

APPROVED
RISEBA Senate Session dated of 26.06.2000.
(As amended) 07.06.2016.

REGULATIONS ON STUDY PAPER DEVELOPMENT

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Abbreviations and Definitions

Study Paper – a Course Paper, Qualification Paper, Bachelor Thesis or Master Thesis.

Course Paper – a Social Sciences student’s independent research performed with a purpose to carry out critical analysis of literature and a research. It can be practical work in the programme of Humanities, with a purpose to acquire the necessary professional skills for the field. See Appendix 1 for classification of study programme in the thematic groups of education.

Graduation Paper – is a Qualification Paper, Bachelor or Master Thesis subject to be developed and defended as a prerequisite to awarding of master’s, bachelor’s grade and/or qualification.

Qualification Paper is a student’s independent research providing for the analysis of specific information and a range of recommendations that prove comprehensive knowledge and understanding of respective specific field, relevant facts, theories, consistent patterns and technology.

Bachelor Thesis:

- is a Social Sciences student’s independent research that proves a student’s ability to display basic and specific knowledge of respective discipline or professional field, critical approach to obtained knowledge as well as understanding of essential concepts and consistent trends pertaining to the respective science or professional field. Bachelor thesis confirms the student’s knowledge on a certain sector-specific issues and solving competence. Thesis must contain of at least two different types of primary data obtained by the developer.
- Humanities student’s independent work, consisting of two parts (A and B). The first (A) part is independent research carried out by student, similar to research in Social Sciences. The second (B) part is a creative work that proves the corresponding professional skills to the field and profession. See Appendix 2 for guidelines for part B.
- Engineering student’s independent work, consisting of two parts (A and B). The first (A) part is independent research carried out by student, similar to research in Social Sciences. The second (B) part is a creative work that proves the corresponding professional skills to the field and profession. See Appendix 2a for guidelines for part B.

Master Thesis:

- is a Social Sciences student's independent research that proves a student's ability to display profound knowledge and understanding of respective discipline or professional field as well as potential to apply obtained knowledge, methods and skills in problem-solving, including efficiency to cope with diversified and non-standard situations. Thesis must contain of at least three different types of primary data obtained by the developer.
- Humanities student's independent work, consisting of two parts (A and B). The first (A) part is independent research carried out by student, similar to research in Social Sciences. The second (B) part is a creative work that proves the corresponding professional skills to the field and profession. See Appendix 2 for guidelines for part B.

1 General terms

1.1. The Regulations on Study Paper development (hereinafter – Regulations) prescribe uniform principles and requirements to the process of development and execution of Study Papers under RISEBA programmes.

1.2. The Regulations are binding upon RISEBA students and academic staff engaged in supervision and/or review of Study Papers, as well upon those who are members of a defence commission.

1.3. Separate guidelines may be issued according to specifics of each study programme.

1.4. The development of a Study Paper and its public defence is obligatory in all study programmes.

1.5. Study Paper is a research carried out by student, meeting the following basic principles:

- The research topic chosen shall be up-to-date;
- Research methods and information handling methods shall be applied;
- The disclosed material shall be logical and comprehensible;
- The author's conclusions and recommendations shall arrive at the outcomes of research;
- The plan shall ensure logical sequence of a problem solving arising from formulated goal and objectives, research issue (s) or hypothesis;
- Consistency in terminology and abbreviations shall be maintained through entire body of research;

- References shall be relevant to the contents and include recent scientific publications, monographs, etc.
- 1.6. Clause 1.5. does not apply to the development of creative part (B) in the Humanities programmes.
- 1.7. Graduation Papers shall be executed in the official language, except for the following students in the following cases:
- Foreign students provided that the expanded summary is translated into official language;
 - Students of the programmes completely delivered in English language provided that the expanded summary is translated into official language;
 - Double degree students who develop Graduation Papers in foreign partner universities provided that the expanded summary is translated into official language;
 - Other cases prescribed by the external laws and regulations.
- 1.8. Student – the author – is responsible for the quality of Study Paper, accuracy of data used and calculations made, the quality of conclusions drawn and recommendations, as well as meeting performance, submission and defence deadlines.

2 Selection of topic and supervisor¹

- 2.1. Students are offered to choose a study topic out of the topical trends approved by the respective Department. Students have the opportunity to offer their own topics of studies based on own knowledge and professional skills and/or interests of a particular organization as well as to indicate the potential supervisor (or supervisors, in case the final work has both a scientific and creative part) of the work. If necessary, the student may consult the program director, lecturers of the respective study area and the potential supervisor regarding the topicality or compliance with the requirements the study program. The topic must relate to current issues.
- 2.2. The student meets the supervisor and specifies/agrees upon the topic of the final work, tasks to be accomplished, develops a working schedule for the final work, fills in the application and submits it to the Study Department within the deadline set by the school.
- 2.3. For programmes that require the final work to have two parts, the topic of the creative part (B) must be connected to that of the scientific part (A).
- 2.4. The topic of Study Paper must be chosen within the prescribed period of time.

¹ Refers to the Social Sciences programmes and Study Papers' theoretical (A) part in the programmes of Humanities only.

2.5. The topic of a Study Paper and its development plan shall be approved by a scientific supervisor. After the topic of a Study Paper has been chosen and development plan prepared a student observing the deadline set by RISEBA shall file an application to the Study department signed by scientific supervisor and development plan (see Appendix 11a-11d) within RISEBA prescribed period of time.

2.6. The working schedule of the final work, signed both by the student and their supervisor, is binding both for the student and the supervisor.

2.7. If for some reason the student is unable to follow the schedule, they must inform their supervisor in due time. If the student is unsatisfied with the cooperation with their supervisor, they must turn to the program director in good time.

2.8. The topic of Study Paper, the name of a scientific supervisor and development plan shall be approved by the head of department. Vice-Rector for study work confirms the application.

2.9. It is feasible to clarify or adjust final wording of the topic of Graduation Paper by filing an appropriate application to the Study department. The final wording of the topic of Graduation Paper shall be defined more precisely not later than 2 weeks prior to the date of submission.

2.10. The topic of Study Paper shall be formulated in the language the program is taught in (Latvian, Russian).

2.11. Under supervision of a scientific supervisor a student shall independently structure the body of work into chapters. A student independently shall obtain one's own results consistent with the contents of the paper. A student and one's scientific supervisor shall work according to approved development plan (see Clause 2.4.). A student shall take into account supervisor's comments, adjustments and amendments. If approved by supervisor, a student is free to seek advice of any RISEBA faculty or expert of respective field, reflecting scientific consultant's name on the front page (under supervisor's).

2.12. A scientific supervisor's duties are as follows:

- To help formulate the research topic and identify methods of research and analysis;
- To assist in developing a structure of the body of paper;
- To review separate chapters and the paper as a whole, identify mistakes, insufficiencies, point to the required changes and additions;
- To verify compliance of the paper with the requirements of the present Regulations;
- To evaluate a student's defence presentation, point out the required changes and additions.

- To read and sign the performed paper. If the paper does not comply with the requirements of the Regulations, scientific supervisor holds the rights to bar a student from defence by not signing the paper.

2.13. A student's duties are as follows:

- To develop a Study Paper independently;
- To comply with the deadlines defined in a development plan;
- To comply entirely with the requirements of the Regulations;
- To adhere strictly to the prescribed calendar schedule of paper development and submission;
- To approve defence presentation with a scientific supervisor;
- To prepare defence presentation and present it during pre-defence;
- To prepare defence presentation and present it to the State Examination Commission.

3 Paper structure and contents*

3.1. The following structure has been specified for Study Paper**:

- 1) Front page (the title of course and Graduation Paper in Latvian and English, see Appendix 3);
- 2) Table of Contents;
- 3) Abstract in 2 languages (only for Graduation Paper – in Latvian and English);
- 4) List of abbreviations and conventional symbols (if applicable);
- 5) Introduction;
- 6) Theoretical grounds (literature and other source review and critical analysis)***;
- 7) Research/ Empirical part and Research representation by parts;
- 8) Conclusions;
- 9) Recommendations;
- 10) Concluding Remarks (only for Graduation Papers);
- 11) References;
- 12) List of Figures (Engineering (Architecture) study programme);
- 13) Appendices (if applicable);

* Refers to the Social Sciences programmes and Study Papers' theoretical (A) part in the programmes of Humanities and Engineering only.

** Structure for some study programmes may differ. See specific requirements for each programme.

*** It is advisable to include reviews of historiographical or literature sources and other sources and critical analysis within the framework of engineering (Architectural) study programme in the introduction.

- 14) Summary (only for Graduation Papers, according to Clause 4.11.)
- 15) Declaration (see Appendix 4);
- 16) Registration form for defence results (only for Graduation Papers, see Appendix 6).

3.2. The required amount of computer typesetting for Social Sciences programmes (without appendices, summary and declaration):

- Course Paper: 25 – 30 pages;
- Qualification Paper: 50 – 60 pages;
- Bachelor Thesis: 60 – 80 pages;
- Master Thesis: 70 – 100 pages.

3.3. The required amount of computer typesetting for Humanities programmes (without appendices, summary and declaration):

- Course Paper: 25 – 30 pages;
- Bachelor Thesis (A part only): 25 – 30 pages;
- Master Thesis (theoretical part only): 35 – 40 pages.

3.4. The total amount of Study Paper is approximately divided as follows:

- Introduction 3-5% (10-15% for Engineering (Architecture) study programme);
- Theoretical part of research 20%-35%
- Research / Empirical part 40%-55% (70-85% for Engineering (Architecture) study programme);
- Conclusions, recommendations and concluding remarks 5%-8% (5-10% for Engineering (Architecture) study programme);

4 Contents

4.1. Table of Contents

The table of contents shall show chapters and sub-chapters of a paper. It is preferable to use automatic table of contents.

The body shall consist of 2 - 4 chapters (each chapter not less than 10 pages); it is advisable to apply not more than 3-level sub-chapters. It is not allowed to form only one subchapter within the chapter, at least two subchapters shall be structured.

Example:

1. Chapter

1.1. Subchapter

1.2. Subchapter

4.2. Abstract

Graduation Paper should contain 2 short abstracts (preferably 1 page each): in Latvian and English. Abstract should give the introductory preview of the work. Abstract should contain the following information: title of paper, topicality of subject, research goal and main objectives, research issue (s) or hypothesis, as well as indication whether the hypothesis has been or has not been proved, most significant results and conclusions. Data on the scope of work (number of pages, appendices, tables and figures), items of bibliography referred (number) should be provided in a closing part of the abstract as well as Bibliographical notes for the work have been created.

Example: Kundziņš, Egils. 21st Century Riga Bank Buildings. Bachelor' thesis / scientific supervisor Assoc. Prof. Janis Lejnicks (*Jānis Lejnicks*). Riga: RISEBA, 2015, page. 32.

Abstract shall also specify what scientific or practical problem may be further solved by means of the outcomes achieved.

4.3. List of abbreviations and conventional symbols

List of abbreviations and conventional symbols shall be executed on a separate sheet of paper and attached to the paper, if required, except for generally accepted abbreviations. (Generally accepted abbreviations may be found in Regulations of the Cabinet of Ministers No.916 „Order of document execution and development”, in force from 15.10.2010), see Appendix 7.

4.4. Introduction

Introduction should comprise the following information:

4.4.1. grounds of research topicality

It is a wider theoretical and practical description of research field, containing the grounds of research topicality and importance.

4.4.2. formulation of research problem

It is a short description of a situation that should be researched in order to obtain solution or improvements.

4.4.3. formulation of research paper goal and objectives

Research **goals** should be formulated on the basis of topicality. Formulation shall be clear, concise and result-oriented, for example: „to evaluate the development perspectives and draw up propositions for strategic development for X Ltd.”.

Tasks – activities carried out in order to meet the goal.

The following **research tasks** are as follows:

- 1) To examine...;

- 2) To develop...;
- 3) To summarize...;
- 4) To analyse...;
- 5) Etc.

4.4.4. Formulation of object and subject of a research

Research object is scientific or practical field (environment) within the research.

Research subject is a part of research object that is researched in depths.

4.4.5. Formulation of research issue (s) or hypothesis

Hypothesis – author’s initial assumption that is being tested during research. It is desirable to develop a positive statement form. During the research process the hypothesis is confirmed or rejected.

Research issue – issue of the research problem, to which author will focus.

The study results must provide solutions to all research issues.

4.4.6. Research methodology

Research methods may be quantitative, qualitative or mixed.

Methods for gaining primary data – observation, survey, interview, focus group, discussions, expert surveys, etc. It is necessary to provide a description and selection grounds of the methods used, characteristics of respondents and research selection.

Methods for data analysis – statistical analysis methods (indicating software used), content analysis, coding, social network analysis, interview analysis, experimental results analysis, etc.

4.4.7. Description of structure/body of work

Very short summary of each chapter.

4.4.8. Restrictions of research period or others (if applicable).

4.5. Theoretical part of research (Literature and other source review and critical analysis)

The goal of the theoretical analysis^{***} of the research problems is to analyse independently and critically any relevant bibliographical and other sources, find theoretical grounds of the problem. In this chapter it is advisable to develop conceptual model or theoretical framework of the research.

Conceptual model visually reflects logical regularities among factors that are identified as important to researched problem, as well this model reflects coherence among variables that are closely connected to researched situation.

As a research source may serve either fundamental or applied research, Latvian, foreign laws and governmental resolutions, general and special literature, national statistics data, periodicals, non-published materials of companies and organizations. The author's special surveys (for example, questionnaires) and calculations carried out under the author's supervision or partnership may also serve as research sources. Course materials obtained and developed during studies are not considered as a literature source, if they cannot be checked/available publicly.

4.6. Practical part of research

Subchapters that reflect the following information must be included into practical part of research:

- A short description of the object or situation;
- Research methodology indicating:
 - Research strategy – quantitative, qualitative or mixed strategy, indicating which methods are going to be used (survey, experiment, action research, case studies, theory-based, social network analysis, etc.)
 - Research development description and time period;
 - Methods for gaining data – observations, survey, interview, focus group, Delfi method... (description and grounds of choosing are needed); description of respondents and research selection;
 - Methods for data analysis – quantitative or/and qualitative: statistical analysis methods (or methods of mathematical statistics stating what values and coefficients are calculated and why) (indicating programmes used for calculation), content analysis, coding, etc.
- Research results;
- Analysis and interpretation of research outcomes.

Each new chapter begins with the introduction that specifies the goal of the chapter, ways to meet deliverables and consistency of the contents with the goal and tasks.

Each chapter closes with a small summary and/or conclusion that sums up deliverables (contribution of the chapter) towards the research, key message, benefits and specifies where the obtained information will be useful for further work.

4.7. Conclusions

Conclusions must be formulated in a form of thesis and must be highlighted with Arabic numerals. The conclusions shall not be based on facts; they must reflect the main conclusions drawn by author during theoretical and practical research; they must contain

answers to the research issues. In case of the hypothesis formulated it should be specified whether it has been proved or not. Any statement should be well-grounded. Conclusions shall arrive at paper contents and they cannot be based on data or facts that are not mentioned/reviewed/analysed during research. It is not allowed to quote other authors' works in the conclusions; they should reflect own author's thoughts, judgements, findings arising from the performed research, literature analysis and etc.

4.8. Recommendations

Recommendations arrive at the conclusions of the work and should be numbered specific, well-reasoned and addressed. The recommendations must reflect suggestions how to improve or eliminate shortcomings.

4.9. Concluding Remarks

Concluding remarks reflects the economic, scientific and practical importance (practical use of research), author's opinion on research's pace and restrictions, as well as some future guidelines regarding this topic, as well as the personal gain of the author during research. Desirable amount of concluding remarks is 1 page.

4.10. List of References

Literature and source references cover any literature and other sources cited in the process of work (formatting of references see in Clause 5.8 and Appendix 8). It is advisable to use in Study Paper:

- Sources issued/published in recent years, including at least 5 sources (in Graduation Paper) not older than 3 years;
- Sources issued/published in original language;
- Sources available on scientific data base.

Study Papers of Social Sciences programmes should contain following number of sources:

- Course Paper: 15 or more;
- Bachelor Thesis: 40 or more, including at least 3 scientific publications;
- Master Thesis: 50 or more, including at least 5 scientific publications.

