

APPROVED

Senate meeting 01.25.2017; Minute 115

Amendments approved

Senate meeting 08.30.2017; Minute 123

Amendments approved

Senate meeting 08.28.2017; Minute 131

**GUIDELINES
ON PREPARATION AND DEFENSE OF RESEARCH PAPERS,
PROJECT REPORTS
AND THESES
AT THE UNIVERSITY OF ECONOMICS AND CULTURE**

RIGA – 2018

Guidelines on writing and defense of research papers, project reports and theses at the University of Economics and Culture/J. Titko, O. Lentjušenkova, S. Keišs et al.. – Riga, 2018.

Guidelines on preparing and defense of research papers, project reports and theses at the University of Economics and Culture are written for all students of all study directions of the university who have to write research papers, project reports, qualification papers, Bachelor's thesis and master theses, and for advisers, reviewers, quality assurance, and members of the state final examination commission.

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Contents

1. GENERAL PROVISIONS AND TERMINOLOGY	5
2. APPROVAL OF THE ASSIGNMENT TOPIC AND THE ADVISER	7
3. PREPARATION AND DEFENSE OF THE ASSIGNMENT	8
3.1. Writing and submission for the defense of the Assignment	8
3.2. Preparation and submission for the defense of Final Paper (Qualification Paper, Bachelor's Thesis and Master's Thesis)	10
3.3. Preparation of presentation for the defense	14
3.4. The organisation of the Assignment's defense	15
4. LENGTH, STRUCTURE AND CONTENT OF THE ASSIGNMENT	18
4.1. The topicality, aim, object and subject, methodology, limitations, conclusions and proposals ...	18
4.2. Length and structure of Research paper	21
4.3. Length and structure of Project report	23
4.4. General structure of Final paper	25
4.5. Length and structure of Qualification paper	26
4.6. Length and structure of the ACADEMIC bachelor degree paper	28
4.7. Length and structure for the Final paper in the PROFESSIONAL bachelor programmes (except study programmes "Translation", "Interior Design", "Programming Engineer")	31
4.8. Length and structure of Bachelor's thesis in the professional bachelor STUDY PROGRAMME "TRANSLATION AND INTERPRETING"	34
4.9. Length and structure of Bachelor's thesis in the professional bachelor STUDY PROGRAMME "INTERIOR DESIGN"	36
4.10. Length and structure of Bachelor's thesis in the professional bachelor STUDY PROGRAMME "INFORMATION TECHNOLOGIES"	40
4.11. Length and structure of Master's thesis	44
5. FORMATTING REQUIREMENTS	49
Annex 1. [Application for Final Paper (Thesis) Submission]	60
Annex 2. [Application for Research Paper or Project Report]	61
Annex 3. [Research Paper or Project Report Evaluation Form]	62
Annex 4. [Final Paper Evaluation Form]	63
Annex 5. [Review by the Adviser of Research Paper]	64
Annex 6. [Review by the Adviser of Project Report]	66

Annex 8. [Review by the Bachelor’s thesis Adviser (to receive ACADEMIC bachelor degree)].....	71
Annex 9. [Review by the Bachelor’s thesis Adviser (to receive PROFESSIONAL Bachelor's degree except in the programmes "Interior Design", "Translation and Interpreting")].....	73
Annex 10. [Review by the Bachelor’s thesis Adviser in the Study Programme "Translation and Interpreting"]	75
Annex 13. [Opinion of the Assignment Adviser].....	81
Annex 15. [of the Bachelor’s thesis (to receive ACADEMIC bachelor degree)]	84
Annex 16. [Review of Bachelor’s thesis (to receive PROFESSIONAL Bachelor's degree except in the programmes "Interior Design", "Translation and Interpreting")]	86
Annex 18. [Review of Bachelor’s thesis in the study programme "Interior Design"]	90
Annex 19. [Review of Master’s Thesis].....	92
Annex 20. [Reviewer’s Conclusion about the Assignment]	94
Annex 21. Title Page Sample [Title page of a Research paper or Project report].....	95
Annex 22. Title Page Sample [Title page of a Final paper]	97
Annex 23. [Author’s Declaration Form]	99
Annex 24. [Abstract Sample]	100
Annex 25. [Examples for the Formulation of the Research object and Subject]	103
Annex 26. [Research methods]	104
Annex 27. [Presentation Title Slide Sample]	108
Annex 28. [Decision of the Anti-plagiarism Control Committee].....	109

1. GENERAL PROVISIONS AND TERMINOLOGY

- 1.1. Students of the University of Economics and Culture (further referred as the UEC) prepare and defend the following:
 - Internship project report (writing and defense of internship project report is stipulated by the Internship Guidelines).
 - Research paper.
 - Project report.
 - Final paper (qualification paper, Bachelor's thesis, Master's thesis).
- 1.2. *Research 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 Report* – summary of the results of independent analysis carried out independently by the Student which shows the student's skill based on theoretical knowledge to draft an organizational project.
- 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.
- 1.5. *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.
- 1.6. *Bachelor's 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.
- 1.7. *Master's 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.

- 1.8. Paper, report or thesis (further referred as the Assignment) is written about a relevant and important **topic** for society, which the student submits to the appropriate programme director. The topic of the Assignment is submitted and approved in accordance with section 2. of the Guidelines.
- 1.9. The Assignment is written in language relevant in the implementation of the programme of study.
- 1.10. The Assignment is independently written by the student under **the Adviser's** guidance. The Adviser of the Assignment is submitted and approved in accordance with part 2. of the Guidelines.
- 1.11. The Adviser follows the preparatory process of the Assignment in accordance with the last semester's schedule and provides individual consultations to the Student.
- 1.12. The Assignment shall be written in academic language—succinctly and to the point.
- 1.13. The Assignment shall be written, formatted and submitted to the defense in accordance with the parts 3, 4 and 5 of the Guidelines.

2. APPROVAL OF THE ASSIGNMENT TOPIC AND THE ADVISER

- 2.1. The topic of the Assignment 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 to choose the topic of the Assignment, which is not in the list of exemplary topics in coordination with the Study Programme Director.
- 2.3. The topic of the Assignment as well as the Adviser are selected by the student and submitted to the appropriate study programme director in the form of a written application with the Adviser's signature (see Annexes 1 and 2) not later than **on the last day of the first month of semester** (in fall semester – not later than by September 30, in spring semester – no later than by February 28).
- 2.4. The Assignment application (Annex 2) deadline can be extended with a special permission by the Study Programme Director (fall semester – no later than by October 15, spring semester – no later than by March 15).
- 2.5. If the student cannot independently choose the Adviser, 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 Adviser's signature. The student must submit the application for signing to the designated Adviser within five working days from receiving the information on the appointment.
- 2.6. If the Student has not submitted a written request with the signature of the Adviser about the writing of the Assignment on certain deadlines, then the Student shall repeat one semester studies again.
- 2.7. In academic study programmes, the Adviser may be a person with a master's or a doctoral degree. In professional study programmes, the Adviser may be a person with a master's or a doctoral degree or a person without a scientific degree with at least seven years work experience related to the thematic area of the study programme.
- 2.8. All submissions are kept by the educational coordinator of the study programme until their defense.
- 2.9. The Assignment topics and the Advisers are approved by the study programme director.
- 2.10. The Final paper topics are approved in a colloquium organized by the study programme director. In case the Final paper topic is not approved in a colloquium, the Student shall have

the right to submit an application with a revised Final paper topic within one week after the colloquium date. **The approved Final paper topic shall not be changed!**

- 2.11. Study programme director within five working days after the approval of the topic and the Adviser shall publish the list of approved topics and advisers in the university's Moodle platform.

3. PREPARATION AND DEFENSE OF THE ASSIGNMENT

3.1. Writing and submission for the defense of the Assignment

- 3.1.1. The Student shall prepare the Assignment in accordance with the study programme plan.
- 3.1.2. During the first week of semester, the Study Programme Director shall prepare the Assignment preparation schedule specifying the submission deadline and posts the schedule in the university's Moodle platform (in the designated study course "Research Paper" or "Project Report").
- 3.1.3. The Study Programme Director shall assemble a commission consisting of two people including the Advisers for the defense of the Assignment one month before the examination period and shall specify the date of the defense in coordination with the educational staff coordinator responsible for the class and the exam period schedule.
- 3.1.4. The Student shall independently prepare the Assignment in either face-to-face consultation with the Adviser or by using other means of communication (email, phone, the University's e-environment).
- 3.1.5. In preparing the Assignment, the Student shall abide by the requirements of these Guidelines in relation to content and formatting of the Assignment. If the Assignment is incomplete, it shall not be considered defensible (not approved for defense).
- 3.1.6. The Assignment that has been completed and bound shall be submitted to the Adviser by the Student in accordance with the approved preparation and submission schedule.
- 3.1.7. The Adviser shall prepare a review of the Assignment (see Annex 5 or 6). The Adviser shall submit the Assignment with the review to the Student in accordance with the approved preparation and submission schedule.

- 3.1.8. The Student shall submit one, spiral-bound copy of the Assignment with the Adviser's signature to the Student Information Centre in accordance with the approved preparation and submission schedule.
- 3.1.9. The Assignment defense commission assesses the student's submission, the defense speech and presentation, answers to questions, and fill out the Assignment defense paperwork by providing the total assessment of the Assignment.
- 3.1.10. The Student has the right to appeal the commission's decision on the Assignment 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 organise a repeated defense by inviting a member of the Student Council.
- 3.1.11. After the defense, the Commission for the Assignment Defense shall submit the Assignment with the filled out paperwork to the Student Information Centre.
- 3.1.12. The study programme staff coordinator within five working days from the receipt of the paperwork shall enter the evaluation results into the study database *Nexus*.
- 3.1.13. All types of the Assignment without exception shall be defended in meetings open to the public. Consequently, the result of the Assignment 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 Assignment preparation. The Student shall inform the company's management that the Assignment after its successful defense will be published in the University's joint catalogue.
- 3.1.14. If the Student misses the deadline in submitting and defending the Assignment as well as in instances when the Assignment has either not been defended or has not been approved for defense due to the non-compliance with the requirements of these Guidelines, then the Study Programme Director shall decide on organising a repeated defense after submission and payment made in accordance with the Rules on the UEC Study Tuition Fees and Other Payments.
- 3.1.15. After the defense, all the Assignments 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 Final Paper (Qualification Paper, Bachelor's Thesis and Master's Thesis)

- 3.2.1. In accordance with Section 58 of the Law on Institutions of Higher Education and the Cabinet of Ministers' Regulation No. 512 of 26.08.2014. "On the national standards of the second level professional higher education"(Article 52), the preparation and defense of Bachelor's thesis or Master's thesis (further referred as the Assignment) is an integral part of the graduation evaluation of bachelor's and master's study programmes.
- 3.2.2. In accordance with Section 58 of the Law on Institutions of Higher Education, the academic bachelor's and master's study programmes are to be completed with required examinations, the part of which are the preparation and defense of Bachelor's thesis or Master's thesis, and as per the Cabinet of Ministers' Regulation No. 240 of 13.05.2014. "On the state's academic standards of education" Articles 6 and 14, the preparation of Bachelor's thesis is an integral part of the bachelor's study programme and the preparation of master's thesis is an integral part of master's 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 Assignment) is an integral part of the final paper of professional higher education programmes.
- 3.2.4. The preparation and defense of the final paper takes place during the last semester of the study programme.
- 3.2.5. During the first week of semester, the Study Programme Director shall prepare the Assignment preparation schedule specifying the submission deadline and post the schedule in the university's Moodle platform.
- 3.2.6. In order to control the production process of the Assignment, the Study Programme Director in the period of three weeks from the submission shall organize colloquium about the aim, tasks and methodology of the Assignment. The participation is mandatory for all students who have submitted their topic and the name of the Adviser of the Assignment. At the end of the colloquium, the Study Programme Director shall confirm the topic of the Assignment.

