in the national language (Latvian) or another language (if the language of the project paper is not the national language)
- Content
- Introduction (length about 1-2 pages)
- Analytical review (length about 10-12 pages)
- Project part (length of approximately 12-15 pages, including at least 3 pages for recommendations)
- Conclusions and proposals (length about 1-2 pages)
- List of used literature and information sources
- Attachments (if necessary)
- Statement (see Appendix 21b).

4.3.3.4. The names of the sections are not changed and remain as they are mentioned in these Regulations, i.e. Introduction, Analytical review, Part of the project, Conclusions and proposals, List of used literature and information sources.

4.3.3.5. The introduction of the project paper necessarily includes:

- Relevance of the research
- The aim of the project paper and the tasks to be performed to achieve it

- Methods used for data collection and processing
 - Project paper limitations
 - Brief description of main parts and achieved results.
- 4.3.3.6.** The relevance of the research must be justified based on statistical data or insights provided by other authors on the researched issue (see Chapter 4.1 of the Regulations).
- 4.3.3.7.** For the aim, tasks and limitations of the study, see paragraph 4.1 of the Regulations.
- 4.3.3.8.** Research methods must be used in the project paper: it is necessary to use at least 1 specific data collection and 1 data processing method (see Appendix 24 of the Regulations).
- 4.3.3.9.** In the analytical part of the project, the author theoretically substantiates the research problem in the field of international cultural projects, analyzing the trends of international cultural projects, regulatory acts and strategic documents that determine the management of international cultural projects in the context of the problem. In this section, only the specific theoretical sources that were specifically related to cultural projects in the international environment are used. References to the literature are mandatory.
- 4.3.3.10.** In the project part, the student analyzes the existing or creates his own international project in the field of culture, examining in depth aspects of project management, which are based on the problem raised and on the previous analysis in the Analytical review part. The project part must necessarily include: project aim and tasks, environmental analysis (including SWOT or PESTEL analysis of the project), description of the project's target audience and participants in the context of international collaboration (including description of the parties involved in the project), project concept and content (including structure plan), description of the project team (including organizational chart, division of responsibilities and RACI), planning of project activities and deadlines (including time and network schedule), project budget or estimate, project risk and quality management, as also the characteristics of the monitoring system using IT technologies - special software and apps.
- 4.3.3.11.** At the end of the project part, the student offers justified directions for the improvement of the project in a specific aspect of project management, which was examined in the Analytical Review.
- 4.3.3.12.** Conclusions and proposals for the creation of working part of the project, see paragraph 4.1 of the Regulations.
- 4.3.3.13.** The list of used literature and information sources must include at least 15 literature and other information sources - scientific monographs, textbooks, scientific articles, regulatory acts, strategic documents, statistical data, reports, etc. which are not older than 5 years. At least half of the sources must be in foreign languages, as well as at least half of the number

of sources used must be from the categories – scientific monograph, textbook, scientific article. Information sources such as Wikipedia, Investopedia, etc. are not allowed.

4.4. General structure of the Final thesis

4.4.1. All Final papers (Qualification paper, Bachelor thesis, Master thesis) shall have the following **mandatory parts**:

- Cover page (see Annex 20).
- Abstract in the national language (Latvian) and English (Appendix 22).
- Content.
- Introduction.
- Main parts (**may differ depending on the kind of the Paper**).
- Conclusions and Recommendations.
- Bibliography.
- Annexes (if necessary).
- The Author's Declaration of Intent (Annex 21).

4.4.2. Abstract is a short summary of the Paper. In the Abstract the length and structure of the Paper shall be described as well as the aim of the study, methods used to achieve the aim, the obtained results and the main findings of the study, The length of the Abstract shall not exceed one A4 page. In the Abstract no references regarding the literature sources used in the Paper shall be given.

4.4.3. The structure and length of the **Introduction** may vary depending on the kind of the Final paper. The requirements for the development of the Introduction are described in Sections 4.5 - 4.12 of the Guidelines.

4.4.4. Regarding **Annex** for presentation, see *Regulations of the EKA University of Applied Sciences on the requirements for drafting independent, study, project and final papers*.

4.5. Length and structure of the Qualification paper

4.5.1. Upon the development and defense of the Qualification paper the student shall obtain not less than 12 credit points.

- 4.5.2.** The **length of the Qualification paper is 40 - 45 pp.** in typesetting, not counting annexes.
- 4.5.3.** The Qualification paper is developed on the basis of the data acquired during the internship on the certain operational aspects in the chosen enterprise.
- 4.5.4.** Qualification paper shall have the following mandatory parts:
- Cover page (see Annex 20).
 - Abstract in the official language (Latvian) and in English (see Annex 22).
 - Content.
 - Introduction.
 - Analytical literature review.
 - Results.
 - Conclusions and Recommendations.
 - Bibliography.
 - Annexes (if necessary).
 - The Author's Declaration of Intent (Annex 21).
- 4.5.5. Structure** of the Qualification paper:
- Length of the Introduction: approximately 5% of the total amount of the Qualification paper (2 - 3 pp.).
 - Length of the Analytical literature review: approximately 35 - 40% of the total amount of the Qualification paper (15 - 20 pp.).
 - Length of Results: approximately 35 - 40% of the total amount of the Qualification paper (15 - 20 pp.).
 - Conclusions and recommendations: 5% of the total amount of the Qualification paper (1 - 2 pp.).
- 4.5.6.** Introduction of the Qualification paper shall contain:
- Topicality of the issue under study.
 - The **aim** of the Qualification paper and the **tasks** to achieve it.
 - Brief description of the company to be analysed.
 - **Methods** of data collection and processing used in the study.
 - Limitations of the research.
 - **Brief description** of the main research parts and obtained results.

- 4.5.7. The **topicality** of the study shall be based on statistical data or conclusions of other authors on the issue under study (see Section 4.1 of the Regulations).
- 4.5.8. The **aim** of the Qualification paper is to study or to analyse a certain process, aspect of activity, management function in an enterprise, etc.
- 4.5.9. At least **1 data collection method** (excluding literature analysis) and at least **2 data processing methods** from the list of special research methods, excluding general scientific methods, shall be used in the Qualification paper (see Annex 24 and Section 4.1. of these guidelines).
- 4.5.10. In the Analytical Literature Review the author of the paper, having analysed literature and other information sources, shall theoretically describe processes taking place in the enterprise, an aspect of enterprise operation, management function, etc., that the author has studied during internship and that will be practically analysed in the Research result part of the Qualification paper. In the part of the analytical review, the author describes the research methodology.
- 4.5.11. In the beginning of the Qualification paper **Research results** the enterprise to be studied and the specific aspects of its operation are described, the results of enterprise operation and the factors influencing the enterprise operation are analysed. The enterprise is explored from the vantage point of the Qualification paper theme. Based on the results of enterprise operation analysis, the author of the Qualification paper identifies problems or failure in the operation of the enterprise (deterioration of performance dynamics, decrease of customer base, non-compliance of documentation with laws and regulations, etc.). At the end the author of paper provides practical solutions and recommendations for the solution of the problem and the improvement of the situation at the enterprise.
- 4.5.12. See instructions for the preparation of **conclusions and recommendations** in Section 4.1. of the Regulations.
- 4.5.13. **Bibliography** shall comprise not less than 10 sources of literature and other information sources – books, scientific publications, teaching resources, legislative acts, strategic documents, statistical data, reports, etc. The use of sources in foreign languages is mandatory. The use of such sources as *Wikipedia*, *Investopedia* etc. is not permitted. At least two sources from the following categories shall be used - scientific books, textbooks, scientific publications.
- 4.5.14. It is not allowed to use materials and refer to one's own and other students' internship reports, projects, studies and bachelor theses. This restriction does not apply to publicly available master's theses and doctoral theses.

4.6. The length and structure of the ACADEMIC bachelor degree thesis (except for the "Computer Game Design" study program)

- 4.6.1.** Upon the development and defense of the academic Bachelor paper (AB) the student shall receive not less than 15 credit points.
- 4.6.2.** The **length of the AB paper is 50 - 60 pp.** in typesetting, not counting the annexes.
- 4.6.3.** The AB paper has the following mandatory parts (differ from the other kinds of the Final paper):
- Cover page (see Annex 20).
 - Abstract in the official language (Latvian) and in English (see Annex 22).
 - Content.
 - Introduction.
 - Analytical literature review.
 - Results.
 - Conclusions and Recommendations.
 - Bibliography.
 - Annexes (if necessary).
 - The Author's Declaration of Intent (Annex 21).
- 4.6.4.** AB thesis **structure:**
- Length of the Introduction: approximately 3 - 5% of the total amount of the AB (3 - 5 pp.).
 - Length of the Analytical literature review: 35 - 40% of the total AB length (20 - 25 pp.).
 - Length of Results: 35 - 40% of the total AB thesis length (20 - 25 pp.).
 - Conclusions and recommendations: approximately 3% of the total AB length (2 - 3 pp.).
- 4.6.5.** In the Introduction the author of the AB thesis briefly describes the study. The Introduction shall contain:
- **Topicality** of the study.
 - **Object** and **subject** of the study.
 - The **aim** of the AB and the **tasks** to achieve it.
 - **Methods** of data collection and processing used in the study.
 - **Limitations** of the research.
 - **Brief description** of the main research parts and obtained results.

- 4.6.6.** The **topicality** of the study shall be based on statistical data or conclusions of other authors on the issue under study (see Section 4.1 of the Regulations).
- 4.6.7.** See Section 4.1 of the Regulations for wording the **object** and **subject** of the research. In each research object there can be several research subjects. The focus of the author on one subject means that the other subjects have not been analysed in the given study. **Examples for the formulation of the research subject and scope** are compiled in Annex 23.
- 4.6.8.** The **aim** of an AB (academic bachelor) thesis is substantiated by the topicality and the problem of the study. See Section 4.1. of the Regulations on formulating the aim and tasks of the Thesis.
- 4.6.9.** At least **1 data collection method** (excluding literature analysis) and at least **3 data processing methods** from the list of special research methods, excluding general scientific methods, shall be used in the AB thesis (see Annex 24 and Section 4.1 of these Regulations). This requirement does not refer to the study programme “Law”.
- 4.6.10.** Limitations of the study (see Section 4.1 of the Regulations).
- 4.6.11.** In the **Analytical literature review** of the AB thesis, based on the analysis of literature and other information sources the author justifies the topicality of the research question. The research problem may be related to the aging of theoretical models, the unsuitability of models developed abroad in Latvian conditions, lack of literature and data, etc. In the part of analytical review the author can analyze the opinions of different authors on the research question, describe and compare the existing methods of problem solving, perform historical analysis of the problem research, describe and interpret the results of previous research related to the topic, analyze definitions of related concepts, etc. If the thesis analyzes the aspects of the activity of companies in a sector of the economy, then a statistical analysis of the development of the sector can be performed. If different methods (calculation, evaluation or classification of indicators) are surveyed, the author shall provide his/ her opinion on the advantages and disadvantages. This part includes all formulas, which will be used for calculations in the result part of the study. References to the literature are mandatory.
- 4.6.12.** In the **Results** part of the AB thesis the author applies the methods or approaches described in the Analytical Literature Review. Possible variants: assessment and analysis of business performance results in an enterprise, applying different models and indicators: development of strategy and action plan for improvement of the company’s operating efficiency; determination

of some factors affecting processes in the enterprise; projection of legislation change impact on the national economy sector development pace, etc.

4.6.13. See instructions for the preparation of **conclusions and recommendations** in Section 4.1. of the Regulations.

4.6.14. Bibliography shall comprise not less than 30 sources of literature and other information sources – books, scientific publications, teaching resources, legislative acts, strategic documents, statistical data, reports, etc. The use of sources in foreign languages is mandatory. The use of such sources as *Wikipedia*, *Investopedia* etc. is not permitted. At least two sources from the following categories shall be used - scientific books, textbooks, scientific publications.

4.6.15. It is not allowed to use materials and refer to one's own and other students' internship reports, projects, studies and bachelor theses. This restriction does not apply to publicly available master's theses and doctoral theses.

4.7. Length and structure for the Final thesis in the PROFESSIONAL bachelor programmes (except study programmes “Interior Design”, “Programming Engineer”)

4.7.1. Upon the development and defense of the professional Bachelor thesis (PB) the student shall receive not less than 18 credit points.

4.7.2. The length of the PB thesis is **60 - 80 pp.** in typesetting, not counting the annexes.

4.7.3. PB is developed on the basis of results obtained during the Pre-diploma Internship, which have been reflected in the respective Internship report. This means that formulating the topic of the Bachelor thesis, it is necessary to expand the issue of the study, which was analyzed in the practice review, as well as increase the scale of work, moving from the problem of a single enterprise to the problem of the economic sector, the country's economy or society.

4.7.4. PB thesis shall have the following mandatory parts:

- Cover page (see Annex 20).
- Abstract in the official language (Latvian) and in English (see Annex 22).
- Content.
- Introduction.
- Analytical literature review.
- Case study.
- Results.

- Conclusions and Recommendations.
- Bibliography.
- Annexes (if necessary).
- The Author's Declaration of Intent (Annex 21).

4.7.5. PB thesis structure:

- Length of the Introduction: approximately 5% of the total amount of the PB thesis (3 - 5 pp.).
- Length of the Analytical literature review: 25 - 30% of the total PB thesis length (15 - 25 pp.).
- Length of the Case study: 20 - 25% of the total PB thesis length (15 - 20 pp.).
 - Length of Results: 25 - 30% of the total PB thesis length (15 - 25 pp.).
 - Conclusions and recommendations: approximately 5% of the total PB thesis length.

4.7.6. In the Introduction the author of the PB thesis briefly describes the study. The Introduction shall contain:

- **Topicality** of the study.
- **Object** and **subject** of the study.
- The **aim** of the PB paper and the **tasks** to achieve it.
- **Methods** of data collection and processing used in the study.
- **Limitations** of the research.
- **Brief description** of the main research parts and obtained results.

4.7.7. The topicality of the study shall be based on statistical data or conclusions of other authors on the issue under study (see Section 4.1 of the Regulations).

4.7.8. See Section 4.1 of the Regulations for wording the object and subject of the research. In each research object there can be several research subjects. The focus of the author on one subject means that the other subjects have not been analysed in the given study. Examples for the formulation of the research subject and scope are compiled in Annex 23.

4.7.9. The aim of an PB (professional bachelor) thesis is substantiated by the topicality and the problem of the study. See Section 4.1 of the Regulations on formulating the aim and tasks of the Thesis.

4.7.10. At least **1 data collection method** (excluding literature analysis) and at least **3 data processing methods** from the list of special research methods, excluding general scientific methods, shall be used in the PB thesis (see Annex 24 and Section 4.1 of these Regulations).

4.7.11. Limitations of the study (see Section 4.1 of the Regulations).

4.7.12. In the **Analytical literature review** of the PB thesis the author justifies **the topicality of the problem (issue to be studied) at a theoretical level**. Analytical literature review shall be based on the same principles that are described in Section 4.6 of the Regulations.

