



RISEBA University of Applied Sciences

**BACHELOR THESIS PREPARATION REGULATION**

**For academic direction:**

**ART**

CONFIRMED: at the RISEBA Senate meeting of 17.02.2021.  
Protocol No. 21/1.1-7/1

**Table of Contents**

1. Terms	3
2. General Provisions	4
3. Selection of the theme of the theoretical (A) part of the Bachelor Thesis, the format of the practical (B) part of the Bachelor Thesis and the thesis supervisor	5
4. Structure and scope of the theoretical (A) part of the Bachelor Thesis	8
5. Contents of the chapters of the theoretical (A) part of the Bachelor Thesis	9
5.1. Table of Contents	9
5.2. Abstract	9
5.3. List of abbreviations and conventional symbols	9
5.4. Introduction	9
5.5. Theoretical part of the study (overview of literary and other sources and critical analysis)	11
5.6. Empirical part of the study	11
5.7. Conclusions	12
5.8. Recommendations	12
5.9. Conclusion	12
5.10. List of literature and information sources used	13
5.11. Annex (es)	13
5.13. Attestation	13
5.14. Assessment page	13
6. Study Layout for the Theoretical (A) Part of the Bachelor Thesis	14
7. Preparation of the Practical (B) Part of the Bachelor Thesis	14
7.1. Practical Part Assignment	14
7.2. Selection of Practical Part Formats	14
7.3. Terms and Conditions for Creating the Practical Part	14
7.4. Terms and Conditions for Assessment of the Practical Part	15
8. Procedures for the Preliminary Defence of the Bachelor Thesis	15
9. Procedures for the Submission of the Bachelor Thesis	16
10. Procedures for the Defence of the Bachelor Thesis	19
11. Appeal Procedure	19
12. Literature and information sources used in the preparation of the Regulation:	20
13. Annexes to the Regulation	20

## 1. Terms

**Bachelor Thesis** – the study programme’s obligatory final examination that reflects the knowledge of the Bachelor’s degree candidate in the chosen specialisation, his ability to conduct research and master the methodology of research work.

Bachelor's thesis is a student's independent work, which consists of two parts (A and B). The first (A) theoretical part is the student's independent research, which shows the student's ability to critically analyze and evaluate real social processes and the literature dedicated to them. The thesis must reflect the primary data obtained by the person, who prepared it.

Part (A) of the Bachelor thesis attests to the student’s ability:

- to think independently and logically;
- to conduct a study using the theoretical knowledge acquired in the course of his studies, applying researching methodology professionally, and collating and systematising factual/data material;
- to work independently with academic literature;
- to set out and verify the problem being researched, justifying its relevance and usefulness;
- the ability to prepare an overview of the research and formulate conclusions in literary language, as well as to develop and formulate conclusions and the results of the study in a reasoned manner;
- the ability to adhere to the ethics of research work; the ability to demonstrate a fluent command of the subject while defending the thesis and to justify his opinion in a scientifically reasoned manner.

The second (B) practical part - creative work is a new work of artistic creativity done by the student, which attests to the student’s professional skills and proficiencies corresponding to the industry and profession.

Part (B) of the Bachelor thesis attests to the student’s ability:

- to create works of artistic creativity corresponding to his or her qualification level and preparedness;
- his or her skill in devising dramatic solutions for works of artistic creativity;
- in the process of artistic creativity, his or her skill is using quality artistic approaches corresponding to the format;

- in the process of artistic creativity, his or her skill is using corresponding technological solutions and ensuring the necessary technical quality;
- his or her skill in creating works of artistic creativity in conformity with the requirements of the contemporary global audiovisual industry;

### Term Translations

in Latvian	in English	in Russian
Bakalaura darbs	Bachelor Thesis	Бакалаврская работа
Satura rādītājs	Table of Contents	Содержание
Ievads	Introduction	Введение
Anotācija	Abstract	Аннотация
Saīsinājumu un nosacīto apzīmējumu saraksts	List of abbreviations and conventional symbols	Список сокращений и условных обозначений
Secinājumi	Conclusions	Выводы
Priekšlikumi	Recommendations	Предложения
Nobeigums	Concluding Remarks	Заключение
Izmantotas literatūras un informācijas avotu saraksts	List of literature and information sources used	Список использованной литературы и других информационных источников
Pielikums	Appendix	Приложение
Zinātniskais vadītājs	Scientific Supervisor	Научный руководитель

## 2. General Provisions

2.1. The Bachelor Thesis Preparation Regulation (hereinafter referred to in the text as - the Regulation) regulates the uniform principles and requirements for preparing and laying out a Bachelor Thesis in the RISEBA Faculty of Business and Economics' Bachelor's study programmes.

2.2. The Regulation is binding on RISEBA students and academic staff members, who oversee and review Bachelor Theses, as well as on those, who participate in Bachelor Theses' preliminary defence and defence commissions.

2.3. All study programmes provide for the preparation and public defence of a Bachelor Thesis..

2.4. The theoretical (A) part of the Bachelor thesis is a study conducted by the student, which conforms to the following basic principles:

- the chosen subject of the thesis must be relevant;
- research and information processing methods must be used in the thesis;
- the material set out must be logical and comprehensible;
- the author's conclusions and proposals must stem from the results of the thesis;

- the thesis plan must provide a logical sequence for the solution of the problem, which arises from the goal of the thesis and its set task, the research question (or questions) and hypotheses;
- uniform terminology and abbreviations should be used throughout the thesis;
- the list of literature and information sources used must conform to the contents of the thesis, and it must include the latest scientific publications and monographs, etc.

2.5. Between the theoretical (A) part and the practical (B) part of the Bachelor Thesis, there must be a content link. The potential link of the study can be either genre-based or thematic, or inspired by a similar audiovisual format, or at least the corresponding student's qualification specifics.

2.6. The practical (B) part of the Bachelor Thesis is a work of artistic creativity created by the student, which conforms to the following basic principles:

- the work must have clear and structural and constructional principles;
- the quality of the work's artistic approaches must conform to the requirements of the qualification to be awarded;
- the work must have a technological solution and technical quality corresponding to the format;
- the work must conform to the requirements of the contemporary audiovisual industry.