Study Papers of Humanities and Engineering (Architecture) programmes should contain following number of sources:

- Course Paper: 15 or more;
- Bachelor Thesis: 20 or more;
- Master Thesis: 35 or more.

It is restricted to refer to global encyclopaedia Wikipedia and similar sources.

4.11. Summary

Summary is obligatory in official language for those Graduation Papers that are written in foreign language and correspond with criteria in Clause 1.7.

The scope of summary amounts 10% – 15% of total work containing the following sections:

- Front page (the title of the topic shall be followed by the word SUMMARY, see Appendix 3);
- Table of Contents;
- Abstract;
- Introduction;
- A brief description and key findings of each chapter (what has been reviewed and analysed; Contribution of each respective chapter to achieve goal and perform objectives);
- Conclusions;
- Recommendations;
- Concluding Remarks
- References.

Summary could be included within the Graduation Paper. If summary is not submitted, the student is not admitted to defending.

4.12. List of Figures (for Engineering (Architecture) study programme;

1. List of images must sequentially reflect the content of the appendix (images). The list of images must not only include the name of an image, but also the publication or source the image has been taken from. Example:

2. Warehouse Spīķeri Quarter, Riga, Maskavas iela 12k-1 (1879, arh. Karls Felsko). Front design drawing, 1879. g. // LVVA, f. 2761, apr. 3, l. 455, p. 5.
3. Riga City plan, 1910.//Available: <http://academia.lndb.lv/xmlui/handle/1/158> (accessed 23.04.2014).

4.13. Appendix

Appendices are attached at the end of the Study Paper. If there are more than three separate appendices in a chapter, it is necessary to create a list of appendices (it is placed right after the page, with indication in the middle APPENDIX).

Appendices are not included into the scope of work and should be numbered with Arabic numerals (e.g. Appendix 1) separately and sequentially (within the frame of each appendix). Appendices contain materials that complement the text of research, for example, data used in calculations; midline tables which affect table structure of research; transit calculations; algorithm description; non-standard by size tables and drawings (take

more than one A4 page); samples of survey conducted; transcripts of interviews carried out, instructions, methodical indications, regulations etc. All appendices shall be referred to in the body of the work. Appendices shall be arranged in order matching the reference sequence in the text. Each appendix shall be presented with a new page. Each appendix should be titled.

In engineering (Architectural) study programme final thesis it is advisable to create a separate appendix for images, in which images are numbered sequentially and in accordance with their layout within the text. Below each image, there must be an explanation, whereas origin of the image must be specified in the list of images. If the author has created the image, then the text must contain an explanation specifying the input data and sources the information provided in the table or image has been taken from, calculated etc.

4.14. Declaration

Graduation Paper is completed with the **declaration** of academic integrity signed by a student who declares one's personal responsibility for independent research performance and absence of plagiarism. This page is not included into table of contents as well it is not numbered. For form of Declaration see Appendix 4.

4.15. Assessment page

The last page of the entire body of paper, when it is bound together, is the Assessment page – a special form for recording the defence results of Graduation Paper; this page is not shown in the table of contents and remains unnumbered. See Appendix 6.

5 Text arrangement²

The Study Paper must be written taking *into account* the following requirements:

- Academic language must be used;
- Discourse of material should be precise, clear, logical, concise and specific;
- Every new idea should start in a new paragraph;
- Every new chapter should begin on a new page, subchapters continue the current page;
- Each chapter should be sequentially numbered (Arabic numerals) and titled. A sub-chapter's number should result from the respective number of the chapter and a serial number given to the subchapter. It should be noted that figures and tables are

² Refers to the Social Sciences programmes and Study Papers' theoretical (A) part in the programmes of Humanities only.

numbered only inside the “main” chapter but not within a subchapter. Titles of chapters and subchapters should correspond to the table of contents.

- It is not acceptable to use a personal pronoun “I” and first person verbs, such as in sayings “I believe”, “In my opinion”, “I think that ...” The styling of the work should facilitate distinction between own ideas of the author of the work and the thoughts of **other authors**. Thus, it is advisable to use „the author believes“, „the author considers” and alike.

5.1. Formatting requirements

The paper is executed in computer typesetting. Page format – A4, font size is 12 with 1,5 interval space between lines, font type - *Times New Roman*, page margins to the text: top, bottom and right side 20 mm, but left side 35 mm. Font size of the chapter title – 14, subchapter titles – 12. A full stop at the end of a title is not used, and the title should not be underlined. By contrast to the text titles may be highlighted with a darker font (**Bold**) or italics (*Italic*). All pages of the paper shall be numbered in the centre of a page bottom with Arabic numerals. The first page – Front (Title) page (page number on the front page is not shown), second page – table of contents.

5.2. Indications

In order to refer to figures, tables and formulas, etc. indications are used, e.g. (see Figure 2.4), (see Table 1.6), (see Appendix 7), etc.

5.3. References

Quotations, Statistic data, figures, formulas and other information quoted from published works as well as other author’s conclusions and findings (paraphrasing) shall be referred to a particular source. References shall be presented using *Name and date of Harvard system* in accordance with LVS ISO 690:2010: in the text the author’s name and resource publishing date shall be referred to in brackets. See Appendix 8 for reference formatting.

5.4. Quotations

Quotation is a reflection of another author’s thoughts and conclusions that should be quoted in quotation marks. The mechanical rewriting from the source without referencing is not allowed and shall be qualified as a serious violation of academic integrity – plagiarism.

5.5. Plagiarism

According to RISEBA “Regulation on plagiarism”, **plagiarism** is adoption of another author’s work or idea (published or unpublished) without proper reference to the

author. The academic work or its fragment similar by structure and argumentation to another author’s work is also qualified as plagiarism. Sanctions for plagiarism are applied in accordance with RISEBA “Regulations on plagiarism”.

5.6. Tables

It is advisable to present numerical information used in tables. The numerical materials presented in tables or graphical figures should be analysed in the research.

Tables should be numbered with Arabic numerals written above it on the right side, for example: Table 3.1. Tables are numbered within “main” chapters – the first number specifies the number of the chapter, the second – a table sequence number in the respective chapter.

The contents of each table should match the title and answer the questions: Who? Where? When? In what units? If the table data are expressed in different units, the units should be indicated in single columns or headings and separated with commas.

Example:

Table 3.1

Volume of service rendered by LTD “N” in 2014 (Thous. Ls) (Bērziņš, 2014, page 123)

No.	Type of service	Total per annum	Incl. by month			
			January	February	March	April

Transferring the table to the next page the head of columns or “heading” should be repeated. It is recommended to use 1 page size tables, not more than 2 pages. If the size is bigger the table should be presented in appendix.

Tables should be presented immediately after referring to them in the text. Referring to the table, its number and abbreviation of the word “table” should be specified, for example: (Tab.3.1). It is advisable to avoid large numbers and use of multiplied units of measurements. The accuracy of numeric data should match presented units.

The units of measurements and symbols thereof should comply with the standard. If the entire table data are expressed in the same unit, then the unit should be indicated above the table in round brackets.

Numerical materials of various data calculations and tables obtained from the unpublished materials, the reference to the data source must be indicated just after the title. If the table is developed by author, then explanation is required, basing on what data, sources the information in table or figure the information is gained, calculated, etc.

5.7. Figures

For illustration it is allowed to use schemes, diagrams, graphs, cartograms which are indicated in the work as figures. Figures should be presented immediately after referring to them. For a better view it is advisable to space figures without turning the paper. Figures are numbered with Arabic numerals within the scope of “main” chapters.

Each figure should be given a title written under the figure and aligned with the figure number.

Example:

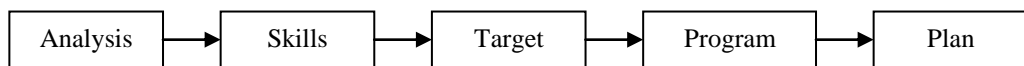


Figure 2.4. Sequence of work planning (Bērziņš, 2007, page 123)

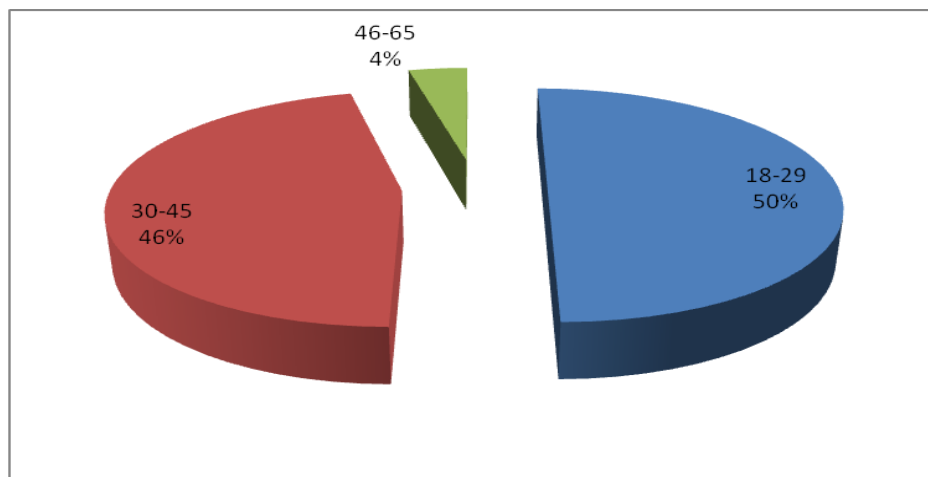


Figure 2.5. Personnel breakdown in company X according to age in year 2013 (100 respondents)

The figures obtained from literature and other sources should be referred to immediately after the title. If a table or figure is drawn up by the author, the text should explain what data, sources and calculations etc. have been used for the table or figure.

5.8. Formulas

The formulas used in the paper should be numbered in sequence with Arabic numerals within the scope of the chapter. Formula numbers are written in brackets on the right side of the page. The symbols and units used in formula should be explained after formula presentation, separated by comma. The same unit of parameter measurement should be kept constant within the whole paper. Referring to the formula in the text its number should be referred in brackets, for example: “Formula (2.5) calculates ...”

Example: Annual depreciation rate is estimated according to the formula (2.5) (Bērziņš, 2007, page 123):

$$A = \frac{F}{t_a}, \quad (2.5)$$

where A – depreciation standard in a year;
F – initial value of fixed assets, LVL;
 t_a – depreciation period, year.

The formulas obtained from literature and other sources should be referred to either in the text or immediately after the title or number. If a formula is drawn up by the author, it should be explained in the text what data, sources, calculations etc. have been used.

5.9. Formatting List of References

The references should be arranged in accordance with the requirements of standard LVS ISO 690:2010 „Information and documentation. Guidelines for bibliography and referencing of information resources”. The name and publishing date system should be used i.e. Harvard system.

References are arranged according to the author’s last name in alphabetical order. The source descriptions should be in the same language in which they are written (if the source is used in English – it must be formatted in English). At first all sources in Latin characters should be listed in alphabetical order, only after that in Cyrillic alphabet.

Examples for references can be seen in Appendix 8.

6 Procedure of Graduation Paper pre-defence, submission and defence *

6.1. The pre-defence of the final work is mandatory for all students of RISEBA on the time and date set by the school.

6.2. The student prepares a presentation of the final work for a pre-defence meeting. The goal of the pre-defence meeting is to consult the student, provide comments in order to improve the work, and suggestions for a more successful structure of the presentation, etc., before defending the final work in front of the State examination committee. The pre-defence committee must include at least two members of that committee.

6.3. If a student does not take part in the pre-defence meeting or if they fail to obtain a positive evaluation for it, the head of their department makes a decision, on the grounds of

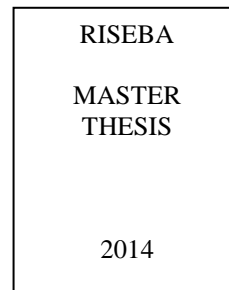
* Refers to the Social Sciences programmes and Study Papers’ theoretical (A) part in the programmes of Humanities only.

an application and taking the opinion of program director into account, whether to allow the student to defend their final work within the current academic year.

6.4. A student should submit the complete Graduation Paper to a scientific supervisor for final approval not later than ten days prior to the term of Graduation Paper submission.

6.5. A scientific advisor examines the submitted Graduation Paper and all additional materials. In case of compliance with the above mentioned requirements and supervisor's instructions, the Graduation Paper is bound up in two copies, one of them hard-bound, where the captions „RISEBA”, respective status “QUALIFICATION PAPER”, „BACHELOR THESIS” or „MASTER THESIS” are pressed into a cover. The year must be in the bottom of the cover.

Example:



6.6. Beside two bound copies the Graduation Paper should be also **submitted electronically** in PDF format (CD, DVD, USB; placed in an envelope that is drawn up according to Appendix 10).

6.7. The author of the Graduation Paper signs the Front page and Declaration of both copies.

6.8. A scientific supervisor signs the front page of both copies of the paper, thus confirming the permission of a student to defence as well as completes a *Feedback* form on respective student's paper and submits it to the Study department.

6.9. The Front page of the paper is signed by Programme director of particular programme.

6.10. In case of a student's failure to follow a scientific supervisor's instructions the latter is entitled to withdraw from paper signing.

6.11. The supervisor of the work and the program director have the right not to sign the final work if they consider the work to be so faulty as not to be fit for defending. The decision on whether a work is or is not fit for defending is made by Head of Department. When making the decision, the head of department may give the work over to a reviewer. If the reviewer's evaluation is positive, the work may be advanced for defending, but the State examination committee is warned about the lack of a signature. If the reviewer's evaluation is negative, the work is not advanced for defending and the student is

exmatriculated, having the right to renew their student status and to defend a reworked version of their final work no sooner than after one year.

6.12. The student submits signed copies of the final work, as well as its electronic version and the evaluation form of the working schedule of the final work (see appendixes 5a-5c) to the Study department within the deadline set by RISEBA, and registers for defending the final work at a particular time on a particular date.

6.13. A student submits the Graduation Paper signed and electronic version to the Study department according to deadline set by RISEBA.

6.14. After the paper has been submitted the Study department shall arrange handing over to a reviewer within one working day. In engineering (Architectural) study programme a student is informed of reviewers of both parts, and is entitled to introduce in person the reviewer(-s) with both parts of the final thesis in full amount, provided that a time of individual meeting has been coordinated in advance.

6.15. Either RISEBA or other higher school faculty member may be appointed as a reviewer as well as a qualified professional of an enterprise or organization if he/she holds, at least, a university degree.

6.16. A reviewer prepares review and submits both printed and electronic format to the Study department not later than three working days prior to defence. The name of a reviewer is confidential to a student unless the completed and signed review is ready.

6.17. The review of Graduation Paper's theoretical part should assess* :

- Topicality of a Graduation Paper;
- Goal, tasks of research (project);
- Research methodology and quality;
- Compliance of the work structure, contents with formulated goal and tasks;
- Literature analysis volume and depth, skills to apply references;
- Data analysis quality;
- Application of concepts, models and theories;
- Execution of work in compliance with the above mentioned requirements (arrangement of text, tables, figures, language etc.);
- Grounds of conclusions and recommendations, extent of attaining the goal formulated in the research;
- Theoretical and practical relevance of research;
- Novelty of research.

* Refers to the Social Sciences programmes and Study Papers' theoretical (A) part in the programmes of Humanities Engineering (Architecture) programmes only.

6.18. The review of Graduation Paper's practical part for Humanities programmes should assess:

- Paper compliance with the selected study level;
- Selection of creative team and its compliance with the solution of paper contents and form;
- Clearness of paper structure and composition principles;
- Paper development and usage of research;
- The quality of artistic methods and its compliance with format selected;
- Technological solution and technical quality;
- Compliance with current requirements of global audio visual industry;
- Novelty.

6.19. In engineering (Architectural) study programme the following points of the theoretical part of the final thesis are assessed in review:

- compliance of the chosen subject with the research of the final thesis;
- theme originality and topicality, its justification in the work;
- clear definition of the research subject, and compliance of the title with the research subject;
- research methods and sources used;
- hypotheses or question wording set forth;
- compliance of the thesis tasks with the objective;
- compliance of the thesis contents with the objective and tasks set forth;
- composition of the thesis;
- subject layout clarity;
- language usage compliance with the requirements of a scientific work;
- amount and depth of analysis of literature and informational sources used; ability to use references;
- thesis design compliance with the requirements;
- clarity of thesis results layout;
- validity of conclusions and proposals, and the degree of reaching the objective set forth;
- theoretical and practical significance of the research.