4.7.13. In the **Case study** the author justifies the topicality of the problem (research question) from a practical point of view.

In the Case study the aim of the PB thesis' author is to apply theoretical knowledge (results of literature and other information analysis in the Analytical literature review) to assess the situation and define the problem (deficiencies, weaknesses) in the **research object**. The author of the thesis provides review of the issues under study within a specified industry of the national economy or the sphere the person or enterprise is involved, etc. If the object of the study is small and medium-sized enterprises (SMEs), problems in SMEs shall be analysed in relation to the issue under study. If the object of the study is the legal relationships between the subjects of the Latvian market during the arrangement of a loan, exactly this process shall be analysed in relation to a particular group of subjects or a particular industry.

Moreover, the author may use data and results from the Internship Report. Thus, the task of the PB thesis' author is to generalise the results obtained during the Internship, applying them to several enterprises, a sector of the national economy, the state economy or society as a whole. The internship report results may not be copy-pasted, they are to be used only as a basis to continue the study.

The internship report should not be cited and it should not be placed in Bibliography.

4.7.14. In the **Results** of the PB thesis the author practically applies methods or approaches described in the Analytical literature review. Possible variants: assessment and analysis of business performance results in an enterprise, applying different models and indicators, development of strategy and action plan for improvement of the company's operating efficiency, determination of some factors affecting processes in the enterprise, projection of impact created by legislation change on the national economy sector development pace, etc. PB author may compare results obtained during the Internship with the results of the PB research, for example, concluding,

e.g., that most enterprises in the particular sector of the national economy have similar problems and it is possible to offer them similar solutions for this problem.

4.7.15. See instructions for the preparation of **conclusions and recommendations** in Section 4.1 of the Regulations.

4.7.16. Bibliography shall comprise not less than 30 sources of literature and other information sources – books, scientific publications, teaching resources, legislative acts, strategic documents, statistical data, reports, etc. The use of sources in foreign languages is mandatory. The use of such sources as *Wikipedia*, *Investopedia* etc. is not permitted. At least two sources from the following categories shall be used - scientific books, textbooks, scientific publications.

4.7.17. It is not allowed to use materials and refer to one's own and other students' internship reports, projects, studies and bachelor theses. This restriction does not apply to publicly available master theses and doctoral theses.

4.8. Length and structure of the Bachelor thesis in the professional bachelor STUDY PROGRAMME “INTERIOR DESIGN”

4.8.1. Upon the development and the defense of the Bachelor thesis (PB thesis) to obtain a bachelor degree the student shall receive not less than 18 credit points.

4.8.2. The length of the PB thesis is **60 - 80 pp.** in typesetting, not counting the annexes.

4.8.3. The PB thesis has the following main parts (different from the other kinds of the Final paper):

- Cover page (see Annex 20).
- Abstract in the official language (Latvian) and in English (example in Annex 22).
- Content.
- Introduction.
- Analytical literature review.
- Case study.
- Results.
- Conclusions.
- Bibliography.
- Annexes (if necessary).
- The Author's Declaration of Intent (Annex 21).

4.8.4. PB thesis is developed on the basis of results obtained during the Pre-diploma Internship, which

have been reflected in the respective Internship report. This means that formulating the topic of the PB thesis, the research question which had been analysed in the Internship Report and the scope of the research must be expanded.

4.8.5. PB thesis structure:

- Length of the Introduction: approximately 5% of the total amount of the PB thesis (3 - 4 pp.).
- Length of the Analytical literature review: 25 - 30% of the total PB thesis length (15 - 25 pp.).
- Length of the Case study: 20 - 25% of the total PB thesis length (15 - 20 pp.).
- Length of Results: 20 - 30% of the total PB length (including the “Description of the project concept” on 5 - 10 pages and “Description of the project and graphical information” 15 - 30 pp.).
- Conclusions and recommendations: approximately 5% of the total PB thesis length.

4.8.6. In the Introduction the author of the PB thesis briefly describes the study. The Introduction shall contain:

- **Topicality** of the study.
- The **aim** of the Bachelor thesis and the **tasks** to achieve it.
- Research **object**.
- **Methods** of data collection and processing used in the study.
- **Limitations** of the research.
- **Brief description** of the Analytical literature review, Case study and the Results of the research.

4.8.7. In the Analytical literature review of the PB thesis, based on the analysis of literature and other information sources the author justifies the topicality of the research question, surveys the opinions of different authors on the issue under study, describes and compares existing methods for the solution to the problem. If different methods are surveyed, the author shall provide his/her opinion on the advantages and disadvantages. References to the literature are mandatory. Depending on the chosen problem to be studied the interviewing of the target audience may be carried out and analogous designs explored. For illustration of the PB thesis content the most typical images must be used, but more extensive graphical materials can be added in the Annexes.

- 4.8.8.** In **the Case study** the aim of the thesis' author is to apply theoretical knowledge (results of literature and other information analysis in the Analytical literature review) to assess the situation and define the problem (deficiencies, weaknesses) in the **research object**. In the Case study there is included the information concerning the specific object for which the project is being developed (the history of the object, location, artistic value, analysis of the current situation, etc.). To illustrate the current situation the most typical images shall be used - photo fixation, sketches, archive materials, while graphic space diagrams and technical measurements of the premises shall be added in the Annex, to which, if necessary, the Author may refer in the Case study. In cases when the design project has been created for newly planned buildings or is created as an improvement project, the research of the current situation is supplemented by the exploration of the chosen location and the justification for the size and location of the newly planned object.
- 4.8.9.** In **the Results** of the PB thesis the author practically applies methods or approaches described in the Analytical literature review. In the PB thesis the author may also compare results obtained during the internship with the results of the research. The practical part consists of two sections: a) **description of the project concept** (5 - 10 pp.); b) **description of the project and graphical information** (15 - 25 pp.).
- 4.8.10. Concept description** includes justification for the solution of the project and its detailed outline - idea, the issue related to the object of the research, description of project customers' expectations, justification of the concept, information about the used materials, choice of paints and elements, references to the used legislative documents, etc. In the description only the most essential pictures are added, other graphical material is added in Annexes. In the Project concept description graphical material should be added, which is relevant to the creation of the concept – guidelines of the design concept and visual materials on the development of the design proposal - mood boards, sketches, variations of colour and the design, particular final design visualizations and other materials describing the idea of the project.
- 4.8.11. Project description and graphical information** includes short description of the project design drawings and the technical realization description - plans, the used materials and justification for their choice, furniture and lighting objects, economical justification, etc. Graphic materials added to the description:
- 4.8.12. List of the project situation design drawings (Drawing mark IN-Interior).**

4.8.13. Schemes for the project situation and visualizations (IN-0) (add only those schemes which reflect the relevant project information):

- IN-0-1 Visualization of the project situation.
- IN-0-2 Scheme of the project zoning plan.
- IN-0-3 Analysis of the designed situation of human flow and environmental accessibility.
- IN-0-4 Designed noise level in the project premises.

Designed situation plans and cuts (IN-1):

- IN-1-1 Designed and removable wall plan.
- IN-1-2 Designed floor plan and floor material specification.
- IN-1-3 Designed ceiling plan and ceiling finishing specification.
- IN-1-4 Space dimensions.
- IN-1-5 Designed furniture plan and furniture specification.
- IN-1-6 Designed wiring plan and lamp specification.
- IN-1-7 Designed water and sanitation connection plan and plumbing specification.
- IN-1-8 Designed heating plan a specification of heating elements.
- IN-1-9 Designed ventilation plan and specification*.

* Should be added if relevant to the specific project solution.

Colour passport of the designed situation and premises development drawings (IN-2):

- IN-2-1 Colour passport.
- IN-2-2 Premises no. 1 Development drawings.
- IN-2-3 Premises no. 2 Development drawings, etc.

Elements and details of the designed interior (IN-3) (accompanied by drawings with individual author's design):

- IN-3-1 Technical drawing of doors D-1
- IN-3-2 Technical drawing of furniture No.2, etc.

Estimates of the project expenses (IN-4):

- IN-4 Estimates of interior expenses.

Drawings shall be presented with a horizontal or vertical text area (see IN- text block-v,-h.pdf).

4.8.14. Conclusions and recommendations:

- The findings shall reflect the author’s analytical assessment of the facts obtained during the identified problems. Conclusions are not only statements of well-known facts, for example about the investigation of the current situation: *In the shading analysis it was observed that in the particular living apartment there is insufficient natural lighting.* To make conclusions the problems identified in the object under study and particular features must be specified, e.g.: In the Object, there are three wide windows located to the north, premises are light, however their lighting is insufficient for residential or recreational premises.
- Recommendations shall be based directly on the findings: there is a defined problem, identified gaps and proposed specific solution to the problem raised. For example: *According to the specific requirements for the natural lighting the author offers to change the function of the room and create there a drawing workshop, where direct sunlight is not necessary and are even undesirable.*
- The recommended number of conclusions and proposals is 5 - 7, so they shall be concise and relevant to the aspects of the project being studied.

4.8.15. In the Bibliography, at least 30 sources of literature and information must be included. The use of sources in foreign languages is mandatory. The use of such sources as *Wikipedia*, *Investopedia* etc. is not permitted.

4.8.16. It is not allowed to use materials and refer to one's own and other students' internship reports, projects, studies and bachelor theses. This restriction does not apply to publicly available master theses and doctoral theses.

4.9. Length and structure of the Bachelor thesis in the professional bachelor STUDY PROGRAMME “INFORMATION TECHNOLOGIES”

4.9.1. Bachelor thesis in the professional bachelor programme (henceforth - PB thesis) “Programming engineer” shall be prepared according to the requirements, which are described in Section 4.4. of the Regulations. Length of **Introduction** of the PB is 60-80 pages.

4.9.2. PB shall have the following **mandatory parts**:

- Cover page (see Annex 20).
- Abstract in the official language (Latvian) and in English (example in Annex 22).
- Content.
- Introduction.
- Analytical literature review.
- Case study.
- Results.
- Conclusions and Recommendations.
- Bibliography.
- Annexes (if necessary).
- The Author's Declaration of Intent (Annex 21).

4.9.3. The length of the **Introduction** is approximately 3-5 pp. The Introduction shall contain:

- **Topicality** of the study.
- **Object** and **subject** of the study.
- The **aim** of the PB thesis and the **tasks** to achieve it.
- **Methods** of data collection and processing used in the study.
- **Limitations** of the research.
- **Brief description** of the main research parts and obtained results.

4.9.4. In the PB thesis the author may use special **research methods** (see Section 4.1. and Annex 24 of the Regulations), for example, document analysis, observation, interview, focus group discussion, questionnaires, statistical data processing methods, and also specific models of software development (e.g., waterfall model, incremental model, spiral model, fountain model, etc.).

4.9.5. Limitations of the study (see Section 4.1. of the Regulations).

4.9.6. In the **Analytical literature review** of the PB thesis, the author justifies the topicality of the research question, surveys the opinions of different authors on the issue under study, describes and compares existing methods for the solution to the problem based on the analysis of literature and other information sources. In this part the general necessity for the development of the particular type of software shall be provided. For example, if the PB is written on the customer relationship management solutions (CRM), there must be described how these solutions can increase the efficiency of operations in the enterprise, thus providing justification

for implementation of these solutions in the enterprise. In this part, it is possible to insert analysis of documentation, describe the results of the software user questionnaire, describe the results of interviews with experts that the author has carried out. If possible, the topicality of the issue to be studied may be justified with statistical data (e.g., frequency of CRM solution use, investment in the CRM solutions). In the Analytical literature review of the Bachelor's thesis the author justifies **the topicality of the problem (issue to be studied) at a theoretical level**. References to the literature are mandatory.

4.9.7. In the Case study the author justifies the topicality of the **problem (research question)** from a practical point of view.

- In **the Case study** the aim of the thesis' author is to apply theoretical knowledge (results of literature and other information analysis in the Analytical literature review) to assess the situation and define the problem (deficiencies, weaknesses) in the **research object**. The author of the thesis provides review of the issues under study within a specified industry of the national economy or the sphere the person or enterprise is involved, etc. If the object of the study is small and medium-sized enterprises (SMEs), problems in SMEs shall be analysed in relation to the issue under study. If the research object is Information Management Systems (IMS), the problems in the use of IMS in the particular enterprise or certain aims of IMS application in business may be analysed. In this part the author finds the weaknesses in the existing products on the market and draws conclusions on the need for improvements, the tasks that must be carried out to correct the existing deficiencies.
- Moreover, the aim of the author is to characterize the situation in relation the issue under study in a **particular enterprise**, using data and results from the Internship Report. These results are the basis for the research carried out during the development of the PB. Thus the task of the PB author is to characterize the results obtained during the Internship, applying them to several enterprises, sector of the national economy or the state economy as a whole.

4.9.8. In the Results of the PB thesis the author describes, step by step, the process of the new product (IT solution) development process, including:

- **The phase of planning and design**, i.e. technical specification, time necessary for the software development, estimates of expenses.
- **Coding**, i.e. software development process description and documentation.

- **Testing**, i.e. the potential error prevention, software testing.
 - **Publishing.**
 - **Preparation of user documentation.**
- 4.9.9.** PB must use **at least 1 data mining method** (excluding literature analysis) and **at least 3 data processing methods** from the range of specialized research methods, excluding general scientific methods (see section 4.1 of the Regulations and Appendix 24).
- 4.9.10.** See instructions for the preparation of **conclusions and recommendations** in Section 4.1. of the Regulations.
- 4.9.11. Bibliography** shall comprise not less than 30 sources of literature and other information sources- scientific books, scientific publications, teaching resources, legislative acts, strategic documents, statistical data, reports, etc. The use of sources in foreign languages is mandatory. The use of such sources as *Wikipedia*, *Investopedia* etc. is not permitted. At least two sources from the following categories shall be used - scientific books, textbooks, scientific publications.
- 4.9.12.** It is not allowed to use materials and refer to one's own and other students' internship reports, projects, studies and bachelor theses. This restriction does not apply to publicly available master theses and doctoral theses.

4.10. Length and structure of the Bachelor thesis in the academic bachelor STUDY PROGRAMME “COMPUTER DESIGN”

- 4.10.1.** Bachelor thesis in the academic bachelor programme (henceforth - AB thesis) “Computer game design” shall be prepared according to the requirements, which are described in Section 4.4. of the Regulations. Length of **Introduction** of the AB is 60-80 pages.
- 4.10.2.** AB shall have the following **mandatory parts**:
- Cover page (see Annex 20).
 - Abstract in the official language (Latvian) and in English (example in Annex 22).
 - Content.
 - Introduction.
 - Analytical literature review.
 - Case study.

- Results.
- Conclusions and Recommendations.
- Bibliography.
- Annexes (if necessary).
- The Author's Declaration of Intent (Annex 21).

