

**METHODOLOGICAL GUIDELINES
FOR WRITING AND DEFENDING
INDEPENDENT AND RESEARCH PAPERS**

APPROVED

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and Finance

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1. General guidelines

The aim of the methodological guidelines is to acquaint students with the requirements and procedures for writing, formatting and defending students' individual written assignments.

The BA School of Business and Finance study programmes require students to write the following types of independent assignments: report-business plan, course paper, work placement report, qualification paper, applied research paper, bachelor's thesis and master's thesis (hereinafter – the Paper). “Methodical guidelines for writing and defending independent and research papers” prescribes the procedures for writing and defending academic papers and can be applied also when preparing a report-business plan or a work placement report. The Paper is a way of checking students' knowledge, skills and abilities or confirming their qualification.

The Paper is an individual task or an assignment that is to be drawn up and submitted in writing and in which the student carries out a practical study based on the acquired knowledge, skills and abilities. The student demonstrates his/her skills to apply the acquired theoretical knowledge in formulating and finding solutions to practical problems, justify the actuality of these problems, arrive to analytical conclusions and put forward suggestions for practical action. The Paper must be formatted according to the regulations explicated in these methodological guidelines.

Report is an extended public written account on a certain topic in a particular study course.

Business plan is aimed to demonstrate the student's knowledge, skills and abilities in starting a business, implementing innovative ideas and attracting investments during a project development process, planning costs, the budget and cash flow, analysing human resource policies and making decisions.

Applied research is a research which is carried out by a group of students and whose results can be used in practical problem solving. Applied research includes targeted collecting of data, which are then systematized and explained in order to acquire new knowledge about the problems under consideration. It involves checking theoretical ideas and preparing for their practical application.

Work placement report – reflects the implementation and execution of the work placement programme.

Course paper is aimed to demonstrate the student's abilities and research skills as well as his/her theoretical knowledge, according to the level of the course, in identifying and solving problems.

The course paper will comply with the following requirements:

- it will be an independent research on a topical issue;
- it will contain accurate, clear and logical presentation of the progress of the research and its results, as well as conclusions and suggestions the author has arrived to;
- it will demonstrate the students grasp of using and evaluating specialized literature and other sources, gathering and processing information, as well as applying research methods and computer technologies.

Qualification paper, bachelor's thesis and diploma paper are aimed to systematize, broaden and consolidate both the theoretical knowledge and the practical skills. The Paper will necessarily contain theoretical and practical parts. In the theoretical part the student will

show his/her ability to research and solve a particular theoretical problem. The theoretical part will be in line with the practical part.

The qualification paper and the bachelor's thesis will comply with the following requirements:

- it will be an independent research of a particular problem concerning national economy, its branch or an enterprise;
- it will be an independent research of a particular topical issue;
- it will demonstrate the student's grasp of relevant specialized literature, economic information and other sources as well as his/her analytical skills while using modern research and data processing methods;
- it will contain accurate, clear and logical presentation of the research process and its results, as well as conclusions and suggestions the author has arrived to;
- it will demonstrate the student's skills to apply positive national and international experience in solving particular economic issues.

Master's thesis is aimed at enhancing the student's professional development and his/her scientific research skills. The Paper will necessarily contain interrelated theoretical and practical parts.

Master's thesis will comply with the following requirements:

- it will be scientific research in a particular branch or a sub-branch of science;
- it will demonstrate the student's grasp of the newest specialized literature and other sources as well as his/her analytical skills while using modern research and data processing methods;
- it will affirm the student's ability to work creatively while doing particular research;
- research process must be logical and successive; its result - generalizable, explicit and unambiguous.

2. Main stages in the writing process

The writing process could be divided into the following stages: choosing the theme; making a plan; gathering information; researching, systematizing and analysing the acquired information in relation to the fundamental questions defined by the chosen theme; typing; and formatting the Paper.

2.1. Theme

In the professional study programme the Paper attempts to solve a practical problem. The theme of the Paper must be related to a particular study programme or course. The topicality of the Paper is defined by its relevance to tasks and problems in the national economy, extent to which the problem has been already researched and the practical needs. When choosing the theme, it is recommended to continue research into the problem which has been already investigated by the student in his/her previous independent study assignments: reports, course papers, applied research, etc., while expanding and deepening the research into the problem.

The student chooses the theme taking into account his/her scientific and professional interests, the level of preparedness, accessibility of information and sources, as well as the interests of a particular branch, company or employer.

Students choose the theme of the course paper, qualification paper or applied research paper from the list of the themes which have been approved by the programme director or offered by the academic staff or formulate them according to their own sphere of interests. The theme of the bachelor's thesis, master's thesis or diploma paper will be formulated by the student him/herself in cooperation with his/her scientific advisor.

The theme of the master's thesis must be submitted within one month since the beginning of master studies.

Should the theme chosen by the student be not topical or should problems arise in collecting the material, the theme may not be approved; however, the student may be advised to choose a different theme.

While working on the theme, in cooperation with the scientific advisor, the theme may be specified (not later than one month before the deadline); in such event the programme director must be informed, as well as the English translation of the specified theme of the qualification paper, bachelor's thesis, diploma paper or master's thesis must be submitted (coordinated with a faculty member of the Foreign Languages Department).

Work on a business plan, a course paper or a qualification paper is supervised by a "primary advisor" – a faculty member, appointed by the BA School; however, work on a bachelor's or a master's thesis, taking into account the scientific nature of the Paper, is supervised by "a scientific advisor". Hereinafter in the text one common term will be used – "advisor"

The theme of a report or a business plan must be coordinated with the advisor, but for other types of Papers an application for approval of the theme should be submitted both to the programme director and the advisor (annexes 1, 2, 3, 4, 5). The application must also include a brief substantiation of the choice of the theme. The application forms are available on BAIS or they can be obtained from the programme director.

2.2. Deadline schedule

After the theme has been approved, the student must draw up the deadline schedule (annexes 2, 6, 7, 8). Within the prescribed deadline, this schedule must be coordinated with the advisor. During the actual writing process the schedule can be adjusted. A well-made schedule is a key to successful completion of the Paper.

The deadline schedule for master programme students has two additional stages: “Master thesis seminar” and “Master thesis pre-defence”. It is mandatory for master programme students to participate in these stages.

2.3. Acquiring, researching and systematizing information

Collecting, processing and systematizing information is an essential stage in the process of writing the Paper. First of all, it is necessary to compile a list of sources which will be studied in order to acquire thorough understanding of the problem. Possibilities to gather the necessary information and availability of literature sources must be explored. While information is being collected, simultaneously, its partial processing and systematization must be done. At this stage the student must comprehensively and thoroughly research the theoretical basis of the issue, analyse the sources and the empirical data.