- 3.2.7. If the topic of the Assignment has not been confirmed during the colloquium, the Student shall have the right to submit the revised topic of the Assignment within a week from the date of the colloquium.
- 3.2.8. The confirmed topics of the Assignment shall not be changed.
- 3.2.9. In order to facilitate timely production and successful defense of the Assignment, the Study Programme Director shall assemble the preliminary defense commission consisting of two people including the Advisers. The members of the commission can be persons either with master's degree or doctoral degree.
- 3.2.10. The presence of the Student during the preliminary defense is mandatory. The Student submits a printed copy of the Assignment draft with the signature of the Adviser on the title page.
- 3.2.11. The preliminary defense committee shall check the quality of the Assignment and its compliance with the approved topic and the requirements of these Guidelines and shall provide consultations. Schedule of the committee meetings shall be made by the appropriate Study Programme Director who establishes a prior communication with the members of the committee and with the staff programme coordinator, who is responsible for the preparation of the schedule of classes.
- 3.2.12. During the preliminary defense committee meeting, the authors shall present the Assignment by preparing the presentation as well as by submitting a bound draft copy of the Assignment.
- 3.2.13. Before their defense, all Assignments are verified by the anti-plagiarism system:
- For the purpose of anti-plagiarism control, the Rector of the University, issuing a respective directive, sets up Anti-plagiarism Control Committee consisting of three members, including one representative of the university administration staff and two academic staff members;
 - In accordance with the last semester's schedule, the Student shall submit the electronic version of the Assignment by uploading it as a ***MS Word*** document in Moodle;
 - The Head of the Information Technologies Unit uploads the file in the anti-plagiarism system and sends the report to the Anti-plagiarism Control Committee within 3 working days;

- Anti-plagiarism Control Committee makes student group reports about the performed control;
 - If any signs of plagiarism have been identified during the control procedure, the Anti-plagiarism Control Committee makes a reasoned decision (see Annex 28) that the Student shall not be permitted to defense and informs the Director of the respective Study Programme.
 - The Study Programme Director informs the Author and Advisor of the respective Assignment about Committee's decision;
 - The Student has the right to submit a substantially improved Assignment for a repeated defense. The repeated defense shall be organized in accordance with the schedule set by the Study Programme Director;
 - The student shall make a payment for a repeated defense in accordance with the Rules on the UEC Study Tuition Fees and Other Payments.
- 3.2.14. In order to submit the Assignment for defense, the **quality assurance specialist's opinion** shall be required on the compliance of formatting of the Assignment to the requirements of these Guidelines. The quality assurance specialist is assigned by the Vice Rector for Studies and Development.
- 3.2.15. 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.
- 3.2.16. The master's degree students prepare a summary of their thesis for the defense. The length of the summary is 4 pages (A4 format), including the title page. The summary shall be prepared in the official state language (in study programmes, which are implemented in a foreign language) and in English (in study programmes, which are implemented in the Latvian language) on three printed copies. Summary preparation and submission deadlines shall be determined and shown in the Assignment preparation schedule.
- 3.2.17. Before submitting the Assignment for the defense, the Adviser's review is required (see Annex 7-12). The review shall be written in the language of implementation of the specific study programme. The Adviser's shall evaluate the Assignment by filling out the Adviser's conclusion (see Annex 13). The Adviser shall submit the review and the conclusion about the Assignment to the Educational Methodologist (Administrative Officer) in the Student Information Centre in accordance with the production schedule of the Assignment.

- 3.2.18. Before defending the Assignment, it shall be sent to its reviewer to be appointed by the respective Study Programme Director. The Reviewer shall prepare a review (Annexes 14-19), evaluate the Assignment and fill out the Reviewer's conclusion form (Annex 20). The review shall be written in the language of implementation of the specific study programme. The Reviewer shall submit the review and the conclusion about the Assignment to the Educational Methodologist (Administrative Officer) in the Student Information Centre in accordance with the production schedule of the Assignment.
- 3.2.19. 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).
- 3.2.20. For the defense, in line with the Assignment preparation schedule, the student shall submit:
- Two printed copies of the Assignment: one hardback copy, and another softback, spiral-bound copy.
 - Review of the Adviser (see Annexes 7-12). *The review does not have to be bound into the Assignment.*
 - An electronic copy of the Assignment in PDF format to the UEC e-environment, which with the student's permission is placed in a publicly accessible database for an unlimited period of time. If the student does not allow to keep the Assignment in a publicly available database, then the e-copy of the Assignment shall be stored in the archives of the University.
 - Confirmation about the publishing of the Assignment in e-environment. The confirmation shall be printed after uploading the Assignment (from the same website).
 - **The following relates only to the students of the study programme "Interior Design":** 2-3 A1 format tablets (60cm x 90cm). The tablet composition and layout has to be agreed about with the Adviser of the Bachelor's thesis and the Pre-defense Committee.
- 3.2.21. All types of the Assignment without exception shall be defended in meetings open to the public. Consequently, the result of the Assignment may not be only confidential information. The Student must inform the organisation's management on the topic of the Assignment and must receive a written or oral permission to use internal data of a company for the Assignment preparation. The Student shall inform the company's management that

the Assignment after its successful defense will be published in the University's joint catalogue.

3.3. Preparation of presentation for the defense

3.3.1. Presentation for the defense of the Assignment shall be prepared using an **official template of the UEC** which is available in *Moodle* and the UEC home page under "Important documents for specific study programmes".

3.3.2. The recommended presentation outline:

- Presentation title slide with the Assignment title, the type of the Assignment (research paper, qualification paper, bachelor's thesis, master's thesis), the Student's name and surname, the Adviser's academic title (Professor, Associate Professor, Assistant Professor, Lecturer), scientific degree (Dr. oec., Mg. philol., etc.), name and surname, and the Assignment's defense date – Slide 1 (see Appendix 27).
- Topicality of the study – 1-2 slide.
- The aim and numbered tasks of the Assignment – 1 slide.
- The object and subject of the study – 1 slide (only in bachelor and master's thesis).
- The study's hypotheses or research question – 1 slide (only in master's thesis).
- Research methodology (data collection and processing methods, time period of the study, information about research instruments, etc.) – 1-2 slide.
- Limitations of the study – 1 slide.
- The results of the study (preferably in the form of tables, graphs, diagrams) – 2-4 slides.
- Numbered conclusions – 1 slide.
- Numbered recommendations – 1 slide.
- Reviewer's questions – 1 slide.

3.3.3. The maximum number of slides: 15.

3.3.4. While preparing a presentation, the following conditions 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 summarised points (we recommend no more than 3-4 sentences per slide).
- The text must be legible, so 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 organisation of the Assignment's defense

- 3.4.1. At least two months before the defense, Study Programme Director forms the state examination commission (in professional study programmes) or the final examination commission (academic programmes). 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 masters or doctoral 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 representative with a master's or a doctoral degree.
- 3.4.2. In academic bachelor's and master's study programmes, the commission must include persons with master's or doctoral degrees. The Secretary of the commission may be a person with a master's degree.
- 3.4.3. The state examination commission and the final examination 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 paper that have successfully completed all study programme requirements, the study agreement requirements and submitted the Assignment that fully meets the requirements of these Guidelines.
- 3.4.5. The state commission or the final examination commission secretary checks all documents and the Assignment before the defense. Before the defense, the state commission or the final examination commission must have:
- The hardback copy of the Assignment with a signed evaluation form.
 - The written review of the Adviser.
 - The written review.

- Summaries (only in master's study programmes).
 - The student evaluation sheet.
 - The student evaluation form.
- 3.4.6. During the defense, the Student shall take 10 minutes to tell about the Assignment and its results, using a prepared presentation.
- 3.4.7. After the presentation of the Assignment, the Student shall answer to the questions asked by the Reviewer and the members of the commission.
- 3.4.8. The secretary of the commission shall complete the evaluation form.
- 3.4.9. After the defense, the members of the commission evaluate the Student, taking into account the Assignment's content and presentation, the Student's responses to the questions posed by the Reviewer (for the Final Paper only) and members of the commission. The final evaluation is formed as the average mark given by the members of the commission, the Adviser and the Reviewer (for the Final Paper only). Opinion of the Commission Chair is key in deciding controversial issues.
- 3.4.10. The final mark is written in the evaluation form signed by all the members of the commission.
- 3.4.11. The Student has the right to appeal the decision of the commission within 30 calendar days as of the date of submission and defense in cases where procedural violations of the defense have been noticed. The Student shall submit a justified request to the Vice Rector for Studies and Development, who shall review the appeal and arguments of all parties involved. The Vice Rector for Studies and Development shall also decide on organising and the order of a new defense.
- 3.4.12. If the Student's appeal has been granted, then the Student has the right to defend the Assignment repeatedly by changing topic and content, during the following semester according to the specific semester's and group's schedule for preparing of the final papers. The Student shall pay for the new defense in accordance with the UEC Rules on student study fees and other payments. The Student has the right to change the Adviser by submitting a request with the signature of the Adviser to the Study Programme Director specifying the Assignment's topic as per deadlines set out in these Guidelines.
- 3.4.13. If the evaluation of the Assignment was negative, then the Students shall have the right to defend the Assignment repeatedly, making substantial improvements, during the following

semester according to the specific semester's and group's schedule for preparing of the final papers. The Student shall pay for the new defense in accordance with the UEC Rules on student study fees and other payments

- 3.4.14. The Chair of the Final Paper commission within a week after the defense shall prepare a report on the progress of the defense, positive aspects and shortcomings of the Assignment and submit it to the Study Programme Director.
- 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 (administrative officers) shall prepare directives for granting qualifications and/or degrees and diplomas.
- 3.4.17. After the defense, all the Assignments shall be submitted to the archive for the time limit in accordance with the record keeping nomenclature.

4. LENGTH, STRUCTURE AND CONTENT OF THE ASSIGNMENT

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

- 4.1.1. Research paper, Project report, Qualification paper, Bachelor's thesis and Master's thesis are, in principle, research papers where the results of a study performed by a student are reported.
- 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 Research paper or Master's 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 Research paper, Project report or a Final paper 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 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.
- 4.1.5. The **tasks** of the Research paper, Project report and Final paper 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 delivering the main result, i.e. to reach the aim of the Assignment.
- 4.1.6. The hypothesis of the Assignment shall be formulated only in the Master's thesis.

- 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, and qualities of the object chosen for the analysis. In each research object there can be several research subjects. If the author of the Assignment focuses only on one of the research subjects, this means that the rest are discussed superficially. The object and subject of the research **shall be defined only in the Master's thesis**.
- 4.1.8. Performing research (data collection and processing) various research methods shall be used, which are divided into the following groups:
- general scientific and special research methods,
 - quantitative, qualitative, and mixed methods.
- 4.1.9. **General** scientific methods are such 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 do not specify 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. Methods for statistical data processing, e.g., 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 obtaining information about the essence and various aspects of a phenomenon, they study the plurality of opinions. Using these methods, it is

possible to answer the questions “why?”, “how?”, etc. Qualitative methods are primarily used in humanities (linguistics, arts) and 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 Assignments **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 Guidelines concerning the Arts, Translation and Information Technologies study programmes are included in Chapters 4.8, 4.9, and 4.10 respectively.
- 4.1.16. Mandatory requirements concerning the use and description of research methods in Final papers:
- The applied general research methods shall not be described in the Final paper (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 Assignment.
 - When applying expert interview method, the minimum number of interviewed experts shall be 5 (five experts);
 - When applying focus group discussion method, the minimum number of focus group participants shall be 8 (eight participants).
- 4.1.17. Descriptions of and advice on the application of recommended special research methods have been summarized in Annex 26.
- 4.1.18. **Limitations of the research.** The author of the Assignment shall provide information about issues which were not reviewed, described, analysed in the research. Wherever possible, the author of the Assignment shall also formulate the reasons for limitations. Examples of research limitations: period of data analysis, 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 goal is achieved or not and shall describe the reasons if the aim is not achieved fully. If the hypotheses are proposed in the study, then 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, and graphics in the Assignment text. The conclusions shall concisely reflect the findings obtained in each chapter. Recommendations are based on the results of the Assignment and provide proposals for the solution of the problem under study, tackling the weaknesses and improvement of the situation. Recommendations shall be addressed to concrete organisations, business representatives, and state institutions. Conclusions and recommendations shall be formulated concisely and enumerated with Arabic numerals. It is possible to include in the Assignment 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.

4.2. Length and structure of Research paper

- 4.2.1. Upon the development and defense of the Research paper the student shall obtain 2 credit points.
- 4.2.2. The **length of the Research paper is 20-25 pp.** in typesetting, not counting the annexes.
- 4.2.3. Research paper has the following **mandatory components**:
- Cover page (Annex 21).
 - Research paper evaluation form (Annex 3).
 - Abstract in the state language (Latvian) or other language (if the Research paper has been developed in a language other than the state language).
 - Table of Contents.
 - Introduction.
 - Analytical literature review.
 - Results.

- Conclusions and recommendations.
 - Bibliography.
 - Annexes (if necessary).
 - Author's Declaration (Annex 23)
- 4.2.4. The section titles shall not be changed and shall be referred to as used in these Guidelines (i.e., Analytical literature review, Results, Conclusions and recommendations, Bibliography).
- 4.2.5. The length of the Research paper Introduction is one page. The Introduction shall contain:
- **Topicality** of the study.
 - The **aim** of Research paper and the **tasks** to achieve it.
 - **Methods** of data collection, processing and interpretation applied during the study.
 - **Limitations** of the research.
 - **Brief description** of the main research parts and obtained results.
- 4.2.6. The **topicality** of the study shall be based on statistical data or conclusions of other authors on the issue under study (see Chapter 4.1 of the Guidelines).
- 4.2.7. **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 Research paper.
- 4.2.8. See instructions on the **aim** and **tasks**, research **methods** and research **limitations** of the study in Chapter 4.1 of the Guidelines.
- 4.2.9. The **Analytical literature review** of the Research paper can be organised in subsections with individual titles.
- 4.2.10. In the **Analytical literature review** the author of the Research 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.
- 4.2.11. In the section **Results** of the Research 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.

4.2.12. See instructions for development of the section **Conclusions and recommendations** in Chapter 4.1 of the Guidelines.

4.2.13. **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.