6.20. Reviewer points out the topicality of Graduation Paper, its compliance with goal and tasks drawn, describes the structure of a paper, points out the positive qualities and main deficiencies of paper, evaluates conclusions and recommendations, indicates towards

assessment grade recommended and asks additional questions to the author, if there are any.

6.21. The personnel of Study department should notify the student and one's supervisor about the review contents, except for recommended assessment grade.

6.22. In case of negative assessment the work shall be submitted for additional review by another expert in respective field of science. In case of positive assessment by the second reviewer the Graduation Paper shall be admitted for defence, otherwise a student shall revise the Graduation Paper in accordance with RISEBA requirements. In case the evaluation is negative, the student is not allowed to defend their final work and is exmatriculated, having the right to renew their status as a student and to defend a reworked version of their final work no sooner than after one year, in accordance with the School's approved payable services and with no extra fee for defending the final work.

6.23. Once the review has been received a student prepares and submits the defence presentation of the Graduation Paper for a scientific advisor's approval.

6.24. The defence presentation of the Graduation Paper shall be prepared in the official language, which is the language of the defence as well. The application of other languages is allowed in the following cases:

- The defence presentation and defence language may be the language of their studies (English or Russian) for foreign students;
- The defence presentation and defence language is English for the students of the study programmes completely delivered in English;
- The defence presentation and defence language is English for double degree programme students;
- The defence language may be Russian for the students (LR citizens and permanent residents) of the study programmes completely delivered in Russian – by agreement between the student and respective state examination commission.

6.25. Defence presentation must include:

- The first slide must contain the same information as the front page of Graduation Paper. It is advisable to use RISEBA logo. See Appendix 12 as an example;
- Grounds for topicality;
- Goal and tasks and preferably conceptual methods;
- Hypothesis or research problem;
- Methods used for research;
- The main results of research;

- Main conclusions and recommendations.

6.26. Student has 8 minutes to present one's Graduation Paper to the members of State Examination Commission. In engineering (Architectural) study programme the total duration of defending the theoretical and practical part is 10 minutes. At the end of presentation the student answers to questions delivered by reviewer and commission. In appendix 2a you will find the advisable contents of final thesis presentation for engineering (Architectural) study programme.

6.27. Programme director, according to time frame set by RISEBA organises pre-defence of Graduation Papers which is obligatory to all students. Defence presentation is prepared for pre-defence by student. The aim of the pre-defence is to prepare student by providing student with comments for improving the paper and suggestions for more successful structure of presentation, etc. before the defence in front of State Examination Commission. Pre-defence commission must contain at least of two members of State Examination Commission.

6.28. A student who is not present for defence or defence results in lower than 4 points scores shall be exmatriculated with the rights to re-sit the state examination within a five year period.

6.29. Student, who uses double degree programme's opportunities to obtain two universities' diplomas, develops the Graduation Paper according to each university's regulations for Study Paper development (in RISEBA according to these Regulations on Study Paper development.)

7 Appeal

7.1. After notification of the State Examination Commission's decision a student has the right to lodge an appeal within 24 hours;

7.2. The grounds of appeal may be only the breach of the State Examination procedure and/or ethical misconduct;

7.3. The appeal shall be submitted in writing and addressed to the pro-rector for study work;

7.4. The pro-rector for study work appoints the appeal committee comprised of three independent experts;

7.5. The appeal committee shall hear an appeal within three days after it has been received;

7.6. If an appeal is admitted to be valid the repeated state examination procedure shall be arranged for a student within one week after the decision has been made.

References:

1. Anglia Ruskin University, 2013. *Guide to the Harvard Style of Referencing*. [online] Available at http://libweb.anglia.ac.uk/referencing/files/Harvard_referencing_2013.pdf [Accessed: 06.01.2014]
2. LVS ISO 690:2010 *Information and documentation. Guidelines for bibliography and referencing of information resources*.
3. LR MC Regulation No. 931 Amendments of December 2, 2008 to the Cabinet of Ministers Regulation No.990 „Regulations on Latvian education qualification”, 05.10.2010. Riga: Latvijas Vēstnesis.
4. LR State Language Law, 01.09.2000. Riga: Latvijas Vēstnesis.

Appendices to Regulations

Appendix 1. Classification of study programmes in the thematic groups of education.

Appendix 2. Development of Study Paper practical (A) part for Humanities programmes.

Appendix 2a. Development of the Practical part (B) of the Bachelor Thesis for Engineering study programmes (Architecture)

Appendix 3. Front page form of Graduation Paper.

Appendix 3a. Formatting of the title page (for Engineering programmes).

Appendix 4. Declaration form.

Appendix 5a. Evaluation of the development process of the bachelor/master thesis

Appendix 5b. Evaluation of the development process of the bachelor/master thesis (for programmes in Humanities)

Appendix 5c. Evaluation of the development process of the bachelor/master thesis (for Engineerings)

Appendix 6. Assessment

Appendix 7. Generally accepted abbreviations.

Appendix 8. Guidelines for reference formatting.

Appendix 9. Guidelines for formatting list of references.

Appendix 10. CD/DVD envelope form.

Appendix 11a. Application form for approving Graduation Paper topic, scientific supervisor and development plan.

Appendix 11b. Application form for approving Graduation Paper topic, scientific supervisor and development plan for AVMM programmes

Appendix 11c. Application form for approving Graduation Paper topic, scientific supervisor and development plan for SARM programmes

Appendix 11d. Application form for approving Graduation Paper topic, scientific supervisor and development plan for ARH programmes

Appendix 12. First slide form for Study Paper presentation.

Appendix 13a. Layout of the title block (landscape) (for Engineering programmes).

Appendix 13b. Layout of the title block (portrait) (for Engineering programmes).

Appendix 14. The title block according to the united layout (for Engineering programmes).

Appendix 15a. The passport of the thesis A4 (for Engineering programmes).

Appendix 15b. The passport of the thesis A3 (for Engineering programmes).

Classification of study programmes in the thematic groups of education

Humanities
Bachelor Study Programmes
- „ <i>Audiovisual Media Arts</i> ”
Master Study Programmes
- „ <i>Audiovisual Media Arts</i> ”

Social Sciences
Bachelor Study Programmes
<ul style="list-style-type: none"> - „<i>Public Relations and Advertising Management</i>” - „<i>Business Management</i>” - „<i>European Business Studies</i>” - „<i>E-Business</i>” - „<i>Business Psychology</i>” - „<i>Business Studies and Organization</i>” - „<i>Real Estate Management</i>”
Master Study Programmes
<ul style="list-style-type: none"> - „<i>Public Relations Management</i>” - „<i>Business Management</i>” - „<i>Project Management</i>” - „<i>Human Resource Management</i>” - „<i>Health Management</i>” - „<i>International Business</i>” - „<i>Business Administration/RISEBA MBA</i>” - „<i>International Finances</i>”

Engineering
Bachelor Study Programmes
- „ <i>Architecture</i> ”

**Development of Study Paper practical (A)
part for Humanities programmes**

1. Practical part for Course Paper, Bachelor and Master Thesis in Audiovisual Media Arts programmes is a creative work carried out by a student.
2. While developing practical Course Paper and Bachelor Thesis, student performs a work within creative group in compliance with one's selected qualification.
3. The tasks for practical Course Paper are set by the head of Audiovisual Media Arts Department annually.
4. Possible forms and preferable amounts for audiovisual part for Bachelor Thesis are as follows:
 - Feature (max 60 min), or
 - Staged short film (13 to 26 min), or
 - One episode for television series (13 – 26 min), or
 - Documentary film (13 – 30 min), or
 - Television broadcast (13 – 26 min), or
 - “pilot broadcast” for television broadcast series (13 – 26 min), or
 - Staged video-clip for musical composition (minimum 3 min), or
 - Animation (2 – 15min)
 - Video installation, or
 - Audiovisual project for new media, or
 - Drama script for audiovisual work (for 30 – 60 min).
5. Possible forms and preferable amounts for audiovisual part for Master Thesis are as follows:
 - Full length feature (60 - 90 min.), or
 - Staged short film (15 – 60 min), or
 - Documentary film (15 – 60 min), or
 - Experimental film (max 45 min), or
 - Complex staged video-clip for musical composition (minimum 3 min), or
 - Public video installation or equivalent, or
 - Animation film (5 – 25 min), or
 - New media project, or
 - Script for short or full length feature (30 – 120 min) or
 - Multimedia performance (min 5 min)

6. Course and Graduation Papers must be created in the official language or foreign language with subtitles in the official language.
7. The form of Graduation Paper can be chosen according to student's knowledge, abilities and professional skills.
8. The contents of Graduation Paper can be chosen according to student's artistic taste and topicality. It has to be in accordance with Copyright Law, Electronic Media Law and Film Law of Latvia. Audiovisual Graduation Papers must contain content and form which does not violate the ethical, humanitarian, moral, virtue and decency norms.
9. Study Papers are supervised by faculty of Audiovisual Media Arts department. Graduation Papers may be supervised by other specialist than RISEBA faculty.
10. The form of Graduation Paper student must choose not later than 6 months prior to submission date.
11. The form and preferably development plan as well must be approved by supervisor, therefore assuring possibility to control the completion of process. The forms and supervisor are confirmed by pro-rector for study work and agreed by the head of Audiovisual Media Arts department and programme director.
12. It is possible to clarify or adjust the final version of the work by submitting the appropriate form to Study department. The final form of work can be specified not later than 1 month prior to submission date. Supervisor can be changed once, but not later than 2 months prior to submission date.
13. Student develops Graduation Paper independently, while consulting with the supervisor. Student and supervisor agree on deadlines, meeting/communication frequency and schedule. Student is obliged to take into account comments, corrections and additions of the supervisor. The student has the right to consult not only with one's supervisor, but with any of RISEBA faculty member or specialist in the corresponding field.
14. Students and faculty of RISEBA, as well as any specialist of the corresponding field, may be involved in the development of Graduation Paper, as long as it is not connected with creative responsibilities of specific student's qualification within the creative group.
15. Finalised Graduation Paper must be submitted to supervisor for approval not later than 10 days prior to submission date.

16. Supervisor checks the Graduation Paper. If the paper is developed in accordance with all the requirements mentioned above, it must be submitted electronically (DVD, USB) to Study department. Together with the request of the head of Audiovisual Media Arts department, the audiovisual material must be located on specific public server, so it can be viewed by the members of the State Examination Commission.
17. Audiovisual materials of students of Master Programmes shall be evaluated based solely on the quality of material in the student's chosen field of artistic creation that shall be attested by specific audiovisual material.
18. The work of TV directors, TV operators and script writers shall be evaluated based solely on the quality of material in specific qualification field that shall be attested by specific audiovisual material.
19. In addition to audiovisual material the students of TV and film producing in Bachelor Programme must submit the project and report of the material. Prior to the demonstration of audiovisual material student shall present the corresponding material to the State Examination Commission. The project and presentation must be prepared in accordance with the requirements of TV and film production course. The project of audiovisual material must be submitted to Study department together with final audiovisual material in accordance with submitting date.

**Development of the Practical part (B) of the Bachelor Thesis
for Engineering study programmes (Architecture)**

1. Theoretical (A) and Practical part (Design project) (B) of the Bachelor Thesis in Architecture programme are considered as two related and complementary parts of the BA Thesis.
2. Practical part of the Bachelor Thesis in Architecture programme is an independent and creative work carried out by a student in the field of architecture and urban design.
3. The Practical part of the BA Thesis is carried out by each student individually.
4. The task of the Design project each year is issued by the Architecture programme director. The possible tasks differ in the scope and scale in the following categories:
 - Residential, multi-storey housing, public or industrial and factory building projects;
 - Culturally and historically valuable buildings or complexes restoration and reconstruction projects;
 - Land use and territory planning projects, urban planning and spatial development projects.
5. Interior, environmental object, landscape design and urban improvement projects can be integrated as a supplementary part of the architecture object or urban planning projects with the approval of the Architecture programme director. While working on the Design project, the most recent contemporary global and regional architecture tendencies must be considered.
6. The design part consists of following materials:
 - 1) **Graphical part** consists of minimum 8 A1 size landscape or portrait panels (in specific cases other size can be accepted). The panels should be formatted using united layout of the title block (see the Appendices 13a and 13b), marking the overall composition of the panels.
 - 2) **Model in scale** 1:2000, 1:1000, 1:500, 1:200, 1:100 vai 1:50 (in specific cases other scales can be accepted, for example, scale used in cases of land use projects, urban planning and spatial development projects, must be approved with the supervisor and / or Architecture programme director). The title block according to the united layout (see the Appendix 14) with the respective scale must be glued on the model;

- 3) **Presentation** (ppt, flash or adobe acrobat or other file format) must be worked out following the directions for the execution and structure of the BA Thesis defence presentation and using recommended presentation layout (Appendix No. 12 of the *Regulations on Study Paper Development*).
- 4) **Summary Volume** is an A3 booklet (2 printed and bound copies); formatting of the title page according to the Appendix No. 3a;
- 5) **Digital copy** consisting of BA Thesis theoretical and Practical part and summary in PDF files (CD, DVD, USB). CD title cover must be formatted according to the sample layout in the Appendix No. 10.
7. BA Thesis must be carried out and presented in English. Explanatory note must be written in English and Latvian.
8. The topic of the BA Thesis can be selected from the available list offered by the department or chosen depending on student's individual knowledge, skills and professional interests. The scope and dimensions of the thesis Design project must be approved by the Architecture programme director.
9. The program of the Design project can be worked out by the student depending on the individual professional interests, but it must be approved by the Architecture programme director.
10. The Practical part of the BA Thesis is supervised by selected person from the academic staff of the Faculty of the Architecture and Design. In specific cases student can choose the unrelated scientific and creative supervisors from the institutions outside the faculty.
11. The topic, programme and scope of the Design project must be chosen not later than 4 – 6 months before the final submission date of the BA Thesis.
12. The topic, programme and scope of the Design project must be approved with the scientific or creative supervisor. The calendar plan of the thesis development must be also approved by the supervisor to ensure the possibility to follow the progress of the work development.
13. The topic, programme, scope and the chosen scientific or creative supervisor of the Design project must be approved by the Architecture programme director.
14. The calendar plan of the thesis development and regulations are approved by the Architecture programme director.
15. There is an opportunity to clarify or to introduce the corrections for the topic, the program and the scope of the BA Thesis final version by submitting the appropriate

application form to the faculty secretariat. Such corrections can be done not later than 2 months before the date of the final submission. The chosen supervisor of the Practical part can be changed one time, but not later than 2 months before the date of the final submission.