4.10.3. AB thesis structure:

- Length of the Introduction: approximately 5% of the total length of the AB thesis (3 - 5 pp.).
- Length of the Analytical literature review: 25 - 30% of the total aB thesis length (15 - 25 pp.).
- Length of the Case study: 20 - 25% of the total AB thesis length (12 - 20 pp.).
- Length of Results: 25 - 30% of the total AB thesis length (15 - 25 pp.).
- Conclusions and recommendations: approximately 5% of the total AB thesis length.

4.10.4. The length of the **Introduction** is approximately 3 - 5 pp. The Introduction shall contain:

- **Topicality** of the study.
- **Object** and **subject** of the study.
- The **aim** of the AB thesis and the **tasks** to achieve it.
- Research **question**.
- **Methods** of data collection and processing used in the study.
- **Limitations** of the research.
- **Brief description** of the main research parts and obtained results.

4.10.5. In the AB thesis the author may use special **research methods** (see Section 4.1. and Annex 26 of the Regulations), for example, document analysis, observation, interview, focus group discussion, artifact analysis, questionnaires, statistical data processing methods, content analysis (for instance, data mapping).

4.10.6. Limitations of the study (see Section 4.1. of the Regulations).

4.10.7. In the **Analytical literature review** of the AB, based on the analysis of literature and other information sources, the author justifies the topicality of the research question, surveys the opinions of different authors on the issue under study, describes and compares existing methods for the solution to the problem. In this part, general theoretical underpinnings of the researched game design and production aspects have to be reviewed, also their history, implementation and significance in the games have to be analyzed. In the Analytical literature review of the

Bachelor thesis the author justifies **the topicality of the problem (issue to be studied) at a theoretical level**. References to the literature and sources are mandatory.

4.10.8. In the case study part, the author analyzes the research question using both theoretical and practical approaches. The purpose of this part is to investigate the research question using relevant theories, literature sources and, if necessary, experiments or prototyping. Depending on the nature of the research, the author may conduct experiments to test different methods or solutions, such as optimization techniques, or develop a prototype that serves as a practical example of the research question. If experiments are carried out as part of the research, the author describes in detail their methodology, experimental design, optimization methods or technologies used and analysis of the results. For example, if different optimization methods are studied to improve the performance of a game engine, the author describes how the experiments compare the methods. If a game or other app prototype is created as part of the research, the author describes the development process in this part, explains the chosen design concepts and justifies how the prototype answers the research question. For example, if a game prototype is being developed to test the impact of gamification elements on user engagement or the learning process, the author describes the chosen design approach, prototype structure and gamification elements, and provides a rationale for their selection.

4.10.9. In the AB thesis' **research results section**, the author sequentially describes the **research methodology** (design, methods and course) and the **research results**. In this part, the author describes in detail the performed experiment, its aim, course, used data acquisition and processing methods, the obtained results, provides their interpretation. The purpose of the research results section is to provide an answer to the research question.

4.10.10. See instructions for the preparation of **conclusions and recommendations** in Section 4.1. of the Regulations.

4.10.11. Bibliography shall comprise not less than 30 sources of literature and other information sources - scientific books, scientific publications, teaching resources, legislative acts, strategic documents, statistical data, reports, etc. The use of sources in foreign languages is mandatory. The use of such sources as *Wikipedia*, *Investopedia* etc. is not permitted. At least two sources from the following categories shall be used - scientific books, textbooks, scientific publications.

4.10.12. It is not allowed to use materials and refer to one's own and other students' internship reports, projects, studies and bachelor theses. This restriction does not apply to publicly available master theses and doctoral theses.

4.11. Length and structure of Master thesis

4.11.1. Upon the development and defense of the Master thesis the student shall obtain 30 credit points.

4.11.2. The **length of the Master thesis is 80 - 100 pp.** in typesetting, not counting annexes.

4.11.3. Master thesis shall have the following mandatory parts:

- Cover page (Annex 20).
- Abstract in two languages: official language (Latvian) and English (Annex 22).
- Content.
- Introduction.
- Analytical literature review.
- Methodology.
- Results.
- Conclusions and Recommendations.
- Bibliography.
- Annexes (if necessary).
- Author's declaration of intent (Annex 21).

4.11.4. Structure of the Master thesis:

- Length of the Introduction: approximately 5% of the total amount of the Master thesis.
- Length of the Analytical literature review: 20 - 25% of the total Master thesis length.
- Length of the Methodology: 20 - 25% of the total Master thesis length.
- Length of Results: 20 - 25% of the total Master thesis length.
- Conclusions and recommendations: 3 - 5% of the total Master thesis length.

4.11.5. Length of the **Introduction** in Master thesis is 3 - 5 pages. In the Introduction the author of the Master thesis briefly describes the study. The Introduction shall contain:

- **Topicality** of the study.
- **Object** and **subject** of the study.

- **Aim** of the Master thesis and the **tasks** to achieve it.
- Research **hypotheses or research questions**.
- Research **methodology** reflecting the **methods** for data collection, processing and interpretation.
- Elements of novelty in the Master thesis.
- Theoretical and practical importance of the Master thesis.
- **Limitations** of the research.
- **Brief description** of the main parts.

4.11.6. Topicality of the study must be justified on the basis of statistical data, conclusions provided by other authors on the issue to be studied, referring to publicly available and official information on the expected changes in legislation, politics, national strategic objectives and the opinion of the society. The author of the Master thesis is expected to prove that there is a particular problem in one of the economic sectors, society, national economy as a whole. The problem can be local and refer to Latvia or it may be a regional, pan-European or global problem. The author of the Master thesis shall explain how the Master thesis will contribute to the solution of the given problem, i.e. the aim of the Master thesis must be linked to the issue to be studied. See additional suggestions on the justification of the Thesis topicality in Section 4.1. of the Regulations.

4.11.7. See Section 4.1 of the Regulations for wording the **object** and **subject** of the research. In each research object there can be several research subjects. The focus of the author on one subject means that the other subjects have not been analysed in the given study. **Examples for the formulation of the research subject and scope** are characterized in Annex 23.

4.11.8. The **aim** and **tasks** of the Master thesis. The **aim** of the Master thesis is specifically formulated statement of the Thesis' author about the results, which are expected to be achieved in the process of solving the problem being studied. To achieve the aim of the research, the **tasks** to be carried out during the research are defined. By tasks are meant activities intended to be performed during the study for the achievement of the aim and testing the research hypothesis. These are stages of research organisation starting from the beginning of the research till its completion. More on the aim of the research see Section 4.1 of the Regulations.

4.11.9. Research **methodology and the methods used**. The author of the Master thesis describes the main stages of the research, informative sources (literature, statistics), methods of data

collection and processing. More about research methods, see Section 4.1 of the Regulations. At least **2 data collection methods** (excluding literature analysis) and **at least 4 data processing methods** from the list of special research methods, excluding general scientific methods, shall be used in the Master thesis (see Section 4.1. of the Regulations and Annex 24).

4.11.10. The hypothesis of the research is a hypothetical statement, scientific judgment, and for its posing and experimental examination persuasive scientific and practical grounding is required. Hypothesis is a scientific probable presumption that can be proved or rejected with theoretical and/or experimental research methods. This is the assumption of what results are expected in the course of the study.

If the researcher is rather interested not to test one of the premises, but to obtain new information, e.g. on the study results of students in certain conditions, the research question is formulated, where the unknown part of the reality is named.

The hypothesis can be formulated:

- On the basis of literature analysis. If another researcher conducted a similar study, but in a different environment (another site, period of time), it is possible to use his/ her hypothesis testing it in Latvia or in a given economic sector or a particular company.
- Based on the results of other studies, it may be expected that in the given study it is possible to achieve the same or similar results (to identify the same factors, obtain similar answers of respondents, etc.).
- Based on the subjective opinion of the Thesis' author on the expected results of the research.

4.11.11. Elements of novelty in the Master thesis. The main tasks of the author of the Master thesis is to provide scientific contribution to one of the science fields, i.e. to create new knowledge: to reveal new patterns, to develop new models, to offer new application of previously known methods, etc. Master thesis is required to contain **at least two aspects of novelty**.

4.11.12. Theoretical and practical importance of the Master thesis. The author of the Thesis shall describe to whom the results of the study will be important and for what purposes other people may use them. If in the course of the study new elements of the concept were established, it is a contribution to the theoretical knowledge base. If the results of the study can be used by

company executives in any industry, for example, increased employee performance, it is a practical application of the results.

4.11.13. Limitations of the study (see Section 4.1. of the Regulations).

4.11.14. Analytical literature review. In the Analytical literature review the analysis of the **problem situation** is carried out. The Thesis' author shall analyse what others have done for the solution of the research problem (on the basis of relevant publications). The list of information sources is expected to be versatile, mostly containing scientific literature (scientific monographs and publications) analysis. In this part it is necessary to provide extended **justification for the topicality of the research**, characterize the study at the theoretical or practical level, differing scales of observation (enterprise category, sector of the national economy, national economy as a whole, society), survey the input of other scientists in the solution of the problem being studied. At the end the conclusion on the scientific gap is given - the answer on what else has to be done for the solution of the problem is to be given to provide justification for the Master thesis research. It may be lack of scientific literature on the problem being studied, outdated data, lack of information on the results in the respective sector, region, category of enterprises, etc.

For the justification of the problem topicality and in the situation analysis/ case study the author of the Master thesis shall carry out not only literature analysis, but also statistical analysis, applying relevant methods for statistical data processing (see Section 4.1. of the Regulations). In the Analytical literature review it is possible to carry out survey of experts (population, clients, users), to state the importance of the problem.

One section of the Analytical literature review may be devoted to the analysis of the concept (notion) being studied, and to the identification and classification of its elements. In this chapter the author of the Thesis may apply content analysis (see Section 4.1. of the Regulations), studying, for example, definitions of the concept provided by different authors.

4.11.15. Methodology. In this section the author of the Master thesis theoretically justifies the opportunities for the solution of the research problem. This section describes all the **elements of novelty** in the Thesis – new models, patterns, algorithms - describing in detail the process of development and the methodology, substantiating the choice of indicators and the choice of the research methods, describing the development of the instrument of the study (e.g., a questionnaire).

At the beginning of this part the analysis of the scientific literature may be performed with an aim to substantiate why it is impossible to solve the problem applying the existing methods and approaches. In this case the author of the Master thesis analyses already existing methods, coming to conclusions on the necessity of improvements, elimination of weaknesses, adaptation to specific conditions.

In the Methodology section all activities which will be performed within the practical part are described. If in the Results section results of a questionnaire are analysed and on the basis of these results, for example, some factors having effect on some process are identified, in the Methodology section the process of survey tool (the questionnaire) development is described, the process of data collection is described. If the aim is to develop a forecasting model for business performance forecasting, the Methodology part of the study describes the model development process, selects the variables for inclusion in the model and the basis of their choice, verifies the statistical significance of the model, while the Results of the study appropiate and test the model and in the Results the actual data are compared with the data that are obtained with the help of the developed model.

4.11.16. Results. In the Practical part the approbation of the results obtained in the theoretical research (which are described in the Theoretical part) is described, interpreted, the validity of the results is verified. If in the Theoretical part, for example, a regression model for the forecasting of company performance is developed, then in the Practical part the opportunities for the application of this model are identified, using the data of the specific enterprise. If in the Theoretical part the strategy of industry development is developed, then in the Practical part the the strategy the opportunities for strategy implementation may be assessed, performing, for example, an expert survey. If in the Theoretical part a questionnaire for the assessment of employee satisfaction is developed, in the Practical part the results obtained carrying out the survey of employees in a particular sector by means of the developed questionnaire are described. In the Practical part the author of the Master thesis provides recommendations on the practical application of the results obtained in the Theoretical part, the defined novelties and decisions. In this section the Author shall prove that the results are practically applicable and the research has practical significance. If the practical application of the identified novelty is limited or the results are with a low level of confidence, the Author of the Master thesis

shall provide explanation on the possible reasons and shall offer opportunities for a solution of the problem.

4.11.17. See instructions for the preparation of **Conclusions and recommendations** in Section 4.1. of the Regulations. Final part of the Master thesis “Conclusions and recommendations” entails characteristics of the obtained results, and the self-assessment of the proposed problem solution is provided. The Conclusions of the Master thesis shall describe the results of the hypothesis testing and/ or shall provide concise answer to the research question. Negative results also require sufficient, detailed and qualitative substantiation, as well as an explanation of possible factors which may have hindered obtaining of positive results. For example, the model developed in the Thesis does not provide reliable forecasting results. It is possible that the reason is insufficient amount of the original data. It is recommended to indicate possible directions for the continuation of the research and the desirable conditions, allowing to obtain better results. In the Conclusion the author characterizes the scientific and practical value of the research.

4.11.18. Bibliography. In the Bibliography, at least 50 sources of literature and information must be included. The use of such sources as *Wikipedia*, *Investopedia* etc. is not permitted. The use of sources in foreign languages is mandatory. The number of literature sources such as teaching aids, synopsis of lectures, etc. should be limited. At least half of the number of sources used must come from the categories of scientific monographs, scientific writing. Preference is given to scientific articles that are included in the following international scientific databases: *EBSCO*, *Scopus*, *ScienceDirect*, *Google Scholar* etc. If the scientific article is available on the Internet, it shall be cited in the bibliographical list as a journal article (see *the Regulations of the EKA University of Applied Sciences regarding the requirements for drawing up independent, study, project and final papers*).

4.11.19. It is not allowed to use materials and refer to one's own and other students' internship reports, project and study papers and bachelor theses. This restriction does not apply to publicly available master theses and doctoral theses.

4.12. The scope and structure of the Master thesis for obtaining the academic Master degree in the "BRAND DESIGN" STUDY PROGRAMME

4.12.1. Upon the development and defence of the Master thesis the student shall obtain 30 credit points.

4.12.2. The Master thesis includes:

- Main part - 40-60 pages (not including appendices);
- 2-4 printed tablets (A1 size);
- Visual Identity Brand Book (optional);
- Packaging prototype (optional);
- Other necessary visual materials (optional);

4.12.3. Mandatory components of the Master thesis:

- Title page
- Abstract in two languages: official language (Latvian) and English (Annex 22).
- Contents
- Introduction.
- Analytical literature review.
- A description of the research and development process of the research-based creative work or the process of developing the work;
- Conclusions and recommendations
- List of used literature and information sources
- Annexes (if necessary).
- Guarantee
- 2 – 4 A1 tablets – printed;
- Brand book or product prototype or other visual materials – in printed form (if necessary).

4.12.4. The length of the Master thesis introduction is 2-4 pages. In the introduction, the author of the Master thesis briefly describes the research.

The introduction justifies the choice and relevance of the topic of the Master thesis, elements of innovation, as well as describes the research problem, formulates the research question, determines the aim and tasks of the research, describes the methods used in the research, research materials and their groups, indicates the structure of the thesis, briefly describing the main parts of the paper, and limitations of the study are indicated.