4.3. Length and structure of Project report

4.3.1. Upon the development and defense of the Project report the student shall obtain 8 credit points.

4.3.2. The **length of the Project report is 25-30 pp.** in typesetting, not counting annexes.

4.3.3. Project report has the following **mandatory components**:

- Cover page (Annex 21).
- Project report evaluation form (Annex 3).
- Abstract in the state language (Latvian) or other language (if the Research paper has been developed in a language other than the state language).
- Table of Contents.
- Introduction.
- Analytical literature review.
- Project Description.
- Conclusions and recommendations.
- Bibliography.
- Annexes (if necessary).
- Author's declaration (Annex 23)

- 4.3.4. The section titles shall not be changed and shall be referred to as used in these Guidelines (i.e., Analytical literature review, Project description, Conclusions and recommendations, Bibliography).
- 4.3.5. The Introduction of the Project report shall contain:
- **Topicality** of the study.
 - The **aim** of the Project report and the **tasks** for its achievement.
 - **Methods** of data collection, processing and interpretation.
 - Limitations of the Project report.
 - **Brief description** of the main research parts and obtained results.
- 4.3.6. The **topicality** of the study shall be based on statistical data or conclusions of other authors on the issue under study (see Chapter 4.1 of the Guidelines).
- 4.3.7. See instructions on the **aim** and **tasks**, research **methods** and research **limitations** in Chapter 4.1 of the Guidelines.
- 4.3.8. The **Analytical literature review** part of the Project report can be organised in subsections with individual titles.
- 4.3.9. In the **Analytical literature review** the author of the project 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.
- 4.3.10. 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.
- 4.3.11. In the beginning of the **Project Description**, the student characterises the organisation, where the project will be carried out.

4.3.12. See instructions for development of the section **Conclusions and recommendations** in Chapter 4.1 of the Guidelines.

4.3.13. **Bibliography** shall comprise not less than 10 sources of literature and other information-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 in the Assignment-scientific books, textbooks, scientific publications.

4.4. General structure of Final paper

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

- Cover page (Annex 22).
- Assignment evaluation form (Annex 4).
- Abstract in the official language (Latvian) and two abstracts in a foreign language, one of which is in English (example in Annex 24).
- Table of Contents.
- Introduction.
- Main research parts (**may differ depending on the kind of the Assignment**).
- Conclusions and recommendations.
- Bibliography.
- Annexes (if necessary).
- Author's declaration (Annex 23)

4.4.2. **Abstract** is a short summary of the Assignment. In the Abstract the length and structure of the Assignment 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 Assignment shall be given.

- The Abstract of the Final paper shall be prepared in three languages: the official language (Latvian), English and one of the European countries' official languages (the Russian language is also acceptable).
 - If the Assignment is prepared in a foreign language, then the Abstract shall be prepared in the same language as the Assignment, the official language and English. If the Assignment is performed in English, then the Abstract shall be prepared in English, Latvian and one of the European countries' official languages.
- 4.4.3. The structure and length of the **Introduction** may vary depending on the type of Final paper. The requirements for the development of the Introduction are described in Chapter 4.5-4.11 of the Guidelines.
- 4.4.4. ANNEXES (see Chapter 5.22 of the Guidelines).

4.5. Length and structure of Qualification paper

- 4.5.1. Upon the development and defense of Qualification paper the student shall obtain not less than 8 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 (Annex 22).
 - Assignment evaluation form (Annex 4).
 - Abstract in the official language (Latvian) and two abstracts in a foreign language, one of which is in English (example in Annex 24).
 - Table of Contents.
 - Introduction.
 - Analytical literature review.
 - Results.
 - Conclusions and recommendations.
 - Bibliography.
 - Annexes (if necessary).

- Author's declaration (Annex 23)

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 the Practical part: 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, processing and interpretation applied during the study.
- Limitations of the research.
- **Brief description** of the main research parts and the 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 Chapter 4.1 of the Guidelines).

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 Chapter 4.1. of the Guidelines and Annex 26).

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, a certain aspect of enterprise's operation, management function, etc., that the author has studied during internship and that will be practically analysed in the Practical part of the Qualification paper. In this part the author shall provide justification for the methodology of the study.

- 4.5.11. Parts of the Qualification paper **Research results** in the beginning the enterprise to be studied and the specific aspects of its operation is described, the results of enterprise operation and the factors influencing the enterprise operation is analysed. The enterprise is explored from the vantage point of the Qualification paper's 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 of the part the author of paper provides practical solutions and recommendations for the solution of the problem and the improvement of the situation in the enterprise.
- 4.5.12. See instructions for development of the section **Conclusions and recommendations** in Chapter 4.1 of the Guidelines.
- 4.5.13. **Bibliography** shall comprise not less than 10 sources of literature and other information sources- textbooks, 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-textbook, scientific publication.

4.6. Length and structure of the ACADEMIC bachelor degree paper

- 4.6.1. Upon the development and defense of the academic Bachelor's thesis (AB) the student shall receive not less than 12 credit points.
- 4.6.2. The **length of the AB is 50-60 pp.** in typesetting, not counting the annexes.
- 4.6.3. The AB has the following mandatory parts (differ from the other kinds of the Final paper):
- Cover page (Annex 22).
 - Assignment evaluation form (Annex 4).
 - Abstract in the official language (Latvian) and two abstracts in a foreign language, one of which is in English (example in Annex 24).
 - Table of Contents.
 - Introduction.

- Analytical literature review.
 - Results.
 - Conclusions and recommendations.
 - Bibliography.
 - Annexes (if necessary).
 - Author's declaration (Annex 23)
- 4.6.4. If the Assignment is prepared in a foreign language, then the Abstract shall be prepared in the same language as the Assignment, the official language and English. If the Assignment is performed in English, then the Abstract shall be prepared in English, Latvian and one of the European countries' official languages.
- 4.6.5. **AB 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 volume (20-25 pp.).
 - Length of Results: 35-40% of the total AB volume (20-25 pp.).
 - Conclusions and recommendations: approximately 3% of the total AB volume (2-3 pp.).
- 4.6.6. In the Introduction the author of the AB 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, processing and interpretation applied during the study.
 - **Limitations** of the research.
 - **Brief description** of the main research parts and the obtained results.
- 4.6.7. The **topicality** of the study shall be based on statistical data or conclusions of other authors on the issue under study
- 4.6.8. See Chapter 4.1 of the Guidelines for wording the **object and subject** of the research. Each study may have 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 of **objects and subjects** of research are given in Annex 25.

- 4.6.9. The **aim** of a Bachelor's thesis is substantiated by the topicality and the problem of the study.
- 4.6.10. **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 AB (see Chapter 4.1. of the Guidelines and Annex 26). This requirement does not refer to the study programme "Law".
- 4.6.11. **Limitations** of the study (see Chapter 4.1 of the Guidelines).
- 4.6.12. In the Analytical literature review of the Bachelor's 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 to be analysed, describes and compares existing methods for the solution to the problem. In this part, the author may analyse the concept, compare different classifications of research subjects, perform the historical analysis of the problem. If in the Assignment some aspects of performance in an enterprise operating in a certain economic sector are analysed, then it is possible to perform the statistical analysis of the economic sector. If different methods are surveyed then 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 Practical part. References to the literature are mandatory.
- 4.6.13. In the Results part of the Bachelor's 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.
- 4.6.14. In Chapter 4.1 of the Guidelines, see instructions for the development **Conclusions and recommendations** in the Bachelor's thesis.
- 4.6.15. **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 10 sources from the following categories shall be used-scientific books, textbooks, scientific publications.

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

- 4.7.1. Upon the development and defense of the professional Bachelor’s thesis (PB) the student shall receive not less than 12 credit points.
- 4.7.2. The length of the PB 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 theme of the Bachelor’s thesis, the topic explored analysed in the Internship report as well as the scope of research must be expanded, putting a problem of one enterprise in the context of the whole sector of the national economy, the whole national economy or society.
- 4.7.4. PB shall have the following mandatory parts:
 - Cover page (Annex 21).
 - Assignment evaluation form (Annex 4).
 - Abstract in the official language (Latvian) and two abstracts in a foreign language, one of which is in English (example in Annex 24).
 - Table of Contents.
 - Introduction.
 - Analytical literature review.
 - Case study.
 - Results.
 - Conclusions and recommendations.
 - Bibliography.
 - Annexes (if necessary).
 - Author’s declaration (Annex 23).

- 4.7.5. If the Assignment is prepared in a foreign language, then the Abstract shall be prepared in the same language as the Assignment, the official language and English. If the Assignment is performed in English, then the Abstract shall be prepared in English, Latvian and one of the European countries' official languages.
- 4.7.6. **PB structure:**
- Length of the Introduction: approximately 5% of the total amount of the PB (3-5 pp.).
 - Length of the Analytical literature review: 25-30% of the total PB volume (15-25 pp.).
 - Length of the Case study: 20-25% of the total PB volume (15-20 pp.).
 - Length of Results: 25-30% of the total PB volume (15-25 pp.).
 - Conclusions and recommendations: approximately 5% of the total PB volume.
- 4.7.7. In the Introduction the author of the PB briefly describes the study. The Introduction shall contain:
- **Topicality** of the study.
 - **Object and subject** of the study.
 - The **aim** of the PB and the **tasks** to achieve it.
 - **Methods** of data collection, processing and interpretation applied during the study.
 - **Limitations** of the research.
 - **Brief description** of the main research parts and the obtained results.
- 4.7.8. The **topicality** of the study shall be based on statistical data or conclusions of other authors on the issue under study (see Chapter 4.1 of the Guidelines).
- 4.7.9. For setting the **object** and **subject** of research please see Chapter 4.1. of the Guidelines. . 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 Assignment focuses only on one of the research subjects, this means that the rest are not analysed in detail within the given study. **Examples of objects and subjects** are given in Annex 25.
- 4.7.10. The **aim** of a Bachelor's thesis is substantiated by the topicality and the problem of the study (see Chapter 4.1 of the Guidelines).
- 4.7.11. **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 Bachelor's thesis (see Chapter 4.1. of the Guidelines and Annex 26).

4.7.12. **Limitations** of the study (see Chapter 4.1 of the Guidelines).

4.7.13. 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. Analytical literature review shall be based on the same principles that are described in Chapter 4.5 of the Guidelines.

4.7.14. In the PB, the author develops the Case study part on the basis of the following: 1) Object defined in the Introduction; 2) Results obtained during the Pre-diploma Internship, which have been reflected in the Internship Report. **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's 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 paper 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), then 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, then exactly this process shall be analysed in relation to a particular group of subjects or a particular industry.
- Moreover, the aim of the author is to characterise 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 generalise the results obtained during the Internship, applying them to several enterprises, sector of the national economy or the state economy as a whole.

4.7.15. In the Results part of the PB 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.

4.7.16. In Chapter 4.1 of the Guidelines, see instructions for the development **Conclusions and recommendations** in the Bachelor's thesis.

4.7.17. **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 10 sources from the following categories shall be used in a PB - scientific books, textbooks, scientific publications.

4.8. Length and structure of Bachelor's thesis in the professional bachelor STUDY PROGRAMME "TRANSLATION AND INTERPRETING"

4.8.1. Upon the development and the defense of the Bachelor's thesis (PB) the student shall receive not less than 12 credit points.

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

4.8.3. The PB has the following mandatory parts (differ from the other kinds of the Final paper):

- Cover page (Annex 22).
- Assignment evaluation form (Annex 4).
- Abstract in the official language (Latvian) and two abstracts in a foreign language, one of which is in English (example in Annex 24).
- Table of Contents.
- Introduction.
- Literature review.
- Methodology
- Results.
- Conclusion.
- Bibliography.

- Annexes (if necessary).
- Author's declaration (Annex 23).

4.8.4. **PB structure:**

- Length of the Introduction: approximately 5% of the total amount of the PB.
- Length of the Literature review: 30-35% of the total PB volume.
- Length of the Methodology: 10-15% of the total PB volume.
- Length of the Results: 35-40% of the total PB volume.
- Conclusion: approximately 5% of the total amount of the PB.

4.8.5. The **topicality** of the study shall be based on research and conclusions of other authors on the issue under study (see Chapter 4.1 of the Guidelines). The topicality of the theme shall be based on conclusions in translation theory, general description of the factual situation and the study into the problem.

4.8.6. **Literature review** shall be prepared based on: 1) The aim of the research defined in the Introduction; 2) Results obtained during practical research. In the Literature review the aim of the PB's author is to apply theoretical knowledge (results of literature and other information analysis in the Literature review) to assess the situation and define the problem (deficiencies, weaknesses).

4.8.7. In the **Methodology** the methods of research related to the theme and the aim of the research shall be described precisely and completely.

4.8.8. In **Results** the results of the study that are related to the research question shall be precisely and completely described.

4.8.9. To provide **Conclusion** the author refers to the whole research and relates them to the aim, theme, research question (hypothesis) and results of the research. Findings and conclusion must be specific and logical, based on the results, which show similarities, differences, causal relationships and other observations. It is not permitted to include general phrases in the findings and conclusion. Interpretation and assessment of research results must be logical and clear. It is necessary to provide comparison of results in the PB research and similar studies, if such have been found. Recommendations (if there are such) are created based on the results, findings and conclusion of the research. Findings must be relevant to the tasks of the PB. The author shall provide reasons if some of the tasks have not been

accomplished during the study. Findings must be enumerated, each finding must be written in a separate paragraph.

- 4.8.10. **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. At least 10 sources from the following categories shall be used in a PB - scientific books, textbooks, scientific publications.