16. The development of the Design project of the BA Thesis consists of following stages:
- **The approval of the BA Thesis topic, programme and scope** of the Practical part 4 – 6 months before the final submission date but not later than 3 months before the final defence;
 - **First presentation of the BA Thesis Design project** to the supervisor according to the thesis development calendar plan 4 – 6 months before the presentation but no later than 3 months before the final defence;
 - **Mid-presentation of the BA Thesis Design project** to the committee and academic staff selected by the Architecture programme director, not later than 2 months before the final defence;
 - **Pre-defence of the BA Thesis Design project** to the committee of at least 2 persons appointed by the Architecture programme director according to the thesis development calendar plan; the pre-defence is obligatory for all the students;
 - **Submission of the BA Thesis Design project to the supervisor** for the evaluation and approval according to the thesis development calendar plan but no later than 10 weeks before the final submission date;
 - **Final submission of the BA Thesis Design project** – according to the thesis development calendar plan;
 - **The preparation of the final presentation of the BA Thesis** and approval from the supervisor – according to the thesis development calendar plan;
 - **The final defence of the BA Thesis** in front of the State Examination Commission according to the thesis development calendar plan.
17. The student independently works on the Design project of the BA Thesis holding consultations with the scientific or creative supervisor. The student and supervisor agrees on the terms of the work process and schedule, regularity of the meetings and contacts. Student has to take into consideration the notes, recommendations, corrections and comments expressed by the supervisor. Student can consult not only with the appointed supervisor but also with other academic staff members from RISEBA or specialists and professionals from the related fields. In that case the name

- of the respective scientific advisor must be noted on the title page (under the name of the supervisor).
18. It is allowed to invite creative partners, RISEBA University students and academic staff, professionals from the related fields outside of the university, to participate in the development process of the Design project if they are assigned for the tasks the student is not qualified or trained.
 19. The Design project of the BA Thesis must be submitted to the supervisor for the revision and approval not later than 10 days before the final submission. The supervisor examines the submitted materials and compares the compliance of the work with the formal criteria, the final title of the thesis, the approved program and scope. If everything mentioned meets the requirements, the thesis can be submitted following the regulations about the required materials and contents of the Practical part (see Paragraph 6).
 20. After BA Thesis is approved by the Architecture programme director, respective fully complemented bachelor work can be submitted to the State Examination Commission for the revision.
 21. **The development process, formatting and final submission** of the BA Thesis Design part.
 - The development of the BA Thesis Practical part consists of following parts:
 - research stage (the collection of the research material and data);
 - architecture design and creative process;
 - graphical formatting;
 - writing of the explanatory note;
 - formatting of the A3 Summary volume;
 - preparation for the final defence.
 - Research is an initial stage of the Design project and students must accomplish following tasks:
 - the exploration and analysis of the current situation;
 - preparation of the necessary sociological or other surveys;
 - enriching the Practical knowledge in the design of the respective typology and amplification of the theoretical background, getting acquainted with the legislative and normative acts, the catalogues of the building components, economic and organizational aspects of the design process;
 - the final concretization of the BA Thesis topic and initial site;

- getting acquainted with the analogue design projects and studies of the specialized literature;
 - the forming of the project's program for BA Thesis Design part together with the supervisor and (or) other interested parties.
- Considering the nature of the Design project and various possible compositions, the material content to display graphically on the panels in the special cases may vary. Such individual approaches must be first coordinated with the supervisor and last approved by Architecture programme director, if student can present the scheme of placement the graphic material in scale.
 - The graphic material on the panels should be arranged in such way that each individual page is finished and completed in content and graphics. All the boards together at the same time build a common and related narrative. Such graphical presentation material as plans, sections and elevations must be composed on the panels so that they do not cover several pages.
 - There must be the title, the location of the site, the city and the country on the first panel represented. The first panel must include the general plan (site plan) of the building or the urban development accompanied with the building technical indicators (*apbūves tehniskajiem rādītājiem*) and explanatory note up to 2000 characters.
 - The main conclusions of the theory part, illustrations of the research, design task and hypothesis should be depicted on the second panel of the Practical part.
 - In the graphical part student must be able to prove the refusal / approval or undue / denial of the hypothesis.
 - In the graphical part student must be able to show a link between knowledge acquired in the theoretical part of the bachelor's thesis, and their integration into the design project.
22. **Summary volume** is an A3 booklet summarizing all the graphic part of the Design project and provides a complete picture of the tasks, progress and results of the design project. The minimum structure of the summary booklet is following:
- Title page (see Appendix No. 3a);
 - The passport of the thesis (see Appendices No. 15a and 15b);
 - Table of Contents;
 - Explanatory Note (according to the directions in the Chapter 23);

- The A1 panels (graphical part) scaled and reduced to A3 format;
- 2 pages with the photos of the models, visualisations and perspectives.

It is recommended, but not required, to form the Summary volume as the structured publication type booklet with the specially designed layout of the graphic material (drawings, graphics, charts, text, images, etc.). While structuring the publication type booklet it should be noted that it must contain also the obligatory pages and A1 graphical part panels (reduced on A3 format) in the end of the volume.

According to the Chapter 4.14. of the *Regulations on Study Paper Development* the Assessment form (see Appendix No. 6) must be included as the final page of the Summary volume. It does not need a page number and should not be included in the Table of Contents.

23. Two different **passports** must be formatted for the BA Thesis.

BA Thesis passport according to the Appendix No. 15a is a separate A4 sheet and should include following data and graphics:

- The title of the BA thesis;
- The project task;
- The program of the Design project;
- Site plan and building technical data;
- The main graphic materials of the Design project (for example – site plan, floor plan, elevation, visualisation or other by students choice);
- The brief description of the Design project (2 – 3 sentences).

A4 passport must be placed into the theory volume but should not be bound in the volume.

It should not be numbered and included in the Table of Contents.

Other passport according to the Appendix No. 15b is A3 format page what should include following data and graphics:

- The title of the BA thesis;
- The project task;
- The program of the Design project;
- Site plan and building technical data;
- The main graphic materials of the Design project (for example – site plan, floor plan, elevation, visualisation or other by students choice);
- The brief description of the Design project (2 – 3 sentences).

A3 passport must be placed and bound into the Summary Volume right after the title page. It should not be numbered and included in the Table of Contents.

24. **Explanatory note** is a part of the Summary volume with the following content:

- The link between the theoretical and Practical part of BA Thesis;
- The design task of the Practical part;
- The justification and grounds of the selected BA Thesis topic;
- The research and feasibility analysis;
- The justification and grounds of the selected site;
- The overview of the Design project program for the Practical part;
- The justification of the concept of the Design project (illustrative materials may be added, diagrams, etc.);
- Architectural, spatial and functional solutions (illustrative material may be added, diagrams, etc.);
- Explanation on the general plan part / site plan and building technical indicators, landscape solutions;
- Explanation on the architectural part (floor plans, elevations, sections etc.);
- Depending on the project theme and range, the description can be accompanied by an overview of the intended structural framework (floors, walls, ceilings, foundations, roof) and materials (facade, roof, windows, doors);
- Explanation on the exterior and interior views or other significant graphic materials characterizing certain aspects of the project;
- A more detailed description of the specific and selected solutions according to the particularities of the Design project.

The amount of the Explanatory Note is the text up to 2 – 4 pages of A4 (Times New Roman, 12 pt, 1.5 spacing); in addition drawings, schemes, tables, images, illustrative materials describing the project as well as bibliography etc. can be added. The text formatting requirements, for instance, references must comply with the formatting of the References and List of References according to the *Regulations on Study Paper Development*.

The Explanatory Note must be included into the Summary volume right after the Table of Contents. The summary of the Explanatory Note must be included on the first panel of the graphical part.

25. The formatting and contents of the presentation material according to the stages of the development process of the Design project:

- The material for the **first presentation** must show the research phase done by the student and clearly describe the initial idea for the project. The suggested scale for drawings: situation / site plan – 1:1000 – 1:500, floor plans, elevations, sections – 1:200 (in some cases, if appropriate, 1:250), variants must be presented via physical work models – 1:200. During the first meeting the program and tasks of the Practical part can still be established. *Scale for drawings and models used in cases of land-use projects, urban planning and spatial development projects, must be approved with the supervisor and / or Architecture programme director.*
- In the following design development in search for the optimal solution the use of the trial and error method working with several variants must be used. Special importance must be given to the spatial modelling, different composition variations on a quest to determine the optimal building mass and form, the integration into the environment, the compliance with the current land use and building regulations, as well as the insolation and other requirements. The use of the CAD and modelling software is highly recommended, especially in cases with the large variation possibilities. Variants must be developed in the technique of sketch.
- It is recommended to use following scales during the **mid-presentation**: site plans – 1:1000 to 1:500, floor plans, elevations and sections – 1:100 to 1:200 (in some cases, if appropriate, 1:250). The variants must be presented using also perspective views and work models.
- Completed Practical part of the BA Thesis must entail complex artistically high-quality architectural idea and reflect the correct understanding of architecture as an engineering discipline. The graphical representation of the project should in detail describe the overall design and show the ideas it contains.
- The material set for the **pre-defence** and **the final defence** of the BA Thesis must include the minimum of the following graphical materials:
 - The site plan / land use or territory plan with the respective landscape improvement design in scale 1:1000 – 1:500 with the list of the building technical indicators (*apbūves tehniskajiem rādītājiem*);
 - Photos, diagrams, schemes and illustrations that explains the Design project;
 - Floor plans in scale 1:200 – 1:100;

- Elevations in scale 1:200 – 1:100;
- Sections in scale 1:200 – 1:100;
- Details (construction details) such as fragments of the floor plans, facades etc. in scale 1:50 – 1:25;
- Exterior and interior perspective views.

The set of materials, scale for drawings used in the cases of land-use projects, urban planning and spatial development projects, must be approved with the supervisor and/or Architecture programme director.

26. The guidelines for **the presentation and the final defence** of the BA thesis. The final defence of the BA Thesis is organised in following sequence:

- The presentation of the Theoretical and Practical part of BA Thesis: 10 minutes;
- The secretary of the State Examination commission reads the reviews for the Theoretical and Practical part of the BA Thesis: 2 – 3 minutes;
- Student answers to the reviewers questions: 2 – 3 minutes;
- The questions and comments from the committee: 5 – 10 minutes.

The total time of the defence for one person must not exceed 25 – 30 minutes. The suggested extent of the ppt or other presentation type is 20 – 30 slides. Presentation must be formatted according to the example shown in the Appendix No. 12. The presentation before the defence must be coordinated with the supervisor and its structure can be adapted to each individual project case in order to reflect the content of the Theoretical and Practical part of the BA Thesis. It is advised to use the following structure of the presentation:

1. The title of the BA Thesis (theoretical part);
2. The grounds of the research topicality;
3. The goal and the tasks of the research;
4. Formulation of the research object and subject;
5. Formulation of the hypothesis;
6. The overview on the methods used in the research;
7. The description of the structure / body of the work;
8. The brief overview of the chapters;
9. The main conclusions formulated in the theoretical part;
10. The main recommendations formulated in the theoretical part;
11. The title / subtitle of the BA Thesis Practical part;

12. The link between theoretical and Practical part of the BA Thesis;
13. The tasks of the Practical part; the grounding of the chosen location, site or territory for the Practical part;
14. Brief explanation of the research phase and conclusions of the analysis;
15. The explanation of the program for the Design project;
16. The concept of the project (use of illustrations, diagrams, schemes etc. depending on the author's intention);
17. The explanation of the spatial and functional solutions (use of illustrations, diagrams, schemes etc. depending on the author's intention);
18. The explanation of the site plan and landscape design with building technical data:
19. Floor plans, elevations and sections;
20. The explanation of the building construction scheme (floor slabs, walls, ceilings, foundations, roof etc.) and used materials; aspects of the energy efficiency;
21. Exterior and interior perspectives;
22. Other relevant materials that explain the proposal of the BA Thesis design project.

The set of materials in the cases of land-use projects, urban planning and spatial development projects, must be approved with the supervisor and / or Architecture programme director.



Professional Bachelor's programme
“Programme”

BACHELOR THESIS

Title in Latvian
Title in English

Author

Student
Name Surname

Scientific Supervisor

Dr.psych., professor
Name Surname

Programme Director

Mg.oec.
Name Surname

Riga, 2016



Academic Bachelor Degree Study Program
"Architecture"

BACHELOR THESIS

Nosaukums latviešu valodā

Nosaukums angļu valodā

Author

student

Vārds Uzvārds

Scientific supervisor

Tituls

Vārds Uzvārds

Programme director

Mg. arch., lecturer

Jānis Dripe

Guarantee

I confirm that my Bachelor Thesis has been prepared by myself. The data, definitions, citations that are taken from other sources are indicated in my work. This work, nor any part of it, in one form or another has never been handed in to some other commission and has never been published.

_____, 2015

_____ (Signature)

EVALUATION OF THE DEVELOPMENT PROCESS OF THE *BACHELOR/MASTER* THESIS

Title of the study program _____

Name and surname of the scientific advisor _____

Date _____

Dear student!

We invite you to evaluate the development process of final works at RISEBA. The goal of the enquiry is to find out your opinion regarding the process of developing final works, and to improve the quality of the process as a result. The form is anonymous and the results will only be used after summarising them.

Please mark your answers on a scale from 1 to 5, where 1-lowest evaluation, 5-highest evaluation.

Criterion	1	2	3	4	5
The deadlines for developing the final work were advised in due time					
The selection process of the scientific advisor is understandable					
The scientific advisor was easy to contact, answered my e-mails regularly, was ready to arrange meetings					
The communication with my scientific advisor was easy					
My scientific advisor was competent and knowledgeable					
My scientific advisor gave valuable tips for developing the final work					
My scientific advisor invited me to think creatively					
The pre-defence of the final work was useful					
I made corrections/changes/additions to my work after the pre-defence					
The regulations of developing study works were understandable and useful in drafting the final work					
The research methods and the research data processing methods were understandable					

Your suggestions for improving the process of drafting a final work:

Thank you for your time!

***EVALUATION OF THE DEVELOPMENT PROCESS OF THE BACHELOR/MASTER
 THESIS (for programmes in Humanities)***

Title of the study program _____

Name and surname of the scientific advisor _____

Date _____

Dear student!

We invite you to evaluate the development process of final works at RISEBA. The goal of the enquiry is to find out your opinion regarding the process of developing final works, and to improve the quality of the process as a result. The form is anonymous and the results will only be used after summarising them.

Please mark your answers on a scale from 1 to 5, where 1-lowest evaluation, 5-highest evaluation.

Criterion	1	2	3	4	5
The deadlines for developing the final work were advised in due time					
The selection process of the scientific advisor is understandable					
The scientific advisor was easy to contact, answered my e-mails regularly, was ready to arrange meetings					
The communication with my scientific advisor was easy					
My scientific advisor was competent and knowledgeable					
My scientific advisor gave valuable tips for developing the final work					
My scientific advisor invited me to think creatively					
The creative advisor was easy to reach, answered my e-mails regularly, was ready to arrange meetings					
Communication with the creative advisor was easy					
The creative advisor was competent and knowledgeable					
The creative advisor gave valuable tips for drafting the final work					
The creative advisor urged me to think creatively					
The pre-defence of the final work was useful					
I made corrections/changes/additions to my work after the pre-defence					
The regulations of developing study works were understandable and useful in drafting the final work					
The research methods and the research data processing methods were understandable					

Your suggestions for improving the process of drafting a final work:

Thank you for your time!

EVALUATION OF THE DEVELOPMENT PROCESS OF THE **BACHELOR/MASTER** THESIS (for Engineering study programmes)

Title of the study program _____

Name and surname of the scientific advisor _____

Date _____

Dear student!

We invite you to evaluate the development process of final works at RISEBA. The goal of the enquiry is to find out your opinion regarding the process of developing final works, and to improve the quality of the process as a result. The form is anonymous and the results will only be used after summarising them.

Please mark your answers on a scale from 1 to 5, where 1-lowest evaluation, 5-highest evaluation.

Criterion	1	2	3	4	5
The deadlines for developing the final work were advised in due time					
The selection process of the scientific advisor is understandable					
The scientific advisor was easy to contact, answered my e-mails regularly, was ready to arrange meetings					
The communication with my scientific advisor was easy					
My scientific advisor was competent and knowledgeable					
My scientific advisor gave valuable tips for developing the final work					
My scientific advisor invited me to think creatively					
The pre-defence of the final work was useful					
I made corrections/changes/additions to my work after the pre-defence					
The regulations of developing study works were understandable and useful in drafting the final work					
The research methods and the research data processing methods were understandable					

Your suggestions for improving the process of drafting a final work:

Thank you for your time!

Assessment

Bachelor Thesis publicly presented at the State Examination Committee
on _____, 2015 and was awarded _____.