2.4. Cooperation with the advisor

The advisor’s responsibilities include:

- providing consultations on identifying the research direction and theme,
- in cooperation with the student, drawing up the deadline schedule,
- providing consultations on how to formulate the hypothesis, aim and objectives,
- providing consultations on planning the initial and the final plan of the Paper as well as its structure,
- providing consultations on the choice of the literature, other sources of information, and methods, as well as stipulating students to build up their research on the basis of primary investigation,
- reviewing separate parts of the Paper as well as the Paper as a whole and indicating the necessary changes and improvements,
- informing the study director if the student does not comply with the deadlines of the schedule,
- checking compliance of the bibliographic references with the requirements,
- promoting compliance with the academic ethical code – the student completes all work independently and all sources are indicated in the Paper,
- reviewing the Paper and, if it is in compliance with the requirements, signing it,
- evaluating the cooperation with the author of the Paper taking into account such criteria as attitude, contribution and punctuality,
- participating (mandatory) in master’s thesis seminar and master’s thesis pre-defence, as well as in pre-defence of a qualification paper or a bachelor’s thesis.

The advisor has the right:

- not to sign the Paper if it does not comply with the methodological guidelines and the advisor’s recommendations.

3. Structure, length and contents

The Paper has the following structure:

- title page (annexes 9, 10, 11, 12, 13),
- abstract (for qualification paper, bachelor's thesis, master's thesis and diploma paper),
- contents (annex 14),
- introduction,
- list of abbreviations and symbols (if necessary),
- chapters of the main body (not less than three, except for a work placement report),
- conclusions and recommendations,
- literature and sources used,
- annexes,
- acknowledgment (annexes: 21, 22),
- evaluation form (annexes: 21, 23).

Recommended length in computer print without annexes for:

- | | |
|-------------------------|-------------------------|
| - report | 10 – 15 pages, |
| - business plan | 20 – 30 pages, |
| - applied research | not less than 75 pages, |
| - work placement report | 30 – 40 pages, |
| - course paper | 25 – 30 pages, |
| - qualification paper | 35 – 40 pages, |
| - diploma paper | 45 – 50 pages, |
| - bachelor's thesis | 50 – 60 pages, |
| - master's thesis | 80 – 90 pages. |

The recommended structure for the Paper (course paper, qualification paper, diploma paper, bachelor's thesis and master's thesis is as follows (% from the total length of the Paper):

- | | |
|-----------------------------------|------------|
| - introduction | 5 – 7 %, |
| - body | 80 – 85 %, |
| - conclusions and recommendations | 5 – 8 %. |

3.1. Abstract

The abstract should be prepared for each qualification paper, bachelor's thesis or master's thesis (length – up to one page) both in Latvian and in one foreign language (English, German or French). An abstract is a resume of the Paper which provides a general idea about the content of the Paper and briefly summarizes the main results of the study. In the form of an overview it reflects the aim of the study, the main objectives and the topicality of the issue. The abstract must be written in such a form and manner that it may be used separately from the rest of the Paper. The abstract indicates the total number of pages, tables, pictures and annexes. It is generally recommended to use the following verbs in the abstract statement: has been developed, has been researched, has been calculated, etc.

In the conclusion of the abstract are given the keywords – significant words or phrases which describe the topic of the Paper, its results and the main variables. The number of keywords ranges from three to seven.

3.2. Introduction

The introduction is a systematized concept of the Paper (except for a work placement report) and its content, which provides a general overview about the problem being researched. In a sense, it is like a business card for the Paper as it provides a general idea about the content and the process of the research as well as the expected results.

The introduction of a work placement report must indicate the following: the department or division where the student has completed his/her work placement, duties and tasks entrusted to the student, practical knowledge and skills gained, as well as the extent to which the student has been able to meet the requirements of the work placement.

The introduction must contain the following structural elements:

- description of the problem,
- substantiation of the topicality of the research,
- hypothesis or the research question (for bachelor's paper, master's thesis and diploma paper),
- the aim whose achievement ensures proof of the hypothesis,
- objectives which are subsidiary to the aim and must be reached in order to achieve the established aim,
- choice of the research methods in accordance with the objectives to be reached,
- research period,
- abbreviations used,
- base of the research and limitations.

Every research starts with the description of the **problem**. In order to define the problem additional research must be done both on theoretical and on practical level. The research of the problem must be based on the most recent scientific findings and must be also linked with present-day developments in such society-forming factors as economy, politics, legislation, culture, etc.

The above mentioned necessity for in-depth analysis of the problem defines the **topicality of the problem**. The topicality of the problem must be substantiated by the necessity of a solution of a concrete problem for a particular object.

Defining of the research problem is linked with the choice of the research object and subject. The research object and subject will contain a real research problem, or contradiction, for which a solution has to be found in the course of the research. Thus it can be said that the research object includes the problem, but the research subject(s) – the reasons for the research problems.

The research object can be a thing, a phenomenon, a branch, or a process which functions and demonstrates various characteristics of variables and qualities. It means that about anything that contains a problem can become a research object.

The research subject is much more specific and concrete than the research object as it is the most characteristic quality (-ies) of the research object and it exerts direct impact onto the fact of the existence and functioning of the research object. It can be said that the research subject is a set of properties which must be researched in order to understand the problem and its origins.

However, within the limits of one Paper it is impossible to research thoroughly and in great detail all issues connected to the problem. Therefore, when defining the research object and subject, it is necessary to observe certain topical limitations.

The **hypothesis** of the Paper must be formulated. Hypothesis is the initial assumption, which contributes to the solution of the problem and will be checked in the course of the research. During the research process the assumption is either approved or turned down. In other words, the hypothesis is either confirmed or refuted. In addition to the hypothesis or instead of the hypothesis, 3 - 5 research questions can be defined. The answer to the research questions leads to possible solutions of the problem.

In accordance with the hypothesis the **aim** of the research must be defined. Achieving it provides proof of the hypothesis (for bachelor's and master's papers). The aim reflects the essence of the Paper's content. The aim must be brief and specific.

In accordance with the defined aim the objectives which ensure achieving the aim must be defined. The number of objectives should not exceed 3 – 4. Objectives are specific methodological activities which are subordinate to the aim of the research and reflect the process how this aim is being achieved. Objectives reflect the contents of the Paper. They specify the boundaries of the research problem.

Research **methods** are the tools which help to reach the objectives. They can be of various types depending on the task content: economic analysis, statistic analysis (comparison, grouping, calculation of the mean and relative size, correlation analysis, multiple linear regression analysis, etc.) as well as mathematical methods (net graphs, game theory, etc.). Therefore, it must be mentioned in the introduction which methods have been used and why.

The **research base** characterizes the research environment – the source of acquiring the primary information (data and factual material). When describing the research base, its special and institutional boundaries should be strictly defined (research areal, community, organization, institution, etc.)

If **abbreviations** have been used repeatedly in the Paper, they should be deciphered at the end of the introduction, except for the abbreviations mentioned in Annex 1 of the Cabinet of Ministers Regulation No 916 “Document preparation and execution procedures”, issued on 28 September, 2010.

3.3. Body (the main chapters of the Paper)

The main task of the body section of the Paper is to provide a theoretical and practical substantiation of the problem in a systematized way. The body section is divided into chapters. It may be useful to divide longer chapters into subchapters. The number of chapters and subchapters is not regulated; however, it depends on the length and content of the Paper. It is recommended to arrange the body part of the Paper into 2 – 3 chapters. To avoid fragmentation of the Paper, the length of a subchapter should not be less than two pages.