4.9. Length and structure of Bachelor's thesis in the professional bachelor STUDY PROGRAMME "INTERIOR DESIGN"

- 4.9.1. Upon the development and the defense of the Bachelor's thesis (PB) to obtain a bachelor's degree the student shall receive not less than 12 credit points.
- 4.9.2. The length of the PB is **60-80 pp.** in typesetting, not counting the annexes.
- 4.9.3. The PB has the following main parts (differ from the other kinds of the Final paper):
- Cover page (Annex 22).
 - Assignment evaluation form (Annex 4).
 - Abstract in the official language (Latvian) and two abstracts in a foreign language, one of which is in English (example in Annex 24).
 - Table of Contents.
 - Introduction.
 - Analytical literature review.
 - Case study.
 - Results.
 - Conclusions.
 - Bibliography.
 - Annexes (if necessary).
 - Author's declaration (Annex 23).
- 4.9.4. 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 theme of the PB, the research question which had been analysed in the Internship Report and the scope of the research must be expanded.

4.9.5. PB structure:

- Length of the Introduction: approximately 5% of the total amount of the PB (3-4 pp.).
- Length of the Analytical literature review: 25-30% of the total PB volume (15-25 pp.).
- Length of the Case study: 20-25% of the total PB volume (15-20 pp.).
- Length of the Results: 20-30% of the total PB volume (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 volume.

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

- **Topicality** of the study.
- The **aim** of the Bachelor’s thesis and the **tasks** to achieve it.
- **Object** of the study.
- **Methods** of data collection, processing and interpretation applied during the study.
- **Limitations** of the research.
- **Brief description** of the Analytical literature review, Case study and the Results of the research.

4.9.7. In the **Analytical literature review** of the PB, 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 then 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 content the most typical images must be used, but more extensive graphical materials can be added in the Annexes.

4.9.8. In the PB, the author develops the **Case study** on the basis of the following: 1) Object defined in the Introduction; 2) Results obtained during the Pre-diploma Internship, which have been reflected in the Internship Report. In the Case study the aim of the PB’s author is to apply theoretical knowledge (results of literature and other information analysis in the Analytical literature review) to assess the situation and to define the problem (deficiencies,

weaknesses) in the **research object**. In the Case study 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.

4.9.9. In the Results of the PB the author practically applies methods or approaches described in the Analytical literature review. In the PB 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.).

- **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.
- **Project description and graphical information** includes short description of the project design drawings and the technical realisation-plans, the applied materials and justification for their choice, furniture and lighting objects, economical justification, etc. Graphic materials added to the description:

4.9.10. List of the technical drawings of the designed situation (Drawings make IN-Interior).

4.9.11. **Schemes for the designed situation and its visualizations (IN-0)** (add only those

schemes which reflect the relevant project information):

- IN-0-1 Visualization of the designed situation.
- IN-0-2 Scheme of the designed zoning plan.
- IN-0-3 People flow analysis in the designed situation.
- IN-0-4 Space occupancy analysis in the designed situation.
- IN-0-5 Noise level in the designed project premises.
- IN-0-6 Designed natural lighting and shading analysis.

– **Designed situation plans and sections (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 ceilings 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 and 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.1, 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- rakstlaukums-v,-h.pdf).

4.9.12. **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: *Performing 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 a specific solution is proposed to the problem raised. E.g.: *According to the specific requirements for the natural lighting the author offers to change the function of the room and create a drawing workshop instead, where direct sunlight is not necessary and is 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.

4.9.13. **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.

4.10. Length and structure of Bachelor's thesis in the professional bachelor STUDY PROGRAMME "INFORMATION TECHNOLOGIES"

4.10.1. Bachelor's thesis in the professional bachelor programme (henceforth-PB) "Programming Engineer" shall be prepared according to the requirements, which are described in Chapter 4.6 of the Guidelines (Articles 4.6.1-4.6.8). Length of **Introduction** of the PB is **60-80 pages**.

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

- Cover page (Annex 22).
- Assignment evaluation form (Annex 4).

- Abstract in the official language (Latvian) and two abstracts in a foreign language, one of which is in English (example in Annex 24).
 - Table of Contents.
 - Introduction.
 - Analytical literature review.
 - Case study.
 - Results.
 - Conclusions and recommendations.
 - Bibliography.
 - Annexes (if necessary).
 - Author's declaration (Annex 23).
- 4.10.3. If the Assignment is prepared in a foreign language, then the **Abstract** shall be prepared in the same language as the Assignment, in the official language and English. If the Assignment is prepared in English, then the Abstract shall be prepared in English, Latvian and in one of the European countries' official languages.
- 4.10.4. The **volume** of the Analytical literature review, Case study and Results may differ from those described in Article 4.6.6 of the Guidelines. The largest part in terms of volume is the Results part, where the author of the PB describes the process of the new IT solution development. This part can take up to 50-55% of the total volume. The volume of the Analytical literature review and the Case study may be the same. The most important is that the author of the PB provides full, comprehensive and justified reasoning for the topicality of the problem (research question) both at the theoretical and practical level.
- 4.10.5. 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 and the **tasks** to achieve it.
 - **Methods** of data collection, processing and interpretation applied during the study.
 - **Limitations** of the research.
 - **Brief description** of the main research parts and the obtained results.

- 4.10.6. During the development of the PB the Author may use special **research methods** applied both in social sciences (see Chapter 4.1 of the Guidelines), e.g., questionnaires, expert interviews, statistical data processing methods, and also specific models of software development (e.g., waterfall model, incremental model, spiral model, fountain model, etc.).
- 4.10.7. See instructions on **research limitations** in Chapter 4.1 of the Guidelines.
- 4.10.8. In the **Analytical literature review** of the PB, 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 the general necessity for the development of the particular type of software shall be provided. E.g., if the PB is written on the customer relationship management solutions (CRM), then it 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.
- 4.10.9. In the PB, the author develops the **Case study** on the basis of the following: 1) Object defined in the Introduction; 2) Results obtained during the Pre-diploma internship, which have been reflected in the Internship report. 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's 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 paper provides review of the issues under study within a specified industry of the national economy or the field of the enterprise, among particular groups of users, etc. If the object of the study is small and medium-sized

enterprises (SMEs), then problems in SMEs shall be analysed in relation to the issue under study. If the research object are Information Management Systems (IMS) then 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 characterise 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 generalise the results obtained during the Internship, applying them to several enterprises, sector of the national economy or the state economy as a whole.

4.10.10. In the **Results** of the PB 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.**

4.10.11. See Instructions for the preparation of **conclusions and recommendations** in Chapter 4.1. in the Guidelines.

4.10.12. **Bibliography.** **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.

4.11. Length and structure of Master's thesis

- 4.11.1. Upon the development and defense of the Master's thesis the student shall obtain 20 credit points.
- 4.11.2. The **length of the Master's thesis is 80-100 pp.** in typesetting, not counting annexes.
- 4.11.3. Master's thesis shall have the following **mandatory parts**:
- Cover page (Annex 21).
 - Assignment evaluation form (Annex 4).
 - Abstract in two languages: official language (Latvian) and English (Annex 23).
 - Table of Contents.
 - Introduction.
 - Analytical literature review.
 - Methodology.
 - Results.
 - Conclusions and recommendations.
 - Bibliography.
 - Annexes (if necessary).
 - Author's declaration (Annex 23).
- 4.11.4. **Structure** of the Master's thesis:
- Length of the Introduction: approximately 5% of the total amount of the Master's thesis.
 - Length of the Analytical literature review: 20-25% of the total Master's thesis volume.
 - Length of the Methodology: 20-25% of the total Master's thesis volume.
 - Length of Results: 20-25% of the total Master's thesis volume.
 - Conclusions and recommendations: 3-5% of the total Master's thesis volume.
- 4.11.5. Length of **the Introduction** in Master's thesis is 3-5 pages. In the Introduction the author of the Master's thesis briefly describes the study. The Introduction shall contain:
- **Topicality** of the study.
 - **Object** and **subject** of the research.
 - **Aim** of the Master's 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's thesis.
 - **Theoretical and practical importance** of the Master's 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's 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's thesis shall explain how the Master's thesis will contribute to the solution of the given problem, i.e. the aim of the Master's thesis must be linked to the issue to be studied. See additional suggestions on the justification of the Assignment topicality in Chapter 4.1 of the Guidelines.
- 4.11.7. **Object and subject** of the research-see Chapter 4.1 of the Guidelines. In each research object there can be several research subjects. Focusing on one research subject in Master's thesis means that the other are not analysed in this study. **Examples for the formulation of the research Object and subject** are summarised in Annex 24.
- 4.11.8. The **aim and tasks** of the Master's thesis. The **aim** of the Master's thesis is specifically formulated statement of the Assignment's 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 Chapter 4.1 of the Guidelines.
- 4.11.9. Research **methodology and the used methods**. The author of the Master's thesis describes the main stages of the research, informative sources (literature, statistics),

methods of data collection and processing. More about research methods see Chapter 4.1 of the Guidelines. During the development of the Master's thesis the author shall use not less than four research methods. **At least 2 data collection method** (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's thesis (see Chapter 4.1. of the Guidelines and Annex 26).

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 plausible scientific assumption 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 not interested in testing one of the premises, but in obtaining new information, e.g., on the study results of students in certain conditions, then 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), then 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 Assignment's author on the expected results of the research.

4.11.11. Elements of **novelty** in the Master's thesis. The main task of the author of the Master's 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's thesis is required to contain **at least two aspects of novelty**.

4.11.12. **Theoretical and practical importance** of the Master's thesis. The author of the Assignment shall describe to whom the results of the study will be important and for what

purposes other may use them. If in the course of the study new elements of the concept were established, then it is a contribution to the theoretical knowledge base. If the results of the study can be used by company executives in any industry, e.g., increased employee performance, then it is the practical application of results.

4.11.13. **Limitations** of the study (see Chapter 4.1 of the Guidelines).

4.11.14. **Analytical literature review.** In the Analytical literature review the **analysis of the problem situation** is carried out. The Assignment's 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** (see Chapter 4.10.7 of the Guidelines), characterise 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's 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's topicality and in the situation analysis/case study the author of the Master's thesis shall carry out not only literature analysis, but also statistical analysis, applying relevant methods for statistical data processing (see Chapter 4.1 of the Guidelines). 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 Assignment may apply content analysis (see Chapter 4.1 of the Guidelines), studying, for example, definitions of the concept provided by different authors.

4.11.15. **Methodology.** In this section the author of the Master's thesis theoretically justifies the opportunities for the solution of the research problem. This section describes all the

elements of novelty in the Assignment – 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's 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, some factors having effect on some process are identified, then 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 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 in the Results of the study, the approbation and testing of the model is performed and 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, e.g., 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 strategy the opportunities for its 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, then 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's 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 result are with a low level of confidence, then the Author of the Master's thesis shall provide explanation on the possible reasons and shall offer opportunities for solution of the problem.

4.11.17. **Conclusions and recommendations** – see Chapter 4.1 of the Guidelines. Final part of the Master's thesis “Conclusions and recommendations” entails generalisation of the obtained results, and the self-assessment of the proposed problem solution is provided. The Conclusions of the Master's thesis shall describe the results of 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. E.g., the model developed during the Assignment 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, which would allow to obtain better results. In the Conclusion, the author characterises 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. Such Bibliography sources as textbooks, lecture synopsis, etc. In the Assignment, there shall be references to at least 30 scientific articles, which have been included in the international scientific databases: *EBSCO*, *Scopus*, *ScienceDirect*, *Google Scholar*, etc. If the scientific article is available on the Internet, in the Bibliography it is presented as a journal article (see Chapter 5 of the Guidelines, section Formatting guidelines).

5. FORMATTING REQUIREMENTS

5.1. The Assignment shall be presented in computer typesetting, size A4 (210 x 297 mm).

5.2. Page margins: top – 3 cm; bottom – 2 cm, left side – 3 cm; right side – 2 cm.

- 5.3.**Text formatting: Font *Times New Roman*, line spacing: 1,5, font size: 12 pt, the text is aligned on both sides (justified), spacing after paragraphs: 6 pt. Indent at the beginning of the line **shall not be applied**.
- 5.4.****Titles of sections** (Abstract, Table of Contents, Introduction, Conclusions and recommendations, Bibliography) and **subsections** (Analytical literature review, Methodology, Case Study, Results) are written with capital letters, using the following settings: *Times New Roman*, 14 pt, centred, Bold, Spacing before – 0 pt, Spacing after – 6 pt.
- 5.5.****Each section** (Abstract, Table of Contents, Introduction, Conclusions and recommendations, Bibliography) and **subsection** (Analytical literature review, Methodology, Case Study, Results) **shall start on a new page**.
- 5.6.**At least 70% of the last page of each subsection (Analytical literature review, Methodology, Case Study, Results) shall be filled in with text.
- 5.7.****The titles of chapters** (1.1, 1.2, etc.) and **subchapters** (1.1.1, 1.1.2, etc.) are written in lowercase letters (except for the first letter), using the following settings: *Times New Roman*, 12 pt, *centred, Bold, Spacing before – 0 pt, Spacing after – 6 pt*.
- 5.8.**The introductory text between the titles of sections and subsections, sections and chapters shall not be accepted.
- 5.9.**Titles of sections or subsections **shall not repeat** the topic of the Assignment.
- 5.10.** Titles of sections and subsections shall not be changed.
- 5.11.** Titles of sections, subsections, chapters and subchapters shall not be underlined.
- 5.12.** The length of each subchapter shall be at least 1.5 pages. In case this requirement cannot be met, the text shall not be divided into numbered subchapters.
- 5.13.** Text within a chapter may be separated by small thematic headings, however such headings shall not be numbered and included in the Table of contents. Such headings shall be written using 12 pt bold font and aligned to the left.
- 5.14.** Other pages in the text (title page, Assignment evaluation form, Author's declaration, Abstract) are formatted according to the instructions given in the Annexes.
- 5.15.** **Pages are enumerated** with Arabic numerals, in the **right bottom corner of the page** using the following settings: *Times New Roman*, 11 pt. The first page in the Assignment is the title page, but the title page, Assignment assessment sheet, Abstract pages and the Table of

content are not enumerated, although they are included in the total number of Assignment pages.