2.7 The Bachelor Thesis shall be prepared in the language in which the study programme is implemented.

2.8. The student - author of the Bachelor Thesis is responsible for the artistic quality of the Bachelor Thesis, the accuracy of the data used in the study, the correctness of any calculations made, the quality of the conclusions drawn and proposals drawn up, as well as for the implementation of the thesis, compliance with submission deadlines and timely defence of the thesis.

### **3. Selection of the theme of the theoretical (A) part of the Bachelor Thesis, the format of the practical (B) part of the Bachelor Thesis and the thesis supervisor**

3.1. In accordance with the Bachelor Thesis preparation timetable approved beforehand by the Programme Director, the student will choose the theme of the theoretical (A) part and the format of the practical (B) part of the Bachelor Thesis - not later six months before the date of the submission of the thesis.

3.2. The student will be offered a choice of theme for the theoretical (A) part of the Bachelor Thesis from the list of study directions approved by the department, as well as the format of the practical (B) part of the Bachelor Thesis and the planned timetable from the list provided in Clause 7.2 of the Regulation. Students also have the opportunity to propose their own relevant Bachelor Thesis study theme or practical work format, based on their knowledge and professional skills and/or the interests

of a specific organisation, as well as. If necessary, the student can consult the programme director or faculty members in the relevant field and the potential Bachelor Thesis supervisor regarding the relevance of the Bachelor's thesis subject or its compatibility with the study programme's requirements.

3.3. Bachelor Theses will be supervised by faculty members and visiting faculty from the Audiovisual Media Arts Department. Bachelor Theses can also be supervised by specialists outside the university, who possess at least Bachelor level education themselves. Students have the chance to either choose the potential thesis supervisor offered by the programme director or one of their choice.

3.4. The Bachelor Thesis can either have either one supervisor for both parts (A and B), or a Bachelor Thesis supervisor for each part. If the Bachelor Thesis has two supervisors, then the supervisor of the theoretical (A) part will be referred to as the scientific supervisor of the thesis, while the supervisor of the practical (B) part will be known as the artistic supervisor of the thesis.

3.5. The student meets the thesis supervisor (supervisors), clarifies/agrees on the Bachelor Thesis's subject and/or format, tasks to be performed, draws up the plan for the preparation of the Bachelor Thesis, fills in the application form (see Annex 1) and submits it to the Study Programme Director by the deadline stipulated by the University. The chosen theoretical study subject and practical thesis format and planned timetable will be approved by the study programme director and the Head of department.

3.6. The Bachelor Thesis preparation plan approved by the student and thesis supervisor (supervisors) is binding on both parties.

3.7. If for any reason the student is unable to fulfil the plan, he must inform his thesis supervisor. If the mutual cooperation between the student and the supervisor is unsatisfactory, the student should inform the Programme Director in a timely manner.

3.8. The formulation of the final version of the subject of the theoretical (A) part and/or the format of the practical (B) part of the Bachelor Thesis can be revised or corrected by submitting a duly prepared application to the Study Programme Director. The formulation of the chosen thesis subject and/or format will be approved by the Study Programme Director and the Head of Department. The final formulation of the Bachelor Thesis subject may be revised no later than five working days before the thesis submission deadline. The Bachelor Thesis supervisor can be changed once, but no later than two months before the thesis submission date.

3.9. The subject of the theoretical (A) part of the Bachelor Thesis must be formulated in the language in the studies are conducted.

3.10. The student shall prepare the Bachelor Thesis's chapter independently, consulting his thesis supervisor (supervisors). The student shall independently attain the thesis results, which correspond to the contents and form of the thesis. The student and thesis supervisor shall take their lead from the

Bachelor Thesis preparation plan (see Clause 3.2) confirmed in the application. The student must take his supervisor's notes, recommendations and additions into account. With the approval of the thesis supervisor, the student may consult any RISEBA faculty member or specialist in the relevant field, but in this case the scientific consultant must be specified on the title page (under the thesis supervisor) of the theoretical (A) part or the artistic supervisor must be indicated in the rejection titles of the practical (B) part of the Bachelor Thesis.

3.11. The duties of the Bachelor Thesis scientific supervisor are as follows:

- to help to formulate the study subject and choose the research and analysis methods;
- to provide assistance in devising the structure for the thesis;
- to review individual sections of the thesis and the thesis as a whole, to highlight errors, shortcomings, required changes and additions;
- to verify the compatibility of the thesis to the requirements of the Regulation;
- to review the student's defence presentation, and specify required changes and additions;
- as far as possible, to participate in the preliminary defence of the Bachelor Thesis;
- to read the completed thesis and attest to this by signing the title page. The Bachelor Thesis supervisor may prevent the student from defending his Bachelor Thesis by not signing the title page of the Bachelor Thesis if the thesis does not conform to the requirements of the regulation;

3.12. The duties of the Bachelor Thesis artistic supervisor are as follows:

- to help to choose an artistic solution appropriate to the student's chosen audiovisual work format;
- to provide help in devising the dramatic solution for the work;
- to review individual sections of the thesis and the thesis as a whole, to highlight errors, shortcomings, required changes and additions;
- as far as possible, to participate in the preliminary defence of the Bachelor Thesis;
- to watch and to certify the fully completed work with his or her signature of the envelope of the digital carrier on which the work is submitted. The Bachelor Thesis supervisor may prevent the student from defending his Bachelor Thesis by not signing the Bachelor Thesis if the thesis does not conform to the requirements of the regulation;

3.13. The student's duties are as follows:

- to independently prepare the Bachelor Thesis;
- to comply with the performance deadlines in the Bachelor Thesis preparation plan;
- to comply with the requirements of this Regulation;
- to strictly comply with the calendar schedule for the preparation and submission for the thesis stipulated by RISEBA;

- to prepare a presentation of the theoretical (A) part of the Bachelor Thesis and the video and/or printed materials to be submitted in the practical (B) part and to present them to the preliminary defence commission;
- to prepare the defence presentation of the theoretical (A) part of the Bachelor Thesis, to obtain the supervisor's approval for it and to present it to the State Examination commission (hereinafter referred to in the text as - SEC)
- to present the Bachelor Thesis's practical (B) part work to the SEC.