The theoretical part includes comparison of different theories and factual material on the basis of which the research has been done. During the theoretical analysis the author cannot use only ideas and opinions expressed by other authors – the author's own evaluation and conclusions must be included. In the theoretical part the research of literature and information sources plays a very important role.

If references have been made in the Paper to regulations which govern the processes in the field of the research, then the body section must not explain the regulations, but provide analysis of the impact of the regulations onto the activities of the company.

The most essential (and the most extensive, or longest) is the practical part where the author gives the practical evaluation of the solution to the problem. It is developed based on

the information, already approbated in the theoretical part, about the research of the objects thus confirming the author's skill to conduct research while applying into practice the acquired knowledge, information sources and data.

When creating a study sample of the survey (company, employees, local population, tourists, etc.), the student must find out to which general group (branch, association, social group, union, etc.) these observation data belong to, how typical this study sample is in the system of the most important economic or statistic indicators, as well as how well it helps to reach the defined aims.

To process the practical material, various quantitative and qualitative research methods are used and the acquired data are reflected in the form of tables, graphs and pictures.

3.4. Conclusions and recommendations

Conclusions and recommendations is the final section of the Paper, which plays the most important role in the defence of the Paper. Conclusions and recommendations should be listed and numbered separately, in Arabic figures. Conclusions and recommendations are written in a form of separate statements.

Conclusions:

- must reflect the most important findings of the theoretical analysis and the practical research. They should be directly linked with the aims and the objectives of the Paper.
- must reflect the novelty of the findings and their practical significance while demonstrating the author's contribution to the research of a particular problem.
- must be drawn from the content of the Paper and must be supported by the key data and facts mentioned in the Paper.
- must demonstrate that the aim of the research has been achieved and the objectives have been reached. Quotations from other author's works are not acceptable in the conclusions.

Recommendations:

- summarize the possible solutions of the problem which have been substantiated in the Paper.
- must be well-founded. They must be based on the analysis of the research and the drawn conclusions.
- must be specific, well-founded and feasible. They cannot contradict each other or be mutually exclusive. Recommendations cannot be formulated in vague and general terms, for example, "enforce regulation efficiently", "create favourable business environment", or "improve the taxation system". The author must indicate specifically who, when, where and why implements the measures.

3.5. Bibliographic reference list

Bibliographic reference list includes references to all books, articles, texts and other sources which have been used in the Paper and during the research process. When drawing up the reference list, the following sequence of the sources, accepted in bibliography, should be observed:

- the laws of the Republic of Latvia, regulations of the Cabinet of Ministers of LR and other laws and regulations,

- works by authors (books, articles published in books, collections of articles, magazines and newspapers, as well as articles from scientific article data bases (for a bachelor's paper – not less than four articles; for master's thesis – not less than eight articles); yearbooks, thesauruses, materials from the Internet sources, statistical data sources,
- unpublished materials.

The list of each group is formed according to Latin alphabet. Sources written in Russian are grouped separately and placed at the end of the list while keeping the same numeration. It is not acceptable to use materials from unpublished lectures, seminars and conferences.

3.6. Annexes

In the annexes are included documents and data if they are too detailed and bulky to be placed in the main text. If a document sample is added, it must be filled in formally (e.g. a form should be filled in). In the annex section are included documents which are used as research tools (e.g. survey forms), extensive analytical calculations, tables which have been used in the calculations, instructions, regulations, technical data and other materials.

Page numbering is unified throughout the whole Paper and continues in the annex section as well. The annexes must be numbered in Arabic figures, and the name of the annex reflecting its content must be given.

The annexes are included in the total length of the Paper.

4. Formatting

4.1. General requirements

The text must be written in the state language, correctly and neatly, while observing the following:

- language should be precise, clear, logical and specific,
- a new idea must be written in a new paragraph,
- a new chapter must be written on a new page following the logical sequence of chapters,
- the number (in Arabic figures) and the name of each chapter must be indicated.

For subchapters the number indicating its link and subordination with the chapter, as well as its name must be indicated.

The student is the author of the Paper. It is not advisable to use the pronoun “I”; furthermore, it is even more inappropriate to substitute “I” by “we”, which can create an impression that the author does not want to hold responsibility for his/her own words.

4.2. Title page (Annexes: 9, 10, 11, 12, 13)

The title page is the first page. It contains the name of the institution of education, the author’s and the advisor’s names and surnames, the advisor’s scientific or academic degree and the academic position, the theme of the Paper, signatures, place and time when the research has been performed. A doctoral or a master’s degree is abbreviated indicating the branch of science (e.g. *Dr.oec.*, *Dr.sc.administr.*, *Dr.paed.*, *Dr.iur.*, *Mag.math.*, etc.). The name of the academic position of the advisor is abbreviated, too (e.g. “professor” – Prof.; “associated professor” – Assoc. Prof.; assistant professor – Asst. Prof.; “lecturer” is not abbreviated).

4.3. Table of contents (annex 14)

The table of contents indicates all parts of the Paper – introduction, chapters, subchapters, conclusions and recommendations, reference list, annexes. The wording of the chapters and subchapters in the table of contents and in the text must be identical. The pages before the table of contents (abstract) are not indicated in the table of contents.

4.4. Text formatting (Annex 15)

The Paper should look neat and visually pleasing. It must have appropriate graphic layout and formatting and must comply with the following requirements:

- use A4 standard paper sheets (210×297);
- justify the text on both sides leaving the following margins: 30 mm on the left, 20 mm on the right and 20 mm at the top and the bottom;
- in the body of the text use size 12 letters, for chapter headings – size 16, for subchapter headings – size 14;
- use font *Times New Roman* (or an analogue font in newer software programmes);
- use spacing 1.5 between the lines;
- indent the first line of the paragraph (1.27cm);

- numeration of the pages starts with the title page. However, do not show the page number *on the title page*. Show page numbers in Arabic figures in the middle of the page.

4.5. Tables

Presenting data in tables allows expressing briefly what would be too lengthy to explain in words. Each table is given the number of its order within a chapter. Tables are numbered with two digits, using Arabic numerals, the first meaning the number of the chapter, the second - the sequence number of the table in the chapter. The number is written above the table on the right, e.g. Table 2.1. Each table must be named according to its content (the table heading should answer questions like “who?”, “what?”, “where?”, “when?”). The heading is written above the table below the number.

A table is inserted immediately after the first reference to the table has been made. The text must always comprise the explanation of the content of the table as well as the conclusions which can be drawn. It is the author’s task to interpret the data presented in the table, and it should not be left for the reader to do it on his/her own.

In the course of statistical practice, general rules on how to create valid and sound statistical tables have evolved. The following ones are the most important:

- The table should not be too large and complex. Instead of one big table it is better to create two smaller ones. If the table is longer than one page, it should be attached as an annex.
- The table should be proportionate – not too wide and not too long. If, due to its content, it is impossible to create a table with good proportions, it is better to make a longer table rather than spread its width.
- Most of the text should go into the lines of the table rather than columns.
- Measurement units should be shown and placed correctly. It is not advisable to create a separate column for measurement units; it is better to write them in the text immediately after the relevant figure.
- All grids in the table must be filled in. If the phenomenon has not been observed, a dash (-) is put in the grid; if it exists, but there are no data available – three dots (...); if filling the grid is not logically possible – a cross (X).
- The table must indicate the source of information – books, statistical data collections, etc., with the exception of the tables and pictures created by the author. The source is expressed as a reference.