4.12.5. When characterizing the relevance of the research, it is necessary to justify why brand design is significant and why it is significant in the context of the studied problem. This rationale can be based on interviews with professionals, world-known designers, various recognized design

agencies, offices, projects and what is said about brand design in books, online literature sources, scientific articles and studies. The author of the Master thesis must be able to independently obtain, select and analyse information and use it, make decisions and solve problems in the relevant field of science, art or design, show that s/ he understands professional ethics, be able to evaluate the impact of his/ her professional activity on the environment and society and get involved in the relevant professional field development.

4.12.6. As for the wording of research object and research subject, each research object can have several research subjects. The author's focus on one research subject means that the others are not analysed in the particular study.

4.12.7. The aim and tasks of the Master thesis. The aim of the Master thesis is a specifically formulated statement of the Master thesis author about the results, which are expected to be achieved in the process of solving the problem being studied. To achieve the aim of the research the tasks to be carried out during the research are defined. Tasks are understood as the work to be performed, designed to achieve the aim and test the research hypotheses. For example, the aim of the Master thesis is "to create a new visual identity for company X", and to achieve this, the author sets the following tasks:

- analyse analogues;
- develop a concept based on customer wishes and market analysis;
- develop a new logo design;
- etc.

4.12.8. Research methodology and methods used. The author of the Master thesis describes the main stages of the research, informative sources (literature, statistics), methods of data collection and processing. Read more about research methods below. When developing a Master thesis, the author must use at least 2 data collection methods (excluding literature analysis) and at least 2 data processing methods from the range of relevant research methods.

4.12.9. Different data sources may be used to achieve the research objective, depending on the intended results and the research objective:

- Literature (results of other authors' research (scientific monographs, scientific articles), textbooks);
- strategic documents (for example, the National Development Plan of the Republic of Latvia);

- statistical reports (industry statistics, market statistics, population statistics, etc.);
- Financial statements of companies and non-financial informative reports;
- Results of surveys (questionnaires or interviews), focus groups' discussion results;
- Legislation, case law compilations;
- Information in mass media, artefacts (audio and video recordings, advertising material, photographs, samples of products, analogue design, etc.) and others.

4.12.10. Sources of data collection, research methods and recommendations for their use.

- 1) General scientific methods are scientific research methods that are used in all or many fields of science:
 - quantitative;
 - qualitative;
 - mixed.
- 2) They are such truth cognition methods which are research and thinking methods simultaneously:
 - analysis and synthesis,
 - deduction and induction,
 - hypothetical modelling and analogical modelling,
 - classification and typologisation,
 - formalisation and abstraction,
 - the logically constructive method.
- 3) General scientific methods are such cognitive research methods which do not specify in any way:
 - source of data acquisition (for example, special literature or documents),
 - type or means of data acquisition (e.g. observation or questionnaire),
 - the organization or design of data acquisition (for example, an experiment).

4.12.11. Several special data collection methods can be used in the Master thesis of the "BRAND DESIGN" programme:

- 1) Survey techniques:

- Survey-research method where as a research tool a questionnaire with clearly defined questions that the respondent answers independently, without the help of the interviewer, is used.
 - Direct structured interview-research method, when already during the interview the interviewer enters the data in the database, based on the respondents' answers.
 - Focus group discussion - a research method, where the interviewer carries out a group interview on a precisely defined (focused) topic related to the research question, and there are 6-9 focus group participants selected following certain criteria.
 - Semi-structured or in-depth interviews - research method, where the researcher asks the interviewees a series of reasoned questions that help the researcher get the information about the subject of the study, as well as interprets the responses in the context of the topic of the study.
 - Expert interview - a research method, where the researcher interviews 3-5 experts selected according to certain criteria on the subject and issue of the study, afterwards summarising the collected data and performing their comparative analysis.
- 2) Document analysis - research method, where the researcher uses documents selected according to certain criteria (annual reports of enterprises, legislation, reports, etc.)
 - 3) Secondary data analysis – a research method in which the researcher uses quantitative data that have been collected and processed for a purpose that differs from the purpose of the given research work (for example, the results of an already implemented marketing study, a compilation from the company's customer database, published statistical data on the population income, industry indicators, etc.).
 - 4) Media monitoring – a research method, where the researcher, following predefined criteria, purposefully identifies and describes the reflection in selected mass media of the phenomenon being studied.
 - 5) Artefact data analysis - research methods, where the researcher, following predefined and reasoned criteria, consistently analyses objects of material culture different from the cultural values (audio and video recordings, advertising materials, photographs, samples of products, analogue designs, etc.) and gives their assessment in the context of the topic of the study.

4.12.12. Some special data processing methods:

- 1) Descriptive statistical methods (e.g. calculation of average values, determination of variation indicators, frequency analysis).
- 2) Inferential statistical methods - for example, t-test for comparison (Student's test), correlation analysis, regression analysis, analysis of variance (ANOVA), Chi-Square Test, etc.
- 3) Classification analysis (e.g., factor analysis, cluster analysis, discriminant analysis).
- 4) Financial analysis (e.g, financial ratio calculation)
- 5) Graphical analysis presents research data in the form of figures and tables (for example, vertical and horizontal analysis of financial indicators) or depicts the relationships between content groups and categories through network mapping.
- 6) Transcription – descriptive analysis of data by creating an interview or observation protocol with the researcher's interpretations.
- 7) Content analysis (content analysis or lingua-statistical analysis) with or without data quantification – a research method used to identify the presence of specific content units – words, phrases, word combinations, concepts – in the text (if text information is analysed), determine the frequency of this presence and as a result, draw conclusions about the importance of the content unit and determine the interrelationships between the content units by grouping and categorising.

4.12.13. When developing a Master thesis, it is possible to combine various types of data processing and special research methods with more complex and dynamic research.

4.12.14. Innovation elements of the Master thesis. The main task of the author of the Master thesis is to make a creative or scientific contribution to the field of design, art, marketing or science, i.e. to create new knowledge: discover new regularities, develop new design models, propose new applications of previously known methods, etc.

4.12.15. Theoretical and practical importance of the Master thesis. The author of the Master thesis shall describe to whom the results of the study will be important and for what purposes other people may use them. If new elements of the concept were created during the research, then this is a contribution to the theoretical knowledge base. If the research results can be used by business leaders in a certain industry, for example to integrate new packaging, visual identity design, etc., then this is the practical application of the results.

4.12.16. In the analytical review of the Master thesis the student conducts research in the chosen field of design in relation to the innovation to be developed. In this part of the study, the student

conducts analogical research, historical research of the problem; if necessary, the expert interview process can also be described. In a structured way, the theoretical analysis of the problem and the empirical research or development process are reflected, which leads to the creation of a solution to the problem or the formulation of a logical answer to the research question.

4.12.17. If developing a visual identity, product prototype, event identity, advertising campaign proposal, etc., an analysis/ characterisation of the company, organization, customer should also be provided.

4.12.18. The description of the research-based creative Master thesis process or work development should reflect:

- description of the concept;
- target audience.

4.12.19. Depending on the innovation to be developed, the student must describe the development process; if a visual identity is developed (at least 10 elements must be developed for the visual identity), there must be described:

- logo development and concept;
- development of business cards;
- development of envelopes;
- development of gift cards and their packages;
- development of environmental advertising materials;
- development of folders;
- development of digital advertising;
- etc.

4.12.20. The elements of a visual identity can change depending on the field in which the author creates it.

4.12.21. If visual communication is developed for the company/ event, then it should be described:

- concept and rationale of developing visual communication;
- selected elements of visual communication – shapes, images, elements, etc.; they must be original, created by the author, for example, original drawings or photographs;

- the intended effectiveness of the visual communication, justifying why it is better than the old or non-existent one;
- etc.
- This section can be supplemented with the necessary job descriptions if the author creates other elements of visual communication – video, animation, digital/print advertising, etc.

4.12.22. If a new brand is being developed, describe:

- rationale/ need for brand development, concept;
- brand target audience, tonality/ atmosphere;
- brand positioning in the market;
- visual elements of the brand – visual communication, products, etc
- This section can be supplemented with necessary job descriptions if the author creates other brand components.

4.12.23. After the description of the work process of the selected innovation, a cost estimate should also be added.

4.12.24. Final part of the Master thesis “Conclusions and recommendations” entails generalisation of the obtained results, and the self-assessment of the proposed problem solution is provided. The answer to the main research question should be formulated, whether the main problem has been solved, for example, "visual communication for company X has been developed to promote its recognition". Negative results also require a sufficient, detailed and qualitative substantiation, as well as an explanation of possible factors which may have hindered obtaining of positive results. It is recommended to indicate possible directions for the continuation of the research and the desirable conditions, which would allow to obtain better results. In the final part, the author shows the most important results obtained - they are compared with similar results or solutions.

4.12.25. The list of used literature and information sources should include at least 50 literature and other information sources. The use of such sources as Wikipedia, Investopedia, etc., is not permitted. The use of sources in foreign languages is mandatory. It is necessary to limit the number of literary sources such as teaching aids, lecture notes, etc. At least half of the number of sources used must be from the categories - scientific monograph, scientific article. Preference is given to scientific articles that are included in international scientific databases: EBSCO, Scopus, ScienceDirect, Google Scholar etc. If the scientific article is available on the Internet,

it should be presented as a journal article in the list of used literature and information sources (see the Regulations of the EKA University of Applied Sciences on the requirements for the presentation of independent, study, project papers and final theses.)

4.12.26. An important part of the Master thesis is a representative printed work. It should include:

- 2-4 A1 tablets showing the application of the developed materials using models or real photographs; small descriptions of what can be seen on the tablets themselves are placed on the tablets; they must comply with the basic principles of graphic design and composition;
- product prototype (if applicable); it can be packaging or any other type of product that the author of the thesis develops; the print must be of high quality and the prototype must be properly exposed to be viewed from all sides;
- brand book or visual identity book is printed on A4 or A3 format in vertical or horizontal direction (depending on the layout) on paper starting from 250 mg;
- any other printed work necessary to reflect the innovation created by the author.

4.12.27. It is not allowed to use materials and refer to your own and other students' practice reviews, projects, studies and bachelor theses. This restriction does not apply to publicly available Master theses and doctoral theses.

ANNEXES

Annex 1. [Application for Final Paper (thesis) submission]

The EKA University of Applied Sciences

The study programme “Title”

____. semester student

(Surname, Name, ID Number, Phone)

APPLICATION

Riga, Date_____, Month_____, Year_____

The EKA University of Applied Sciences

Study programme

(Title of the Programme)

Director

(Name, Surname)

Please approve paper (thesis) topic

.....

(Paper Type: Qualification, Bachelor, Master)

(Title of the Topic)

The Title of the Topic in the English Language:

.....

Supervisor:

(Scientific Degree, Academic Title, Name, Surname)

(Student Signature)

Approved: Supervisor

(Name, Surname)

(Signature)

(Date)

Approve: Study Programme Director

(Name, Surname)

(Signature)

(Date)

Annex 2. [Application for study paper or project paper]

The EKA University of Applied Sciences

The study programme “Title”

___ semester student

(Surname, Name, ID Number, Phone)

APPLICATION

Riga, Date_____, Month_____, Year_____

The EKA University of Applied Sciences

Study programme
(Title of the Programme)

Director
(Name, Surname)

Please approve paper topic
(Paper Type: Study or Project Paper) (Title of the Topic)

Supervisor:
(Scientific Degree, Academic Title, Name, Surname)

(Student Signature)

Approved: Supervisor

(Name, Surname)

(Signature)

(Date)

Approve: Study Programme Director

(Name, Surname)

(Signature)

(Date)

Study or Project Paper Evaluation Form

..... paper “.....”
(The Paper Type) (Paper Title)
has been written at the EKA University of Applied Sciences programme ".....".

I,, as the sole author, permit / do not permit (underline the relevant)
(Name, Surname)
The EKA University of Applied Sciences to publish my paper or report in full (including the full package
of files).

.....
(Signature, Date)

Approve/do not approve the permission for defense (underline the appropriate).

Supervisor:
(Degree, Academic Position, Name, Surname) (Signature) (Date)

Defended:..... with a mark
(Date)

Study or Project paper Examination Commission member _____
(Signature, Name)

Study or Project paper Examination Commission member _____
(Signature, Name)

Annex 3a. [Evaluation form of the project paper in the study programme "Computer game design"]

The Project Paper Evaluation Form

Project paper “.....”

(title)

has been written at the EKA University of Applied Sciences programme "Computer game design".

We,,,,,

(name, surname)

(name, surname)

(name, surname)

(name, surname)

as the sole authors, permit / do not permit (underline the appropriate)

The EKA University of Applied Sciences to publish our paper in full (including the full package of files).

.....

(Signature, Date)

.....

(Signature, Date)

.....

(Signature, Date)

.....

(Signature, Date)

Approve/ do not approve the permission for defense (underline the appropriate).

Supervisor:

(Degree, Academic Position, Name, Surname)

(Signature)

(Date)

Defended:..... with a mark

(Date)

Project paper Examination Commission member _____

(Signature, Name)

Project paper Examination Commission member _____

(Signature, Name)

The EKA University of Applied Sciences

Certificate of Normcontroller

Study year:

Study semester:

Study programme:

Type of thesis:

Normcontroller:

The final theses of the students mentioned in the list meet the design requirements set by the "Regulations on the development and defense of studies, projects and final theses at the EKA University of Applied Sciences" and "Regulations of the EKA University of Applied Sciences on requirements for the design of independent, study, project and final theses".

List of students

No.	Surname	First name	Group
1.			
2.			
3.			