#### **4. Structure and scope of the theoretical (A) part of the Bachelor Thesis**

4.1 The following structure has been stipulated for the Bachelor Thesis:

- 1) title page (the title of the Bachelor Thesis must be specified in Latvian and English);
- 2) Table of Contents;
- 3) abstracts in 2 languages (Latvian and English);
- 4) list of abbreviations and conventional symbols (if necessary);
- 5) introduction;
- 6) theoretical part of the study (overview of literary and other sources and critical analysis);
- 7) empirical part of the study;
  - 7.1. Study methodology - study design, conceptual model, study method description, etc.;
  - 7.2. Analysis and interpretation of study data;
  - 7.3. Study results.
- 8) conclusions;
- 9) recommendations;
- 10) conclusion;
- 11) list of literature and information sources used;
- 12) annexes (if needed);
- 13) attestation;
- 14) assessment form.

4.2. Required size of the Bachelor Thesis in computer typesetting (not including annexes, attestation and assessment pages): **25 – 30 pages**.

4.3 The total body of the Bachelor Thesis shall approximately be divided up as follows:

- introduction 3-5%;
- theoretical part of the study 20%-35%;
- empirical part of the study 40%-55%
- conclusions, recommendations and conclusion 5-8%



## 5. Contents of the chapters of the theoretical (A) part of the Bachelor Thesis

### 5.1. Table of Contents

5.1.1. The titles of the chapters and sub-chapters included in the thesis shall be specified in the table of contents. It is recommended that the thesis should contain an automatic table of contents.

5.1.2. The Bachelor Thesis is made up of the theoretical part of the study (Chapter 1) and the empirical part of the study (Chapter 2), which can be divided up into smaller sections in sub-chapters and sub-sub-chapters. In conformity with the subject of the study, specific titles shall be used for sections, chapters, sub-chapters and sub-sub-chapters. It is not permissible for a chapter to contain only one sub-chapter, it must contain at least two sub-chapters.

For example:

1. Chapter title

1.1. Sub-chapter title

1.1.1. Sub-sub-chapter title

1.1.2. Sub-sub-chapter title

### 5.2. Abstract

5.2.1. 2 short (with a recommended length of 1 page) abstracts – in Latvian and English shall be prepared for the Bachelor Thesis. The abstract is intended to as a preliminary introduction to the thesis.

5.2.2. The abstract contains the following information: title of the thesis, relevance of the thesis, study goals, hypotheses or main study questions, as well as information about whether the hypotheses will or will not be confirmed, answers to the study's questions, as well as the most significant results and conclusions. The abstract must specify the scientific or empirical problem which will subsequently be solved by the use of the thesis's obtained results. At the end of the abstract, data are specified regarding the size of the thesis (no. of pages, annexes, tables and images) and the literary sources used (number), as well as a bibliographic notation for the thesis.

Example: Kariņš, J., 2018. Bank Development Strategy, Bachelor Thesis / Scientific supervisor Assoc. Prof. Lejnieks Jānis, Riga: RISEBA.

### 5.3. List of abbreviations and conventional symbols

If necessary the list shall be attached to the thesis and drawn up on a separate page, not including traditional (generally known) abbreviations.

### 5.4. Introduction

The introduction shall contain the following information:

5.4.1. Research topicality rationale

A more extensive theoretical and empirical description of the field of study providing a rationale for the relevance and importance of the study.

#### 5.4.2. Formulation of the study problem

A brief description of the situation, which it is necessary to study to furnish a solution or make improvements.

#### 5.4.3. Definition of the goal and task of the study thesis

The study **goal** shall be formulated based on the relevance of the subject. The formulation of the goal must be brief, specific and result-oriented.

**Tasks** – activities with which the researcher plans to attain his goal.

The **following tasks have been specified** for the research thesis:

- 1) to collate...;
- 2) to research...;
- 3) to analyse...;
- 4) to develop....;
- 5) to perform ....etc.

5.4.4. The introduction shall specify the hypothesis or study questions, in conformity with the chosen study methods.

**Study question (-s)** – the question of the problem being researched on which the author of the thesis is focusing. The study results must provide answers to all the study questions.

**Hypothesis** – initial assumption of the author of thesis, which will be verified in the course of the study. During the study process, the hypothesis will be confirmed or rejected using quantitative or mixed methods.

#### 5.4.5. List of methods used in the study

The study methods may be quantitative, qualitative or mixed.

**Primary data acquisition methods** – e.g. surveys, interviews, focus group discussion, experts' interviews, observations, study experiment, etc. A description of the method and the rationale for choosing it, and a description of the selection of the respondents and study must be provided;

**Secondary data sources** – e.g. company annual reports, Latvian Statistics Bureau and EUROSTAT reports, etc.

**Data analysis methods** – e.g. statistical analysis methods (specifying computer software used), content analysis, social media analysis, interview analysis, experiment result analysis, etc.

#### 5.4.6. Study structure/composition description

Very brief overview of the contents of each chapter.

5.4.7. Study period or other restrictions (if applicable).

## **5.5. Theoretical part of the study (overview of literary and other sources and critical analysis)**

5.5.1. The goal of the theoretical analysis of the study problem is to independently and critically analyse literary and other sources, and to provide a theoretical rationale for the problem.

5.5.2. Research papers, books, special industry literature and methodological materials, internet resources may constitute the basis for literary sources, etc. Course materials obtained and prepared during the course of studies may not be considered to be literary sources unless they are publicly verifiable/available. References to the information resource Wikipedia and other sources may not be used.

Excessive citing of literary sources should be avoided.

5.5.3. When using information from literature sources in the bachelor's thesis, the RISEBA regulations on plagiarism must be observed.

5.5.4. It is recommended to use the following in the Bachelor Thesis:

- Sources issued/published in recent years, including at least 5 sources, which are not more than 5 years old;
- Sources issued/published in their original language;
- Sources available in scientific databases.