Chairman of the State Examination Committee Chairman

_____ (Full name)

_____ (Signature)

Appendix 7

 1.pielikums
 Ministru kabineta
 2010.gada 28.septembra noteikumiem Nr.916

Generally accepted abbreviations

1. Tradicionālie saīsinājumi, kurus tekstā parasti lieto kā saīsinājumus:

Nr.p.k.	Saīsinājums	Saīsinājuma skaidrojums
1.1.	°C	Celsija grāds (aiz skaitļa)
1.2.	Ls	lats (kopā ar summu cipariem)
1.3.	nr.	numurs (aiz skaitļa)
1.4.	Nr.	numurs (pirms skaitļa)
1.5.	p.i.	pienākumu izpildītājs
1.6.	plkst.	pulksten
1.7.	sal.	salīdzināt
1.8.	sk., arī skat.	skatīt
1.9.	š.g.	šā gada; šī gada
1.10.	t.i.	tas ir
1.11.	u.c.	un citi
1.12.	u.tml.	un tamlīdzīgi
1.13.	utt.	un tā tālāk
1.14.	vai tml.	vai tamlīdzīgi
1.15.	P.S.	piebilde aiz paraksta (latīņu <i>post scriptum</i>)

2. Saīsinājumi, ar kuriem tekstā aizstāj parasti pilnā formā lietotus vārdus vai izteiksmes, ja tas nerada satūra pārprotamību:

Nr.p.k.	Saīsinājums	Saīsinājuma skaidrojums
2.1.	a.god.	augsti godātais; augsti godātā
2.2.	a.k., arī a/k	abonenta kastīte (pirms skaitļa)
2.3.	apm.	apmēram
2.4.	apr.	apriņķis (aiz īpašvārda)
2.5.	atb.	atbildīgais; atbildīgā
2.6.	AS	akciju sabiedrība
2.7.	att.	attēli
2.8.	b-ba	biedrība
2.9.	bij.	bijušais; bijusī
2.10.	bulv.	bulvāris
2.11.	c.	ciems
2.12.	cet.	ceturksnis
2.13.	cien.	cienītais; cienītā (pirms personvārda vai amata nosaukuma)

2.14.	d.	daļa
2.15.	depart.	departaments
2.16.	dok.	dokuments
2.17.	Dr.	ārsts; ārste (pirms personvārda)
2.18.	Dr.	zinātņu doktors; zinātņu doktore
2.19.	Dr.h.c.	goda doktors; goda doktore (pirms personvārda; latīņu <i>doctor honoris causa</i>)
2.20.	dsk.	daudzskaitlis
2.21.	dz.	dzimis; dzimusi (norādot dzīves datus)
2.22.	dz.	dzīvoklis (adresē)
2.23.	dzīv.	dzīvo (norādot adresi)
2.24.	eks.	eksemplārs
2.25.	f.	forma; formā
2.26.	g.	gads (aiz skaitļa)
2.27.	gab.	gabals (aiz skaitļa)
2.28.	galv.	galvenais; galvenā
2.29.	god.	godātais; godātā (pirms personvārda vai amata nosaukuma)
2.30.	gr.	grupa
2.31.	gs.	gadsimts (aiz kārtas skaitļa)
2.32.	IBS	ieguldījumu brokeru sabiedrība
2.33.	iec.	iecirknis
2.34.	iedz.	iedzīvotājs; iedzīvotāja; iedzīvotāji
2.35.	iesk.	ieskaitot
2.36.	IF	ieguldījumu fonds; investīciju fonds
2.37.	IK	individuālais komersants
2.38.	inv.	inventārs
2.39.	IPS	ieguldījumu pārvaldes sabiedrība
2.40.	jaun.	jaunākais; jaunākā (pirms amata nosaukuma)
2.41.	kdze, arī k-dze	kundze (aiz personvārda ģenitīvā)
2.42.	kgs, arī k-gs	kungs (aiz personvārda ģenitīvā)
2.43.	KS	komandītsabiedrība
2.44.	lauk.	laukums (aiz īpašvārda)
2.45.	līn.	līnija (adresē)
2.46.	lp.	lapa
2.47.	lpp.	lappuse
2.48.	ļ.cien.	ļoti cienītais; ļoti cienītā (kopā ar personvārdu vai amata nosaukumu)

2.49.	m.ē.	mūsu ērā; mūsu ēras (datējumā)
2.50.	mēn.	mēnesis (aiz skaitļa)
2.51.	milj.	miljons (aiz skaitļa)
2.52.	mljrd.	miljards (aiz skaitļa)
2.53.	ned.	nedēļa (aiz skaitļa)
2.54.	neiesk.	neieskaitot
2.55.	nod.	nodaļa
2.56.	not.	noteikumi
2.57.	nov.	novads (aiz īpašvārda)
2.58.	oriģ.	oriģināls
2.59.	p.	punkts; pants (aiz kārtas skaitļa)
2.60.	p/a	pašvaldības aģentūra
2.61.	pag.	pagasts (aiz īpašvārda)
2.62.	pārb.	pārbaudījis; pārbaudījusi
2.63.	pers. k., arī p.k.	personas kods (pirms koda)
2.64.	piel.	pielikums
2.65.	piem.	piemēram
2.66.	piez.	piezīme
2.67.	pils.	pilsēta (aiz īpašvārda ģenitīvā)
2.68.	p.k., arī p/k	pasta kastīte (kopā ar skaitli)
2.69.	p.k.	pēc kārtas
2.70.	p.m.ē.	pirms mūsu ēras (datējumā)
2.71.	p.n., arī p/n	pasta nodaļa
2.72.	prof.	profesors; profesore
2.73.	prot.	protokols
2.74.	PS	pilnsabiedrība
2.75.	red.	rediģējis; rediģējusi; redakcija; rediģēts
2.76.	resp.	respektīvi
2.77.	sab-ba	sabiedrība
2.78.	sant.	santīms (aiz summas cipariem)
2.79.	sast.	sastādītājs; sastādītāja; sastādījis; sastādījusi
2.80.	sēj.	sējums (aiz kārtas skaitļa)
2.81.	SIA	sabiedrība ar ierobežotu atbildību
2.82.	spec.	speciāls
2.83.	tab.	tabula
2.84.	t.p.	tas pats; tā pati; tāds pats; tāda pati
2.85.	t.s.	tā saucamais; tā saucamā; tā sauktais; tā sauktā

2.86.	t.sk.	tai skaitā
2.87.	tūkst.	tūkstotis (aiz skaitļa)
2.88.	tulk.	tulkojis; tulkojusi
2.89.	univ.	universitāte (aiz īpašvārda)
2.90.	uzņ.	uzņēmums
2.91.	v/a	valsts aģentūra
2.92.	vad.	vadītājs; vadītāja; vadošais; vadošā
2.93.	val.	valoda (aiz nosaukuma)
2.94.	var.	variants
2.95.	VAS	valsts akciju sabiedrība
2.96.	vec.	vecākais; vecākā (pirms amata nosaukuma)
2.97.	vietn.	vietnieks; vietniece
2.98.	visp.	vispārīgs; vispārējs
2.99.	VSIA	valsts sabiedrība ar ierobežotu atbildību
2.100.	vsk.	vienskaitlis
2.101.	vsk.	vidusskola (aiz kārtas skaitļa vai īpašvārda)
2.102.	zīm.	zīmējums
2.103.	ZS	zemnieka saimniecība
2.104.	z.v.	zīmoga vieta
2.105.	ZvS	zvejnieka saimniecība

3. Starptautiskie un Latvijas Republikā pieņemtie mērvienību apzīmējumi un to saīsinājumi:

Nr.p.k.	Starptautiskais apzīmējums	Latviskais apzīmējums	Apzīmējuma skaidrojums
3.1.	h	st.	stunda
3.2.	min	min.	minūte
3.3.	s	sek.	sekunde
3.4.	ha	ha	hektārs
3.5.	km	km	kilometrs
3.6.	m	m	metrs
3.7.	cm	cm	centimetrs
3.8.	mm	mm	milimetrs
3.9.	t	t	tonna
3.10.	kg	kg	kilograms
3.11.	g	g	grams
3.12.	mg	mg	miligrams

Guidelines for Reference Formatting

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1.

1.1. Reference to one author's source

- Reference if an author **is mentioned in text** (author's surname is indicated.)
 Publishing year is indicated in the brackets after the author's surname if a reference is to one author's source. If the reference is to a source in original language, the author's surname shall be Latvianized (Anglicized in case of English source), the surname in original language and publishing year are indicated in the brackets, both separated by a comma.

For papers in Latvian author's surname is Latvianized according to the State Language Law (adding suffixes according to gender and writing it as close as possible to the pronunciation), surname in original language is indicated in the brackets. For papers in English authors surname is written without palatalization marks (as close to English pronunciation as possible), surname in original language is indicated in the brackets.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņa (2007)	Cormack (2009)
Grīns (Green, 2008)	
Kots (Kot, 2012)	
	Klavins (Kļaviņš, 2013)

Atsaucoties uz pētījumiem personalvadības jomā ārpus Latvijas, Praiss (Price, 2007) apkopojis dažādu valstu – Itālijas, Polijas, ASV un citu uzņēmumu tendences šajā jomā.

Bērziņa (2007) veiktais pētījums pierādīja likumsakarību starp cilvēka dzīves un ienākumu līmeni...

Bērziņa (2013) bakalaura darbā veiktajā pētījumā tika pierādīts, ka...

Cormack (2009) thought that writing for a professional readership, writers invariably make reference to already published works.

- Reference if an author **is not mentioned in text** (author's surname is not indicated.)
 If a reference is made to one author's source, but the author is not mentioned, then the author's surname in original language and publishing year are indicated in the brackets at the end of a sentence.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņa, 2007)	(Cormack, 2009)
(Green, 2008)	(Kļaviņš, 2013)
(Халилов, 2013)	(Халилов, 2013)

Making reference to published work appears to be characteristic of writing for a professional audience (Cormack, 1994).

Tieši šie faktori ir būtiskākie pārmaiņu vēstneši Latvijas izglītības politikā (Salmiņa, 2003).

Pasaulē strauji pieaug pārtikas preču cenas, kas būtiski samazinās patērētāju pirktspēju (Brown, 2012).

1.2. Reference to one author's several sources (within one year)

- Reference if an author **is mentioned in text** (author's surname is indicated.)
 If a reference in a text is made to one author's several sources within one year, then the author's surname is indicated in brackets, followed by publishing year and sequenced alphabetical letter, e.g. "a", letter "b" is indicated to the next reference. If the reference is made to a source in original language, the author's surname is Latvianized/Anglicized and indicated in original language in brackets.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš (2010a)... (2010b)	Jones (2002a)... (2002b)
Bērziņš (2010 a,b)	

Grīns (Green, 2002a) ... (Green, 2002b)	Jones (2002 a,b)
Grīns (Green, 2002 a,b)	
Aleksējeva (Алексеева, 2010 a,b)	Berzins (Bērziņš, 2013 a,b)

- Reference if an author **is not mentioned in text** (author's surname is not indicated).
 If a reference in a text is made to one author's several sources within one year, but the author is not mentioned in the text, then the author's surname and publishing year are indicated in original language in brackets at the end of a sentence, separated by a comma and sequenced alphabetical letter is added, e.g. "a", "b" (one letter corresponds to one source).

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, 2002a)... (Bērziņš, 2002b)	(Jones, 2002a)... (2002b)
(Green, 2002a)... (Green, 2002b)	
(Bērziņš, 2002 a,b)	(Brown, 2002 a,b)
(Green, 2002 a,b)	
(Алексеева, 2010 a,b)	(Bērziņš, 2013 a,b)

1.3. Reference to one author's several sources (within different years)

- Reference if an author **is mentioned in text** (author's surname is indicated).
 If a reference in a text is made to one author's several sources within different years, then after indicating author's surname, publishing years are indicated in brackets and separated by a semicolon. Years are reflected in chronological order. If a reference is made to a text in original language, then the author's surname is Latvianized/Anglicized, then indicated in original language in brackets together with publishing years and separated by a comma.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš (2002; 2007)	Jones (2002; 2007)
Grīns (Green, 2002; 2006)	
Žarikovs (Жариков, 2010; 2012)	Berzins (Bērziņš, 2010; 2012)

- Reference if an author **is not mentioned in text** (author's surname not is indicated).
 If a reference in a text is made to one author's several sources within different years and the author is not mentioned in a text, then surname is indicated in the original language, separated by a comma, then publishing years in chronological order, separated by semicolon, in brackets at the end of a sentence.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, 2002; 2007)	(Brown, 2002; 2007)
(Green, 2002; 2005)	
(ЖАРИКОВ, 2010; 2012)	(Bērziņš, 2010; 2012)

1.4. Reference to one source, prepared by two or three authors

- Reference if authors **are mentioned in text** (authors' surnames are indicated).
 If a reference is made to a source that is prepared by two or three authors, surnames are indicated and then publishing year in brackets. If the source is used in original language, then surnames are Latvianized/Anglicized, and then indicated in original language, together with publishing year, in brackets, separated by a comma. Surnames are indicated in the same order as in the source.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš un Kļava (2002)	Jones and Smith (2002)
Smits un Džons (Smith and John, 2002)	
Guļājeva un Aleksējeva (Гуляева и Алексеева, 2012)	
	Berzins and Klava (Bērziņš un Kļava, 2010)

Vaits un Brauns (White and Brown, 2004 savos pēdējos pētījumos ir pierādījuši, ka...

Crane and Urquhart (1994) suggest...

- Reference if authors **are not mentioned in text** (authors' surnames are not indicated).

If a reference is made to a source that is prepared by two or three authors, but they are not mentioned in the text, then they are indicated at the end of a sentence in original language together publishing year, separated by a comma.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš un Kļava, 2007)	(Brown and Red, 2007)
(Green and Smith, 2002)	
(Green, Harris and Smith, 2008)	(Bērziņš un Kļava, 2010)
(Гуляева и Алексеева, 2012)	

Latvijas uzņēmumiem tiek paredzēta izaugsme, ja to jaudas tiks dubultotas ... (Kalniņš un Liepiņš, 2012).

During the mid nineties research undertaken in Luton (Slater and Jones, 1996) showed that...

Earlier research (White and Brown, 1966) demonstrated that the presence of certain chemicals would lead to...

1.5. Reference to one source, prepared by four or more authors

- Reference if authors **are mentioned in text** (authors' surnames are indicated).

If a reference is made to a source that is prepared by four or more authors, then only first author's surname is indicated and others are indicated as "et al", meaning *and others*, publishing year is indicated in brackets. If the source is used in original language, then author's surname is Latvianized/Anglicized and indicated in original language in brackets.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš u.c. (2002)	Jones, et al. (2002)
Grīns (Green) u.c. (2002)	
Žarikovs (Жариков) u.c. (2012)	Berzins (Bērziņš) et al. (2010)

Bērziņa u.c. (2012) pierādīja, ka pastāv atšķirības starp ...

Grīns (Green), u.c. (1995) atklāja, ka ...

- Reference if authors **are not mentioned in text** (authors' surnames are not indicated).

If a reference is made to a source that is prepared by four or more authors, but their surnames are not indicated in text, then at the end of a sentence the first author's surname is indicated in original language, separated by comma then et al. (*in Russian – u opyzue, in Latvian – u.c.*) and then publishing year, all in brackets.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, u.c., 2002)	(Brown, et al., 2007)
(Green, et al., 2002)	(Bērziņš, u.c., 2010)
(Жариков, и другие, 2012)	(Жариков, и другие, 2012)

1.6. Reference to sources of different authors

- Reference if authors **are mentioned in text** (authors' surnames are indicated).

If a reference is made to two or several authors, then after each author publishing year is indicated in brackets. If a reference is made to a source in original language, then the author's surname shall be Latvianized/Anglicized, indicating it in original language in brackets together with publishing year that is separated by a comma.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš (2006) un Kļava (2007)	Jones (2009) and Smith (2010)
Grīns (Green, 2008) un Smits (Smit, 2009)	
Kots (Кот, 2012) un Halilovs (Халилов, 2013)	Berzins (Bērziņš, 2006) un Klava (Kļava, 2007)

Jemeljanova (2004) un Gurda (2004) savos pētījumos...

Jones (1946) and Smith (1948) have both shown ...

- Reference if authors **are not mentioned in text** (authors' surnames are not indicated).

If a reference is made to different sources of different authors, and they are not mentioned in a text, then at the end of a sentence student must indicate first author's surname in original language and publishing date, separated by a comma and then by the same principle second author's surname and publishing date, all in brackets. Surnames are written chronologically by publishing date, separating each by semicolon.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, 2006; Kļava, 2007)	(Brown, 2007; Red, 2009)
(Green, 2008; Smit, 2009)	(Кот, 2012; Халилов, 2013)
(Кот, 2012; Халилов, 2013)	(Bērziņš, 2006; Kļava, 2007)

Uzņēmuma attīstību var ietekmēt vairāki faktori, kas būtiski var palielināt vai gluži pretēji samazināt tā peļņu (Bērziņa, 2010; Kļaviņš, 2013).

Further research in the late forties (Jones, 1946; Smith, 1948) lead to major developments.....

1.7. Reference to a secondary source

- Reference if author **is mentioned in text** (author's surname is indicated).