Normcontroller's name, surname

Date:

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme: _____

REVIEW BY THE SUPERVISOR OF THE STUDY PAPER

Student:

The Paper Topic: _____

The main results of the Study Paper, identified deficiencies (if necessary):

The evaluation of creative collaboration between the Supervisor and the Student (planning, purposefulness, results etc.):

I evaluate the Paper with the following mark: _____

Recommendation for the submission of the Paper to defense: **allow/ not to allow** (*underline the relevant*)

Supervisor: _____

(Name, Surname, Position, Scientific Degree)

Riga, Date _____, Month _____, Year _____

(Signature)

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme: “Information Technology”

REVIEW BY THE SUPERVISOR OF THE PROJECT PAPER

Student:

The Paper Theme:

Requirement achievement rate, %: Fail (F) Below Average (BA) Average (A) Outstanding (O)
(Not Completed 0% - Fully Completed 100%) 0 – 39 40 – 59 60 – 79 80 – 100

The Paper Structure:	Assessment Criteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	☐	☐	☐	☐
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	☐	☐	☐	☐
	Theme restrictions are precisely and clearly defined	☐	☐	☐	☐
Analytic Review	Clear and logical structure	☐	☐	☐	☐
	Sufficient and extensive base of bibliography and information sources	☐	☐	☐	☐
	Relationship to the project part	☐	☐	☐	☐
Project	The author's opinion and summarised information assessment are presented in a clear, understandable and justified manner	☐	☐	☐	☐
	The project necessity is sufficiently justified	☐	☐	☐	☐
	The aim of the project is clearly defined	☐	☐	☐	☐
	The tasks of the Project are defined clearly and are related to the aim.	☐	☐	☐	☐
	The correct assessment of the project environment including project SWOT analysis has been made	☐	☐	☐	☐
	The project's target audience has been clearly described	☐	☐	☐	☐
	All project activities have been scheduled	☐	☐	☐	☐
	The project time schedule has been prepared correctly	☐	☐	☐	☐
	The project budget or estimates include all costs necessary to achieve the objectives of the project	☐	☐	☐	☐
	Project oversight system is clear and covers all the project	☐	☐	☐	☐
Conclusions and Recommendations	Conclusions cover and are inferred from all the work	☐	☐	☐	☐
	Conclusions are specific, reasoned and show causal links	☐	☐	☐	☐
	Recommendations are inferred from the Paper and are based on the conclusions	☐	☐	☐	☐
	Recommendations are concrete and sufficiently substantiated	☐	☐	☐	☐

Overall Conclusion about the Paper in Relation to the Requirements					
Requirements	Assessment Criteria	F	BA	A	O
Scientific Quality	Clear content outline and compliance with the theme of the Paper	☐	☐	☐	☐
	At the end of the research its aim is achieved and the tasks are carried out	☐	☐	☐	☐
	Sufficient use of sources of information and compliance with the aim of the Paper and the study	☐	☐	☐	☐
	Research methods have been correctly selected according to the aim of the Paper	☐	☐	☐	☐
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	☐	☐	☐	☐
	Appropriate use of terminology and academic language	☐	☐	☐	☐
	The Paper does not contain grammatical and stylistic errors	☐	☐	☐	☐
Technical Quality, Compliance with the Requirements*	The total length of the Paper is sufficient and its parts are proportionate	Complies ☐ Does not comply ☐			
	Formatting of the Paper meets the requirements of the Regulations	Complies ☐ Does not comply ☐			
	The text contains references to all sources of information used	Complies ☐ Does not comply ☐			
	The number of sources of information used meets the requirements of the Regulations	Complies ☐ Does not comply ☐			

*If the paper does not meet any of the requirements of the technical quality criteria, the paper is not allowed to be defended

The main results of the Project Paper, identified deficiencies (if necessary):

The evaluation of creative collaboration between the Supervisor and the Student (planning, purposefulness, results etc.):

Recommendation for the submission of the Paper to defense: **allow/ not allow** (*underline the relevant*

Supervisor: _____

(Name, Surname, Position, Scientific Degree)

Riga, Date_____, Month_____, Year_____

(Signature)

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme: “Computer game design”

REVIEW BY THE SUPERVISOR OF THE PROJECT PAPER

Students:

The Paper Theme:

Requirement achievement rate, %: (Not Completed 0% - Fully Completed 100%)	Fail (F) 0 – 39	Below Average (BA) 40 – 59	Average (A) 60 – 79	Outstanding (O) 80 – 100	
The Paper Structure:	EvaluationCriteria	F	B A	A	0
Game design document	Information quality regarding game story, heroes and the game’s world	☐	☐	☐	☐
	Information quality regarding the inspiration sources of the game	☐	☐	☐	☐
	Information quality regarding the MDA model of the game	☐	☐	☐	☐
	Information quality regarding the gameplay of the game	☐	☐	☐	☐
	Information quality regarding the mechanics of the game	☐	☐	☐	☐
	Information quality regarding the levels of the game	☐	☐	☐	☐
	Information quality regarding the game’s control mechanisms and user interface	☐	☐	☐	☐
	Information quality regarding audio, music and sound effects of the game	☐	☐	☐	☐
	Information quality regarding the artificial intelligence of the game	☐	☐	☐	☐
	Information quality regarding the game’s platform and development tools	☐	☐	☐	☐
	Information quality regarding the game’s art and animation	☐	☐	☐	☐

Overall Conclusion about the Paper in Relation to the Requirements					
Requirements	EvaluationCriteria	F	B A	A	0
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	☐	☐	☐	☐
	Appropriate use of terminology and academic language	☐	☐	☐	☐
	The Paper does not contain grammatical and stylistic errors	☐	☐	☐	☐
Technical Quality, Compliance with the Requirements*	The total length of the Paper is sufficient and its parts are proportionate	Complies ☐ Does not comply ☐			
	Formatting of the Paper meets the requirements of the Regulations	Complies ☐ Does not comply ☐			
	The text contains references to all sources of information used	Complies ☐ Does not comply ☐			
	The number of sources of information used meets the requirements of the Regulations	Complies ☐ Does not comply ☐			

*If the paper does not meet any of the requirements of the technical quality criteria, the paper is not allowed to be defended

The main results of the Project Paper, identified deficiencies (if necessary):

The evaluation of creative collaboration between the Supervisor and the Student (planning, purposefulness, results etc.):

Recommendation for the submission of the Paper to defense: **allow/ not allow** (*underline the relevant*)

Supervisor: _____

(Name, Surname, Position, Scientific Degree)

Riga, Date_____, Month_____, Year_____

(Signature)

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme: _____

REVIEW BY THE QUALIFICATION PAPER SUPERVISOR

Student:

The Paper Topic:

Requirement achievement rate, %:	Fail (F)	Below Average (BA)	Average (A)	Outstanding (O)
(Not Completed 0% - Fully Completed 100%)	0 – 39	40 – 59	60 – 79	80 – 100

The Paper Structure:	EvaluationCriteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	☐	☐	☐	☐
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	☐	☐	☐	☐
	The suitability and diversity of research methods in relation to the aim of the Paper and research study.	☐	☐	☐	☐
	Theme restrictions are precisely and clearly defined	☐	☐	☐	☐
Analytic Review	Clear and logical structure	☐	☐	☐	☐
	The problem of the study is described; the need for research is justified	☐	☐	☐	☐
	Sufficient and extensive base of bibliography and information sources	☐	☐	☐	☐
	Relationship to the results section of the paper	☐	☐	☐	☐
Results	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	☐	☐	☐	☐
	Clear and logical structure	☐	☐	☐	☐
	Tangible solutions for the problems identified pertaining to the theme and aim of the study	☐	☐	☐	☐
	Appropriate methods used in the study (estimation quality)	☐	☐	☐	☐
Conclusions and Recommendations	Logical and clear interpretation of the study results and evaluation	☐	☐	☐	☐
	Conclusions cover and are inferred from all the study	☐	☐	☐	☐
	Conclusions are specific, reasoned and show causal links	☐	☐	☐	☐
	Recommendations are inferred from the study and are based on the conclusions	☐	☐	☐	☐
	Recommendations are concrete and sufficiently substantiated	☐	☐	☐	☐

Overall Conclusion about the Paper in Relation to the Requirements					
Requirements	Evaluation Criteria	F	BA	A	O
Scientific Quality	Clear content outline and compliance with the theme of the Paper	☐	☐	☐	☐
	At the end of the research its aim is achieved and the tasks are carried out.	☐	☐	☐	☐
	Sufficient use of sources of information and compliance with the aim of the Paper and the study	☐	☐	☐	☐
	Research methods have been correctly selected according to the aim of the Paper	☐	☐	☐	☐
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	☐	☐	☐	☐
	Appropriate use of terminology and academic language	☐	☐	☐	☐
	The Paper does not contain grammatical and stylistic errors	☐	☐	☐	☐
Technical Quality, Compliance with the Requirements*	The total length of the Paper is sufficient and its parts are proportionate	Complies ☐ Does not comply ☐			
	Formatting of the Paper meets the requirements of the Regulations	Complies ☐ Does not comply ☐			
	The text contains references to all sources of information used	Complies ☐ Does not comply ☐			
	The number of sources of information used meets the requirements of the Regulations	Complies ☐ Does not comply ☐			

*If the paper does not meet any of the requirements of the technical quality criteria, the paper is not allowed to be defended

The main results of the Qualification Paper, identified deficiencies (if necessary):

The evaluation of creative collaboration between the Supervisor and the Student (planning, purposefulness, results etc.):

Recommendation for the submission of the Paper to defense: **allow/ not allow** (*underline the relevant*)

Supervisor: _____
(Name, Surname, Position, Scientific Degree)

Consent of the Qualification Paper Supervisor at the EKA University of Applied Sciences to publish the work in full (including also work files included in the full work package)	Allow ☐ Not allow ☐
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Riga, Day _____, Month _____, Year _____
(Signature)

Annex 8. [Review by the Bachelor Thesis Supervisor (to receive ACADEMIC bachelor degree)]

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme: _____

REVIEW BY THE BACHELOR THESIS SUPERVISOR

(to receive ACADEMIC bachelor degree)

Student:

The Thesis Topic:

Requirement achievement rate, %:	Fail (F)	Below	Average (A)	Outstanding
(Not Completed 0% - Fully Completed 100%)	0 – 39	Average (BA)	60 – 79	(O)
		40 – 59		80 – 100

The Thesis Structure:	EvaluationCriteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	☐	☐	☐	☐
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	☐	☐	☐	☐
	The suitability and diversity of research methods in relation to the aim of the Thesis and research study.	☐	☐	☐	☐
	Theme restrictions are precisely and clearly defined	☐	☐	☐	☐
Analytic Review	Clear and logical structure	☐	☐	☐	☐
	The problem of the study is described; the need for research is justified	☐	☐	☐	☐
	Sufficient and extensive base of bibliography and information sources	☐	☐	☐	☐
	Relationship to the results section of the paper	☐	☐	☐	☐
Results	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	☐	☐	☐	☐
	Clear and logical structure	☐	☐	☐	☐
	Tangible solutions for the problems identified pertaining to the theme and aim of the study	☐	☐	☐	☐
	Appropriate methods used in the study (estimation quality)	☐	☐	☐	☐
Conclusions and Recommendations	Logical and clear interpretation of the study results and evaluation	☐	☐	☐	☐
	Conclusions cover and are inferred from all the study	☐	☐	☐	☐
	Conclusions are specific, reasoned and show causal links	☐	☐	☐	☐
	Recommendations are inferred from the study and are based on the conclusions	☐	☐	☐	☐
	Recommendations are concrete, targeted and sufficiently substantiated	☐	☐	☐	☐
Overall Conclusion about the Thesis in Relation to the Requirements					
Requirements	Assessment Criteria	F	BA	A	O

Scientific Quality	Clear content outline and compliance with the theme of the Thesis	☐	☐	☐	☐
	At the end of the research its aim is achieved and the tasks are carried out.	☐	☐	☐	☐
	Sufficient use of sources of information and compliance with the aim of the Thesis and the study	☐	☐	☐	☐
	Research methods have been correctly selected according to the aim of the Thesis	☐	☐	☐	☐
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	☐	☐	☐	☐
	Appropriate use of terminology and academic language	☐	☐	☐	☐
	The Thesis does not contain grammatical and stylistic errors	☐	☐	☐	☐
Technical Quality, Compliance with the Requirements*	The total length of the Thesis is sufficient and its parts are proportionate	Complies ☐ Does not comply ☐			
	Formatting of the Thesis meets the requirements of the Regulations	Complies ☐ Does not comply ☐			
	The text contains references to all sources of information used	Complies ☐ Does not comply ☐			
	The number of sources of information used meets the requirements of the Regulations	Complies ☐ Does not comply ☐			

*If the thesis does not meet any of the requirements of the technical quality criteria, the thesis is not allowed to be defended

The main results of the Bachelor Thesis, identified deficiencies (if necessary):

The evaluation of creative collaboration between the Supervisor and the Student (planning, purposefulness, results etc.):

Recommendation for the submission of the Thesis to defense: **allow/ not allow** (*underline the relevant*)

Supervisor: _____
(Name, Surname, Position, Scientific Degree)

Consent of the Bachelor Thesis Supervisor at the EKA University of Applied Sciences to publish the work in full (including also work files included in the full work package)	Allow ☐ Not allow ☐
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Riga, Date _____, Month _____, Year _____
(Signature)

Annex 9. [Review by the Bachelor Thesis Supervisor (to receive PROFESSIONAL Bachelor degree in study programmes except the programme "Interior Design")]

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme: _____

REVIEW BY THE BACHELOR THESIS SUPERVISOR

(to receive PROFESSIONAL BACHELOR DEGREE except the programme "Interior Design")

Student: _____

The Thesis Topic: _____

Requirement achievement rate, %:	Fail (F)	Below Average (BA)	Average (A)	Outstanding (O)
(Not Completed 0% - Fully Completed 100%)	0 – 39	40 – 59	60 – 79	80 – 100

The Thesis Structure:	Evaluation Criteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	☐	☐	☐	☐
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	☐	☐	☐	☐
	The suitability and diversity of research methods in relation to the aim of the Thesis and research study.	☐	☐	☐	☐
	Theme restrictions are precisely and clearly defined	☐	☐	☐	☐
	Clear and logical structure	☐	☐	☐	☐
Analytic Review	The problem of the study is described; the need for research is justified	☐	☐	☐	☐
	Sufficient and extensive base of bibliography and information sources	☐	☐	☐	☐
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	☐	☐	☐	☐
	Clear and logical structure	☐	☐	☐	☐
Case study	Assessment of the situation is provided and a problem is detected in the object of the study	☐	☐	☐	☐
	The identified problem is supported at the practical level and is based on statistics, research findings etc.	☐	☐	☐	☐
	The results are related to the research results obtained during the pre-diploma internship (does not apply to the programme "Computer game design")	☐	☐	☐	☐
	Clear and logical structure	☐	☐	☐	☐
	Tangible solutions for the problems identified pertaining to the theme and aim of the study	☐	☐	☐	☐
Results	Appropriate use of the research methods (quality of calculations, procedures, measurements, etc.)	☐	☐	☐	☐
	Logical and clear interpretation of the study results and evaluation	☐	☐	☐	☐
	The applicability of the results (proposed solutions) in the professional field or industry are described completely	☐	☐	☐	☐
Conclusions	Conclusions cover and are inferred from all the study	☐	☐	☐	☐
	Conclusions are specific, reasoned and show causal links	☐	☐	☐	☐

and Recommendations	Recommendations are inferred from the study and are based on the conclusions	☐	☐	☐	☐
	Recommendations are concrete, targeted and sufficiently substantiated	☐	☐	☐	☐
Overall Conclusion about the Thesis in Relation to the Requirements					
Requirements	Evaluation Criteria	F	BA	A	O
Scientific Quality	Clear content outline and compliance with the theme of the Thesis	☐	☐	☐	☐
	At the end of the research its aim is achieved and the tasks are carried out.	☐	☐	☐	☐
	Sufficient use of sources of information and compliance with the aim of the Thesis and the study	☐	☐	☐	☐
	Research methods have been correctly selected according to the aim of the Thesis	☐	☐	☐	☐
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	☐	☐	☐	☐
	Appropriate use of terminology and academic language	☐	☐	☐	☐
	The Thesis does not contain grammatical and stylistic errors	☐	☐	☐	☐
Technical Quality, Compliance with the Requirements*	The total length of the Thesis is sufficient and its parts are proportionate	Complies ☐ Does not comply ☐			
	Formatting of the Thesis meets the requirements of the Regulations	Complies ☐ Does not comply ☐			
	The text contains references to all sources of information used	Complies ☐ Does not comply ☐			
	The number of sources of information used meets the requirements of the Regulations	Complies ☐ Does not comply ☐			