## **5.6. Empirical part of the study**

5.6.1. The empirical part of the study must include sub-chapters that reflect the following information:

- brief description of the object of the study or situation;
- research methodology, specifying the following metrics:

1. *Study methods* – quantitative, qualitative or mixed method strategy, specifying which methods will be used (kontentanalīze, aptauja, ekspertu intervijas, fokusgrupas pētījums, eksperiments, darbības pētījums, situācijas analīze, sociālo tīklu analīze u.c.); It must be explained how answers will be found to each of the study questions or how confirmations will be obtained for hypotheses;
2. Description of the course of the study and its period of time;
3. Methods used to acquire data – observations, surveys, interviews, focus groups, Delfi method, etc. (description and the rationale for the choice of method must be provided); description of respondents and study selection;

4. Data analysis methods – an explanation must be provided about which methods are used when answering each study question or approving/rejecting the set hypotheses - quantitative: statistical analysis methods, mentioning amounts and ratios and why they have been calculated, referring to the programmes in which calculations have been made and/or qualitative: content analysis, thematic analysis and coding, using word clouds or word associations, etc.

Primary data are obtained in the study while it used secondary data.

- Results obtained in the study;
- analysis and interpretation of results.

5.6.2. The writing of each theoretical or empirical section chapter must start with a brief introduction, specifying the task of the chapter, what will be fulfilled as a result of the chapter, and how the contents of this chapter correspond to the goal of the study.

5.6.3. Each chapter should end with a brief summary and/or conclusions regarding the chapter as a whole, what this chapter contributes (the contribution made by the chapter) to the study, what the main theses or benefits are, and how and where acquired information will subsequently be used in the study.

## **5.7. Conclusions**

5.7.1. Conclusions must be formulated in the form of theses and numbered with Arab numerals.

5.7.2. Conclusions must not assert direct facts, they must reflect the author's most important insights, which stem from the theoretical and empirical study, and must contain answers to the questions posed by the study. The size of the theoretical conclusions must be smaller than the size of the empirical conclusions.

5.7.3. If a hypothesis has been postulated, the author must indicate whether it has been verified and this must be justified.

5.7.4. If study questions have been posed, answers to these must be provided.

5.7.5. Conclusions must arise from the contents of the study and these must not be justified with data and facts that are not mentioned/considered/analysed in the study.

## **5.8. Recommendations**

Recommendations must stem from conclusions made in the study, they must be numbered, specific, justified and contain an addressee. They must be aimed at making specific improvements or preventing shortcomings in conformity with the goal of the study.

## **5.9. Conclusion**

5.9.1 The conclusion must reflect the economic, scientific or empirical meaning (the empirical significance of the study) of the study conducted, the author's opinion about the course and

constraints of the research, as well as what should be done in future in connection with this subject. The personal benefit derived by the author as a result of the prepared study.

5.9.2. Recommended conclusion size: 1/2 page.

#### **5.10. List of literature and information sources used**

5.10.1. The list shall contain absolutely all literature and information sources used in the process of preparing the Bachelor Thesis (see list compilation in *Regulations regarding Compilation of References, literature and information sources Used*).

5.10.2. Number of literature and other information sources used in Bachelor Thesis studies: **not less than 25**.

5.10.3. References to the information resource Wikipedia and other sources may not be used.

5.10.4. References must be drawn up in accordance with the Harvard system

#### **5.11. Annex (es)**

5.11.1. Annexes shall be attached at the conclusion of the Bachelor Thesis research. If more than one individual annex is inserted, a list of annexes must be drawn up (the list of annexes shall be inserted immediately after the page on which ANNEX is specified in the middle of the page in block letters).

5.11.2. Annexes are not included in the amount of work and they are numbered in sequence with Arab numerals (e.g. Annex 1). It is compulsory for the thesis to contain a reference to each of the annexes.

5.11.3. Materials shall be inserted in annexes, which the augment the study text, e.g. data used in calculations, interim table, which influence the composition of tables in the study; calculations; description of algorithms; non-standard format tables and drawings (occupying over one A4 page); sample forms of conducted surveys; transcripts of interviews conducted; instructions; methodological instructions, regulations, etc. The study text must contain references to all annexes.

5.11.4. Annexes must be arranged so that they conform to the sequence of references in the study text. Each annex must be drawn up on a new page. The title of each annex must be specified.

#### **5.12. Attestation**

At the end of the Bachelor Thesis, the student shall sign an attestation confirming his personal responsibility for the veracity of independently conducted research and the non-existence of plagiarism. This page is not shown in the table of contents.

#### **5.13. Assessment page**

The assessment page is the very last page of the of the Bachelor Thesis, which will be bound. It is a form on which the result of the defence of the Bachelor Thesis is due to be entered. This page is not shown in the table of contents.

## 6. Study Layout for the Theoretical (A) Part of the Bachelor Thesis

The Bachelor Thesis must be laid out, in accordance with the rules regarding the layout of study theses.

The list of literature and information sources used shall be laid in conformity with the Harvard standard (Harvard) system and the regulations regarding the compilation of the list of literature and information sources.

## 7. Preparation of the Practical (B) Part of the Bachelor Thesis

### 7.1. Practical Part Assignment

7.1.1. In Humanitarian Science Audiovisual Media Arts programmes, the practical (B) part of the Bachelor Thesis is a work of artistic creativity performed by the student.

7.1.2. In devising the practical Bachelor Thesis, the student in a creative team performs work that corresponds to his or her chosen qualification.

### 7.2. Selection of Practical Part Formats

7.2.1. Possible forms and recommended scopes of Bachelor Thesis audiovisual works:

- Feature film (up to 60 min.), or
- Produced video short film(13 to 30 min.), or
- One episode of a television series (13 – 26 min.), or
- Documentary film (13 - 30 min.), or
- Television programme (13 - 26 min.), or
- Television programme cycle "pilot broadcast" (13 – 26 min.), or
- Staged video clip for a musical audio work (no shorter than 3 min.), or
- Animation ( 2 – 15 min.), or
- Video installation, or
- Audiovisual new media project, or
- Dramatic script for an audiovisual work (30 - 60 min.)

7.2.2. With the prior approval of the Programme Director, the student may select an original forma not referred to in Clause 7.2.1 for the practical (B) part of the Bachelor Thesis.