Table 2.1

Profit of SIA Lattelecom in 2007 – 2011, LVL in thousands

	2007	2008	2009	2010	2011
Profit for reporting period after taxes (net income), LVL in thousands	4 115	3 321	2 880	1 924	2 183

Source: Lursoft (2012)

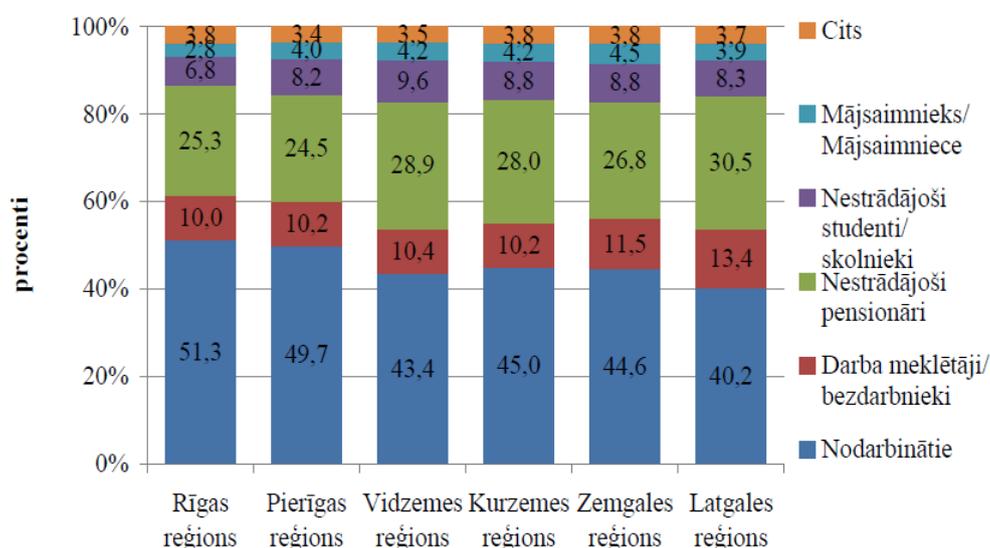
Reference to the source in the reference list:

Lursoft (2012), “Lattelecom, Multi atskaite - Peļņas/zaudējumu aprēķins”, available at: <https://www.lursoft.lv/gada-parskatu-multi-atskaite/?&SessionId=CE86E97E5BBF64DF0136B1DE87241130> (viewed on 3 December 2012)

4.6. Pictures

All illustrations – schemes, diagrams, maps, etc. are called pictures. They must be inserted immediately after the first reference to the picture has been made. The graphic layout of the pictures should allow the reader to review them conveniently. The text in the picture should be placed in the direction of reading from left to right or when the Paper is turned clockwise by 90°.

Pictures are numbered within each chapter, using Arabic numerals. For example, Picture 2.1. Each picture is named according to its content (the picture heading should answer questions like “who?”, “what?”, “where?”, “when?”). The heading is written in the middle of the picture in the same line with the number. If the picture has been taken from another source, the source must be indicated as a reference.



Picture 2.1. The population of Latvia according to economic activity in regions in 2011 (15 years and older, as a percentage)

Source: Central Statistical Bureau (2012)

Reference to the source in the reference list:

Central Statistical Bureau (2013), “2011. gada tautas skaitīšanas rezultāti īsumā”, available at: http://www.csb.gov.lv/sites/default/files/nr_13_2011gada_tautas_skaitisanas_rezultati_izuma_12_00_lv.pdf (viewed on 31 March, 2013)

4.7. Formulae

Formulae are numbered within each chapter, using Arabic numerals. The number of the formula is written on the right side of the page on the lowest line of the corresponding formula and is surrounded by parentheses. The formula is followed by a comma.

Example: Dividend growth model is calculated using the formula (2.1.):

$$P_0 = D_1 / K_S - g, \quad (2.1.)$$

where

P_0 – current price of common stock,

D_1 – the sum of common stock payable in the next period,

K_S – common stock dividend rate,

g - anticipated common stock dividend growth rate.

When referring to a formula in the text, its number must be given in parentheses.

Example: „By formula (2.1.) is calculated ...”.

If the formula has been taken from another source, the source must be indicated as a reference.

4.8. References (Annex 16)

References are brief indications to direct or paraphrased quotes, pictures, formulas, numerical data, facts, opinions and ideas, which have been borrowed from other authors and should be used in any research. Lecture materials are not used as references. It is unacceptable to copy text from books or paraphrase an author's ideas without making a reference to the original source. In the event of such breach the author of the submitted Paper will immediately be denied the opportunity to defend the Paper.

Quotes should be put in quotation marks. Other authors' ideas which have been paraphrased should not be put in quotation marks; however, paraphrased ideas must be expressed impartially.

The numerical material which has been borrowed in the form of various data, calculations and tables from unpublished sources of companies (institutions) and has been used in the Paper must be given as a reference indicating the source. If the author has made calculations with figures borrowed from publications and other sources, the original source must be indicated in the reference.

The reference is inserted in parentheses and indicates only the author's surname, the publication year of the issue and the page or pages which have been used:

Example: A manager can develop his efficiency purposefully (Drukera, 2011, 36.-38. lpp),

If there are two authors - (Baltača and Mavrenko, 2009, p. 56),

If there are more than two authors - (Lind et al., 2013, pp. 86-87),

If several publications by one author from the same year have been used, the small letter a, b, c, etc. must be written after the year (Volkova, 2009a, p. 10).

The small letter is added after the year to the corresponding source in the reference list as well. In the reference list this source will be followed by the same author's second/next source published in the respective year: b, c, /../

If the reference indicates a quote, after the year must be written the number of the page from which the quote has been taken:

„Marriott philosophy: take care of your employees and they will take care of your clients who will come back again and again” (Tourjalai, 2013, 73. p.)

If a source without an author has been indicated, the name of the organization is written in the reference.

(Lursoft, 2011)

For regulations and other official documents the reference list gives the name of the document.

(Civil Law, 2007)

(Sustainable development strategy of Latvia until 2030, 2010)

4.9. Bibliographic reference list

The sources used in the Paper are listed in the bibliographic reference list. A bibliographic reference provides basic information about the source used in order to identify and characterize it.

For books: surname, initial, (year*), *title of the book*, publisher, publishing place.

Examples:

1) Ross, S., Westerfield, R., Jordan, B. (2012), *Fundamentals of corporate finance*, McGraw-Hill Irwin, Boston

2) Dubkēvičs, L., Barbars, A. (2011), *Role of organizational culture and leadership in company's efficiency*, LAP Lambert Academic Publishing, Saarbrücken

For book chapters: surname, initial, (year), “title of the chapter”, editor's (if applicable) surname, initial, *title of the book*, publisher, publishing place, page numbers.