5.16. Table of contents is created automatically using the available programme functions. For example, using Microsoft Word, the table of contents is created using the following algorithm:

- Select separately the title of each section and subsection (Introduction, Analytical literature review, Theoretical part, Practical part, Conclusions and recommendations, Bibliography and references) and in the tab *Home*, group *Styles* click on the style *Heading 1*.
- Select the title of each chapter separately (1.1, 1.2, etc.) and in the tab *Home*, group *Styles* click on the style *Heading 2*.
- If the Assignment contains more subdivisions (1.1.3, 1.2.1, etc.) use the style *Heading 3*.
- After entering all titles, click where you want to insert the Table of contents.
- The style of the Table of contents has to be chosen in tab *Reference* group *Table of contents*.
- If titles or other entries in the Table of contents have been added or removed, the Table of contents can be updated, using the options *Update page numbers* or *Update entire table*.

The content is to be presented, starting with Introduction (not including Abstract, Author's Declaration, etc.). If the Assignment contains annexes, the Table of contents shall end with the title "Annexes" (after the Bibliography) and the first page where annexes begin shall be indicated. The titles of annexes are not indicated in the Table of contents.

5.17. Division of the text in several subchapters shall be avoided at all times. It is advisable to create not more than three levels of subdivision (1.1.1, 1.2.1, etc.).

5.18. TABLES. Tables shall be enumerated (for example, Table 1). The number and title of the table shall be written using 12 pt font size, aligned left, spacing before – 6 pt, spacing after – 6 pt). Next to the title, in brackets the source of the information presented in the table is given. It is advisable to leave one blank line between the table and the text. The text in the table shall be written using at least 8 pt and not more than 12 pt font size. In the first row the titles of columns highlighted in Bold shall be inserted. **Reference** to a table in the text: (Table 1).

Example of table formatting:

Text text text text text text text text text text text text text text text text text text text text (Table 1).

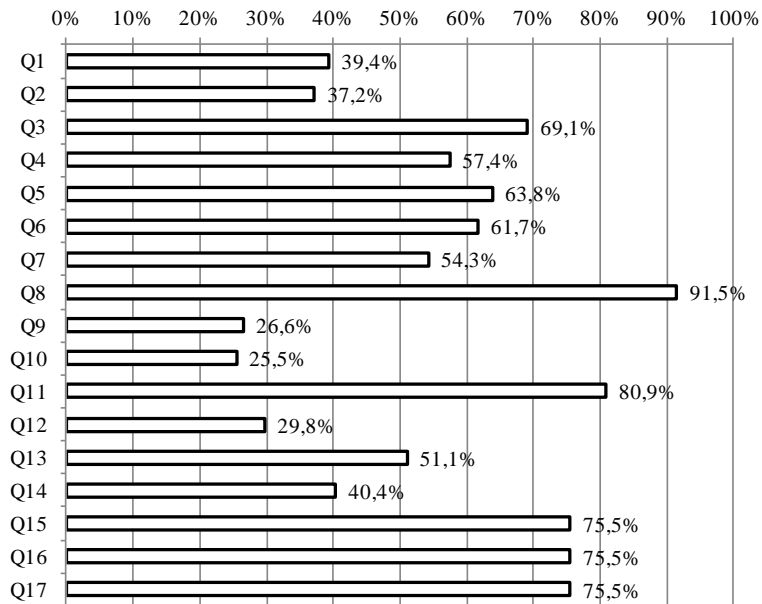


Fig. 1. Figure title (Source: summary of survey results carried out by the author)

Figures may be enumerated using sequential numbers throughout the whole Assignment (i.e., Fig. 1, Fig. 2,... Fig. 25, etc.) or assigning numbers within each chapter separately. For example, in the Analytical literature review the figures are enumerated with 1.1, 1.2 etc., but in the Results – 3.1, 3.2, etc.

When formatting a figure, the **figure frame shall be removed** (*Format plot area: Border colour – No line*). The following settings for the text in the figure shall be used: *Times New Roman*, 8-12 pt.

5.21. FORMULAE. Formulae shall be written using *Equation Editor*. Formatting guidelines: 10 pt font size for letters and numbers, centred, enumerated with a number in round brackets. Formulae numbering shall be placed to the right. All symbols shall be explained. **There is one extra line between the text and the formula, as well as after the formula.** Reference to a formula in the text: (Formula 1). Before the formula there has to be a reference in the text to the information source.

Example of formula formatting:

$$RI_i = \frac{E(ROA) + CAP}{StDev(ROA)} \quad (1)$$

where

- RI_i is i-the value of the bank's risk index;
- $E(ROA)$ is expected assets profitability value;
- CAP is the ratio of equity to assets;
- $StDev(ROA)$ is ROA standard deviation (σ).

5.22. BIBLIOGRAPHY shall be inserted at the end of the Assignment. It is included in the total amount of the Assignment. **All** literature and information sources used in the Assignment shall be included In the Bibliography. All sources listed in the Bibliography shall be referred to in the text of the Assignment.

The sources are included in the list must be enumerate using Arabic numerals (1., 2., 3., etc.). Sources in the Bibliography shall be given in an **alphabetical order by the first letter of the author's last name** regardless of the source type. If the author of the source is not clearly indicated (e.g., for electronic source), then the source is inserted in the list according to the first letter of the first word in the title. If one author has multiple works that are published in the same year, then sources should be inserted one after the other, using Latin letters after the publication year (Ozols 2010a, Ozols 2010b). If the list includes published works by foreign authors, it shall be organised as follows:

1. All sources in Latin alphabetical order (sources in the Latvian, English, German, etc. languages, regardless of the source type).
2. All sources in Slavic alphabetical order (Cyrillic).

The use of footnotes is not permitted!¹

Formatting guidelines: Times New Roman, 12 pt font size, the text is aligned (justified) on both sides, 6 pt space between sources.

In the text there shall be a **reference** to all literature and information sources that have been used.

THE USE OF FOOTNOTES IS NOT PERMITTED!¹

If the author in the text refers to another author's **work as a whole**, then the reference shall be given as follows:

- A reference to an article or a book by one author (Vēvere, 2014)
- A reference to an article or a book by two authors (Vēvere & Bierne, 2014)
- A reference to an article or a book by three and more authors (Keišs et al., 2014)
- An article without an author ("Cyber security problems in Latvia", 2015; "The Latvian Government is working on a decision on ...", 2015)
- Laws and regulations (Regulation No 391, 20.11.1998); (Commercial law, current version, 10.02.2018)

In other cases, also pages shall be specified in the reference, for example, (Ozols, 2016, 14-16), where the respective information or piece of text can be found. It is mandatory to give the number of page (-s) if:

- the text contains a quote;
- a definition developed by another person is inserted in the text;
- information containing figures is given (e.g. statistical data);
- something that has been said by another person is retold in the Assignment;
- the text contains a formula, diagram, figure made by another person;
- a specific fact has been mentioned in the text.

A quote from or definition given by another person must be in quotation marks. **Changing some words in a text of another person does not mean that this text has been created by the author of the Assignment!**

Examples of Bibliography (are not grouped in the Assignment, all sources are given in an alphabetical order):

Articles in scientific journals.

Format: Author (s), surname, initials (year of publication). Title of the article. *Title of the scientific journal, issue of the journal (volume), page of the article.*

Examples:

1. Vēvere, V. (2014). Ethical Leadership: Student Perceptions of Exercising Ethical Influence in Organization. *European Integration Studies*, (8), pp. 159-167.
2. Keišs, S., Tilta, E., Balode, G. (2014). Relevant Insights into EU Globalisation and Market Development Processes after the Second World War. *European Integration Studies*, 4(8), 74-83.
3. Smith, K. (2010a). Customer Relationship in Banking. *Banking Journal*, (7/4), 134-138.
4. Smith, K. (2010b). Relationship between Customer Satisfaction and Loyalty. *Banking Journal*, (7/4), 139-145.

Books

Format: Author (s), surname, initials (year of publication). *Title of the book*. Place of publishing: The publishing house.

Examples:

1. Arhipova, I., Bāliņa, S. (2006). *Statistika ekonomikā un biznesā. Risinājumi ar SPSS un Microsoft Excel*. Riga Datorzinību centrs.
2. Bikker, J. A., Bos, J. W. B. (2008). *Bank Performance: A Theoretical and Empirical Framework for the Analysis of Profitability, Competition and Efficiency*. New York: Routledge.
3. Тагирбеков, К.Р., Афанасьева, Л.П., Богатырев В.И. (2001). *Основы банковской деятельности*. Москва: Издательский дом ИНФРА-М, Издательство „Весь мир”.

Articles in conference proceedings.

Format: Author (s), surname, initials (year of publication). Title of the article. *Title of the conference, place, dates* Title of the conference proceedings, page of the article

Examples:

1. Kozlovskis, K. (2011). Development of Bank Value Model. In The 15th World Multi-Conference on Systemics, Cybernetics and Informatics, Orlando, USA, June 5-6, 2011. Conference proceedings, 19.-22.
2. Fedorenko, A. (2013). Banku darbības aktuālās problēmas iekšējo un ārējo draudu ietekmē. 54. Rīga Technical University, student scientific conference, Rīga, 12.04.2013. Conference proceedings, 12-13

Electronic sources:

1. The Financial and Capital Market Commission (2015). *Monthly reports*. [viewed 20.02.2015]. Available: http://fktk.lv/en/statistics/credit_institutions/quarterly_reports/
2. LETA (2011). Labāko novērtējumu Latvijai pagaidām devis Moody's. [viewed 25.12.2011.]. Available: <http://www.diena.lv/business/labako-novertejumu-latvijai-pagaidam-devis-moody-s-13922466>
3. European Central Bank (2010). *Beyond ROE – how to measure bank performance?* [skatīts 20.02.2015]. Available: <http://www.ecb.europa.eu/pub/pdf/other/beyondroehowtomeasurebankperformance>
4. Staub, R. B., Souza, G., & Tabak, B. M. (2009). *Evolution in Bank Efficiency in Brazil: A DEA Approach*. Working Paper Series 200. Brasilia: Banco Central do Brazil. [skatīts 20.02.2015]. Pieejams: <http://www.bcb.gov.br/pec/wps/ingl/wps200.pdf>
5. Kiberdrošības problēmas Latvijā (2015). [viewed 20.04.2015.]. Available: www.delfi.lv/info

Laws, regulations etc.:

1. LR Cabinet of Ministers Regulations No 585 "Regulation Regarding the Conduct and Organisation of Accounting" (the current version). *Latvijas Vēstnesis* No.151, 29.10.2003 [viewed 20.04.2015]. Available: <http://likumi.lv/doc.php?id=80418>
2. Commercial Law (current version). *Latvijas Vēstnesis*, (158/160), 04.05.2000. [viewed 20.04.2015.]. Available: <http://likumi.lv/doc.php?id=5490>

5.23. ANNEXES.

If necessary, Annexes may be attached to the Assignment. Annexes may contain voluminous files with data, interface print screens of the applied software, tools for survey (questionnaire), etc. The annexes of the Bachelor's thesis of the study programme "Interior Design" may contain technical drawings of the current situation, materials of archives, inventory items, developed drawings of analogues or stylistic graphics, laws and regulations provided by institutions, etc.

The number of Annexes is unlimited, however their necessity should be assessed. Annexes are not included in the total number of pages of the Final paper and their pages are not enumerated.

Annexes are attached to the Assignment after the list of Bibliography, first placing a page with the title "Annexes" (Times New Roman, 18 pt, centred, Bold) in the middle of the page.

Each Annex is started on a new page.

If an Annex is mentioned in the text, it is necessary to provide a reference in the text (e.g., see Annex 1).

Annexes are enumerated and the number is given on the upper right corner of the page, e.g. **Annex 1**. The title of the annex is given in the next line using Times New Roman, 12 pt, centred, Bold.

If an annex contains a figure or table, they shall be numbered in the following way: Table 1 of Annex 1, Table 2 of Annex 1, etc.; Figure 1 of Annex 1, Figure 2 of Annex 1, etc.

ANNEXES

Annex 1. [Application for Final Paper (Thesis) Submission]

The University of Economics and Culture

The study programme “Title”

___ semester student

(Surname, Name, Study Agreement Number, Phone)

APPLICATION

Riga, Month_____, Date_____, Year_____

The University of Economics and Culture

Study programme
(Title of the Programme)

Director
(Name, Surname)

Please approve paper (thesis) theme.....
(Paper Type: Qualification, Bachelor's, Master's) (Title of the Theme)

The Title of the Theme in the English Language:.....