### 7.3. Terms and Conditions for Creating the Practical Part

7.3.1. Bachelor Theses should be prepared in the language in which the study programme is implemented.

7.3.2. The student is given the freedom to choose the format for the practical part of the Bachelor Thesis, based on his or her knowledge, skills and professional aptitudes.

7.3.3. The contents of the practical part of the Bachelor Thesis may be chosen by the student, in conformity with his or her artistic taste and relevance. This must be in accordance with Latvia's Copyright Law, Electronic Mass Media Law and Film Law.

In concluding audiovisual theses, it is only permissible to include contents and form that do not violate standards of ethics, humanism, morality, virtue and politeness.

7.3.4. In creating the practical Bachelor Theses, for the performance of duties in the creative team unrelated to the creative duties of the student in question, RISEBA students and faculty members may be recruited, as well as any specialists in the relevant field outside the university.

#### **7.4. Terms and Conditions for Assessment of the Practical Part**

7.4.1 In the concluding Bachelor programme these, the work of students as TV directors, TV cameramen and screenwriters will be assessed, based only on the quality of the work done in the relevant qualification field, which will be attested to by the specific audiovisual work (screenwriters may offer a script alone).

7.4.2. In addition to the audiovisual work, Bachelor programme TV and film production qualification students shall submit the draft work and a project report. The project must be drawn up in conformity with the requirements of the TV and film production study course. The audiovisual work project must be submitted together with the audiovisual work by the deadline stipulated in advance for the submission of Bachelor Theses.

### **8. Procedures for the Preliminary Defence of the Bachelor Thesis**

8.1 Preliminary defence of the Bachelor Thesis is compulsory for all RISEBA students at a date and time stipulated by the University. Its specific requirements may vary for each study programme.

8.2. The goal of the preliminary defence is to consult the student and to decide whether to allow the student to proceed to a defence before the State Examination Commission, providing comments for the improvement of the study and recommendations for more successful structuring of the presentation, etc. before the defence of the Bachelor Thesis before the State Examination Commission.

8.3. The preliminary defence commission will be composed of at least two commission members.

8.4. At the time of the preliminary defence of the Bachelor Thesis (no later than three weeks before the submission of the Bachelor Thesis), at least 70% of the preparation of the Bachelor Thesis must have been completed.

8.5. For the occasion of the preliminary defence of the Bachelor Thesis, the student shall prepare a presentation of the theoretical (A) part of the Bachelor Thesis, in conformity with the presentation structure, which is specified in Clause 10.3 and present this during the preliminary defence.

8.6. Before the preliminary defence, the student shall electronically upload a draft version of the theoretical (A) part of the Bachelor Thesis to the relevant site: *e.riseba.lv*.

8.7. For the preliminary defence of the Bachelor Thesis, the student shall prepare a video trailer for the practical (B) part of the Bachelor Thesis, or 2 -3 minutes of ready material (students studying for the qualification of screenwriter can submit 70% of a completed script instead of a video work), which will be shown during the preliminary defence.

8.8. If the student does not participate in the preliminary defence or participates but does not receive a positive assessment from the commission, the student will not be allowed to proceed to a defence of the Bachelor Thesis, and the student must take academic breaks or, if possible, the procedure for resolving study debts will be applied. A corresponding entry regarding this decision will be made by the commission in the preliminary defence protocol.

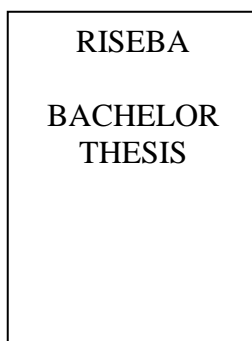
### 9. Procedures for the Submission of the Bachelor Thesis

9.1. The student shall submit the final version of parts A and B of the Bachelor Thesis to his Bachelor Thesis supervisor (supervisors) for final approval. The Bachelor Thesis supervisor shall examine the submitted Bachelor Thesis and all additional materials.

9.2. Delivery of the parts A and B of the thesis approved by the thesis supervisor (supervisors) shall take place **one** week before the planned date for the defence of the thesis.

9.3. The Bachelor Thesis (part A) shall be bound in two copies of which at least one will be in hardcover on which the name "RISEBA" and "BACHELOR THESIS" shall be printed.

Example:



9.4. In addition to the two bound copies of the Bachelor Thesis, the Bachelor Thesis (part A) **shall also be submitted electronically** in PDF format and sent to the following e-mail address: [thesis@riseba.lv](mailto:thesis@riseba.lv).

9.5. The practical (B) part of the Bachelor Thesis – audiovisual work shall be submitted in digital form on a USB data carrier. At the same time, the audiovisual work must also be submitted to the Head of the Technical Section or to his deputy for downloading on a specific closed internet server for evaluation by the SEC. Students studying for the qualification of a screenwriter shall submit their



scripts just like TV and film producer qualification students - submitting their project in printed form together with the theoretical (A) part of the Bachelor Thesis.

9.6. When submitting the digital carrier (USB) containing the audiovisual work in the practical (B) part of the Bachelor Thesis, it must be placed in a white envelope, printing information on it in conformity with the sample cover layout for the practical (B) part of the Bachelor Thesis.

9.7. The author of the Bachelor Thesis shall sign both the title page of both copies of the theoretical (A) part, the Attestation and the cover of the envelope containing the practical (B) part of the Bachelor Thesis.

9.8. The Bachelor Thesis supervisor shall sign both copies of the theoretical (A) part of the thesis on the title page and the cover of envelope containing the practical (B) part, thus certifying the student's right to proceed to defend the thesis, as well as complete the supervisor's reference form (see Annexes 2 and 3) regarding the relevant student's thesis and submit it to the Study Department.

9.9. The title page of the theoretical (A) part and the cover of the envelope containing the practical (B) part of the Bachelor Thesis shall also be signed by the Director of the relevant study programme.

9.10. The Thesis supervisor and Programme Director are entitled not to sign the Bachelor Thesis if they consider that the thesis has such significant shortcomings that the thesis cannot proceed to be defended. The decision whether to permit the thesis to proceed to be defended shall be made by the relevant Head of Department. In making a decision, the Head of Department may submit the thesis to a reviewer. If the reviewer's assessment is positive, the thesis may be put forward for defence, but the SEC will be notified about the fact that Programme Director has not signed it. If the reviewer's assessment is negative, the thesis will not be put forward to be defended and the student may be expelled with the right to be readmitted and to defend the revised Bachelor Thesis no earlier than one semester later.