*If the thesis does not meet any of the requirements of the technical quality criteria, the thesis is not allowed to be defended

The main results of the Bachelor Thesis, identified deficiencies (if necessary):

The evaluation of creative collaboration between the Supervisor and the Student (planning, purposefulness, etc.):

Recommendation for the submission of the Thesis to defense: **allow/ not allow** (*underline the relevant*)

Supervisor: _____

(Name, Surname, Position, Scientific Degree)

Consent of the Bachelor Thesis Supervisor at the EKA University of Applied Sciences to publish the work in full (including also work files included in the full work package)	Allow ☐ Not allow ☐
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Riga, Date _____, Month _____, Year _____
(Signature)

Annex 10. [Review by the Bachelor Thesis Supervisor in the study programme "Interior Design"]

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme: "Interior Design"

REVIEW BY THE BACHELOR THESIS SUPERVISOR

(to receive professional Bachelor degree)

Student:

The Thesis Topic:

Requirement achievement rate, %:	Fail (F)	Below	Average (A)	Outstanding
(Not Completed 0% - Fully Completed 100%)	0 – 39	Average (BA)	60 – 79	(O)
		40 – 59		80 – 100

The Thesis Structure:	EvaluationCriteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	☐	☐	☐	☐
	Subject and scope of the study are clearly formulated	☐	☐	☐	☐
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	☐	☐	☐	☐
	The suitability and diversity of research methods in relation to the aim of the Thesis and research study.	☐	☐	☐	☐
	Theme restrictions are precisely and clearly defined	☐	☐	☐	☐
Analytical Review	Clear and logical structure	☐	☐	☐	☐
	The problem of the study is described; the need for research is justified	☐	☐	☐	☐
	Sufficient and extensive base of bibliography and information sources	☐	☐	☐	☐
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	☐	☐	☐	☐
Case study	Clear and logical structure	☐	☐	☐	☐
	Contains information about the specific object for which the project has been developed	☐	☐	☐	☐
	The existing situation is illustrated by common images	☐	☐	☐	☐
	The research of the selected setting is carried out and the background for newly designed object and setting (if the design proposal is for newly designed premises or constructed as amenities project) is provided	☐	☐	☐	☐
	The results are associated with the results obtained during the undergraduate internship	☐	☐	☐	☐
Results	Clear and logical structure	☐	☐	☐	☐
	The proposed solution relates to the theme and of the study	☐	☐	☐	☐
	The proposed solution is functional, aesthetic and original, with a high creative quality and added value	☐	☐	☐	☐
	The applicability of the recommendations in the professional field or industry is described completely	☐	☐	☐	☐
Conclusions	Conclusions cover and are inferred from all the study	☐	☐	☐	☐
	Conclusions are specific, reasoned and show causal links	☐	☐	☐	☐

and Recommendations	Recommendations are inferred from the study and are based on the conclusions	☐ ☐ ☐ ☐
	Recommendations are concrete, targeted and sufficiently substantiated	☐ ☐ ☐ ☐

Overall Conclusion about the Thesis in Relation to the Requirements		F	BA	A	O
Scientific Quality	Clear content outline and compliance with the theme of the Thesis	☐	☐	☐	☐
	At the end of the research its aim is achieved and the tasks are carried out.	☐	☐	☐	☐
	Sufficient use of sources of information and compliance with the aim of the Thesis and the study	☐	☐	☐	☐
	Research methods have been correctly selected according to the aim of the Thesis	☐	☐	☐	☐
Visual, artistic and linguistic quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams, sketches, drawings, etc.)	☐	☐	☐	☐
	Appropriate use of terminology and academic language	☐	☐	☐	☐
	The Thesis does not contain grammatical and stylistic errors	☐	☐	☐	☐
	The proposed technical solution was designed according to the artistic (compositions, etc.) requirements	☐	☐	☐	☐
Technical Quality, Compliance with the Requirements*	The total length of the Thesis is sufficient and its parts are proportionate	Complies ☐ Does not comply ☐			
	Formatting of the Thesis meets the requirements of the Regulations	Complies ☐ Does not comply ☐			
	The text contains references to all sources of information used	Complies ☐ Does not comply ☐			
	The number of sources of information used meets the requirements of the Regulations	Complies ☐ Does not comply ☐			

*If the thesis does not meet any of the requirements of the technical quality criteria, the thesis is not allowed to be defended

The main results of the Bachelor Thesis, identified deficiencies:

The evaluation of creative collaboration between the Supervisor and the Student (planning, purposefulness, results etc.):

Recommendation for the submission of the Thesis to defense: **allow/ not allow** (*underline the relevant*)

Supervisor: _____
(Name, Surname, Position, Scientific Degree)

Consent of the Bachelor Thesis Supervisor at the EKA University of Applied Sciences to publish the work in full (including also work files included in the full work package)	Allow ☐ Not allow ☐
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Riga, Date _____, Month _____, Year _____
(Signature)

REVIEW BY THE SUPERVISOR OF THE MASTER THESIS

Topic of the Master Thesis:

Requirement achievement rate,%: (Not Completed 0% - Fully Completed 100%)	Fail (F) 0 – 39	Below Average (BA) 40 – 59	Average (A) 60 – 79	Outstanding (O) 80 – 100
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Overall Conclusion about the Thesis in Relation to the Requirements					
Requirements	EvaluationCriteria	F	BA	A	O
Scientific Quality	Research theme has scientific significance	☐	☐	☐	☐
	Clear content outline and compliance with the theme of the Thesis	☐	☐	☐	☐
	The objective of the study is achieved, the raised hypotheses have been tested	☐	☐	☐	☐
	The study is based on the analysis of extensive scientific database	☐	☐	☐	☐
	The Thesis clearly describes the methodology and research methods have been correctly applied	☐	☐	☐	☐
	The Thesis has developed significant scientific novelty items	☐	☐	☐	☐
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	☐	☐	☐	☐
	Appropriate use of terminology and academic language	☐	☐	☐	☐
	The Thesis does not contain grammatical and stylistic errors	☐	☐	☐	☐
Technical Quality, Compliance with the Requirements*	The total length of the Thesis is sufficient and its parts are proportionate	Complies ☐ Does not comply ☐			
	Formatting of the Thesis meets the requirements of the Regulations	Complies ☐ Does not comply ☐			
	The text contains references to all sources of information used	Complies ☐ Does not comply ☐			
	The number of sources of information used meets the requirements of the Regulations	Complies ☐ Does not comply ☐			

*If the thesis does not meet any of the requirements of the technical quality criteria, the thesis is not allowed to be defended

The main results of the Master Thesis, identified deficiencies:

The evaluation of creative collaboration between the Supervisor and the Student (planning, purposefulness, results etc.):

Recommendation for the submission of the Thesis to defense: **allow/ not allow** (*underline the relevant*)

Supervisor: _____
(Name, Surname, Position, Scientific Degree)

Consent of the Master Thesis Supervisor at the EKA University of Applied Sciences to publish the work in full (including also work files included in the full work package)	Allow ☐ Not allow ☐
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Riga, Date _____, Month _____, Year _____
(Signature)

Annex 12. [Conclusion of the Thesis (Paper) Supervisor]

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme:

Student:

.....Subject:.....

(type of the thesis/ paper)

CONCLUSION OF THE THESIS (PAPER) SUPERVISOR

Structure and Content of the Thesis Evaluation criteria (Not Completed 0% - Fully Completed 100%)	Requirement achievement rate %			
	Fail 0 – 39	Below Average 40 – 59	Average 60 – 79	Outstanding 80 – 100
Introduction	☐	☐	☐	☐
The Analytic Review (Literature Review)	☐	☐	☐	☐
Methodology (if applicable)	☐	☐	☐	☐
Case study(if applicable)	☐	☐	☐	☐
Results	☐	☐	☐	☐
Conclusions and Recommendations	☐	☐	☐	☐
Overall Conclusion about the Thesis/ Paper in Relation to the Requirements*	Complies ☐ Does not comply ☐			
Overall Assessment, Percentage	☐	☐	☐	☐

*If the thesis/ paper does not meet the requirements of the technical quality criteria, the thesis/ paper is not allowed to be defended

I assess the Thesis/ Paper with the following mark: _____

Recommendation for the submission of the Thesis/ Paper to defense: **allow/ not allow**
(*underline the relevant*)

Supervisor:
(Name, Surname)

Work place and position:

Consent of the Thesis/ Paper Supervisor at the EKA University of Applied Sciences to publish the work in full (including also work files included in the full work package)

Riga, Date_____, Month_____, Year_____

(Signature)

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme: _____

REVIEW OF THE QUALIFICATION PAPER

Student:

The Paper Topic:

Requirement achievement rate, %:
(Not Completed 0% - Fully Completed 100%)

Fail (F)
0 – 39

Below
Average (BA)
40 – 59

Average (A)
60 – 79

Outstanding
(O)
80 – 100

The Paper Structure:	EvaluationCriteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	☐	☐	☐	☐
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	☐	☐	☐	☐
	The suitability and diversity of research methods in relation to the aim of the Paper and research study.	☐	☐	☐	☐
	Theme restrictions are precisely and clearly defined	☐	☐	☐	☐
Analytic Review	Clear and logical structure	☐	☐	☐	☐
	The problem of the study is described; the need for research is justified	☐	☐	☐	☐
	Sufficient and extensive base of bibliography and information sources	☐	☐	☐	☐
	Relationship to the results section of the paper	☐	☐	☐	☐
Results	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	☐	☐	☐	☐
	Clear and logical structure	☐	☐	☐	☐
	Tangible solutions for the problems identified pertaining to the theme and aim of the study	☐	☐	☐	☐
	Appropriate methods used in the study (estimation quality)	☐	☐	☐	☐
Conclusions and Recommendations	Logical and clear interpretation of the study results and evaluation	☐	☐	☐	☐
	Conclusions cover and are inferred from all the study	☐	☐	☐	☐
	Conclusions are specific, reasoned and show causal links	☐	☐	☐	☐
	Recommendations are inferred from the study and are based on the conclusions	☐	☐	☐	☐
	Recommendations are concrete and sufficiently substantiated	☐	☐	☐	☐

Overall Conclusion about the Paper in Relation to the Requirements					
Requirements	EvaluationCriteria	F	BA	A	O
Scientific Quality	Clear content outline and compliance with the theme of the Paper	☐	☐	☐	☐
	At the end of the research its aim is achieved and the tasks are carried out.	☐	☐	☐	☐
	Sufficient use of sources of information and compliance with the aim of the Paper and the study	☐	☐	☐	☐
	Research methods have been correctly selected according to the aim of the Paper	☐	☐	☐	☐
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	☐	☐	☐	☐
	Appropriate use of terminology and academic language	☐	☐	☐	☐
	The Paper does not contain grammatical and stylistic errors	☐	☐	☐	☐

The main results of the Qualification Paper, identified deficiencies (if necessary):

Questions to the Author (*questions are mandatory*): _____

Recommendation for the submission of the Paper to defense: **allow/ not allow** (*underline the relevant*)

Reviewer:
 (Name, Surname)

Work place and position of the Reviewer:

Riga, Date_____, Month_____, Year_____

(Signature)

Annex 14. [Review of the Bachelor Thesis (to receive ACADEMIC bachelor degree)]

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme: _____

REVIEW OF THE BACHELOR THESIS

(to receive ACADEMIC bachelor degree)

Student:

The Thesis Topic:

Requirement achievement rate, %: (Not Completed 0% - Fully Completed 100%)		Fail (F) 0 – 39	Below Average (BA) 40 – 59	Average (A) 60 – 79	Outstanding (O) 80 – 100
The Thesis Structure:	EvaluationCriteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	☐	☐	☐	☐
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	☐	☐	☐	☐
	The suitability and diversity of research methods in relation to the aim of the Thesis and research study.	☐	☐	☐	☐
	Theme restrictions are precisely and clearly defined	☐	☐	☐	☐
Analytic Review	Clear and logical structure	☐	☐	☐	☐
	The problem of the study is described; the need for research is justified	☐	☐	☐	☐
	Sufficient and extensive base of bibliography and information sources	☐	☐	☐	☐
	Relationship to the results section of the thesis	☐	☐	☐	☐
Results	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	☐	☐	☐	☐
	Clear and logical structure	☐	☐	☐	☐
	Tangible solutions for the problems identified pertaining to the theme and aim of the study	☐	☐	☐	☐
	Appropriate methods used in the study (estimation quality)	☐	☐	☐	☐
Conclusions and Recommendations	Logical and clear interpretation of the study results and evaluation	☐	☐	☐	☐
	Conclusions cover and are inferred from all the study	☐	☐	☐	☐
	Conclusions are specific, reasoned and show causal links	☐	☐	☐	☐
	Recommendations are inferred from the study and are based on the conclusions	☐	☐	☐	☐
	Recommendations are concrete, targeted and sufficiently substantiated	☐	☐	☐	☐

Overall Conclusion about the Thesis in Relation to the Requirements					
Requirements	EvaluationCriteria	F	BA	A	O
Scientific Quality	Clear content outline and compliance with the theme of the Thesis	☐	☐	☐	☐
	At the end of the research its aim is achieved and the tasks are carried out.	☐	☐	☐	☐
	Sufficient use of sources of information and compliance with the aim of the Thesis and the study	☐	☐	☐	☐
	Research methods have been correctly selected according to the aim of the Thesis	☐	☐	☐	☐
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	☐	☐	☐	☐
	Appropriate use of terminology and academic language	☐	☐	☐	☐
	The Thesis does not contain grammatical and stylistic errors	☐	☐	☐	☐

The main results of the Bachelor Thesis, identified deficiencies (if necessary):

Questions to the Author (*questions are mandatory*): _____

Recommendation for the submission of the Thesis to defense: **allow/ not allow** (*underline the relevant*)

Reviewer:
 (Name, Surname)

Work place and position of the Reviewer:

Riga, Date _____, Month _____, Year _____
 (Signature)

Annex 15. [Review of the Bachelor Thesis (to receive PROFESSIONAL Bachelor degree except for the programme "Interior Design")]

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme: _____

REVIEW OF THE BACHELOR THESIS

(to receive PROFESSIONAL BACHELOR DEGREE except for the programme "Interior Design")

Student:

The Thesis Topic:

Requirement achievement rate, %: (Not Completed 0% - Fully Completed 100%)		Fail (F) 0 – 39	Below Average (BA) 40 – 59	Average (A) 60 – 79	Outstanding (O) 80 – 100
The Thesis Structure:	EvaluationCriteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	☐	☐	☐	☐
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	☐	☐	☐	☐
	The suitability and diversity of research methods in relation to the aim of the Thesis and research study.	☐	☐	☐	☐
	Theme restrictions are precisely and clearly defined	☐	☐	☐	☐
	Clear and logical structure	☐	☐	☐	☐
Analytic Review	The problem of the study is described; the need for research is justified	☐	☐	☐	☐
	Sufficient and extensive base of bibliography and information sources	☐	☐	☐	☐
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	☐	☐	☐	☐
	Clear and logical structure	☐	☐	☐	☐
Case study	Assessment of the situation is provided and a problem is detected in the object of the study	☐	☐	☐	☐
	The identified problem is supported at the practical level and is based on statistics, research findings etc.	☐	☐	☐	☐
	The results are related to the research results obtained during the pre-diploma internship (except for the programme "Computer game design")	☐	☐	☐	☐
	Clear and logical structure	☐	☐	☐	☐
Results	Tangible solutions for the problems identified pertaining to the theme and aim of the study	☐	☐	☐	☐
	Appropriate use of the research methods (quality of calculations, procedures, measurements, etc.)	☐	☐	☐	☐
	Logical and clear interpretation of the study results and evaluation	☐	☐	☐	☐
	The applicability of the results (proposed solutions) in the professional field or industry are described completely	☐	☐	☐	☐
Conclusions and Recommendations	Conclusions cover and are inferred from all the study	☐	☐	☐	☐
	Conclusions are specific, reasoned and show causal links	☐	☐	☐	☐
	Recommendations are inferred from the study and are based on the conclusions	☐	☐	☐	☐
	Recommendations are concrete, targeted and sufficiently substantiated	☐	☐	☐	☐

Overall Conclusion about the Thesis in Relation to the Requirements					
Requirements	EvaluationCriteria	F	BA	A	O
Scientific Quality	Clear content outline and compliance with the theme of the Thesis	☐	☐	☐	☐
	At the end of the research its aim is achieved and the tasks are carried out.	☐	☐	☐	☐
	Sufficient use of sources of information and compliance with the aim of the Thesis and the study	☐	☐	☐	☐
	Research methods have been correctly selected according to the aim of the Thesis	☐	☐	☐	☐
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	☐	☐	☐	☐
	Appropriate use of terminology and academic language	☐	☐	☐	☐
	The Thesis does not contain grammatical and stylistic errors	☐	☐	☐	☐

The main results of the Bachelor Thesis, identified deficiencies (if necessary):

Questions to the Author (*questions are mandatory*): _____ -

Recommendation for the submission of the Thesis to defense: **allow/ not allow** (*underline the relevant*)

Reviewer:
 (Name, Surname)

Work place and position of the Reviewer:

Riga, Date _____, Month _____, Year _____
 (Signature)

Annex 16. [Review of the Bachelor Thesis for the study programme "Interior Design"]

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme: "Interior Design"

REVIEW OF THE BACHELOR THESIS

Student:

The Thesis Topic:

Requirement achievement rate, %: (Not Completed 0% - Fully Completed 100%)		Fail (F) 0 – 39	Below Average (BA) 40 – 59	Average (A) 60 – 79	Outstanding (O) 80 – 100
The Thesis Structure:	Evaluation Criteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	☐	☐	☐	☐
	Subject and scope of the study are clearly formulated	☐	☐	☐	☐
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	☐	☐	☐	☐
	The suitability and diversity of research methods in relation to the aim of the Thesis and research study.	☐	☐	☐	☐
	Theme restrictions are precisely and clearly defined	☐	☐	☐	☐
Analytical Review	Clear and logical structure	☐	☐	☐	☐
	The problem of the study is described; the need for research is justified	☐	☐	☐	☐
	Sufficient and extensive base of bibliography and information sources	☐	☐	☐	☐
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	☐	☐	☐	☐
Case study	Clear and logical structure	☐	☐	☐	☐
	Contains information about the specific object for which the project has been developed	☐	☐	☐	☐
	The existing situation is illustrated by common images	☐	☐	☐	☐
	The research of the selected setting is carried out and the background for newly designed object and setting (if the design proposal is for newly designed premises or constructed as amenities project) is provided	☐	☐	☐	☐
	The results are associated with the results obtained during the undergraduate internship	☐	☐	☐	☐
Results	Clear and logical structure	☐	☐	☐	☐
	The proposed solution relates to the theme and of the study	☐	☐	☐	☐
	The proposed solution is functional, aesthetic and original, with a high creative quality and added value	☐	☐	☐	☐
	The applicability of the recommendations in the professional field or industry is described completely	☐	☐	☐	☐
Conclusions and Recommendations	Conclusions cover and are inferred from all the study	☐	☐	☐	☐
	Conclusions are specific, reasoned and show causal links	☐	☐	☐	☐
	Recommendations are inferred from the study and are based on the conclusions	☐	☐	☐	☐

	Recommendations are concrete, targeted and sufficiently substantiated	☐	☐	☐	☐
Overall Conclusion about the Thesis in Relation to the Requirements		F	BA	A	O
Scientific Quality	Clear content outline and compliance with the theme of the Thesis	☐	☐	☐	☐
	At the end of the research its aim is achieved and the tasks are carried out.	☐	☐	☐	☐
	Sufficient use of sources of information and compliance with the aim of the Thesis and the study	☐	☐	☐	☐
	Research methods have been correctly selected according to the aim of the Thesis	☐	☐	☐	☐
Visual, artistic and linguistic quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams, sketches, drawings, etc.)	☐	☐	☐	☐
	Appropriate use of terminology and academic language	☐	☐	☐	☐
	The Thesis does not contain grammatical and stylistic errors	☐	☐	☐	☐
	The proposed technical solution was designed according to the artistic (compositions, etc.) requirements	☐	☐	☐	☐

The main results of the Bachelor Thesis, identified deficiencies (if necessary):

Questions to the Author (*questions are mandatory*): _____

Recommendation for the submission of the Thesis to defense: **allow/ not allow** (*underline the relevant*)

Reviewer:
 (Name, Surname)

Work place and position of the Reviewer:

Riga, Date _____, Month _____, Year _____
 (Signature)

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme: _____

REVIEW OF THE MASTER THESIS

Student: _____

Topic of the Master Thesis: _____

Requirement achievement rate, %: (Not Completed 0% - Fully Completed 100%)		Fail (F) 0 – 39	Below Average (BA) 40 – 59	Average (A) 60 – 79	Outstanding (O) 80 – 100
The Thesis Structure:	EvaluationCriteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	☐	☐	☐	☐
	Subject and scope of the study are clearly formulated	☐	☐	☐	☐
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	☐	☐	☐	☐
	The study's hypothesis (es) or research question (s) explicit stated	☐	☐	☐	☐
	The suitability and diversity of research methods in relation to the aim of the Thesis and research study.	☐	☐	☐	☐
	Innovative elements of work clearly defined	☐	☐	☐	☐
	Theoretical and practical value of the study has been clearly defined	☐	☐	☐	☐
	Theme restrictions are precisely and clearly defined	☐	☐	☐	☐
Analytical Review	Clear and logical structure	☐	☐	☐	☐
	The problem of the study is described; the need for research is justified (scientific gap is clearly defined)	☐	☐	☐	☐
	Sufficient and extensive base of bibliography and information sources	☐	☐	☐	☐
	Approaches to justify the chosen problem are appropriate and methods are correctly supported	☐	☐	☐	☐
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	☐	☐	☐	☐
Methodology	Clear and logical structure	☐	☐	☐	☐
	Innovation elements are defined and described	☐	☐	☐	☐
	The study's methodology is well chosen and justified	☐	☐	☐	☐
Results	Clear and logical structure	☐	☐	☐	☐
	Appropriate use of the research methods (quality of calculations, procedures, measurements, etc.)	☐	☐	☐	☐
	Logical and clear interpretation of the study results and evaluation	☐	☐	☐	☐
	The validity of the results of the study are examined, the results have been presented	☐	☐	☐	☐
Conclusions and Recommendations	Conclusions cover and are inferred from all the study	☐	☐	☐	☐
	Conclusions are specific, reasoned and show causal links	☐	☐	☐	☐
	Recommendations are inferred from the study and are based on the conclusions	☐	☐	☐	☐
	Recommendations are concrete, targeted and sufficiently substantiated	☐	☐	☐	☐
	The results of the hypothesis testing have been described	☐	☐	☐	☐

Overall Conclusion about the Thesis in Relation to the Requirements					
Requirements	EvaluationCriteria	F	BA	A	O
Scientific Quality	Research theme has scientific significance	☐	☐	☐	☐
	Clear content outline and compliance with the theme of the Thesis	☐	☐	☐	☐
	The objective of the study is achieved, the raised hypotheses have been tested	☐	☐	☐	☐
	The study is based on the analysis of extensive scientific database	☐	☐	☐	☐
	The Thesis clearly describes the methodology and research methods have been correctly applied	☐	☐	☐	☐
	The Thesis has developed significant scientific novelty items	☐	☐	☐	☐
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	☐	☐	☐	☐
	Appropriate use of terminology and academic language	☐	☐	☐	☐
	The Thesis does not contain grammatical and stylistic errors	☐	☐	☐	☐

The main results of the Master Thesis, identified deficiencies:

Questions to the Author (*questions are mandatory*): _____

Recommendation for the submission of the Thesis to defense:
allow (*underline the relevant*)

allow/ not

Reviewer:
 (Name, Surname)

Work place and position of the Reviewer:

Riga, Date_____, Month_____, Year_____

(Signature)

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme:

Student:

.....Subject:

(type of the paper)

CONCLUSION OF THE PAPER SUPERVISOR

Structure and Content of the Paper Assessment criteria (Not Completed 0% - Fully Completed 100%)	Requirement achievement rate %			
	Fail 0 – 39	Below Average 40 – 59	Average 60 – 79	Outstanding 80 – 100
Introduction	☐	☐	☐	☐
The Analytic Review (Literature Review)	☐	☐	☐	☐
Methodology (if applicable)	☐	☐	☐	☐
Case study(if applicable)	☐	☐	☐	☐
Results	☐	☐	☐	☐
Conclusions and Recommendations	☐	☐	☐	☐
Overall Assessment, Percentage	☐	☐	☐	☐

I assess the Paper with the following mark: _____

Recommendation for the submission of the Paper to defense: **allow/ not allow** (*underline the relevant*)

Reviewer:
(Name, Surname)

Work place and position of the Reviewer:

Riga, Date_____, Month_____, Year_____

(Signature)

EKA UNIVERSITY OF APPLIED SCIENCES (Times New Roman, 16 pt, centered,
Bold, capital letters)

Study Programme “Title” (Times New Roman, 16 pt, centered)

Group, year of study (Times New Roman, 12 pt, centered)

Student's Name, Surname (Times New Roman, 16 pt, centered, Bold)

TITLE (Times New Roman, 24 pt, centered, Bold, capital letters)

Type of the paper (Times New Roman, 16 pt, centered, Bold)

Scientific Supervisor (Times New Roman, 14 pt, Right)

Professor, Dr.oec. (Times New Roman, 14 pt, Right)

Riga 20 ... (Times New Roman, 14 pt, Center, Bold)

THE EKA UNIVERSITY OF APPLIED SCIENCES

Study programme “Law”

Group, study year: PB_JUR_Pd, 2nd study year

Jānis Ozols

**RESPONSIBILITY OF MEMBERS OF THE
BOARD OF THE CAPITAL ENTERPRISE**

Study paper

Supervisor:

Docent, Dr. iur. J.Alfejeva

Riga 2023

EKA UNIVERSITY OF APPLIED SCIENCES (Times New Roman, 16 pt, centered,
Bold, capital letters)

Study Programme “Title” (Times New Roman, 16 pt, centered)

Student's Name, Surname (Times New Roman, 16 pt, centered, Bold)

TITLE (Times New Roman, 24 pt, centered, Bold, capital letters)

**Type of work (Study Paper, Qualification Paper, Bachelor Thesis,
Master Thesis)** (Times New Roman, 16 pt, centered, Bold)

Scientific Supervisor (Times New Roman, 14 pt, Right)

Professor, Dr. (Times New Roman, 14 pt, Right)

Riga 20 ... (Times New Roman, 14 pt, Center, Bold)

THE EKA UNIVERSITY OF APPLIED SCIENCES

The Study Programme "Accounting and Auditing"

Mārtiņš Liepa

**PECULIARITIES OF INTEGRATED
FINANCIAL REPORTING PROCESS IN
LATVIA**

Bachelor Thesis

Supervisor:

Professor, Dr. oec. S.Keišs

Riga 2023

Statement

I hereby confirm that "....."

(The Thesis Type)

(Thesis Topic)

has been developed independently, it does not allow violation of intellectual property rights of other persons or plagiarism - further expression of the results of another person's creative activity in my own name. The thesis does not use text generated by artificial intelligence tools. The works, definitions and quotations taken from other sources are cited in the thesis. Used research results of other authors and data sources are indicated in the references. The thesis has never been published and is being presented for the first time for defense at the State Final Examination Commission.

As the sole author of the Thesis, I allow/ do not allow (underline the necessary) the EKA University of Applied Sciences to publish my Thesis in full (including the Thesis files enclosed in the complete Work package).

I certify that the texts of the PDF version of the Thesis uploaded to the EKA Moodle system with my electronic signature and the MS Word version for plagiarism checking are identical.

This Statement is an integral part of the Thesis and the electronic signature of the Thesis containing a time stamp is also the electronic signature of this Statement.

Statement

Herby we confirm that the project paper “.....”

(The Paper Type)

(Paper Topic)

has been written independently, it does not violate the other party’s intellectual property rights or includes plagiarism, i.e., another person's creative assets’ further expression in our own name. The thesis does not use text generated by artificial intelligence tools. Other sources, definitions and quotations are provided with appropriate references. The other authors' study results and data sources are provided with the references. The paper has never been published and is submitted to the defense for the first time to the Commission of Project Paper Defense.

_____/_____
(Student Signature) (Name, Surname)

_____/_____
(Student Signature) (Name, Surname)

_____/_____
(Student Signature) (Name, Surname)

_____/_____
(Student Signature) (Name, Surname)

Date_____

Statement

I hereby confirm that "....."

(The Paper Type) (Paper Topic)

has been written independently, it does not violate the other party's intellectual property rights or includes plagiarism, i.e., another person's creative assets' further expression in my own name. The paper does not use text generated by artificial intelligence tools. Other sources, definitions and quotations are provided with appropriate references. The other authors' study results and data sources are provided with the references. The paper has never been published and is submitted to the defense for the first time to the Commission ofPaper Defense.

(indicate the type of commission: Commission of study paper defense, Commission of project paper defense)

_____/_____
(student's signature) (name, surname)

ANOTĀCIJA

Jānis Ozols Bakalaura darbs. Sociālo tīklu mārketinga iespēju izmantošana bibliotēku nozarē. – Rīga: Ekonomikas un kultūras augstskola, 2018.

Bakalaura darba apjoms ir 75 lappuses (neskaitot pielikumus). Darbs satur 9 pielikumus uz 10 lpp. Bakalaura darbs sastāv no Ievada, Analītiskā apskata daļas, Situācijas izpētes daļas, Pētījuma rezultātu daļas, Secinājumu un priekšlikumu daļas un Izmantotās literatūras un informācijas avotu saraksta. Darbs satur 6 tabulas, 14 attēlus, 9 pielikumus un 35 izmantotās literatūras un informācijas avotus.