If a reference is made to a source with some thoughts and conclusions of another author, then a surname if a specific author (who has expressed the thought, conclusion etc.), must be indicated in a text, then in brackets indicate publishing year of source, separate by a comma, indicate "quoted" and the surname of an author who has made a reference to the source, separated by a comma, indicated pages or interval. If the source is in original language, surnames are to be Latvianized/Anglicized.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš (1996, citēts Kļava, 2000, 142. lpp.)	Jones (2001, quoted in Basset, 2009, p. 12)
Grīns (Green, 2002, citēts Smits (Smit), 2005, 12. lpp.)	
Masļeņikovs (Масленников, 2010, citēts Aleksējeva (Алексеева), 2012, 132. lpp.)	Liepins (Liepiņš, 2002, quoted Kalnins (Kalniņš), 2005, page 12)

- Reference if author **is not mentioned in text** (author's surname is not indicated).

If a reference is made to a source with some thoughts and conclusions of another author, but surnames are not indicated in the text, then at the end of a sentence in brackets must be indicated author's surname of a specific thought or idea in original language, separate by a comma, publishing year of source, indicate "quoted" and the surname of an author in original language, who has made a reference to the thought or idea, separate by a comma, indicate pages or interval.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, 2000, citēts Kļava, 2002, 142. lpp.)	(Jones, 2002, quoted in Basset, 2007, p. 23)
(Green, 2000, cited in Smith, 2002, p. 142)	
(Масленников, 2010, цитировано в Алексеева, 2012, 132 с.)	(Bērziņš, 2000, quoted Kļava, 2002, p.142)

1.8. Reference to a source from compilation

Reference to source from a compilation shall be formatted the same as a reference to one (or several) author's sources, see Clauses 1.1., 1.4. and 1.5.

1.9. Reference to a source without an author

If a reference is made to a source, which author cannot be defined, then "editor" is indicated, if it is impossible, then "publisher" must be indicated.

- Reference if an editor or publisher **is mentioned in text**

If a reference is made to a source, which author cannot be defined, then reference is made to editor or publisher. In a text before surname indicate *ed.(editor)* or *pub.(publisher)*, surname and in brackets – publishing year. If a reference is made to a source in original language, then editor and publisher surname shall be Latvianized/Anglicized.

Examples:

Reference formatting in Latvian	Reference formatting in English
red. Helers (2004)	ed. Smith (2012)
izd. Pētergailis (2010)	
izd. Brauns (Brown, 2012)	pub. Harward University Press (2012)
izd. Juniti Dana (ЮНИТИ ДАНА, 2010)	pub. Petergailis (Pētergailis, 2010)

- Reference if an editor or publisher is not mentioned in a text.

If a reference is made to a source which author cannot be defined and surname **is not mentioned in text**, then at the end of a sentence editor's or publisher's surname in original language must be indicated in brackets. In front of a surname *ed.* or *pub.* shall be indicated, then, separated by a comma – publishing year. If a reference is made to a source in original language, then at the end of a sentence indicate in brackets – in English *ed.* or *pub.*, in Russian *ред.* or *изд.*, surname in original language and then publishing year, separated by a comma.

Examples:

Reference formatting in Latvian	Reference formatting in English
(red. Helers, 2004)	(ed. Smith, 2012)
(izd. Pētergailis, 2010)	
(ed. Brown, 2012)	(pub. Harward University Press, 2012)
(ред. Масленников, 2013)	(изд. Pētergailis, 2010)
(изд. ЮНИТИ ДАНА, 2010)	(ред. Масленников, 2013)

1.10. Reference to a source with unknown publishing year

- Reference if author **is mentioned in text** (author's surname is indicated).

If a reference is made to a source with unknown publishing year, but author is mentioned in a text, then after indicating author in brackets, add *n.d.* (in Latvian - *nav datums (n.d.)*; English - *no date (n.d.)*; Russian - *без даты (б. д.)*). If a reference is made to a source in original language, surname shall be Latvianized/Anglicized and indicated in original language in brackets together with *n.d.*

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš (n.d.)	Jones (n.d.)
Grīns (Green, n.d.)	
Masļeņikovs (Масленников, n.d.)	Berzins (Bērziņš, n.d.)

- Reference if author **is not mentioned in text** (author's surname is not indicated).

If a reference is made to a source with unknown publishing year and author is not mentioned in a text, then at the end of a sentence indicate author's surname in original language, separate by a comma, and indicate: Latvian - *nav datums (n.d.)*; English - *no date (n.d.)*; Russian - *без даты (б. д.)*, all in brackets.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, n.d.)	(Brown, n.d.)
(Green, n.d.)	(Bērziņš, n.d.)
(Масленников, б. д.)	(Масленников, б. д.)

1.11. Reference, using precise quotation

- Reference if author **is mentioned in text** (author's surname is indicated).

If a reference is made mentioning author and one's thought/conclusion (quoting it), quotation shall be in inverted commas, publishing year is indicated after author's surname, separated by a comma, and pages or intervals are indicated. If a reference is made to a source in original language, author's surname shall be Latvianized/Anglicized and indicated in original language in brackets. The amount of quotation must not exceed 5 lines.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš (2002, 12. lpp.)	Jones (2002, p. 23)
Grīns (Green, 2002, 12. lpp.)	
Bērziņš (2002, 12.-13. lpp.)	Jones (2002, pp. 23-24)
Grīns (Green, 2002, 12.-13. lpp.)	Berzins (Bērziņš, 2003, p. 25)
Masļeņikovs (Масленников, 2012, 245. lpp.)	

- Reference if author **is not mentioned in text** (author's surname is not indicated).

If a reference is made author's thought/conclusion (quoting it), quotation shall be in inverted commas and at the end of a sentence, in brackets: an author's surname in original language, separated by a comma, publishing year, separated by a comma, pages or intervals. The amount of quotation must not exceed 5 lines.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, 2002, 12. lpp.)	(Jones, 2002, p. 23)
(Bērziņš, 2002, 12.-13. lpp.)	
(Green, 2002, p. 12)	(Jones, 2002, pp. 23-24)
(Green, 2002, pp. 12-13)	(Bērziņš, 2002, 12. lpp.)
(Масленников, 2012, 245 с.)	(Масленников, 2012, 245 с.)

1.12. Reference to a graphic source (table, figure, formula, etc.)

- Reference if author **is mentioned in text** (author's surname is indicated).

If a reference is made to a graphic source and author is mentioned in a text, then after the surname, in brackets, indicate publishing year, separate by a comma, indicate pages or interval. If a reference is made to a source in original language, author's surname must be Latvianized/Anglicized.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš (2002, 12. lpp.)	Jones (2002, p. 23)
Grīns (Green, 2002, 12. lpp.)	
Masļeņikovs (Масленников, 2009, 245. lpp.)	Berzins (Bērziņš, 2002, p. 12)

- Reference if author **is not mentioned in text** (author's surname is not indicated).

If a reference is made to a graphic source and author is not mentioned in a text, then at the end of a sentence, in brackets, indicate author's surname in original language, separate by a comma, indicate publishing year, separate by a comma and indicate pages or interval.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, 2002, 12. lpp.)	(Jones, 2002, p. 23)
(Green, 2002, p.12)	
(Масленников, 2009, 245 с.)	(Bērziņš, 2002, 12. lpp.)
	(Масленников, 2009, 245 с.)

1.13. Reference to regulations

- Reference if a regulation **is mentioned in text**.

If a reference in a text is made directly to a regulation and the title of it is mentioned, then after the title in brackets its effective date must be indicated. If a date is included into a title, then it must be indicated again in brackets.

Examples:

Reference formatting in Latvian	Reference formatting in English
Augstskolu likums (1995)	Law On Institutions of Higher Education (1995)
MK noteikumi Nr. 916 (2010)	The regulations of the Cabinet of Ministers No.916 (2010)
Eiropas Parlamenta un Padomes direktīva 2009/28/EK (2009)	Council Directive 2000/43/EC (2000)
Padomes regula (EK) Nr. 42/2001 (2001)	Council Regulation (EC) No. 1206/2001 (2001)

- Reference if a regulation **is not mentioned in text**.

If a reference in a text is made to a regulation and its title is not mentioned, then at the end of a sentence, in brackets, indicate full title of regulation, separate by a comma and indicate effective date. If a reference is made to EU regulations which titles consist of effective date, it must not be repeatedly indicated.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Augstskolu likums, 1995)	(Law On Institutions of Higher Education, 1995)
(MK noteikumi Nr.916, 2010)	(The regulations of the Cabinet of Ministers

	No.916, 2010)
(Eiropas Parlamenta un Padomes direktīva 2009/28/EK)	(Council Directive 2000/43/EC)
(Padomes regula (EK) Nr.42/2001)	(Council Regulation (EC) No. 1206/2001)

1.14. Reference to Internet source

- Reference if Internet source **is mentioned in text.**

If a reference is made to a source that can be found on the Internet, mentioning specific title of source, then a provider/owner of Internet source (usually seen in the bottom of website) must be indicated, but in brackets: publishing year of a source. If a reference is made to a source in original language, the name of provider/owner shall be Latvianized/Anglicized and then indicated in original language in brackets.

Examples:

Reference formatting in Latvian	Reference formatting in English
LR Centrālā statistikas pārvalde (2013)	Central Statistical Bureau of the Latvia (2013)
Uzņēmumu reģistrs (2013)	Register of Enterprises (2013)

- Reference if Internet source **is not mentioned in text.**

If a reference is made to a source that can be found on the Internet, but its provider/owner is not mentioned, then at the end of a sentence, in brackets indicate: provider/owner in original language, separate by a comma, indicate publishing year (usually seen in the bottom of a webpage).

Examples:

Reference formatting in Latvian	Reference formatting in English
(LR Centrālā statistikas pārvalde, 2013)	(Central Statistical Bureau of Latvia, 2013)
(Uzņēmumu reģistrs, 2013)	(Register of Enterprises, 2013)

1.15. Reference to unpublished source

Unpublished source is company's unpublished documents (internal regulations), Bachelor, Master Thesis or Doctoral Thesis, etc.

If a reference is made to above mentioned sources, it is formatted as a reference to source of one author (*see Clause 1.1.*). In this case author will be the company, e.g. "*Riga International School of Economics and Business Administration*" or the author of Bachelor, Master or Doctoral Thesis.

Table with Examples of Reference Formatting

No.	CRITERIA	EXAMPLE		
		In Latvian	In English	
1.	Reference if author is mentioned on a text (surname indicated)	Source of one author	Bērziņš (2008)	Brown (2008)
			Smits (Smith, 2008)	Klavins (Kļaviņš, 2013)
			Kots (Кот, 2012)	Cormack (2009)
		Source of two or three authors	Bērziņš un Kļava (2002)	Jones and Smith (2002)
			Smits un Džons (Smith and John, 2002)	
			Smits, Grīns un Džons (Smith, Green and John, 2005)	Berzins and Klava (Bērziņš un Kļava, 2010)
			Guļājeva un Aleksējeva (Гуляева и Алексеева, 2012)	
		Source of four or more authors (group of authors)	Bērziņš u.c. (2002)	Jones et al. (2002)
			Grīns (Green) u.c. (2002)	
			Žarikovs (Жариков) u.c. (2012)	Berzins (Bērziņš) et al. (2010)
		Various authors of separate sources	Bērziņš (2001) un Kļava (2003)	Jones (2003) and Smith (2004)
			Smits (Smith, 2008) un Džons (John, 2009)	
			Kots (Кот, 2012) un Halilovs (Халилов, 2013)	Berzins (Bērziņš, 2006) un Klava (Kļava, 2007)
			<i>avoti jānorāda hronoloģiskā secībā</i>	
		Several sources of one author (within several years)	Bērziņš (2002; 2007)	Jones (2002; 2007)
			Grīns (Green, 2002; 2006)	
			Žarikovs (Жариков, 2010; 2012)	Berzins (Bērziņš, 2010; 2012)
			<i>Years are indicated chronologically</i>	
		Several sources of one author (within one year)	Bērziņš (2002a)... (2002b)	Jones (2002a)... (2002b)
			Grīns (Green, 2002a) ... (Green, 2002b)	
			Bērziņš (2002 a,b)	Jones (2002 a,b)
			Grīns (Green, 2002 a,b)	
		Source with unknown publishing year	Aleksējeva (Алексеева, 2010 a,b)	Berzins (Bērziņš, 2013 a,b)
			Bērziņš (n.d.)	Jones (n.d.)
Grīns (Green, n.d.)				
Quoting secondary source	Masļeņikovs (Масленников, n.d.)			
	Bērziņš (2002, 12. lpp.)	Jones (2002, p. 23)		
	Grīns (Green, 2002, 12. lpp.)			
	Bērziņš (2002, 12.-13. lpp.)	Jones (2002, pp. 23-24)		
	Grīns (Green, 2002, 12.-13. lpp.)			
	Masļeņikovs (Масленников, 2012, 245. lpp.)	Berzins (Bērziņš, 2003, p. 25)		
	<i>Quotations are placed in inverted commas, its length must not exceed five lines, pages or intervals must be indicated</i>			

			Bērziņš (1996, citēts Kļava, 2000, 142. lpp.)	Jones (2001, quoted in Basset, 2009, p.12)
			Grīns (Green, 2002, citēts Smits (Smit), 2005, 12. lpp.)	
			Masļeņikovs (Масленников, 2010, citēts Aleksejeva (Алексеева), 2012, 132. lpp.)	Liepīns (Liepiņš, 2002, quoted Kalnins (Kalniņš), 2005, p.12)
		Table, diagram, figure, formula	Bērziņš (2002, 12. lpp.)	Jones (2002, p.23)
			Grīns (Green, 2002, 12. lpp.)	
			Masļeņikovs (Масленников, 2009, 245. lpp.)	Berzins (Bērziņš, 2002, p. 12)
2.	Reference if author is not mentioned in a text (surname is not indicated)	Source of one author	(Bērziņš, 2007)	(Brown, 2007)
			(Green, 2002)	(Kļaviņš, 2013)
			(Халилов, 2013)	(Халилов, 2013)
		Source of two or three authors	(Bērziņš un Kļava, 2007)	(Brown and Red, 2007)
			(Green and Smith, 2002)	
			(Гуляева и Алексеева, 2012)	(Bērziņš un Kļava, 2010)
		Source of four or more authors (group of authors)	(Bērziņš u.c., 2002)	(Brown et al., 2007)
			(Green et al., 2002)	(Bērziņš, u.c., 2010)
			(Жариков, и другие, 2012)	(Жариков, и другие, 2012)
		Various authors of separate sources	(Bērziņš, 2007; Kļava, 2008)	(Brown, 2007; Red, 2009)
			(Green, 2007; Smith, 2009)	(Brown, 2007; Red, 2009; Blue, 2010)
			(Кот, 2012; Халилов, 2013)	(Bērziņš, 2006; Kļava, 2007) (Кот, 2012; Халилов, 2013)
		Several sources of one author (within several years)	(Bērziņš, 2002; 2007)	(Brown, 2002; 2007)
			(Green, 2002; 2005)	
			(Жариков, 2010; 2012)	(Bērziņš, 2010; 2012)
		Several sources of one author (within one year)	(Bērziņš, 2002a)... (Bērziņš, 2002b)	(Jones, 2002a)... (2002b)
			(Green,2002a)...(Green, 2002b)	
			(Bērziņš, 2002 a,b)	(Brown, 2002 a,b)
			(Green, 2002 a,b)	
		Source with unknown publishing year	Алексеева, 2010 a,b)	(Bērziņš, 2013 a,b)
			(Bērziņš, n.d.)	
			(Green, n.d.)	(Brown, n.d.)
		Quoting secondary source	(Масленников, б. д.)	
			(Bērziņš, 2002, 12. lpp.)	(Jones, 2002, p. 23)
(Bērziņš, 2002, 12.-13. lpp.)				
(Green, 2002, p. 12)	(Jones, 2002, pp. 23-24)			
(Green, 2002, pp. 12-13)	(Bērziņš, 2002, 12. lpp.)			
		(Масленников, 2012, 245 с.)	(Масленников, 2012, 245 с.)	
		(Bērziņš, 2000, citēts Kļava, 2002, 142. lpp.)	(Jones, 2002, cited in Basset, 2007, p. 23)	