9.11. The signed copies of the Bachelor Thesis, as well as the electronic version the Bachelor Thesis preparation process assessment form (see Annex 4) shall be submitted by the student to the Study Department by the deadline stipulated by RISEBA he will register for a specific date and time for the defence of the thesis.

9.12. If the concluding defence of the thesis takes place remotely, the student shall submit the Bachelor Thesis in accordance with the Remote Defence procedures.

9.13. Within one working day, a Study Department employee will deliver the Bachelor Thesis to the reviewer.

9.14. A RISEBA faculty member or a qualified industry specialist may be designated as the reviewer.

9.15. The reviewer shall prepare the review (see Annex 4) and no later than three working before the defence shall submit it to the Study Department in both printed and electronic format. The student

will not be informed who the reviewer is until such time as the signed and ready review has been received.

9.16. The Bachelor Thesis review shall assess the following:

- relevance of the subject of the Bachelor Thesis;
- research objective and tasks;
- research methodology and quality;
- thesis composition, compatibility of the contents of the thesis to the set goal and tasks;
- scope and depth of the analysis of literature and information sources, ability to use references;
- quality of data analysis;
- application of concepts, models, and theories;
- conformity of the thesis layout to the aforementioned requirements (text, tables, image layout, language, etc.);
- rationale for conclusions and recommendations, degree of attainment of the set goal;
- theoretical and empirical meaning of the study;
- originality of the thesis.

9.17. In the review of the practical (B) part of the Bachelor Thesis, the following will be evaluated:

- compatibility of the selection of the thesis to the student's preparedness;
- selection of the creative team and its compatibility to the content of the work and its formal solution;
- clarity of the work's structure and construction principles;
- the thesis content solution in the development of the work;
- the quality of the work's artistic approaches and compatibility to the chosen format;
- the technological solution and technical quality of the work;
- compatibility of the work to the requirements of the contemporary audiovisual industry;
- originality of the thesis.

9.18. In the review of the Bachelor Thesis, the reviewer shall provide a description of the composition of the Bachelor Thesis, emphasise the thesis's positive attributes, indicated its main shortcomings, assess the thesis's conclusion and recommendations, specify the recommended assessment and ask additional questions of the author if there are such.

9.19. The Study Department employee will inform the student and the Bachelor Thesis supervisor about the contents of the review, except for the assessment recommended by the reviewer.

9.20. In the event that the reviewer has assessed the thesis negatively, the thesis will be submitted for additional review to another specialist in the relevant field of knowledge. If a second reviewer has assessed the thesis positively, the Bachelor Thesis will be permitted to proceed to be defended. In the opposite case, the student will not be allowed to defend his Bachelor Thesis and will be expelled with

the right to be readmitted and defend the revised Bachelor Thesis no earlier than one semester later, in conformity with the University's approved additional paid services and with no additional fee for the defence of the Bachelor Thesis.

## **10. Procedures for the Defence of the Bachelor Thesis**

10.1. The student shall prepare and submit the Bachelor Thesis defence presentation for approval to his supervisor.

10.2. The Bachelor Thesis defence presentation and defence language shall be the language in which the programme is implemented

10.3. The defence presentation of the theoretical (A) part of the Bachelor Thesis must contain:

- the same information must be specified on the presentation title slide that is specified on the title page of the Bachelor Thesis. See the sample title page in Annex 7, but the student may also use another presentation design as he or she deems to be appropriate;
- thesis goal, tasks;
- thesis study issue (issues) or hypothesis;
- study methods used in the work;
- main results of the theoretical and empirical part of the thesis study;
- main conclusions and proposals.

10.4. The student will be given 8 minutes to present the study in the theoretical (A) part of his or her Bachelor Thesis to the members of the State Examination Commission. After the presentation, the student will answer the questions of the reviewer and the members of the State Examination Commission.

10.5. Afterwards, the student shall informally introduce the audiovisual work in the practical (B) part of his or her Bachelor thesis, specifying which duties the student has fulfilled in the creation of this work and what the student's qualification is. The State Examination Commission will review the audiovisual work. In the event that the student studying for the qualification of a screenwriter has submitted an unscreened script for the practical (B) part of his or her Bachelor Thesis, he or she shall prepare an informal presentation of the script and present the main elements of the script to the State Examination Commission: narrative, leading characters, message, etc.

10.6. After the presentation of the practical (B) part, the student will answer the questions of the reviewer and the members of the State Examination Commission.

## **11. Appeal Procedure**

11.1. For 24 hours after the notification of the decision of the State Examination Commission (SEC), the student is entitled to submit an appeal.

11.2. The only grounds for an appeal can be violations of State examination procedures and/or ethics;

11.3. The appeal shall be submitted in writing, addressed to the Vice Rector for Studies;

11.4. The Appeal Commission shall review the appeal within three working days of receiving it and provide a written answer to the student regarding the submission of the appeal.

## **12. Literature and information sources used in the preparation of the Regulation:**

- Republic of Latvia Cabinet Regulations No. 322, Cabinet Regulations No.322 of 13 June 2017 "Regulations Regarding Latvian Education Classification", 05.10.2017. Riga: Latvijas Vēstnesis.
- LR State Language Law, 01.09.2000. Riga: Latvijas Vēstnesis.
- Professional Education Law
- Education standard

## **13. Annexes to the Regulation**

Annex 1. Submission regarding Approval of the Subject of the Bachelor Thesis and Designation of a Scientific and Artistic Supervisor

Annex 2. Sample Scientific Supervisor's Feedback Form (to be Completed by the Thesis Supervisor)

Annex 3. Sample Artistic Supervisor's Feedback Form (to be Completed by the Thesis Supervisor)

Annex 4. Bachelor Thesis Preparation Process Assessment Questionnaire

Annex 5. Review Template for the Theoretical (A) Part of the Bachelor Thesis

Annex 6. Review Template for the Practical (B) Part of the Bachelor Thesis

Annex 7. Sample Presentation Title Slide for the Theoretical (A) Part of the Bachelor Thesis

Annex 8. Sample Layout of the Cover of the Practical (B) Part of the Bachelor Thesis

Annex 9. Sample Presentation Title Page for the Theoretical (A) Part of the Bachelor Thesis

Annex 10. Attestation.