Examples:

1) Bessley, M. and Wilson, P. (1999), "Marketing for the production manager", in Levicki, J. (Ed.), *Taking the Blinkers off Managers*, Broom Relm, London, pp. 29-33;

2) Volkova, T. (2010), “Stratēģiskā vadīšana un tās procesi uzņēmumā”, from *Business pāri robežām*, LU Akadēmiskais apgāds, Rīga, pp.11.-22.

For magazine articles: surname, initial, (year), “name of the article”, *magazine title*, volume, issue, page numbers.

Examples:

1) Lind, F., Styhre, A., Aabo, L. (2013), "Exploring university-industry collaboration in research centres", *European Journal of Innovation Management*, Vol. 16 Iss: 1, pp.70 – 91;

2) Baltača, B., Mavrenko, T. (2009), “Financial Cooperation as a Low-cost Tool for Effective Microfinancing”, *Journal of Business Management*, No. 2 pp. 56-64.

References to articles in conference proceedings are made in the same way as references to magazines only with adding the exact name of the conference, its date and place.

Example:

Jakobsone, I., Petersons, M., Volkova, T. (2011), “Design integration into business processes for enhancing organizational capabilities to foster added value growth”, in

Management theory and practice: synergy in organizations, proceedings of the international conference in Tarty, 01-02 April 2011, pp. 442-478.

For Internet sources: surname, initial (year), „name of the article”, retrieved from: web address (access date).

Example:

Palmbaha, I. (2012), "Ko jāzina par grāmatvedības ārpakalpojumu izmantošanu", retrieved from: <http://www.biznesam.lv/?sub=publications&id=356> (access date 1 March 2013)

If the author's name of the Internet source has not been indicated, the reference starts with the web address owner's name ** (1) or for legislative acts or – with the name of the law (2).

Examples:

1) Citadele banka (2012), "Citadele Index: tranzīts un eksports – Latvijas iespēju potenciāls", retrieved from: <http://www.citadele.lv/lv/index/> (access date 1 March 2013);

2) "Euro ieviešanas kārtības likums" (2013), retrieved from: <http://www.likumi.lv/doc.php?id=254741> (access date 1 March 2013).

* If the year of publishing has not been indicated, write [s. a.].

** Institution which has published the material on the Internet

The volume, the issue and the part of the document is indicated in Arabic numerals. The words "volume, issue, part" are abbreviated: **sēj., laid., d.** – in Latvian; **Vol.-** in English; **Bd.** – in German; **Вып., ч.** – in Russian.

The pages of the document are abbreviated:

lpp. – in Latvian; **c.** – in Russian; **S.** – in German; **p.** – in English.

The years and dates are written in Arabic numerals.

4.10. Binding

The work is bound in hard cover, with a printed inscription on the cover: "BA School of Business and Finance ", "Master's Thesis" "Bachelor's Thesis", "Diploma Paper" or "Qualification Paper" and the place of registration. Term papers, work placement reports, applied research papers are not bound in hard cover – soft plastic cover is sufficient.

4.11. Additional requirements

If the study programme is being implemented in collaboration with a foreign university or in order to achieve its goals it must be acquired in English, the student writing a Paper must comply with the following requirements:

- if the Paper is in Latvian, an additional summary in English (30 pages long) must be prepared;
- if the Paper is in English, an additional summary in Latvian (30 pages long) must be prepared;
- the summary should include information presented in the introduction, the main theoretical approaches, the main conclusions and recommendations based on the analytical and practical part of the research;

- processing of primary data is required (a survey is mandatory).

If the Paper is in English, it has a following structure:

1. Title page in Latvian and English (Annex 13)
2. Contents in Latvian (the content must include a reference about the summary)
3. Summary in Latvian (30 pages)
4. The Paper in English
5. Annexes
6. Acknowledgement (Annex 22)
7. Evaluation sheet in Latvian and English.

If the Paper is in Latvian, it has a following structure:

1. Title page in Latvian and English (Annex 13)
2. Contents in Latvian (the contents must include a reference about the summary)
3. The Paper in English
4. Summary in Latvian (30 pages)
5. Annexes
6. Acknowledgement (Annex 22)
7. Evaluation sheet in Latvian and English.

5. Defence

The submission deadline of the Paper is appointed by the director of the study programme and approved by the dean of studies. At least six weeks prior to this deadline the student submits to the programme director the advisor's assessment on the progress of the Paper according to the deadline schedule. The advisor informs the programme director in writing on the necessity of the preliminary defence of the qualification paper or the bachelor's thesis. In such case the student submits a report to the preliminary defence board, which has the right to decide about postponing the defence.

The Paper must be submitted on time, complying with the deadline appointed in the individual deadline schedule. After the deadline the Paper will not be accepted.

The programme director may not accept the Paper, if:

- It does not comply with the regulations for writing individual assignments (Methodological guidelines for writing and defending independent and research papers) – not appropriate length, graphic layout;
- The Paper has not been signed by its advisor;
- The Paper has been submitted after the deadline;

If the programme director discovers serious irregularities, the Paper cannot be accepted and the programme director should contact the advisor immediately.

The Paper is considered to be completed if it is formatted according to the requirements, approved by the advisor and signed by him/her on the title page. Afterwards, the author submits the bound copy and the electronic version of the Paper to the programme director. The programme director reviews it and adopts a decision about the permission to defend the Paper before the State Examination Committee (hereinafter – the Committee).

If the programme director does not give permission for the defence, the Paper is discussed at the meeting of the corresponding department in the presence of the advisor, and the decision of the department meeting is recorded in the minutes. In case of plagiarism, the study programme director shall refer matter to the Ethics Committee, which provides the ethical evaluation of the student's behaviour. Plagiarism is usage of another person's spoken or written thoughts, ideas, views, tables, graphs, methodologies, inventions or discoveries, as well as full or partial translation of a text written by another person as if they were one's own, without providing the sources.

If the programme director gives permission for the defence, the student submits the Paper to the person who has been appointed as a reviewer (refers to diploma paper, bachelor's thesis and master's thesis).

The reviewer of the diploma paper, bachelor's thesis or master's thesis is entitled to invite the student to provide comments or explanations about his/her Paper.

The review is filled out on a special electronic form (Annex 17). Not later than **3 (three)** days before the defence the Paper together with the review is submitted in a sealed envelope to the programme director. Only the members of the Committee are entitled to open the envelope and read its content. For a course paper, applied research or a qualification paper the advisor writes a review (Annexes 18, 19).

Qualification paper, diploma paper, bachelor's thesis or master's thesis is defended by the student before the State Examination Committee (SEC) whose members are appointed by the programme director and approved by the Senate:

1. SEC is chaired by its chairman who represents employers in the respective sector and whose educational qualifications meet the requirements of the study programme.
2. The number of SEC members is not less than five, and they represent the employers from the respective sector, as well as the academic and administrative staff of the BA School.
3. The procedure of the qualification examinations is determined by the director of the respective study programme and before the examination all SEC members are acquainted with the procedure and distributed the evaluation form (Annex 24).
4. SEC shall have a quorum if at least 50% of the members are present.
5. SEC's task is to assess a student's theoretical knowledge, professional qualification, creativity and skills acquired and developed during his/her studies and make a decision about awarding the qualification relevant to the study direction and issuing a diploma.