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

(Student Signature)

Approved: Adviser _____
(Name, Surname)

(Signature) (Date)

Approve: Study Programme Director _____
(Name, Surname)

(Signature) (Date)

Annex 2. [Application for Research Paper or Project Report]

The University of Economics and Culture

The study programme “Title”

___ semester student

(surname, name, Study Agreement Number, phone)

APPLICATION

Riga, Month_____, Date_____, Year_____

The University of Economics and Culture

Study programme
(Title of the Programme)

Director
(Name, Surname)

Please approve paper (thesis) or report theme.....
(Job Type: Research Paper or Project Report) (Title of the Theme)

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

(Student Signature)

Approved: Adviser _____
(Name, Surname) (Signature) (Date)

Approve: Study Programme Director _____
(Name, Surname) (Signature) (Date)

Annex 3. [Research Paper or Project Report Evaluation Form]

Research Paper or Project Report Evaluation Form

.....paper (report)“.....”

(The Assignment Type)

(Paper Title)

has been written at the University of Economics and Culture programme ".....".

I,, as the sole author, allow/disallow (underline the relevant)
(Name, Surname)

The University of Economics and Culture to publish my paper or report in full (including the full package of files).

.....

(Signature, Date)

Approve/disapprove the permission for defense (underline the relevant).

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

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

Research Paper or Project Report Examination Commission Chair _____
(Signature, Name)

Final Paper Evaluation Form

..... “.....”
(The Assignment Type) (Paper Title)
has been written at the University of Economics and Culture programme ".....".

I,, as the sole author of the Assignment, allow/disallow (underline the relevant) The University of Economics and Culture to publish the Assignment in full (including the full package of files of the Assignment).
(Name, Surname)

.....
(Signature, Date)

Adviser:
(Name, Surname) (Signature, Date)

Quality Assurance Specialist:.....
(Name, Surname) (Signature, Date)

Reviewer:.....
(Name, Surname) (Signature, Date)

The Assignment is recommended for the defense before the State Examination Commission.

Study Programme Director

..... (assignment type) has been defended before the State Examination Commission at the meeting on and has been assessed with the following mark ()
.....

Chairman of the State Commission

.....
(Name, Surname) (Signature, Date)

Paper]

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme: _____

REVIEW BY THE ADVISER OF RESERACH PAPER

Student: _____

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

The Overall Conclusion about the Assignment in Relation to the Requirements		
Technical Quality, Compliance with the Requirements	The total length of the Assignment is sufficient and its parts are proportionate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Formatting of the Assignment meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The text contains references to all sources of information used	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The number of sources of information used meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Scientific Quality	Clear content outline and compliance with the theme of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	At the end of the research its aim is achieved and the tasks are carried out.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Sufficient use of sources of information and compliance with the aim of the Assignment and the study	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Research methods have been correctly selected according to the aim of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Appropriate use of terminology and academic language	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The Assignment does not contain grammatical and stylistic errors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

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

Recommendation for the submission to the defense of the Assignment: **allow/disallow** (*underline the relevant*)

Adviser: _____

(Name, Surname, Position, Scientific Degree)

In Riga, Date: _____

(Signature)

Annex 6. [Review by the Adviser of Project Report]

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme: “Information Technology”

REVIEW BY THE ADVISER OF PROJECT REPORT

Student: _____

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

and Recommendations	Recommendations are inferred from the Assignment and are based on the conclusions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Recommendations are concrete and sufficiently substantiated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

The Overall Conclusion about the Assignment in Relation to the Requirements		
Technical Quality, Compliance with the Requirements	The total length of the Assignment is sufficient and its parts are proportionate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Formatting of the Assignment meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The text contains references to all sources of information used	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The number of sources of information used meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Scientific Quality	Clear content outline and compliance with the theme of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	At the end of the research its aim is achieved and the tasks are carried out.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Sufficient use of sources of information and compliance with the aim of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Research methods have been correctly selected according to the aim of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Appropriate use of terminology and academic language	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The Assignment does not contain grammatical and stylistic errors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

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

Recommendation for the submission to the defense of the Assignment: **allow/disallow** (*underline the relevant*)

Adviser: _____

(Name, Surname, Position, Scientific Degree)

In Riga, Date: _____

(Signature)

Annex 7. [Review by the Qualification Paper Adviser]

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme: _____

REVIEW BY THE QUALIFICATION PAPER ADVISER

Student: _____

The Assignment 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 Assignment Structure:	Assessment criteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The suitability and diversity of research methods in relation to the aim of the Assignment and research study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Theme restrictions are precisely and clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytic Review	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The identified problem is supported at the theoretical and practical levels, based on the critical analysis of literature and other information sources used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate choice of the methodology for the study (a set of methods and theories)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient and extensive base of bibliography and information sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Relationship to the results section of the paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tangible solutions for the problems identified pertaining to the theme and aim of the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate methods used in the study (estimation quality)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Logical and clear interpretation of the study results and evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions and Recommendations	Conclusions cover and are inferred from all the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conclusions are specific, reasoned and show causal links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations are inferred from the study and are based on the conclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations are concrete and sufficiently substantiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Overall Conclusion about the Assignment in Relation to the Requirements		
Technical Quality, Compliance with the Requirements	The total length of the Assignment is sufficient and its parts are proportionate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Formatting of the Assignment meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The text contains references to all sources of information used	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The number of sources of information used meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Research Quality and Practical Application of the Results	Clear content outline and compliance with the theme of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	At the end of the research its aim is achieved and the tasks are carried out.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Sufficient use of sources of information and compliance with the aim of the Assignment and the study	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Research methods have been correctly selected according to the aim of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Visual and Linguistic Quality	Offered solutions have practical application at the company level	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Appropriate use of terminology and academic language	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The Assignment does not contain grammatical and stylistic errors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

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

Recommendation for the submission to the defense of the Assignment: **allow/disallow** (*underline the relevant*)

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

In Riga, Date: _____
(Signature)

Annex 8. [Review by the Bachelor’s thesis Adviser (to receive ACADEMIC bachelor degree)]

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme: _____

REVIEW BY THE BACHELOR’S THESIS ADVISER

(to receive ACADEMIC bachelor degree)

Student: _____

The Assignment Theme: _____

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

The Assignment Structure:	Assessment criteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The suitability and diversity of research methods in relation to the aim of the Assignment and research study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Theme restrictions are precisely and clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytic Review	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The identified problem is supported at the theoretical and practical levels, based on the critical analysis of literature and other information sources used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate choice of the methodology for the study (a set of methods and theories)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient and extensive base of bibliography and information sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Relationship to the results section of the paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tangible solutions for the problems identified pertaining to the theme and aim of the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate methods used in the study (estimation quality)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Logical and clear interpretation of the study results and evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions and Recommendations	Conclusions cover and are inferred from all the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conclusions are specific, reasoned and show causal links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations are inferred from the study and are based on the conclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Recommendations are concrete, targeted and sufficiently substantiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The Overall Conclusion about the Assignment in Relation to the Requirements					
Technical Quality, Compliance with the Requirements	The total length of the Assignment is sufficient and its parts are proportionate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Formatting of the Assignment meets the requirements of the Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The text contains references to all sources of information used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The number of sources of information used meets the requirements of the Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scientific Quality	Clear content outline and compliance with the theme of the Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	At the end of the research its aim is achieved and the tasks are carried out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient use of sources of information and compliance with the aim of the Assignment and the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Research methods have been correctly selected according to the aim of the Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate use of terminology and academic language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The Assignment does not contain grammatical and stylistic errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The main results of the Bachelor's thesis, identified deficiencies (if necessary): _____

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

Recommendation for the submission to the defense of the Assignment: **allow/disallow** (*underline the relevant*)

Adviser: _____

(Name, Surname, Position, Scientific Degree)

In Riga, Date: _____

(Signature)

Annex 9. [Review by the Bachelor's thesis Adviser (to receive PROFESSIONAL Bachelor's degree except in the programmes "Interior Design", "Translation and Interpreting")]

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme: _____

REVIEW BY THE BACHELOR'S THESIS ADVISER

(to receive PROFESSIONAL bachelor degree,
except in the programmes "Interior Design", "Translation and Interpreting")

Student: _____

The Assignment Theme: _____

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

The Assignment Structure:	Assessment criteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The suitability and diversity of research methods in relation to the aim of the Assignment and research study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Theme restrictions are precisely and clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytic Review	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The identified problem is supported at the theoretical level, based on the critical analysis of literature and other information sources used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate choice of the methodology for the study (a set of methods and theories)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient and extensive base of bibliography and information sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case study	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assessment of the situation is provided and a problem is detected in the object of the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The identified problem is supported at the practical level and is based on statistics, research findings etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The results are associated with the results obtained during the undergraduate internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tangible solutions for the problems identified pertaining to the theme and aim of the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate use of the research methods (quality of calculations, procedures, measurements, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Logical and clear interpretation of the study results and evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	The applicability of the results (proposed solutions) in the professional field or industry are described completely	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Conclusions and Recommendations	Conclusions cover and are inferred from all the study	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Conclusions are specific, reasoned and show causal links	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Recommendations are inferred from the study and are based on the conclusions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Recommendations are concrete, targeted and sufficiently substantiated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The Overall Conclusion about the Assignment in Relation to the Requirements		
Technical Quality, Compliance with the Requirements	The total length of the Assignment is sufficient and its parts are proportionate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Formatting of the Assignment meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The text contains references to all sources of information used	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The number of sources of information used meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Scientific Quality	Clear content outline and compliance with the theme of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	At the end of the research its aim is achieved and the tasks are carried out.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Sufficient use of sources of information and compliance with the aim of the Assignment and the study	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Research methods have been correctly selected according to the aim of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Appropriate use of terminology and academic language	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The Assignment does not contain grammatical and stylistic errors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

The main results of the Bachelor's thesis, identified deficiencies (if necessary): _____

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

Recommendation for the submission to the defense of the Assignment: **allow/disallow** (underline the relevant)

Adviser: _____

(Name, Surname, Position, Scientific Degree)

In Riga, Date: _____

(Signature)

Annex 10. [Review by the Bachelor's thesis Adviser in the Study Programme "Translation and Interpreting"]

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme: "Translation and Interpreting"

Review by the Bachelor's thesis Adviser (to receive professional bachelor degree)

Student: _____

The Assignment Theme: _____

Requirement achievement rate, %:	Fail (F)	Below Average	Average	Outstanding
(Not Completed 0% - Fully Completed 100%)	0 - 40	(BA)	(A)	(O)
		41 - 59	60 - 79	80 - 100

Structure and content of the Assignment	Assessment criteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The aim of the study is clearly formulated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The Assignment structure summary chapter by chapter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Literature Review	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The identified problem is supported on the basis of critical assessment of the literature, research, information sources and situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient and extensive base of bibliography and information sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The literature review is ended with either the research question or hypothesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methodology	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Precisely and completely described methodology in relation to the theme and the aim of the Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Precisely and completely described results in relation to the research question and methodology of the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Logical and clear interpretation of the study results and evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comparison of the results to similar studies, if such have been found	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions and Recommendations	Conclusions cover all study and relate to the aim, theme, research question (hypothesis) and results of the Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conclusions are specific and logical, based on the results, which show similarities, differences, causal relationships and other observations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations (if such) are inferred from the study and are based on the conclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Overall Conclusion about the Assignment in Relation to the Requirements		F	BA	A	O
Technical Quality, Compliance with the Requirements	The total length of the Assignment is sufficient and its parts are proportionate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Formatting of the Assignment meets the requirements of the Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The text contains references to all sources of information used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The number of sources of information used meets the requirements of the Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scientific Quality	Clear content outline and compliance with the theme of the Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	At the end of the research its aim is achieved and the tasks are carried out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient use of sources of information and compliance with the aim of the Assignment and the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Research methods have been correctly selected according to the aim of the Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate use of terminology and academic language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Linguistic quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The main results of the Bachelor's thesis, identified deficiencies: _____

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

Recommendation for the submission to the defense of the Assignment: **allow/disallow** (*underline the relevant*)

Adviser: _____

(Name, Surname, Position, Scientific Degree)

In Riga, Date: _____

(Signature)

Annex 11. [Review by the Bachelor's thesis Adviser in the Study Programme "Interior Design"]

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme: "Interior Design"

REVIEW BY THE BACHELOR'S THESIS ADVISER

(to receive professional bachelor degree)

Student: _____

The Assignment Theme: _____

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

The Assignment Structure:	Assessment criteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Subject and scope of the study are clearly formulated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The suitability and diversity of research methods in relation to the aim of the Assignment and research study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Theme restrictions are precisely and clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical review	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The identified problem is supported based on the critical analysis of literature and other information sources used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate choice of the methodology for the study (a set of methods and theories)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient and extensive base of bibliography and information sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case study	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Contains information about the specific object for which the project has been developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The existing situation is illustrated by common images	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The results are associated with the results obtained during the undergraduate internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The proposed solution relates to the theme and of the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The proposed solution is functional, aesthetic and original, with a high creative quality and added value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The applicability of the recommendations in the professional field or industry is described completely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions	Conclusions cover and are inferred from all the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

and Recommendations	Conclusions are specific, reasoned and show causal links	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Recommendations are inferred from the study and are based on the conclusions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Recommendations are concrete, targeted and sufficiently substantiated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