Annex 11. Assessment.

Submission regarding Approval of the Subject of the Bachelor Thesis and Designation of a Scientific and Artistic Supervisor

To the RISEBA Bachelor's Study Programme „ Audiovisual Media Arts”  
Direktor Janis Holsteins

RISEBA Bachelor's Study Programme „ Audiovisual Media Arts”

___ Course Group _____	Chapter Student`s
Name, surname	_____
Personal ID number	_____
phone	_____
E-mail	_____

### APPLICATION

regarding approval the format and scope of the theoretical (A) part of the Bachelor Thesis, approval of the subject of part (B), as well as designation of the scientific and artistic supervisor

**Please approve the subject of the theoretical A part of the Bachelor Thesis and designate a scientific supervisor.**

Title of part A of the Bachelor Thesis in the language in which the study programme is implemented:

\_\_\_\_\_

Subject of part A of the Bachelor Thesis in English: \_\_\_\_\_

Scientific Supervisor: \_\_\_\_\_

degree, scientific title, name, surname

\_\_\_\_\_

workplace, position, contact phone number

**Please confirm the format and planned scope of the practical B part of the Bachelor Thesis and designate an artistic supervisor.**

Format of part B of the Bachelor Thesis: \_\_\_\_\_

Timetable of part B of the Bachelor Thesis: \_\_\_\_\_

Artistic Supervisor: \_\_\_\_\_

*degree, scientific title, name, surname*

\_\_\_\_\_

*workplace, position, contact phone number*

## Bachelor Thesis Calendar Preparation Plan

Theoretical Part A		Practical Part B	
Date	Tasks to be performed	Date	Tasks to be performed
	Determination of the thesis's goal and tasks. Thesis structures (preparation of table of contents). Study introduction development		Work concept development
	Submission of the theoretical part of the study to the scientific supervisor		Work script development
	Pētījuma praktiskās daļas nodošana darba vadītājam		Work production plan development
	Pētījuma praktiskās daļas analīzes nodošana darba vadītājam		Work filming
	Development of conclusions and proposals		Work editing
	Submission of the first version of the thesis to the scientific supervisor		Presentation of the ready work to the thesis supervisor
	Preliminary defence of the Bachelor Thesis		Preliminary defence of the Bachelor Thesis
	Submission of the thesis to RISEBA		Submission of the thesis to RISEBA
	Defence of the thesis		Defence of the thesis

\_\_\_\_\_. \_\_\_\_\_ 20 \_\_\_\_

Student: \_\_\_\_\_ (signature, signature in printed letters )

**APPROVED**

Head of Department

\_\_\_\_\_

(J.Holšteins)

\_\_\_\_\_

(signature)

\_\_\_\_\_

(date)

**RECEIVES**

Study Department

\_\_\_\_\_

(date)

Nr. \_\_. \_\_. \_\_ / \_\_

\_\_\_\_\_

( Name, Surname)

\_\_\_\_\_

(signature)

**BACHELOR THESIS PART "A" SCIENTIFIC SUPERVISOR'S FEEDBACK**

Bachelor's Study Programme „ Audiovisual Media Arts”

Student: \_\_\_\_\_

Bachelor Thesis subject: \_\_\_\_\_

## 1. Assessment on the regularity of student's activity during the preparation of the thesis:

<i>Regularly contacts the supervisor and consults on the preparation of the thesis, observes the calendar schedule for the preparation of the thesis</i>	
<i>Occasionally contacts the supervisor, partially observes the calendar schedule for the preparation of the thesis</i>	
<i>Rarely contacts the supervisor, does not observe the calendar schedule for the preparation of the thesis</i>	
...	

## 2. Assessment on the independence of the student in the progress of thesis preparation, on his/her contribution to the preparation of the thesis:

<i>High independence; expresses his/her recommendations, ideas, and proposals; clear vision with regard to the contents of the thesis</i>	
<i>Medium independence; hears out and observes supervisor's instructions; shows minor initiative in preparing the thesis</i>	
<i>Weak independence; fulfils only supervisor's instructions; shows little initiative in preparing the thesis</i>	
<i>Highly weak independence; does not hear out or observe supervisor's instructions; shows no initiative in preparing the thesis</i>	
...	

## 3. Overall assessment of cooperation (consultations, observance of supervisor's recommendations, etc.)

<i>Excellent</i>	
<i>Good</i>	
<i>Satisfactory</i>	
<i>Non-satisfactory</i>	

## 5. Assessment of the student's level of previous preparation:

<i>Able</i>	<i>Partially able</i>	<i>Unable</i>	<i>Statement</i>
			<i>to carry out the critical analysis of literature and information sources</i>
			<i>to determine/define the methods to be applied for retrieving research data</i>
			<i>to use data analysis methods</i>
			<i>to use databases for retrieving literature</i>
			<i>to draw up a large-scale Word document in accordance with RISEBA requirements for the preparation of a study paper</i>

Comments: \_\_\_\_\_

Scientific Supervisor: \_\_\_\_\_ /Name Surname/

/signature/

Date: \_\_\_\_\_

## BACHELOR THESIS PART "B" ARTISTIC SUPERVISOR'S FEEDBACK

Bachelor's Study Programme „ Audiovisual Media Arts”

Student: \_\_\_\_\_

. Bachelor audiovisual work form and title: \_\_\_\_\_

2. Assessment on the regularity of student's activity during the preparation of the thesis:

<i>Regularly contacts the supervisor and consults on the preparation of the thesis, observes the calendar schedule for the preparation of the thesis</i>	
<i>Occasionally contacts the supervisor, partially observes the calendar schedule for the preparation of the thesis</i>	
<i>Rarely contacts the supervisor, does not observe the calendar schedule for the preparation of the thesis</i>	
...	