Qualification paper, diploma paper, bachelor's thesis or master's thesis is allowed to defend to the students who have completed the requirements of the study programme. The programme director submits to the Committee the list of the students who have been granted the permission of the dean of studies for the defence. The defence of the graduation Paper takes place in an open meeting of the Committee in the presence of advisors, reviewers and students.

The defence starts with the author's report:

- for the course paper – **5 min.**,
- for diploma paper, qualification paper or bachelor's paper – **7 min.**,
- for master's thesis – **10 min.**,
- for applied research paper – up to **15 min.**,
- for work placement report – up to **7 min.**

During the defence the student substantiates the topicality of the theme, defines the aim of the research; explains the structure of the Paper and gives its brief characteristics. Most of the time allocated for the defence must be devoted to the conclusions and recommendations with special emphasis on concrete proposals put forward by the author.

The oral presentation is supported and enhanced by a prepared visual presentation of the material included in the oral report (pictures and tables).

After the student's report the chairperson of the Committee reads the review or the account of the advisor of the qualification paper and invites the author to answer the reviewer's questions and reply to his/her comments. This is followed by questions from the members of the Committee and other persons present. The author must give brief, precise and comprehensive answers to all questions. The answers can affect the evaluation mark of the Paper to a great extent.

The defence procedure demonstrates the student's independence. Excellent presentation skills, being knowledgeable of the subject, confident answers to the questions asked by the members of the committee and usage of visual aids is evidence to the fact that the student has completed the work independently.

The Paper is assessed with a mark (on a 10-point scale), taking into account also the reviewer's assessment. The final grade is established by the Committee (when giving the final

mark, the reviewer's assessment is treated as the assessment of a member of the Committee) in the closed part of the meeting, by open voting.

The decision of the Committee is recorded in the minutes of the meeting and in the defence assessment form (Annexes 21, 23), which is enclosed at the end of the Paper. This page is to be prepared by the student him/herself and must be **bound** together with the rest of the Paper.

The student who has received an unsatisfactory mark for the defence and has not appealed is eligible to defend his/her Paper the following year. The Committee decides whether the student is allowed to revise and defend the same Paper or if the student must choose another theme. The student is ex-matriculated with the right to write and defend the graduation Paper within three years from the previous defence.

Student's name, surname

Academic group

APPLICATION

Riga

XXXXXXXXXXXX XX, 201X

to Anda Ziemele,
programme director of
BA School of Business and Finance
Level 1 study programme
“Banking”/“Accounting ad Finance”

Re: Qualification Paper study direction and the advisor

Please consider the study direction of the Qualification Paper

Brief summary of the paper

Student's signature

**I hereby confirm as the
advisor**

Department

Signature of the Head of the
Department

Name, surname

I hereby agree to the choice of the study direction and the advisor

Study programme director

signature

ANDA ZIEMELE

BA School of Business and Finance
Qualification Paper Deadline Schedule

Group

Author:

Theme:

Individual work placement subject:

Stages of development	Deadline	Actual completion (date, advisor's signature)
1. Information gathering, analysis, compilation, identifying the problem of the research.		
2. Identifying aim and objectives. Content development.		
3. Introduction development.		
4. Submitting the theoretical part to the advisor.		
5. Pre-defence.*		
6. Submitting the theoretical part to the advisor.		
7. Developing conclusions and proposals.		
8. Submitting the first draft to the advisor.		
9. Submitting the Qualification Paper to the BA School.*		

Author _____
(signature)

Advisor _____
(Name, surname)

(signature, date)

Programme director Anda Ziemele _____

*pre-defence date is scheduled by the study programme director

Student's name, surname

Academic group

APPLICATION

RIGA

XXXXXXXXXXXX XX, 201X

to
programme director of
BA School of Business and Finance
study programme
“.....”

Re: Course Paper study direction and the advisor

Please consider the theme of the course paper

Brief summary of the paper

Student's signature

**I hereby confirm as the
advisor:**

Department

Signature of the Head of the
Department

Name, surname

I hereby agree to the choice of the theme and the advisor

Study programme director

Signature

Name, surname

Students' names, surnames,
group

- 1. _____
- 2. _____
- 3. _____

Telephone No.

APPLICATION

Riga

XXXXXXXXXXXX XX, 201X

to
director of
BA School of Business and Finance
bachelor's study programme
"....."

Re: Applied Research Paper theme and the advisor

Please consider the theme of the applied research paper

Brief summary of the paper

Students' signatures

**I hereby confirm as the
advisor:**

Department

Signature of the Head of the
Department

Name, surname

I hereby agree to the choice of the theme and the advisor

Study programme director

signature

Name, surname

Student's name, surname

Academic group

APPLICATION

RIGA

XXXXXXXXXXXX XX, 201X

to,
director of
BA School of Business and Finance
bachelor's / master's study programme
“.....”

Re: Bachelor's Thesis, Diploma Paper or Master's Thesis (underline the relevant) study direction and the advisor

Please consider the study direction of the thesis/paper

Brief summary of the paper

Student's signature

**I hereby agree to be the
(scientific) advisor of the
thesis/paper**

Advisor's signature

Name, surname

**I hereby confirm as the
advisor**

Department

Signature of the Head of the
Department

Name, surname

I hereby agree to the choice of the theme and the appointed advisor

Study programme director

signature

Name, surname

BA School of Business and Finance
Bachelor's Thesis Deadline Schedule

Author:
Advisor:
Title:

Stages of development	Deadline	Actual completion (date, advisor's signature)
1. Information gathering, analysis, compilation, identifying the problem of the research.		
2. Identifying aim and objectives. Content development.		
3. Introduction development.		
4. Submitting the theoretical part to the advisor.		
5. Bachelor's paper seminar*		
6. Submitting the practical part to the advisor.		
7. Developing conclusions and proposals.		
8. Submitting the first draft to the advisor.		
9. Pre-defence.*		
10. Submitting the Paper to the BA School.		

Author
(name, surname, signature)

Advisor
(name, surname, signature)

Programme director

* Whether pre-defence of the Bachelor's paper is necessary, decides the advisor; the seminar and pre-defence time is appointed by the study programme director

BA School of Business and Finance
Diploma Paper / Master's Thesis
Deadline Schedule

Author:
Advisor:
Title:

Stages of development	Deadline	Actual completion (date, advisor's signature)
1. Information gathering, analysis, compilation, identifying the problem of the research.		
2. Identifying aim and objectives. Content development.		
3. Introduction development.		
4. Submitting the theoretical part to the advisor.		
5. Diploma Paper / Master's Thesis seminar*		
6. Submitting the practical part to the advisor.		
7. Developing conclusions and proposals.		
8. Submitting the first draft to the advisor.		
9. Pre-defence.*		
10. Submitting the Paper to the BA School.		

Author
(name, surname, signature)

Programme director

*The seminar and pre-defence time is appointed by the study programme director.