The main results of the Bachelor's thesis, identified deficiencies: _____

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

Recommendation for the submission to the defense of the Assignment: **allow/disallow** (*underline the relevant*)

Adviser: _____

(Name, Surname, Position, Scientific Degree)

In Riga, Date: _____

(Signature)

Annex 12. [Review by the Adviser of Master's Thesis]

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme: _____

REVIEW BY THE ADVISER OF MASTER'S THESIS

Student: _____

Theme of the Master's 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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The Assignment Structure:	Assessment criteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Subject and scope of the study are clearly formulated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The study's hypothesis (es) or research question (s) explicit stated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The suitability and diversity of research methods in relation to the aim of the Assignment and research study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Innovative elements of work clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Theoretical and practical value of the study has been clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Theme restrictions are precisely and clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical review	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The identified problem is supported on the basis of critical assessment of the literature, research, information sources and situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient and extensive base of bibliography and information sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approaches to justify the chosen problem are appropriate and methods are correctly supported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The scientific gap is clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methodology	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Innovation elements are defined and described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The study's methodology is well chosen and justified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate methods used in the study (estimation quality)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Logical and clear interpretation of the study results and evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The validity of the results of the study are examined, the results have been presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions and Recommendations	Conclusions cover and are inferred from all the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conclusions are specific, supported by arguments and facts and show causal links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations are inferred from the study and are based on the conclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Recommendations are concrete, targeted and sufficiently substantiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The results of the hypothesis testing have been described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Overall Conclusion about the Assignment in Relation to the Requirements					
Technical Quality, Compliance with the Requirements	The total length of the Assignment is sufficient and its parts are proportionate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Formatting of the Assignment meets the requirements of the Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The text contains references to all sources of information used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The number of sources of information used meets the requirements of the Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scientific Quality	Research theme has scientific significance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clear content outline and compliance with the theme of the Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The objective of the study is achieved, the raised hypotheses have been tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The study is based on the analysis of extensive scientific database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The Assignment clearly describes the methodology and research methods have been correctly applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual and Linguistic Quality	The Assignment has developed significant scientific novelty items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate use of terminology and academic language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The Assignment does not contain grammatical and stylistic errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The main results of the Bachelor's thesis, identified deficiencies: _____

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

Recommendation for the submission to the defense of the Assignment: **allow/disallow** (*underline the relevant*)

Adviser: _____

(Name, Surname, Position, Scientific Degree)

In Riga, Date: _____

(Signature)

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme:

Student:

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

(Type of the Assignment)

OPINION OF THE ASSIGNMENT ADVISER

Structure and Content of the Assignment Assessment criteria (Not Completed 0% - Fully Completed 100%)	Requirement achievement rate %			
	Fail 0 – 39	Average 40 - 59	Below Average 60 - 79	Outstanding 80 - 100
Introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Analytic Review (Literature Review)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methodology (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case study (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions and Recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Conclusion about the Assignment in Relation to the Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Assessment, Percentage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I assess the Assignment with the following mark: _____

Recommendation for the submission to the defense of the Assignment: **allow/disallow**
(*underline the relevant*)

Adviser:
(Name, Surname)

Work place and position:

In Riga, Date: _____
(Signature)

Annex 14. [Review of the Qualification Paper]

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme: _____

REVIEW OF QUALIFICATION PAPER

Student: _____

The Assignment 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 Assignment Structure:	Assessment criteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The suitability and diversity of research methods in relation to the aim of the Assignment and research study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Theme restrictions are precisely and clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytic Review	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The identified problem is supported at the theoretical and practical levels, based on the critical analysis of literature and other information sources used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate choice of the methodology for the study (a set of methods and theories)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient and extensive base of bibliography and information sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Relationship to the results section of the paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tangible solutions for the problems identified pertaining to the theme and aim of the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate methods used in the study (estimation quality)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Logical and clear interpretation of the study results and evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions and Recommendations	Conclusions cover and are inferred from all the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conclusions are specific, reasoned and show causal links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations are inferred from the study and are based on the conclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations are concrete and sufficiently substantiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Conclusion about the Assignment in Relation to the Requirements		
Technical Quality, Compliance with the Requirements	The total length of the Assignment is sufficient and its parts are proportionate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Formatting of the Assignment meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The text contains references to all sources of information used	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The number of sources of information used meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Research Quality and Practical Application of the Results	Clear content outline and compliance with the theme of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	At the end of the research its aim is achieved and the tasks are carried out.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Sufficient use of sources of information and compliance with the aim of the Assignment and the study	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Research methods have been correctly selected according to the aim of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Visual and Linguistic Quality	Offered solutions have practical application at the company level	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Appropriate use of terminology and academic language	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The Assignment does not contain grammatical and stylistic errors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

Questions to the Author: _____

Recommendation for the submission to the defense of the Assignment: **allow/disallow**
(*underline the relevant*)

Reviewer:
(Name, Surname)

Work place and position of the Reviewer:

In Riga, Date: _____
(Signature)

Annex 15. [Review of the Bachelor’s thesis (to receive ACADEMIC bachelor degree)]

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme: _____

REVIEW OF BACHELOR’S THESIS

(to receive ACADEMIC bachelor degree)

Student: _____

The Assignment Theme: _____

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

The Assignment Structure:	Assessment criteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The suitability and diversity of research methods in relation to the aim of the Assignment and research study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Theme restrictions are precisely and clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytic Review	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The identified problem is supported at the theoretical and practical levels, based on the critical analysis of literature and other information sources used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate choice of the methodology for the study (a set of methods and theories)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient and extensive base of bibliography and information sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Relationship to the results section of the paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tangible solutions for the problems identified pertaining to the theme and aim of the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate methods used in the study (estimation quality)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Logical and clear interpretation of the study results and evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions and Recommendations	Conclusions cover and are inferred from all the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conclusions are specific, reasoned and show causal links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations are inferred from the study and are based on the conclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations are concrete, targeted and sufficiently substantiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Conclusion about the Assignment in Relation to the Requirements		
Technical Quality, Compliance with the Requirements	The total length of the Assignment is sufficient and its parts are proportionate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Formatting of the Assignment meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The text contains references to all sources of information used	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The number of sources of information used meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Scientific Quality	Clear content outline and compliance with the theme of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	At the end of the research its aim is achieved and the tasks are carried out.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Sufficient use of sources of information and compliance with the aim of the Assignment and the study	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Research methods have been correctly selected according to the aim of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Appropriate use of terminology and academic language	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The Assignment does not contain grammatical and stylistic errors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

The main results of the Bachelor's thesis, identified deficiencies (if necessary): _____

Questions to the Author: _____

Recommendation for the submission to the defense of the Assignment: **allow/disallow**
(underline the relevant)

Reviewer:
(Name, Surname)

Work place and position of the Reviewer:

In Riga, Date: _____
(Signature)

Annex 16. [Review of Bachelor's thesis (to receive PROFESSIONAL Bachelor's degree except in the programmes "Interior Design", "Translation and Interpreting")]

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme: _____

REVIEW OF BACHELOR'S THESIS

(to receive PROFESSIONAL bachelor degree except in the programmes "Interior Design", "Translation and Interpreting")

Student: _____

The Assignment 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
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The Assignment Structure:	Assessment criteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The suitability and diversity of research methods in relation to the aim of the Assignment and research study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Theme restrictions are precisely and clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytic Review	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The identified problem is supported at the theoretical level based on the critical analysis of literature and other information sources used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate choice of the methodology for the study (a set of methods and theories)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient and extensive base of bibliography and information sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case study	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assessment of the situation is provided and a problem is detected in the object of the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The identified problem is supported at the practical level and is based on statistics, research findings etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The results are associated with the results obtained during the undergraduate internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tangible solutions for the problems identified pertaining to the theme and aim of the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate use of the research methods (quality of calculations, procedures, measurements, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Logical and clear interpretation of the study results and evaluation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The applicability of the results (proposed solutions) in the professional field or industry are described completely	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Conclusions and Recommendations	Conclusions cover and are inferred from all the study	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Conclusions are specific, reasoned and show causal links	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Recommendations are inferred from the study and are based on the conclusions	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Recommendations are concrete, targeted and sufficiently substantiated	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Overall Conclusion about the Assignment in Relation to the Requirements		
Technical Quality, Compliance with the Requirements	The total length of the Assignment is sufficient and its parts are proportionate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Formatting of the Assignment meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The text contains references to all sources of information used	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The number of sources of information used meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Scientific Quality	Clear content outline and compliance with the theme of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	At the end of the research its aim is achieved and the tasks are carried out.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Sufficient use of sources of information and compliance with the aim of the Assignment and the study	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Research methods have been correctly selected according to the aim of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Appropriate use of terminology and academic language	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The Assignment does not contain grammatical and stylistic errors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

The main results of the Bachelor's thesis, identified deficiencies (if necessary): _____

Questions to the Author: _____

Recommendation for the submission to the defense of the Assignment: **allow/disallow**
(underline the relevant)

Reviewer:
(Name, Surname)

Work place and position of the Reviewer:

In Riga, Date: _____
(Signature)

Annex 17. [Review of Bachelor’s thesis in the study programme "Translation and Interpreting"]

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme: “Translation and Interpreting”

REVIEW OF BACHELOR’S THESIS

Student: _____

The Assignment Theme: _____

Requirement achievement rate, %:	Fail (F)	Below Average	Average	Outstanding
(Not Completed 0% - Fully Completed 100%)	0 - 40	(BA)	(A)	(O)
		41 - 59	60 - 79	80 - 100

Structure and Content of the Assignment	Assessment criteria				
		F	B A	A	O
Introduction	Topicality of the theme and issues under study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The aim of the study is clearly formulated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The Assignment structure summary chapter by chapter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Literature Review	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The identified problem is supported on the basis of critical assessment of the literature, research, information sources and situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient and extensive base of bibliography and information sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The literature review is ended with either the research question or hypothesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methodology	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Precisely and completely described methodology in relation to the theme and the aim of the Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Precisely and completely described results in relation to the research question and methodology of the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Logical and clear interpretation of the study results and evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comparison of the results to similar studies, if such have been found	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions and Recommendations	Conclusions cover all study and relate to the aim, theme, research question (hypothesis) and results of the Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conclusions are specific and logical, based on the results, which show similarities, differences, causal relationships and other observations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations (if such) are inferred from the study and are based on the conclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Conclusion about the Assignment in Relation to the Requirements		F	BA	A	O
Technical Quality, Compliance with the Requirements	The total length of the Assignment is sufficient and its parts are proportionate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Formatting of the Assignment meets the requirements of the Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The text contains references to all sources of information used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The number of sources of information used meets the requirements of the Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scientific Quality	Clear content outline and compliance with the theme of the Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	At the end of the research its aim is achieved and the tasks are carried out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient use of sources of information and compliance with the aim of the Assignment and the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Research methods have been correctly selected according to the aim of the Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual and Linguistic Quality	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate use of terminology and academic language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Linguistic quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The main results of the Bachelor's thesis, identified deficiencies: _____

Questions to the Author: _____

Recommendation for the submission to the defense of the Assignment: **allow/disallow**
(underline the relevant)

Reviewer:
(Name, Surname)

Work place and position of the Reviewer:

In Riga, Date: _____
(Signature)

Annex 18. [Review of Bachelor's thesis in the study programme "Interior Design"]

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme: "Interior Design"

REVIEW OF BACHELOR'S THESIS

Student: _____

The Assignment 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
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The Assignment Structure:	Assessment criteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Subject and scope of the study are clearly formulated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The suitability and diversity of research methods in relation to the aim of the Assignment and research study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Theme restrictions are precisely and clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical review	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The identified problem is supported based on the critical analysis of literature and other information sources used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate choice of the methodology for the study (a set of methods and theories)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient and extensive base of bibliography and information sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The author's opinion and summarised theory assessment are presented in a clear, understandable and justified manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case study	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Contains information about the specific object for which the project has been developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The existing situation is illustrated by common images	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The results are associated with the results obtained during the undergraduate internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The proposed solution relates to the theme and of the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The proposed solution is functional, aesthetic and original, with a high creative quality and added value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The applicability of the recommendations in the professional field or industry is described completely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions	Conclusions cover and are inferred from all the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

and recommendations	Conclusions are specific, reasoned and show causal links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations are inferred from the study and are based on the conclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations are concrete, targeted and sufficiently substantiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

The main results of the Bachelor's thesis, identified deficiencies (if necessary): _____

Questions to the Author: _____

Recommendation for the submission to the defense of the Assignment: **allow/disallow**
(underline the relevant)

Reviewer:
(Name, Surname)

Work place and position of the Reviewer:

In Riga, Date: _____
(Signature)

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme: _____

REVIEW OF MASTER'S THESIS

Student: _____

Theme of the Master's Thesis: _____

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

Fail (F)	Below Average (BA)	Average (A)	Outstanding (O)
0 - 39	40 - 59	60 - 79	80 - 100