3. Assessment on the independence of the student in the progress of thesis preparation, on his/her contribution to the preparation of the thesis:

<i>High independence; expresses his/her recommendations, ideas, and proposals; clear vision with regard to the contents and form of the thesis</i>	
<i>Medium independence; hears out and observes supervisor's instructions; shows minor initiative in preparing the thesis</i>	
<i>Weak independence; fulfils only supervisor's instructions; shows little initiative in preparing the thesis</i>	
<i>Highly weak independence; does not hear out or observe supervisor's instructions; shows no initiative in preparing the thesis</i>	

4. Overall assessment of cooperation (consultations, observance of supervisor's recommendations, etc.):

<i>Excellent</i>	
<i>Good</i>	
<i>Satisfactory</i>	
<i>Non-satisfactory</i>	

5. Assessment of the student's level of previous preparation:

<i>Good</i>	<i>Satisfactory</i>	<i>Bad</i>	<i>Statement</i>
			<i>performs development of the audiovisual work concept</i>
			<i>performs development of the audiovisual work production plan</i>
			<i>uses a contemporary technological solution</i>
			<i>using corresponding artistic approaches</i>
			<i>uses a corresponding audiovisual aesthetic approach</i>
			<i>collaborates with the creative team for the attainment of artistic objectives</i>

Comments: \_\_\_\_\_

Artistic Supervisor: \_\_\_\_\_ /Name Surname/

/signature/

Date: \_\_\_\_\_



## Bachelor Thesis Preparation Process Assessment Questionnaire

**ASSESSMENT QUESTIONNAIRE FOR THE BACHELOR THESIS PREPARATION PROCESS**

Name of Bachelor's programme "Audiovisual Media Arts"

Name of scientific supervisor \_\_\_\_\_

Date \_\_\_\_\_

Dear Student,

**We would like to invite you to assess the process of writing your Bachelor Thesis at RISEBA. The questionnaire aims to determine your opinion about the process of preparing this Bachelor Thesis to improve its quality. The questionnaire is anonymous, and its results will be used only in an aggregate form.**

To provide your answers, please rely on a 5-point scale, where 1 equals the lowest score and 5 the highest score.

Criterion	1	2	3	4	5
Deadlines for completion of the Bachelor Thesis were provided in due time					
The procedure for selecting a scientific/artistic supervisor was understandable					
The scientific/artistic supervisor was available, regularly replied to my e-mails and supported requests for meetings					
It was easy to communicate with the scientific/artistic supervisor					
The scientific/artistic supervisor was competent and knowledgeable					
The scientific/artistic supervisor provided valuable advice for the development of the thesis					
Preliminary defence of the Bachelor Thesis was useful					
After the trial defence I made corrections/changes/additions to my thesis					
Regulation on preparing the Bachelor Thesis was easy to understand and useful in preparing the Bachelor Thesis					
Research and data processing methods were easy to understand					

Your recommendations for improving the process of preparing the Bachelor Thesis:

---



---



---



---

**Thank you for your time!**



**BACHELOR THESIS REVIEW No. \_\_\_/\_\_\_ - \_\_\_/\_\_\_  
(PRACTICAL PART “B”)**

Programme title Audiovisual Media Arts

Student's name and surname \_\_\_\_\_

Thesis title \_\_\_\_\_

1. Work (Part A) form:

2. General overview of the work:

3. Thesis strengths (*positive qualities*):

4. Shortcomings of the thesis:

5. Assessment of the thesis:

Criterion	Assessment									
	1	2	3	4	5	6	7	8	9	10
Compatibility of the selection of the thesis to the student's preparedness	1	2	3	4	5	6	7	8	9	10
Selection of the creative team and its compatibility to the content of the work and its formal solution	1	2	3	4	5	6	7	8	9	10
Clarity of the work's structure and construction principles	1	2	3	4	5	6	7	8	9	10
Thesis content solution	1	2	3	4	5	6	7	8	9	10
The quality of the work's artistic approaches and compatibility to the chosen format	1	2	3	4	5	6	7	8	9	10
The technological solution and technical quality of the work	1	2	3	4	5	6	7	8	9	10
Conformity of the work to the requirements of the contemporary audiovisual industry	1	2	3	4	5	6	7	8	9	10
Originality of the work	1	2	3	4	5	6	7	8	9	10

6. Recommended assessment: \_\_\_\_\_

7. Recommendation to the State Examination Commission (*if any, specify comments on the thesis, which might be crucial upon adopting a decision on the assessment of the thesis; comments will be read out to the Commission*)

8. Additional questions during the defence of the thesis:

Reviewer \_\_\_\_\_  
 Scientific degree, \_\_\_\_\_  
 academic position \_\_\_\_\_  
 Place of work and \_\_\_\_\_  
 position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Sample Presentation Title Slide for the Theoretical (A) Part of the Bachelor Thesis





Bachelor's Programme "Audiovisual Media Arts"  
BACHELOR THESIS

**Concluding thesis title in Latvian**

**Concluding thesis title in English**

Author	<i>Student</i>	<b>Name Surname</b>
Artistic Supervisor	<i>Scientific degree, position</i>	<b>Name Surname</b>
Programme Director	<i>Scientific degree, position</i>	<b>Name Surname</b>

RIGA 2021



**Professional Higher Education Bachelor's Programme  
"AUDIOVISUAL MEDIA ARTS"**

# **BACHELOR THESIS**

*Title of the Bachelor Thesis in the language  
in which the study programme is implemented*

*Title of the Bachelor Thesis in English*

**Author**

**Student**

**Name, surname**

**Scientific Supervisor**

**Scientific degree, position**

**Name, surname**

**Programme Director**

**Scientific degree, position**

**Name, surname**

**RIGA 2021**

**ATTESTATION**

I hereby assert that the Bachelor Thesis has been completed independently, without the help of others, and that data and definitions taken from external primary sources are specified in the thesis. This thesis has not been submitted in any other form to another examination commission.

\_\_\_\_. \_\_\_\_\_ 20. \_\_\_\_\_

\_\_\_\_\_  
(signature)

**ASSESSMENT**

The concluding thesis has been defended at a meeting of the **State Examination Commission**

on \_\_\_\_\_ 20\_\_ and assessed with the grade \_\_\_\_\_.

**Commission Chair** \_\_\_\_\_  
name, surname signature