Advisor
(name, surname, signature)

BA School of Business and Finance
Course Paper /Applied Research Paper
Deadline Schedule

Author:
Advisor:
Title:

Stages of development	Deadline	Actual completion (date, advisor's signature)
1. Information gathering, analysis, compilation, identifying the problem of the research.		
2. Identifying aim and objectives. Content development.		
3. Introduction development.		
4. Submitting the theoretical part to the advisor.		
5. Submitting the practical part to the advisor.		
6. Developing conclusions and proposals.		
7. Submitting the first draft to the advisor.		
8. Submitting the Paper to the BA School.		

Author
(name, surname, signature)

Advisor
(name, surname, signature)

Programme director



QUALIFICATION PAPER

TITLE

Study programme “Banking”/
“Accounting and Finance”
full/part time studies group XXX student
NAME, SURNAME

Author _____

XXXXXXXXXXXX XX, 2014

Advisor

Position _____ name, surname

Programme director _____ Anda Ziemele



COURSE PAPER

TITLE

Bachelor's study programme

full/part time studies group XXX student
NAME, SURNAME

Author _____

XXXXXXXXXXXX XX, 2014

Advisor

Position _____ name, surname

Programme director _____



APPLIED RESEARCH PAPER

TITLE

Bachelor's study programme

full/part time studies group XXX students

NAME, SURNAME

NAME, SURNAME

NAME, SURNAME

Authors:

XXXXXXXXXXXX XX, 2014

Advisor

Position

Name, surname

Programme director



BACHELOR'S THESIS / DIPLOMA PAPER / MASTER'S THESIS

TITLE

Bachelor's / master's study programme

full / part time studies group XXX student
NAME, SURNAME

Author:

XXXXXXXXXXXX XX, 2014

Advisor

Position

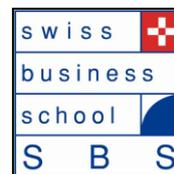
Name, surname

Programme director

Name, surname

Reviewer

Name, surname



BA SCHOOL OF BUSINESS AND FINANCE
SBS SWISS BUSINESS SCHOOL

DIPLOMDARBS / MAĢISTRA DARBS
DIPLOMA PAPER / MASTER'S THESIS

TITLE IN LATVIAN AND ENGLISH

Maģistra studiju programmas/ *Master of Business Administration Programme*
„Starptautiskās finanses un banku darbība” / „*International Finance and Banking*”
Pilna laika studiju/ *Full time study* 2MS grupas/ *group students/e / student*

VĀRDS, UZVĀRDS/NAME, SURNAME

Autors/ *Author* _____
paraksts/signature

201_.gada __._____
_month_date__201_____

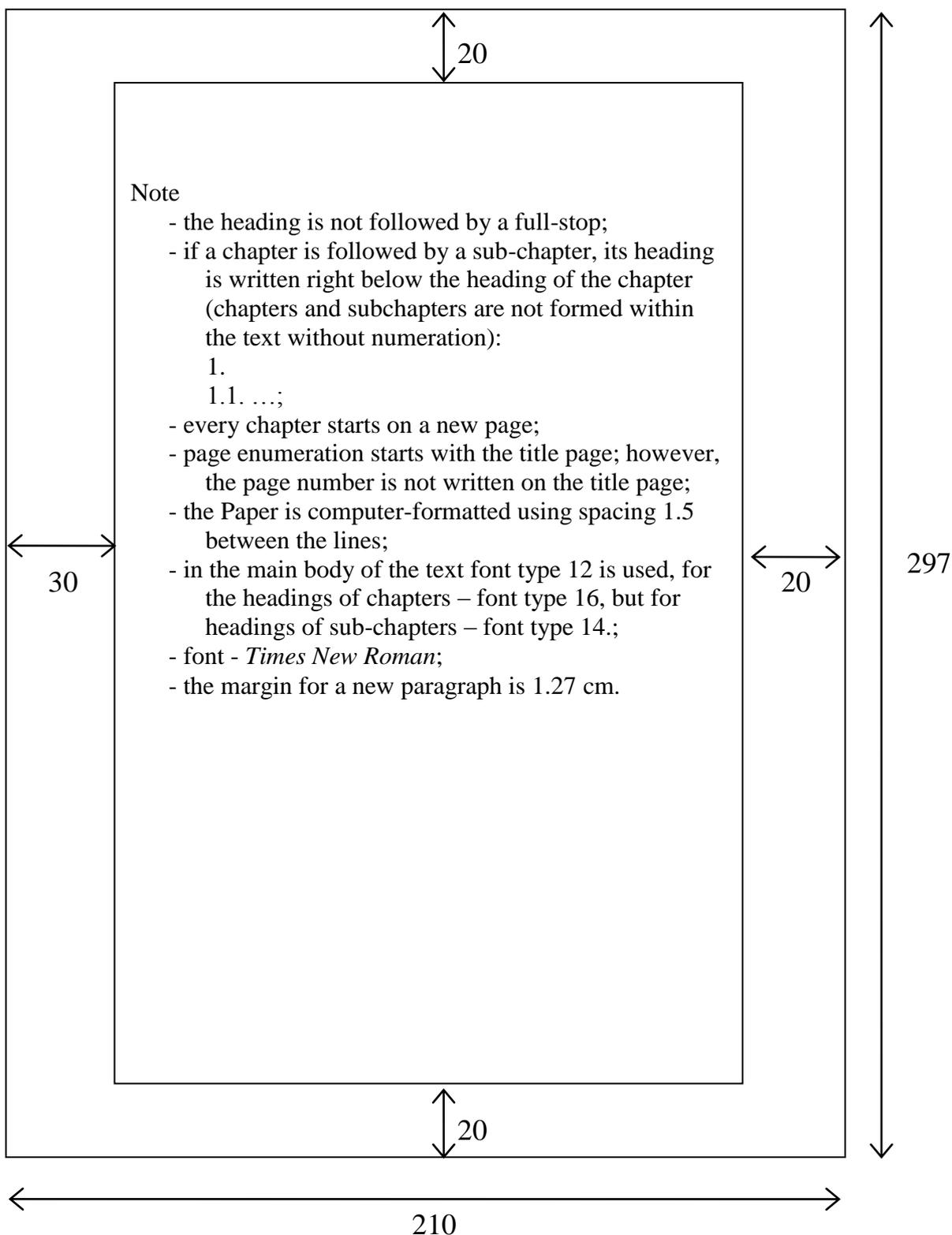
Zinātniskais vadītājs / *Academic Advisor*

_____ <i>Ieņemamais amats/ position</i>	_____ paraksts / signature	_____ v.u./ name, surname
Programmas direktore / <i>Programme Director</i>	_____ paraksts / signature	_____ v.u./ name, surname
Šveices biznesa skolas Studiju prorektors / <i>Academic Dean of SBS Swiss Business School</i>	_____ paraksts / signature	_____ v.u./ name, surname
Recenzents/ <i>Reviewer</i> <i>Ieņemamais amats/ position</i>	_____ paraksts / signature	_____ v.u./ name, surname

Rīga 201_

Contents

Introduction	4
1. Heading of the chapter	6
1.1. Heading of the sub-chapter.....	6
1.2. Heading of the sub-chapter	12
2. Heading of the chapter	15
2.1. Heading of the sub-chapter	17
2.2. Heading of the sub-chapter	17
2.3. Heading of the sub-chapter	21
3. Heading of the chapter	29
3.1. Heading of the sub-chapter	29
3.2. Heading of the sub-chapter	35
Conclusions and proposals	55
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Annex 2. Heading of the annex	64



1. A reference allows to detect from which source an idea or a quote has been taken as well as to determine its location in the source (Mūze et al., 2005).