The Assignment Structure:	Assessment criteria	F	B A	A	O
Introduction	Topicality of the theme and issues under study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Subject and scope of the study are clearly formulated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The aim and the tasks of the study are defined clearly and are reasonable and measurable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The study's hypothesis (es) or research question (s) explicit stated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The suitability and diversity of research methods in relation to the aim of the Assignment and research study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Innovative elements of work clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Theoretical and practical value of the study has been clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Theme restrictions are precisely and clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical review	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The identified problem is supported on the basis of critical assessment of the literature, research, information sources and situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient and extensive base of bibliography and information sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approaches to justify the chosen problem are appropriate and methods are correctly supported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The scientific gap is clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methodology	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Innovation elements are defined and described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The study's methodology is well chosen and justified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results	Clear and logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate use of the research methods (quality of calculations, procedures, measurements, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Logical and clear interpretation of the study results and evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The validity of the results of the study are examined, the results have been presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions and Recommendations	Conclusions cover and are inferred from all the study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conclusions are specific, reasoned and show causal links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations are inferred from the study and are based on the conclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendations are concrete, targeted and sufficiently substantiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The results of the hypothesis testing have been described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Conclusion about the Assignment in Relation to the Requirements		
Technical Quality, Compliance with the Requirements	The total length of the Assignment is sufficient and its parts are proportionate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Formatting of the Assignment meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The text contains references to all sources of information used	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The number of sources of information used meets the requirements of the Guidelines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Scientific Quality	Research theme has scientific significance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Clear content outline and compliance with the theme of the Assignment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The objective of the study is achieved, the raised hypotheses have been tested	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The study is based on the analysis of extensive scientific database	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The Assignment clearly describes the methodology and research methods have been correctly applied	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Visual and Linguistic Quality	The Assignment has developed significant scientific novelty items	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Text outline and the results are presented in a clear and readable way (tables, graphs, diagrams)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Appropriate use of terminology and academic language	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	The Assignment does not contain grammatical and stylistic errors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

The main results of the Master's Thesis, identified deficiencies: _____

Questions to the Author: _____

Recommendation for the submission to the defense of the Assignment: **allow/disallow**
(*underline the relevant*)

Reviewer:
(Name, Surname)

Work place and position of the Reviewer:

In Riga, Date: _____
(Signature)

Annex 20. [Reviewer's Conclusion about the Assignment]

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme:

Student:

.....Subject:

(Type of the Assignment)

CONCLUSION OF THE ASSIGNMENT ADVISER

Structure and Content of the Assignment Assessment criteria (Not Completed 0% - Fully Completed 100%)	Requirement achievement rate %			
	Fail 0 – 39	Average 40 - 59	Below Average 60 - 79	Outstandi ng 80 - 100
Introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Analytic Review (Literature Review)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methodology (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case study(if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions and Recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Conclusion about the Assignment in Relation to the Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Assessment, Percentage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I assess the Assignment with the following mark: _____

Recommendation for the submission to the defense of the Assignment: **allow/disallow**
(*underline the relevant*)

Reviewer:
(Name, Surname)

Work place and position of the Reviewer:

In Riga, Date: _____
(Signature)

Annex 21. Title Page Sample [Title page of a Research paper or Project report]

THE UNIVERSITY OF CULTURE AND ECONOMICS (Times New

Roman, 16 pt, centred, Bold, capital letters)

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

Group, year (Times New Roman, 12 pt, centred)

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

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

Type of work (Times New Roman, 16 pt, centred, Bold)

Adviser:

Professor, Dr.

Riga 201 ...

THE UNIVERSITY OF CULTURE AND ECONOMICS

Study programme “International Commercial Law”

Group, year: PB_JUR_Pd, year 2

Jānis Ozols

**BOARD MEMBER RESPONSIBILITIES
IN A COMPANY WITH SHARE CAPITAL**

Research Paper

Adviser:

Assistant professor, Dr. iur. J.Alfejeva

Riga 2016

Annex 22. Title Page Sample [Title page of a Final paper]

THE UNIVERSITY OF CULTURE AND ECONOMICS (Times New

Roman, 16 pt, centred, Bold, capital letters)

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

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

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

**Type of work (Qualification paper, Bachelor’s thesis, Master’s
thesis)** (Times New Roman, 16 pt, centred, Bold)

Adviser:

Professor, Dr.

Riga 201 ...

THE UNIVERSITY OF ECONOMICS AND CULTURE

Study Programme "Accounting and Auditing"

Mārtiņš Liepa

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

Bachelor's thesis

Adviser:

Professor, Dr.oec. S.Keiņš

Riga 2017

Author's Declaration

I hereby confirm that "....."
(The Assignment Type) (Paper Title)

has been written independently, it neither violates the other party's intellectual property rights nor includes plagiarism, i.e., another person's creative assets' further expression in my own name. Other sources, definitions and quotations are cited with appropriate references. The other authors' study results and data sources are provided with the references. The Assignment has never been published and is submitted to the defense for the first time to

_____ commission.

(Specify the type of commission: State Final Examination Commission, the Research Paper Defense Commission, the Project Defense Commission)

I hereby certify that the text file of the Assignment uploaded to the Moodle system of the University of Economics and Culture is identical to the printed version of the Assignment. (does not refer to Research papers)

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

Date_____

ANOTĀCIJA

Jānis Ozols. Bakalaura darbs. Akcīzes nodokļa harmonizācija atbilstoši Eiropas Savienības prasībām un tā ietekme uz Latvijas ekonomiku. – Rīga: Ekonomikas un kultūras augstskola, 2016.

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. Tas satur 6 tabulas, 14 attēlus, 9 pielikumus un 35 izmantotās literatūras un informācijas avotus.

Bakalaura darba mērķis ir izpētīt nodokļu sistēmu Latvijā, akcīzes nodokļa lomu tajā, akcīzes nodokļa harmonizāciju, tā ietekmi uz Latvijas ekonomiku, kā arī akcīzes preču apriti Eiropas Savienībā.

Darba autors izvērtē nodokļu sistēmu Latvijā un akcīzes nodokļa lomu Latvijas nodokļu sistēmā. Darbā tiek analizēta akcīzes nodokļa ieņēmumu dinamika un Eiropas Savienības prasību ieviešana akcīzes nodokļa jomā pa atsevišķām preču grupām. Statistikas datu analīzei darba autors izmanto tādas metodes kā vidējo lielumu analīze, dinamikas rindu analīze un grafiskā metode. Lai izvērtētu akcīzes nodokļa harmonizācijas ietekmi uz Latvijas ekonomiku tika izmantota ekspertu intervija un korelācijas analīze.

Darba nobeigumā ir apkopoti secinājumi, kā arī izstrādāti priekšlikumi par nodokļu sistēmu, akcīzes nodokļa harmonizēšanas procesu un tā ietekmi uz Latvijas ekonomiku pēc iestāšanās Eiropas Savienībā, kā arī akcīzes preču apriti Eiropas Savienības vienotajā tirgū.

ABSTRACT

Jack Wein. Bachelor Thesis. Real estate development market in Portugal. – Riga: The University of Economics and Culture, bachelor programme „Management”, 2016.

The Bachelor Thesis is written in English. The volume of the Thesis is 60 pages (not including appendices). The Thesis consists of Introduction, Analytical part, Practical part, Conclusions and Bibliography. It comprises 18 tables, and 27 figures. Bibliography consists of resources such as books, scientific papers and electronic references.

The goal of the Bachelor Thesis is, 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.

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.

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 analyzed project is considered to be profitable and should be paid back in three years.

АННОТАЦИЯ

Олеся Рыбко. Бакалаврская работа. Анализ управления персоналом и возможности усовершенствования на предприятиях ресторанной отрасли. – Рига: Высшая школа экономики и культуры, 2017.

Объем работы составляет 60 страниц (не считая приложений). Работа содержит 21 приложение на 26 стр. Бакалаврская работа состоит из Введения, раздела Аналитического обзора, раздела Результаты исследования, раздела Выводов и предложений и Списка использованной литературы. Работа содержит 3 таблицы, 27 рисунков, 21 приложение и 50 источников использованной литературы.

Целью бакалаврской работы является, проанализировать систему управления персоналом для повышения ее эффективности.

Автор работы рассматривает эволюционные этапы развития концепций управления персоналом и человеческими ресурсами, определяя современные тенденции, а также определяет критерии оценки эффективности системы управления персоналом для формулировки концептуальной модели практической части работы. В практической части работы для оценки эффективности системы управления автор использует количественные и качественные методы и следующие психодиагностические методики: методику оценки удовлетворенности и вовлеченности работников Цукермана, метод оценки внутреннего маркетинга Новаторова "Важность-исполнение", экспертную оценку элементов системы управления персоналом ресторана. Математическая обработка данных, полученных в результате исследования, проводилась с использованием программы Ms Excel.

В завершении работы обобщены выводы, а также разработаны предложения для совершенствования системы управления персоналом предприятий.

Annex 25. [Examples for the Formulation of the Research object and Subject]

Examples for the Formulation of the Research Subject and Scope

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
Development of a Rating Model for Latvian Commercial Banks	Latvian commercial banks	Evaluation and comparison of Latvian commercial banks
Key Drivers for Soundness of the Financial Sector	Latvian financial market participants	Factors Affecting Soundness of the Financial Sector
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 Behaviour 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
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

Data collection sources, research methods and recommendations for their application

Different data sources can be used for achieving the aim of a research depending of the specifics of the study programme:

- Literature (results of other authors' research (scientific monographs, scientific articles), textbooks);
- Strategic documents (e.g., National Development Plan of Latvia);
- Statistical report (branch statistics, market data, population statistics, etc.);
- Financial statements of companies and non-financial informative reports;
- Results of surveys (questionnaires or interviews), focus groups;
- Legislation, case law compilations;
- Information in mass media, artefacts (audio and video recordings, advertising material, photographs, samples of products, analogue design, etc.) etc.

General scientific 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:

- 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 do not specify 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. **Poll.** Poll 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.
 - **Structured interview**-a research method, where 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 series of reasoned questions that help you 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 where the researcher uses quantitative data that have been collected and processed for a purpose that has been different from the aim of the given research (for example, results of an already performed marketing research, a summary of a company's customer database, published statistical data on population's income, sector 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.

Some special data processing methods:

1. **Methods of descriptive statistics** (e.g., calculation of average values, determination of variation indicators, frequency analysis).
2. **Methods of inferential statistics** (e.g., t-test for the comparison of the average of two independent samples(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. **Graphic analysis** presents research data in the form of figures and tables (for example, vertical and horizontal analysis of financial indicators) or represents the relationship between content groups and categories by network mapping.
6. **Transcribing** – descriptive data analysis by creating a checklist for an interview or observation with the researcher's interpretations.
7. **Content analysis** (content or linguistic-statistical analysis analysis) with or without data quantification - a research method used to identify particular units of meaning - the presence of words, phrases, collocations, concepts - in a text (if the information given in a text is analysed), to determine the frequency of their presence, thus making conclusions on the importance of a unit of meaning and identify mutual relationships between these units of meaning, by grouping and coding them.

When processing different types of data, the following can be used as special research methods:

Data processing	Examples of information processing methods
Literature analysis	– Content analysis Content analysis (content or linguistic-statistical analysis analysis) - a research method used to identify particular units of meaning - the presence of words, phrases, collocations, concepts - in a text, to determine the frequency of their presence, thus making conclusions on the importance of a unit of meaning and identify mutual relationships between these units of meaning, by grouping and coding them.

Statistical data processing	<ul style="list-style-type: none"> – Methods of descriptive statistics (e.g., calculation of average value, determination of variation indicators); – Analysis dynamic time series (e.g., analysis of trend (method of extrapolation), cycle, seasonality components etc.); – Methods of inferential statistics (e.g., correlation analysis, regression analysis, regression analysis, variance analysis (ANOVA)), etc.
Financial statement data processing	<ul style="list-style-type: none"> – Financial ratio analysis; – Horizontal financial analysis; – Forecasting methods (e.g. insolvency prediction models), etc.
Processing of survey results	<ul style="list-style-type: none"> – .Methods of inferential statistics (<i>e.g.</i>, <i>t</i>-test for the comparison of the average of two independent samples (Student’s test), Chi-Square Test, etc.): – Classification analysis (for example, factor analysis)
Processing of interview results	<ul style="list-style-type: none"> – Transcribing – descriptive data analysis by creating a checklist for an interview or observation with the researcher's interpretations. <p>The minimum required number of experts - 5!</p> <p>The minimum required number of focus group participants - 8!</p>
Media monitoring	<ul style="list-style-type: none"> – Graphic analysis - for example, a graphical depiction of the relationships between content groups and categories by performing network mapping, etc.

Annex 27. [Presentation Title Slide Sample]

Study Programme «Title»

THEME

The Assignment Type
Student's Name, Surname

Defense date dd/mm/yyyy

Adviser: degree, academic position, name, surname



The University of Economics and Culture

Study programme:

Student:

..... Topic:
(type of paper)

**DECISION OF THE ANTI-PLAGIARISM CONTROL COMMISSION ON
THE ASSIGNMENT**

The submission of student's assignment declined.

Reason:
.....

Members of the Committee:

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

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

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

Riga, _____ 20_____

I have been notified of the decision

.....

(student's name, surname) (signature) (date)