Pētījuma aktualitāte: Bibliotēkas Latvijā veidojas par pašvaldību un lokālās sabiedrības kompetenču centriem, kas veic kultūras, mūžizglītības un informācijas centru funkcijas. Tajā pašā laikā bibliotēku skaits strauji samazinās pēdējo gadu laikā. Tehnoloģiju attīstība nenoliedzami atstāj iespaidu uz bibliotēku un tās lietotāju savstarpējām attiecībām. Mainās lasīšanas paradumi un lietotāju prasības pēc sniegtajiem pakalpojumiem. Tas viss liek bibliotēkām meklēt jaunus risinājumus apmeklētāju noturēšanai un piesaistīšanai.

Pētījuma mērķis: Balstoties uz sociālo tīklu mārketinga iespēju analīzi, izstrādāt mārketinga plānu bibliotēku nozares organizācijas darbības efektivitātes paaugstināšanai.

Pētījuma metodes: Latvijas bibliotēku nozares ekspertu intervija ar mērķi noskaidrot efektīvākos rīkus nozares organizāciju mārketinga aktivitātēs, Latvijas bibliotēku apmeklētāju aptauja ar mērķi noskaidrot efektīvākos rīkus nozares organizāciju mārketinga aktivitātēs. Iegūto rezultātu apstrādei izmantotas tādas metodes, kā dinamikas rindu analīze, interviju transkripcija, vidējo lielumu un izkliedes rādītāju analīze, frekvenču analīze un grafiskā analīze.

Sasniegtie rezultāti: Izstrādāts mārketinga aktivitāšu plāns Latvijas Nacionālajai bibliotēkai darbības efektivitātes paaugstināšanai.

Atslēgas vārdi: sociālo tīklu mārketinga; mārketinga aktivitāšu plāns; bibliotēkas; Latvija.

ABSTRACT (in English)

Jack Wein. Bachelor Thesis. Evaluation of real estate project in Portugal. – Riga: EKA University of Applied Sciences, bachelor program „Business economics”, 2018.

The Bachelor Thesis is written in English. The volume of the Thesis is 60 pages (not including appendices). The Thesis consists of Introduction, Analytical literature review, Results, Conclusions and recommendations, and Bibliography. It comprises 18 tables, and 27 figures. Bibliography consists of 32 information resources.

Research relevance: Real estate market is one of the most profitable investment businesses in the world. Residential construction takes 44% of real estate market in Europe. In Portugal, the demand on real estate is increasing year by year. Increasing demand aligned with the continuous increase in prices makes real estate projects very attractive for local and foreign investors. This, in turn, points to the necessity of proper and reliable evaluation of projects.

Research goal: Based on the analysis the demand on residential and non-residential buildings in Portugal, to describe the process of realization of the real estate development project on an example of construction of a residential building in Porto.

Research methods: To evaluate the opportunities to implement the project successfully, the author conducted the market analysis (analysis of competitors, SWOT analysis, analysis of buying opportunities etc.). To evaluate the project net present value (NPV), accounting rate of return (ARR), profitability index (PI), and payback period (PP) were calculated.

Main findings: Analysis showed that European residential market for both new construction and renovation is the dominating market with comparison to non-residential market. Moreover, real estate business is developing and increasing in Europe and the risks facing them are decreasing year by year. Based on the calculations made by the author, the analysed project is considered to be profitable and should be paid back in three years.

Keywords: real estate development project; market analysis; project evaluation; Portugal.

Annex 23. [Examples of formulating the research object and subject]

Examples for the formulation of the research object and subject

Topic	Object	Subject
Brand value as the company's market value factor	Companies whose shares are listed on the Baltic stock market	The company's brand valuation models
The company's sustainable development strategy	The company's sustainable development principles	The company's sustainable development models
The company's future performance prediction in Latvian printing industry	Latvian printing industry companies	The company's future performance prediction models
Corporate governance problems in the Latvian enterprises	Corporate governance principles	The company's corporate governance impact on the company's performance
The company's financial risk management in Latvian insurance companies	The company's financial risk management problems	The company's financial risk evaluation methods
Integrated financial reporting in large Latvian enterprises	Big Latvian companies	Integrated financial reporting elements
Risk planning and management in a Latvian cultural company	Latvian cultural companies.	Basic principles of company risk planning and management
Project development in a municipal institution	Latvian municipal institutions	Basic principles of project development
Exhibition planning and implementation in the Latvian Museum	Latvian museums	Basic principles of exhibition planning and implementation
Development of marketing strategy for a cultural institution	Cultural sector institution	Basic principles of marketing and strategic planning
Use of playing elements in employee training	Employee training process	Possibilities of using playing elements
Use of games for children's health skills promotion	Children's health literacy	Use of games to promote the development of competencies
Relationship between Brand Value and Company's Market Value	Market value determinants	Brand value as an intangible market value determinant
Corporate Social Responsibility as a Driver of a Company's Financial Performance	Non-Financial Drivers of a Company's Financial Performance	Impact of Socially Responsible Behavior of a Company on Financial Performance
Job Satisfaction and Employee Turnover Intention	Factors Affecting Employees' Turnover	Relationship between the Level of Employees' Satisfaction and Employees' Retention

Data acquisition sources, research methods and recommendations for their application

Depending on the specifics of the study program, in order to achieve the research goals **various data sources** can be used:

- Literature (research results of other authors (scientific monographs, scientific articles), textbooks);
- Strategic documents (for example, the National Development Plan of the Republic of Latvia);
- Statistical reports (industry statistics, market data, population statistics, etc.);
- Corporate financial statements and non-financial information reports;
- Surveys (questionnaires or interviews), focus group discussion results;
- Normative acts, summaries of court practice;
- Information in the media, artifacts (audio and video recordings, promotional materials, photographs, product samples, design analogues, etc.) etc.

General methods are scientific research methods which are used in all or many fields of science. They are such methods of cognition of truth which are at the same time methods of research thinking:

- analysis and synthesis,
- deduction and induction,
- hypothetical and analog modeling,
- classification and typology,
- abstraction and formalization,
- logically constructive method.

General scientific methods are such cognitive research methods which are not specified in any way: 1) data mining sources (for example, special literature or documents), 2) data collection ways or tools (for example, observation or questionnaire), 3) data collection organization or design (for example, experiment).

Some special data collection methods:

1. **Questionnaire.** Questionnaire techniques:

- **Survey** – research method where as a research tool a questionnaire with clearly defined questions that the respondent answers independently, without the help of the interviewer.
- **Direct structured interview** - research method, when already during the interview the interviewer enters the data in the database, based on the respondent's answers.
- **Focus group discussion** - a research method in which the interviewer conducts a group interview on a well-defined (focused) topic related to the research question, with the participation of interviewees selected according to certain criteria.
- **Semi-structured or in-depth interview** - a research method in which the researcher asks the interviewee a series of substantiated questions that help to obtain information about the subject of the research, as well as interpret the answers received in the context of the research topic.
- **Expert interview** - a research method in which the researcher conducts a survey of 3-5 experts selected according to certain criteria on the subject and problems of the research, performing the collection of data and comparative analysis.

2. **Document analysis** - research method, using which the researcher uses documents selected according to certain criteria (annual reports of companies, regulatory enactments, reports, etc.)
3. **Secondary data analysis** - research method in which the researcher uses quantitative data that have been collected and processed for a purpose different from the given purpose of the research work (e.g., results of a marketing study already carried out, a compilation from the company's customer database, published statistics on personal income, industry indicators, etc.)
4. **Media monitoring** - a research method, in which the researcher purposefully identifies and describes the reflection of the phenomenon under study according to pre-defined criteria in the selected media.
5. **Artifact data analysis** - research methods in which the researcher consistently analyzes material cultural objects that differ from cultural values (audio and video recordings, advertising materials, photographs, product samples, design analogues, etc.) according to pre-defined and justified criteria and provides their assessment in the context of the research topic.

Some special data processing methods:

1. **Descriptive statistics methods** (e.g., calculation of averages, determination of variables, analysis of frequencies).

2. **Inferential statistics methods** (for example, t-test for the comparison (Student's test), correlation, regression, analysis of variance (ANOVA), Chi-Square Test), etc.
3. **Classification analysis** (for example, factor analysis, cluster analysis, discriminant analysis)
4. **Financial analysis** (e.g., calculation of financial ratios)
5. **Graphic analysis** represents research data in the form of figures and tables (e.g., vertical and horizontal analysis of financial indicators) or depicts the relationships between content groups and categories in network mapping.
6. **Transcribing** - descriptive analysis of the data by creating an interview or observation protocol with the researcher's interpretations.
7. **Content analysis** (content analysis or linguistic statistical analysis) with or without data quantification - a research method used to identify specific units of meaning - words, phrases, word combinations, concepts - presence in the text (if textual information is analyzed), determine the frequency of this presence and, as a result, draw conclusions about the importance of the content item and determine the interrelationships between content items by grouping and categorization.

When performing different types of data processing, special research methods can be used, for example:

Data processing	Examples of information processing methods
Analysis of literature	– Content analysis (content analysis or linguistic statistical analysis) with or without data quantification - a research method used to identify specific units of meaning - words, phrases, word combinations, concepts - presence in the text (if textual information is analyzed), determine the frequency of this presence and, as a result, draw conclusions about the importance of the content item and determine the interrelationships between content items by grouping and categorization.
Processing of statistical data	– Descriptive statistics methods (e.g., calculation of averages, determination of variables of frequencies); – Analysis of dynamics (time) series (for example, trend (extrapolation method), analysis of cycle, seasonality components, etc.); – Inferential statistical methods (for instance, correlation analysis, regression analysis, analysis of variance (ANOVA)) etc.
Financial statement data processing	– The analysis of financial ratios; – Horizontal financial analysis; – Forecasting methods (e.g., insolvency forecasting models), etc.

Processing of survey results	– Inferential statistics methods (for example, t-test for the comparison (Student's test), Chi-Square Test), etc. – Classification analysis (e.g., factor analysis)
Processing of interview results	– Transcribing - descriptive analysis of the data by creating an interview or observation protocol with the researcher's interpretations. Minimum number of experts allowed - 5! Minimum number of focus group participants allowed - 8!
Media monitoring	– Graphic analysis - for example, by graphically depicting the relationships between content groups and categories through network mapping, etc.

AUGSTSKOLA, KAS
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EKONOMIKAS UN KULTŪRAS
AUGSTSKOLA

Studiju programmas nosaukums

DARBA NOSAUKUMS
Darba veids
Studenta vārds uzvārds

Aizstāvēšanas datums
dd/mm/gggg

Zinātniskais vadītājs: grāds,
Akadēmiskais amats, Vārds Uzvārds

#EKAIEDVESMO

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AUGSTSKOLA, KAS
IEDVESMO!

eka
EKONOMIKAS UN KULTŪRAS
AUGSTSKOLA

Study programme «_____»

THEME
Bachelor Thesis
Student's Name, Surname

Defense date
dd/mm/yyyy

Adviser: degree, academic position, name, surname

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THE EKA UNIVERSITY OF APPLIED SCIENCES

Study Programme:

Student:

.....Subject:.....

(type of the paper)

DECISION OF THE ANTI-PLAGIARISM COMMISSION ON THE PAPER

Do not allow the student to submit the Paper.

Reason:.....

.....

Members of the Commission

.....
(name, surname) (signature)

.....
(name, surname) (signature)

.....
(name, surname) (signature)

Riga, Date _____, Month _____, Year _____

I got acquainted with the decision

.....

(Student's Name, Surname)

(Signature)

(Date)

Development and Defense of Final Theses/ Papers

Notations used in the table:

FT/ P - Final Thesis/ Paper	FT/ PS – Supervisor of the Final Thesis/ Paper
PD- Programme Director	NC – Normcontroller
S - Student	C - Commission

No.	Paragraph of the Regulations	Process	Executor	Description
1.	3.2.5.	Creating a FT/ P development schedule	PD	Schedule Posted on Moodle Thesis/ Paper e-course for each programme
2.	2.9.	Approval of FT/ PS	PD	
3.	2.3. 2.4.	FT/ P topic submission	FT/ PS, PD, S	A document with the electronic signature of the student and supervisor, which contains a time stamp
4.	3.2.7. 3.2.8.	FT/ P Topic Approval Colloquium	PD, C	One week for a detailed submission. Colloquium presentation content in the students' guide.
5.	3.2.9. 2.9.	Approval of FT/ P topics	PD	
6.	3.2.10.	Development of FT/ P in collaboration with FT/ PS	S, FT/ PS	
7.	3.2.12.	Submission of FT/ P draft to FT/ PS	S	
8.	3.2.12.	Confirmation of FT/ P 's readiness for pre-defense	FT/ PS	FT/ PS provides information to PD
9.	3.2.14.	Posting FT/ P draft on Moodle Thesis e-course	S	FT/ P submitted in MS Word format
10.	3.2.17. 3.2.18. 3.2.19. 3.2.20.	Pre-defense	C, S, PD	
11.	3.2.22.	FT/ PS informs PD about the thesis/ paper readiness for checking	FT/ PS	
12.	3.2.25.	FT/ P Submission on Moodle Thesis e-course	S	FT/ P should be submitted in MS Word format
13.	3.2.26. 3.2.27.	Submission of FT/ P for norm control	NC, S	

No.	Paragraph of the Regulations	Process	Executor	Description
14.	3.2.28. 3.2.29. 3.2.30.	Submission of FT/ PS feedback and conclusion	FT/ PS	FT/ P review and conclusion must have a FT/ PS electronic signature containing a time stamp
15.	3.2.31. a 3.2.33.	FT/ P submission (final version) for plagiarism check	S	FT identical to final version must be submitted in MS Word format
16.	3.2.31. b 3.2.32.	Submitting FT/ P (final version)	S	The FT/ P must be submitted in PDF format with the student's electronic signature containing a time stamp
17.	3.2.37.	Submitting a review	Reviewer	FT/ P's review and conclusion must have the reviewer's electronic signature containing a time stamp.
18.	3.2.23.; 3.4.	Defense of FT/ P and award of qualification or degree	S, C, PD	

Minimum* Requirements for the Structure of the Thesis/ Paper e-course

Order	Name	Type	Format of the document to be submitted
1.	Information on the development of the final thesis	Textual information	
2.	Final thesis development schedule	PDF or MS Word document	
3.	Thesis topic application form	MS Word document	
4.	Submission of the final thesis topic	Place of submission 	A document with the electronic signature of the student and supervisor, which contains a time stamp
5.	Submission of the final thesis draft for pre-defense	Place of submission 	MS Word document
6.	Submission of the final thesis before the norm control	Place of submission 	MS Word document
7.	Final thesis submission - final version	Place of submission 	PDF document with the student's electronic signature containing a time stamp
8.	Final thesis submission for plagiarism check	Place of submission 	MS Word document identical to the final version

*The programme director can supplement the Thesis/ Paper e-course with other informative materials.