			(Green, 2000, cited in Smith, 2002, p. 142)		
			(Масленников, 2010, цитировано в Алексеева, 2012, 132 с.)	(Bērziņš, 2000, citēts Kļava, 2002, 142. lpp.)	
	Table, diagram, figure, formula		(Bērziņš, 2002, 12. lpp.)	(Jones, 2002, p. 23)	
			(Green, 2002, p. 12)	(Bērziņš, 2002, 12. lpp.)	
			(Масленников, 2009, 245 с.)	(Масленников, 2009, 245 с.)	
3.	Internet sources	Direct reference in text	LR Centrālā statistikas pārvalde (2013)	Central Statistical Bureau of Latvia (2013)	
			Uzņēmumu reģistrs (2013)	Register of Enterprises (2013)	
		Indirect reference in text	(LR Centrālā statistikas pārvalde, 2013)	(Central Statistical Bureau of Latvia, 2013)	
			(Uzņēmumu reģistrs, 2013)	(Register of Enterprises, 2013)	
4.	Reference to regulations (Republic of Latvia, European Union Regulations)	Direct reference in text	Augstskolu likums (1995)	Law On Institutions of Higher Education (1995)	
			MK noteikumi Nr.916 (2010)	The regulations of the Cabinet of Ministers No.916 (2010)	
			Eiropas Parlamenta un Padomes direktīva 2009/28/EK (2009)	Council Directive 2000/43/EC (2000)	
			Padomes regula (EK) Nr. 42/2001 (2001)	Council Regulation (EC) No. 1206/2001 (2001)	
		Indirect reference in text	(Augstskolu likums, 1995)	(Law On Institutions of Higher Education, 1995)	
			(MK noteikumi Nr.916, 2010)	(The regulations of the Cabinet of Ministers No. 916, 2010)	
			(Eiropas Parlamenta un Padomes direktīva 2009/28/EK)	(Council Directive 2000/43/EC)	
			(Padomes regula (EK) Nr. 42/2001)	(Council Regulation (EC) No. 1206/2001)	
5.	Reference to a source with unknown author (indicate editor, if none, then publisher)	Direct reference in text	red. Helers (2004)	ed. Smith (2012)	
			izd. Pētergailis (2010)		
			red. Brauns (Brown, 2012)		pub. Petergailis (Pētergailis, 2010)
			izd. Juniti Dana (ЮНИТИ ДАНА, 2010)		pub.Harward University Press (2012)
		Indirect reference in text	(red. Helers, 2004)	(ed. Smith, 2012)	
			(izd. Pētergailis, 2010)	(izd. Pētergailis, 2010)	
			(ed. Brown, 2012)	(ред. Масленников, 2013)	
			(ред. Масленников, 2013)	(pub.Harward University Press, 2012)	
(изд. ЮНИТИ ДАНА, 2010)					

Guidelines for Formatting List of References

List of References is developed by indicating authors' surnames of used sources in alphabetic order. List must contain all sources used and referred to in a paper.

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1. BOOKS

1.1. Book of one author

Surname, Initials of name., year. <i>Title</i> . Edition (if not the first). Place of publication (city): Publisher.
Gratone, L., 2004. <i>Cilvēkresursu stratēģija</i> . Rīga: Jumava.
Praude, V., 2013. <i>Loģistika</i> . Otrais izdevums. Rīga: BURTENE.
Baron, D.P., 2008. <i>Business and the organization</i> . Chester: Pearson.
Redman, P., 2006. <i>Good essay writing: a social sciences guide</i> . 3rd ed. London: Open University in assoc. with Sage.
Иванов, А., 2014. <i>Зависть и другие вечные двигатели рекламы</i> . Москва: Библос.

1.2. Several books of one author (within one year)

In case author has published several sources within one year, then a letter in alphabetical order is added to publishing year (the same as with reference in a text).

Surname, Initials of name., Year"letter". <i>Title</i> . Edition (if not the first). Place of publication (city): Publisher.
Liepiņš, L., 2004a. <i>Cilvēkresursu stratēģija</i> . Rīga: Jumava.
Liepiņš, L., 2004b. <i>Cilvēkresursu stratēģija XXD gadsimtā</i> . Rīga: Jumava.
Soros, G., 2009a. <i>The road to serfdom</i> . Chicago: University of Chicago Press.
Soros, G., 2009b. <i>Beyond the road to serfdom</i> . Chicago: University of Chicago Press.

Several sources of one author must be ordered chronologically, starting with oldest.

1.3. Books of not more than three authors

If a book has two authors, they are indicated in the same sequence as in a book, separated by a comma. If a book has three authors, then before the third surname write in Latvian „un”, English – „and”, Russian – „и”.

Surname, , Initials of name., Year. <i>Title</i> . Edition (if not the first). Place of publication (city): Publisher.
Baroņina, R., Vīksna, A., 2009. <i>Mani septiņi soļi biznesa uzsākšanai</i> . Rīga: Lietišķās informācijas dienests.
Škapars, R., Šumilo, Ē. un Dunska, M., 2010. <i>Nodokļu politikas tiesiskie un ekonomiskie aspekti</i> . Rīga: Latvijas Universitāte.
Barker, R., Kirk, J. and Munday, R.J., 1988. <i>Narrative analysis</i> . 3rd ed. Bloomington: Indiana University Press.
Witt, C., Fetherling, D., 2009. <i>Real Leaders Don't Do PowerPoint</i> . San Francisco: Crown Publishers.
Шабанов, С., Алешина, А., 2014. <i>Эмоциональный интеллект. Российская практика</i> . Москва: Манн, Иванов и Фербер.

1.4. Books of four or more authors

If a book has four or more authors, then the first author (the one in the book), then: in Latvian „u.c.” (no comma before „u.c.”), English – „et al”, Russian – „и другие”.

Surname, , Initials of name. et al., Year. <i>Title</i> . Edition (if not the first). Place of publication (city): Publisher.
Aneraude, B. u.c., 2010. <i>Bizness pāri robežām</i> . Rīga: Latvija Universitāte.

Andersons, R. u.c., 2009. <i>Dzīvot zaļi</i> . Otrais izdevums. Rīga: Lietišķās informācijas dienests.
Grace, B. et al., 1988. <i>A history of the world</i> . Princeton: Princeton University Press.
Парабеллум, А. и другие, <i>Прорыв в бизнесе! Быстрые деньги в бизнесе</i> . Москва: Питер.

1.5. Edited books (compilation)

Surname and initial of name of editor is indicated for edited books (can be seen in a book). If there is one editor, it is indicated by *ed*, if there are several – by *eds*.

Surname, , Initials of name. ed., Year. <i>Title</i> . Edition (if not the first). Place of publication (city): Publisher.
Lietiņš, A. red., 2012. <i>Mārketinga pamati</i> . Rīga: Zvaigzne ABC.
Kiglics, I. ed., 2007. <i>Rebuilding the Market Economy in Central-East Europe</i> . Hungary: Akademiai Kiado.

1.6. Chapter of edited book or article of compilation

A book where an editor has gathered publications of other authors. A reference to a specific author in Graduation Paper is formatted as follows:

Chapter author's surname, Initials of name., year of chapter/article. Title of chapter/article. In: book/compilation editor's initial. Surname, ed., Year. <i>Title of book/compilation</i> . Edition (if not the first). Place of publication (city): Publisher. Number of chapter/article or interval of pages.
Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed., 1980. <i>Humanities information research</i> . Sheffield: CRUS. pp. 44-68.
Smith, J., 1975. A source of information. In: W. Jones, ed. 2000. <i>One hundred and one ways to find information about health</i> . Oxford: Oxford University Press. Ch. 2.
Repše, E., 2012. Dažas domas par finanšu izglītību un krīžu novēršamību. No: A. Mangele, red., 2012. <i>Biznesa un finanšu izglītības izaicinājumi</i> . Rīga: Banku augstskola. 16. – 17. lpp.

1.7. Translated book

Surname, Initials of name., Year. <i>Title</i> . Edition (if not the first). Translated from (language) by Initials of name. Surname.). Place of publication (city): Publisher.
Kalniņš, A., 2011. <i>Pasaules ekonomika</i> . Trešais izdevums. Tulkojis J.Lapsa no angļu valodas. Rīga: Jumava.
Canetti, E., 2009. <i>The voices of Marakesh: a record of a visit</i> . Translated from German by E. Wood. San Francisco: Arion.

Is it advisable to use sources in original language.

1.8. E-books and PDF material (available on data base or library data base, etc.)

E-book or PDF file, which are not available on the Internet (accessed only through data base, library base etc.)

Surname, Initials of name., Year. <i>Title</i> . Edition (if not the first). [source type] Place of publication (if known): Publisher. Available through: source/data base of e-book, <web address or URL> [Access date].
Kalniņš, A., 2011. <i>Pasaules ekonomika</i> . Trešais izdevums. [e-grāmata] Rīga: Jumava. Pieejams: X datu bāzē <hipersaite> [Sk. internetā 2012. gada 24. jūnijā].
Fishman, R., 2005. <i>The rise and fall of suburbia</i> . [e-book] Chester: Castle Press. Available through: EBSCO data base < http://web.ebscohost.com/ehost/search/selectdb?sid=f4605272-3a68-4b04-bb71-84e7e4b29faa%40sessionmgr110&vid=1&hid=124 > [Accessed 5

November 2012].

1.9. E-book and PDF material (available on the Internet)

Surname, Initials of name., Year. *Title*. Edition (if not the first). [source type] Place of publication (if known): Publisher. Available through: source/data base of e-book, <web address or URL> [Access date].

Svence, G., 2011. *Attīstības psiholoģija*. [e-grāmata] Rīga: Jumava. Pieejams: <<http://host-a.net/gramataselektroniski/GunaSvenceAttistibaspsihologija.zip>> [Sk. interntā. 2012. gada 24. jūnijā].

Cookson, J., and Church, S. eds. 2007. *Leisure and the tourist*. [e-book] Wallingford: ABS Publishers. Available at: Google Books <<http://books.google.com>> [Accessed 9 June 2010].

Соколов, Д., 2013. *Черные буйволы бизнеса* [электронная книга]. Москва: Концептуал <<http://mirknig.com/knigi/business/1181665354-chernye-buyvoly-biznesa.html>> [C интернета 24 июня 2012 года].

1.10. Unpublished book (is going to be published)

Surname, Initials of name., (in press). *Title*. Place of publication (city): Publisher.

Kalniņš, Z., (publicēšanas procesā). *Zaļa zeme, baltas aitas*. Rīga: Jumava.

Pattison, A., (in press). *A New book that I have written*. London: Vanity Press.

2. REGULATIONS

2.1. Regulations of Republic of Latvia

Effective date. Place of publication (city): Publisher.

LR Law On Institutions of Higher Education 01.12.1955. Riga: Latvijas Vēstnesis.

LR Regulations of the Cabinet of Ministers No. 123 „Assessment of Environmental Impact” 04.08.1998. Riga: Latvijas Vēstnesis.

2.2. Regulations of European Union

Name of institution (e.g., the Council of the European Union, the European Commission), effective date or number of a document.

Commission Decision 93/42/EEC of 21 December 1992 concerning additional guarantees relating to infectious bovine rhinotracheitis for bovines destined for Denmark.

Council Directive 2001/29/EC of the European Parliament and of the Council of 22 May 2001 on the harmonisation of certain aspects of copyright and related rights in the information society.

Council Regulation (EEC) 1612/68[5] of 15 October 1968 on freedom of movement for workers within the Community.

3. ARTICLES

3.1. Article in printed magazine

Surname, Initials of name., Year. Title of Article. *Title of Magazine*. Vol.no. (issued/sequential No.), pages or interval of pages.

Brikše, I., 1997. Masu komunikācijas saturs un tā veidošanas problēmas. *Latvijas zinātņu akadēmijas vēstis*, 51(1/2), 104. – 108. lpp.

Boughton, J.M., 2002. The Bretton Woods proposal: an indepth look. *Political Science Quarterly*, 42(6), pp. 564-78.

Perry, C., 2002. What health care assistants know about clean hands. *Nursing Times*, 92(12), p. 6.

3.2. Article in printed newspaper

Surname, Initials of name., Year. Title of Article or Column., *Title of Newspaper*, date, pages or interval of pages.

Zelņikova, A., 2004. No gaisa pārdošanas uz ekonomisku efektu. *Dienas Bizness*, 7. oktobrī, 30. lpp.

Slapper, G., 2005. Corporate manslaughter: new issues for lawyers. *The Times*, 3 Sep. p. 4.

3.3. Article on electronic data base

Surname, Initials of name., Year. Title of Article. *Title of Newspaper*, [type of media] Vol.no. (issued/sequential No.), pages or interval of pages. Available through: name of data base [Access date].

Boughton, J., 2002. Woods proposal: an in depth look. *Political Science Quarterly* [e-journal] 42(6) Available through: Blackwell Science Synergy database [Accessed 12 June 2005].

3.4. Abstract on electronic data base

Surname, Initials of name., Year. Title of Article. *Title of Newspaper*, [type of media] Vol.no. (issued/sequential No.), pages or interval of pages (if any). Abstract only. Available through: name of data base [Access date].

Boughton, J.M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, [e-journal] 42(6). Abstract only. Available through: Anglia Ruskin University Library website <<http://libweb.anglia.ac.uk>> [Accessed 12 June 2005].

3.5. Article of Magazine available on the Internet

Surname, Initials of name., Year. Title of Article. *Title Magazine*, [online]. Available at: <address (precise link to source (hyperlink))> [Access date].

Kipper, D., 2008. Japan's new dawn. *Popular Science and Technology*, [online] Available at: <<http://www.popsci.com/popsci37b144110vgn/html>> [Accessed 22 June 2009].

3.6. Article of Newspaper available on the Internet

Surname, Initials of name., Year. Title of Article. *Title of Newspaper*, [type of media] date. Available at: <address (precise link to source (hyperlink))> [Access date].

Chittenden, M., 2003. Focus: Targetitis ails NHS. *Times Online*, [online] 1 June. Available at: <<http://www.timesonline.co.uk/tol/news/uk/scotland/art1138006.ece>> [Accessed 15 March 2005].

3.7. Press Release available on the Internet

Surname, Initials of name., Year. *Title of Release*. [press release] Date. Available at: <address (precise link to source (hyperlink))> [Access date].

Kondratjeva, A., 2014. *Pieprasītākā nozare publiskajā sektorā 2013.gadā – celtniecība*. 2014. gada 9. janvārī. Pieejams: <http://www.leta.lv/press_releases/A1A58808-A552-4615-9143-DAADBF07AA4C/> [Sk. internetā 2014. gada 9. janvārī].

Department of Health, 2011. *Act F.A.S.T. campaign relaunched to save more lives*. [press

release] 28 March 2012. Available at:

<http://www.dh.gov.uk/en/MediaCentre/Pressrelese?DH_124696> [Accessed 15 April 2012].

ДОМЭКСПО, 2013. *Пресс-релиз 30-ой Международной выставки недвижимости «ДОМЭКСПО»*. [пресс-релиз] 24 июн 2012 года. Доступен: <<http://www.domexpo.ru/pressrelis.htm>> [С интернета 24 июня 2012 года].

3.8. Conference Article

Surname, Initials of name., Year. Title of Conference Article. Name of editor or organization, *Name of Conference*. Place, date. Publishing place (city, if known): Publisher.

Brown, J., 2005. Evaluating surveys of transparent governance. In: UNDESA (United Nations Department of Economic and Social Affairs), *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea, 24-27 may 2005. New York: United Nations.

4. VIDEO FILES, etc.

4.1. Films

Title of film. Year of release. [form]. Director's name. Place of release (country): Production Company.

Vella kalpi. 1970. [filma]. Režisors Aleksandrs Leimanis. Latvija: Rīgas Kinostudija.

Macbeth. 1948. [film] Directed by Orson Welles. USA: Republic Pictures.

4.2. DVD and Video

Title of DVD or video. Year of release. [type of media]. Director's name (if available). Place of release (country): Production Company.

Great films from the 80s: a selection of clips from Warner Brothers top films from the 1980s. 2005. [DVD] USA: Warner Brothers.

4.3. Series, radio and TV broadcasts

Title of series or broadcast (No. of episode, series or broadcast). Year of broadcasting. [type of media]. Name of broadcasting organization or media, broadcasting date, time.

Little Britain. 2006. [TV programme] BBC, BBC2, 30 January 2006, 20:00.

Yes, Prime Minister, episode 1. 1986. [TV show] The Ministerial Broadcast, BBC2, 16 May 1986, 17:15.

4.4. Video on YouTube

Artist's name, year. *Video title*, No. of series (if available). [type of media] Available at: <address (precise link to source (hyperlink))> [Access date].

Dons, 2007. *Ja tu man esi*. [video] Pieejams: <<http://www.youtube.com/watch?v=fo1LNmjJsBI>> [Sk. internetā. 2013. gada 12. decembrī].

Defra, 2007. *Sustainable development: the bigger picture*. [video online] Available at: <<http://youtu.be/keZm56andM>> [Accessed 23 June 2012].

4.5. Music

Surname of an author, Initials of name (composer or artist). Year of release. *Title of composition*. [type of media] Publisher of producer: name. Available at: <address (precise link to source (hyperlink))>, (if composition is on the Internet) [Access date] or the name of a

radio and broadcast, time (if heard on a radio).

Musiqq, 2013. *Trakas atmiņas*. [skaņas ieraksts] Izdevējs: Mic Rec.

Bērziņš, L., 2001. *Klavierkoncerts Nr. 3*. [skaņas ieraksts] Izdevējs: Platforma. Pieejams: <<http://www.platforma.lv/>> [Sk. internetā 2013. gada 1. novembrī].

Gallagher, N. 1994. *Live forever. Oasis. Definitely maybe*. [CD]. Manchester: Creation Records.

Lennon-McCartney, 1966. *Yellow submarine* [Sound recording] Performed by the Beatles on the album Revolver, remastered 2009. Hayes: EMI.

5. PICTURES, IMAGES, PHOTOS, etc.

5.1. Printed picture, image, photo

Surname of an artists, Initial of name., year. *Title*. [type of media] Details of collection that indicates where it is available (collection, No. of document., Place: Name of place/organization).

Beaton, C., 1956. *Marilyn Monroe*. [photograph] (Marilyn Monroe's own private collection).

Beaton, C., 1944. *China 1944: A mother resting her head on her stick child's pillow in the Canadian Mission Hospital in Chengtu*. [photograph] (London, Imperial War Museum Collection).

5.2. Picture, image or photo available electronically

Surname of an artists, Initial of name., year. *Title*. [type of media] Available at: <address (precise link to source (hyperlink))> [Access date].

Dean, R., 2008. *Tales from Topographic Oceans*. [electronic print] Available at: <http://rogerdean.com/store/product_info.php?cPath=4&products_id=88> [Accessed 18 June 2008].

Pepsi, 2009. Pepsi can designs. [image online] Available at: <<http://www.pepsi.co.uk/MaxYourPepsi.aspx>> [Accessed 19 June 2009].

6. OTHER SOURCES

6.1. Website

Name of website (organization), Year. *Full title of source*. [online] Available at: <address (precise link to source (hyperlink))> [Access date].

LR Izglītības un zinātnes ministrija, 2011. *Ministrijas vadība*. [tiešsaite] Pieejams: <<http://izm.izm.gov.lv/ministrija/6738.html>> [Sk internetā 2014. gada 3. janvārī].

NHS Evidence, 2003. *National Library of Guidelines*. [online] Available at: <<http://www.library.nhs.uk/guidelineFinder>> [Accessed 10 October 2009].

6.2. Patents

Surname of inventor, initials of name., Representative., year. *Title*. Place (Country). Patent No.(status, if applied).

Graham, C.P., American Sugar Co., 1972. *Tableting sugar and compositions containing it*. U.S. Pat. 3,642,535.

Leonard, Y., Super Sports Limited. 2008. *Tin can manufacture and method of sealing*. Canada. Pat. 12,789,675.

6.3. Doctoral, Master or Bachelor Thesis

Surname, Initials of name., Year. *Title*. Degree. Full name of university.

Kalniņa, E., 2010. *Personāla vadības pamati uzņēmumā „Saules Banka”*. Bakalaura darbs. Rīgas Starptautiskā ekonomikas un biznesa administrācijas augstskola.

Richmond, J., 2005. *Customer expectations in the world of electronic banking: a case study of the Bank of Britains*. PhD. Anglia Ruskin University.

Ожаровский, А., 2013. *Повышение конкурентоспособности страхового брокерского предприятия «Baltic Insurance Group»*. Бакалаврская работа. Рижская Международная высшая школа экономики и управления.

6.4. Interview

An interview with one person or group may be listed, if the transcript of an interview is included as appendix to Graduation Paper and it is referred to in the text.

Surname of interviewee, Initials of name., Year. *Title*. Surname of interviewer [type of media] Place, precise date.

Kļaviņš, P., 2010. *Personāla politikas problēmas uzņēmumā SIA „Saulīte”*. Intervēja Jānis Liepiņš. [intervija] Rīgā, 2010. gada 5. septembrī.

6.5. Encyclopedia or dictionary

Publisher of Encyclopedia/Dictionary, Year. *Full title*. Publishing place (city): Publisher.

Chambers, 2010. *Chambers paperback dictionary thesaurus*. London: Chambers Harpers Publishers Ltd.

6.6. Blog

Author's surname, Initials of name., Year, name of individual blog. *Title of Article*, [type of media] publishing date. Available at: <address (precise link to source (hyperlink))> [Access date].

Jodis, A., 2014. *Bizness. Neļausim naudai diriģēt Dziesmu svētkos*. [blogs] 2013. gada 9. aprīlī. Pieejams: <<http://www.bizness.lv/blog/alberts-jodis/id/516>> [Sk. internetā 2014. gada 9. janvārī].

Whitton, F., 2009. *Conservationists are not making themselves heard*. *Guardian.co.uk Science blog*, [blogs] 18 June. Available at: <<http://www.guradian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground>> [Accessed 23 June 2009].

6.7. Social Media

Author's surname, Initials of name., Year. *Title of a page* [name of social media]. Publishing date. Available at: <address (precise link to source (hyperlink))> [Access date].

Andrews, A., 2012. *Customer Focus Group* [Facebook]. 11 November. Available at: <www.facebook.com/andrews> [Accessed 11 November 2012].

6.8. Presentation/Report in Conference

Author's surname, Initials of name., Year. *Full title of presentation*. Name of Conference. Place of Conference (city). Date of Conference. Publishing place (city): publisher.

Kreituss, I., 2012. *Lending mistakes what leads to the bad mortgage loans in the period of the economic recession*. 5th International Scientific Conference Information Society and Modern Business Knowledge Creation and Transfer into New Competences. 26 –27 April, 2012. Ventspils.

CD/DVD envelope form

 RISEBA AUGSTSKOLA	
„STUDY PROGRAMME”	
BACHELOR THESIS	
Bachelor Thesis Title Bachelor Thesis Title in Latvian	
Author	student Maris Muiznieks
Scientific Supervisor	Dr.chem., asisstant professor Ilmars Kreituss
Programme director	Mg. oec., Anzelika Smagina
RIGA, 2015	

RISEBA Application form for approving Graduation Paper topic, scientific supervisor and development plan VI 030.1

N. Surname

Director of the RISEBA bachelor/master study programme
“Title of the program”

student of _____ year, language _____
name, surname _____
personal number _____
phone _____
e-mail _____

APPLICATION

regarding confirmation of the theme of the final paper/work
and assigning a scientific advisor

Please confirm the theme of the final paper/work and assign the scientific advisor.

Theme of the final paper/work in Latvian:

Theme of the final paper/work in English:

Scientific advisor:

degree, academic title, name, surname

workplace, position, phone number

_____, year 20____

the student's signature

Calendar plan for developing the final paper/work

Date	Task to perform
	Establishing the goal and tasks of the work. Developing the structure (table of contents) of the work. Developing the introduction of the research.
	Submitting the theoretical part of the research to the supervisor
	Submitting the practical part of the research to the supervisor
	Submitting the analysis of the practical part of the research to the supervisor
	Drafting the research conclusions and suggestions
	Presenting the first draft of the work to the supervisor
	Pre-defence meeting
	Submitting the work at RISEBA
	Defence of the work

_____, year 20____

the student's signature

signature of the scientific advisor

APPROVED
Head of department

(name, surname)

(signature)

(date)

RECEIVED
At the study department

(date)
No. ____-11/

(signature)

Application form for approving Graduation Paper topic, scientific supervisor and development plan for AVMM programme

J. Holsteins

director of the RISEBA bachelor/master study programme
“Audiovisual media arts”

student of _____ year, language _____
name, surname _____
personal number _____
phone _____
e-mail _____

APPLICATION

regarding the confirmation of the confirmation of the theme of the theoretical part (A), format and volume of the practical part (B), as well as assigning the scientific and creative supervisors of the final work

Please confirm the theme of the theoretical part (A) of the final work, and assign the scientific advisor.

Theme of part A of the final work : _____

Scientific supervisor : _____
degree, academic title, name, surname

workplace, position, phone number

Please confirm the format and expected volume of the practical part (B) of the final work, as well as assign the creative supervisor.

Format of part B of the final work: _____

Expected timing of part B of the final work: _____

Creative supervisor: _____
degree, academic title, name, surname

workplace, position, phone number

_____, year 20____

the student's signature

Calendar plan for developing the final paper/work

Theoretical A part		Practical B part	
Date	Task to perform	Date	Task to perform
	Establishing the goal and tasks of the work. Developing the structure (table of contents) of the work. Developing the introduction of the research.		Drafting the idea of the work
	Submitting the theoretical part of the research to the supervisor		Developing the script
	Submitting the practical part of the research to the supervisor		Developing the plan for creating the work
	Submitting the analysis of the practical part of the research to the supervisor		Shooting the work
	Drafting the research conclusions and suggestions		Editing the work
	Presenting the first draft of the work to the supervisor		Presenting the finished work to the supervisor
	Pre-defence meeting		Pre-defence meeting
	Submitting the work at RISEBA		Submitting the work at RISEBA
	Defence of the work		Defence of the work

_____, year 20____

the student's signature

signature of the creative supervisor

signature of the scientific supervisor

APPROVED
Head of department

(name, surname)

(signature)

(date)

RECEIVED
At the study department

(date)
No. ____-11/

(signature)

Application form for approving Graduation Paper topic, scientific supervisor and development plan for SARM programme

G. Sarkane
director of the RISEBA bachelor/master study programme
“Public Relations and Advertising Management”

student of _____ year, language _____
name, surname _____
personal number _____
phone _____
e-mail _____

APPLICATION

regarding confirmation of the theme of the final paper/work
and assigning a scientific advisor

Please confirm the theme of the final paper/work and assign the scientific advisor.

Theme of the final paper/work in Latvian:

_____, year 20____

the student's signature

Scientific advisor:

degree, academic title, name, surname

workplace, position, phone number

signature of the scientific advisor

Creative advisor:

degree, academic title, name, surname

signature

In creative part will be developed:

RECEIVED
At the study department

(date)

No. ____-____-25/

(signature)

Calendar plan for developing the final paper/work

Theoretical		Creative part	
Date	Task to perform	Date	Task to perform
	Establishing the goal and tasks of the work. Developing the structure (table of contents) of the work. Developing the introduction of the research.		Drafting the idea of the work
	Submitting the theoretical part of the research to the supervisor		Developing the script
	Submitting the practical part of the research to the supervisor		Developing the plan for creating the work
	Submitting the analysis of the practical part of the research to the supervisor		Creating the work
	Drafting the research conclusions and suggestions		Editing the work
	Presenting the first draft of the work to the supervisor		Presenting the finished work to the supervisor
	Pre-defence meeting		Pre-defence meeting
	Submitting the work at RISEBA		Submitting the work at RISEBA
	Defence of the work		Defence of the work

_____, year 20____

the student's signature

signature of the creative supervisor

signature of the scientific supervisor

APPROVED
Head of department

(name, surname)

(signature)

(date)

RECEIVED
At the study department

(date)
No. ____-11/

(signature)

Appendix 11d

J.Dripe
director of the RISEBA bachelor study programme
“Architecture”

student of _____ year, language _____
name, surname _____
personal number _____
phone _____
e-mail _____

APPLICATION

regarding changing the theme and/or scientific advisor of the final paper/work

Please allow me to change the (cross over the unnecessary line)

- theme
- scientific advisor of my final work.

Theme of the final paper/work:

Scientific advisor:

degree, academic title, name, surname

workplace, position, phone number

signature of the scientific advisor

_____, year 20____

signature of the student

Calendar plan for developing the final paper/work

Date	Task to perform
	Establishing the goals and tasks of the work. Developing the structure (table of contents) of the work. Developing the introduction of the research.
	Submitting the theoretical part of the research to the supervisor
	Submitting the practical part of the research to the supervisor
	Submitting the analysis of the practical part of the research to the supervisor
	Drafting the research conclusions and suggestions
	Presenting the first draft of the work to the supervisor
	Pre-defence meeting
	Submitting the work at RISEBA
	Defence of the work

_____, year 20____

the student's signature

signature of the scientific advisor

APPROVED
Head of department

 _____ (N. Surname)
 _____ (signature)
 _____ (date)

RECEIVED
At the study department

 (date)
 No. _____

 (signature)

First slide form for Study Paper presentation



STUDY PAPER TITLE IN LATVIAN

STUDY PAPER TITLE IN ENGLISH

AUTHOR

Student **Maris Muiznieks**

SCIENTIFIC SUPERVISOR

Dr. chem., assistant professor **Ilmars Kreituss**

PROGRAMM DIRECTOR

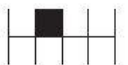
Mg. oec. **Anzelika Smagina**

Rīga, 2016


Click to add title


□ Click to add text





Appendix 13b
Example

 <p>RISEBA FAD Faculty of Architecture and Design</p>	<p>RISEBA University Academic Bachelor Degree Study Program ARCHITECTURE Bachelor of Engineering Sciences in Architecture BACHELOR THESIS / part B / Riga / 2016</p>	<p>NOSAUKUMS LATVIEŠU VALODĀ TITLE IN ENGLISH</p>
<p>MODEL / SCALE 1:200</p>	<p>AUTHOR student VĀRDS UZVĀRDS _____ SUPERVISOR Titulis VĀRDS UZVĀRDS _____ PROGRAMME DIRECTOR Mg. arch., lecturer JĀNIS DRIPE _____</p>	

<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p><i>Projekta pasē jāiekļauj:</i></p> <ul style="list-style-type: none"> - teorijas (A) daļas nosaukums, - jānorāda B daļas darba temats un darba uzdevums, - projektēšanas programma (funkcija un apjomi kvadrātmetros), novietne; - pētījumā izmantotā studiju projekta galvenie telpiskie parametri - galvenais plāns un fasāde, perspektīva vai cits pētījumu raksturojošs materiāls; - jāpievieno 2 - 3 teikumus garš objekta apraksts. <p><i>Skat. nolikumu.</i></p> <p><i>A4 formāta pase jāievieto teorijas (A) daļas sējumā (nav jāiesien!)</i></p> </div>			
RISEBA University Academic Bachelor Degree Study Program ARCHITECTURE Bachelor of Engineering Sciences in Architecture			
(photo of the author)	BACHELOR THESIS (nosaukums latviski) (nosaukums angļiski)		Pages ...
			Model (scale)
			Explanatory descript. ... p.
	Author	Student VĀRDS UZVĀRDS	(signature)
Supervisor	Titulis VĀRDS UZVĀRDS	(signature)	
Program director	Mg. arch., lecturer JĀNIS DRIPE	(signature)	

Projekta pasē jāiekļauj:

- teorijas (A) daļas nosaukums.
 - jānorāda B darba temats un darba uzdevums,
 - projektēšanas programma (funkcija un apjomi kvadrātmetros)
 - novietne,
 - pētījumā izmantotā studiju projekta galvenie telpiskie parametri - galvenais plāns un fasāde, perspektīva vai cits pētījumu raksturojošs materiāls;
 - jāpievieno 2 - 3 teikumus garš objekta apraksts.
- Skat. nolikumu.

Piezīme:

A3 formāta pase jāiesien praktiskās (B) daļas A3 formāta kopsavilkuma sējumā uzreiz aiz vāka lapas!

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(photo of the author)	BACHELOR THESIS (nosaukums latviski) (nosaukums angliiski)		Pages ...	Mark
			Model (scale)	
	Author		Student VĀRDS UZVĀRDS	(signature)
	Supervisor		Titulis VĀRDS UZVĀRDS	(signature)
Program director		Mg. arch., lecturer JĀNIS DRIPE	(signature)	2015/2016