Example:

Only in 1985 did American Marketing Association declare what marketing is (Brīge, b.g.).

2. If the author's text has been quoted, it must be surrounded by inverted commas and its footnote/endnote number must be added.

Example:

The author of the book believes that "... the internal changes in the organization and its culture are in reality more geared towards maintaining and enhancing the existing power relations ..." (Dubkēvičs, 2009, p. 16).

3. If the author's idea has been paraphrased, inverted commas are not used.

Example:

The author believes that the leader of the organization possesses the most significant set of roles as his social status is highest (Dubkēvičs, 2009 p. 20).

Reference to the source in the list of bibliographic references:

1. Brīge, A. (b.g.), *Lietišķais mārketingis*, Zvaigzne ABC, Rīga.
2. Dubkēvičs, L. (2009), *Organizācijas kultūra*, Jumava, Rīga.
3. Mūze, B., Pakalniņa, D., Kalniņa, I. (2005), *Bibliogrāfiskās norādes un atsauces: metod. līdz.*, LU Akadēmiskais apgāds, Rīga.



Bachelor's / Master's study programme
name of the programme
full/part time studies
group group number student
name, surname
Bachelor's Thesis / Master's Thesis / Diploma Paper
REVIEW

1. Theme			
2. Length	p.	No of sources	annexes
3. Evaluation of the literature and sources			
4. Evaluation of methodology and analysis			
5. Evaluation of conclusions and recommendations			
6. Evaluation of the topicality of the paper and its academic and practical significance			
7. Characteristics of the strengths			
8. Characteristics of the weaknesses			
9. Formatting and technical layout			
10. Questions to the author			
11. Overall evaluation (1-10 points)*			

* The evaluation in a sealed envelope is passed to the programme director while, at the same time, the electronic version of the review (without the evaluation) is sent to the author.

Date _____

Reviewer _____

Scientific / academic degree _____

Work place _____

Position _____

Signature _____

BANKU AUGSTSKOLA

Bachelor's study programme
name of the programme
full/part time studies
group *group number* **student**
name, surname
Bachelor's Thesis / Master's Thesis / Diploma Paper
ADVISOR'S ACCOUNT

1. Theme				
2. Length	p.	tables	pictures	annexes
3. Evaluation of the student's cooperation with the advisor and his/her contribution into the research of the problem				
4. Evaluation of the literature and sources				
5. Evaluation of methodology and analysis				
6. Evaluation of conclusions and recommendations				
7. Evaluation of the topicality of the paper and its academic and practical significance				
8. Characteristics of the strengths				
9. Characteristics of the weaknesses				
10. Overall evaluation (1-10 points)				

Date _____

Advisor _____

Scientific / academic degree _____

Work place _____

Position _____

Signature _____



First level study programme
Name of the programme
full/part time studies
group group number student
name, surname
Qualification Paper
ADVISOR'S ACCOUNT

1. Theme				
2. Length	p.	tables	pictures	annexes
3. Evaluation of the student's cooperation with the advisor and his/her contribution into the research of the problem				
4. Evaluation of the literature and sources				
5. Evaluation of methodology and analysis				
6. Evaluation of conclusions and recommendations				
7. Evaluation of the topicality of the paper and its academic and practical significance				
8. Characteristics of the strengths				
9. Characteristics of the weaknesses				
10. Overall evaluation (1-10 points)				

Date _____

Advisor _____

Scientific / academic degree _____

Work place _____

Position _____

Signature _____

BANKU AUGSTSKOLA

Bachelor's / Master's study programme
name of the programme
full/part time studies
group *group number* **student**
name, surname
Bachelor's Thesis / Master's Thesis / Diploma Paper
ADVISOR'S ACCOUNT

1. Theme
2. Evaluation of the student's cooperation with the advisor and contribution into the research of the problem
3. Evaluation of the cooperation (verbal score on a ten-grade scale - very very poor, very poor, poor, almost satisfactory, satisfactory, almost good, good, very good, excellent, outstanding)

Date _____
Advisor _____
Scientific / academic degree _____
Work place _____
Position _____
Signature _____

ACKNOWLEDGMENT

With this acknowledgement

I, _____, as group _____ student of BA School of Business and Finance approve that this paper has been written solely by me. Information and data derived from other sources are quoted properly. This work has not been published before and it is the first time this paper has been submitted for defence before the BA School of Business and Finance State Examination Committee.

Date

Signature

**Qualification Paper / Bachelor's Thesis / Master's Thesis / Diploma Paper
defended at**

State Examination Committee meeting on _____, 201__.

and un evaluated with the grade _____ (_____)

Minutes No _____

Chairperson of the
State Examination
Committee

signature

name, surname

Secretary of the
State Examination
Committee

signature

name, surname

APLIECINĀJUMS

Ar šo es, Banku augstskolas un Šveices biznesa skolas (SBS Swiss Business School) 2MS grupas studente(s) _____, apliecinu, ka izstrādātais darbs ir izpildīts patstāvīgi un visi informācijas avoti, kā arī no tiem ņemtie dati un definējumi ir norādīti darbā.

Darbs nav publicēts un pirmo reizi tiek iesniegts aizstāvēšanai Banku augstskolas un Šveices biznesa skolas (SBS Swiss Business School) Valsts kvalifikācijas komisijā.

Datums

Paraksts

ACKNOWLEDGEMENT

With this acknowledgement

I, _____, as 2MS group student of BA School of Business and Finance (Banku augstskola) and SBS Swiss Business School approve, that this master thesis is worked out solely by me. Information and data derived from other sources are quoted properly. This work has not been published before and it is the first time this thesis is handed for defence to BA School of Business and Finance (Banku augstskola) and SBS Swiss Business School State Examination Committee

Date

Signature

Maģistra darbs/diplomdarbs aizstāvēts
valsts pārbaudījumu komisijas 201__ . gada _____ sēdē
un novērtēts ar _____ (_____)
Protokola Nr. _____

Master Thesis/ Diploma Paper defended at
State Examination Committee meeting on _____ 201__
and evaluated with the grade _____ (_____)
Minutes No _____

Valsts pārbaudījumu komisijas priekšsēdētājs/ Chairman of State Examination Committee

paraksts/ signature

v.u. /name, surname

Šveices biznesa skolas pārstāvis/ SBS Swiss Business School representative

paraksts/ signature

v.u. /name, surname

Valsts pārbaudījumu komisijas sekretārs/ Secretary of State Examination Committee

paraksts/ signature

v.u. /name, surname

_____ study programme „_____” _____ **Paper / Thesis defence evaluation form**

Member of the committee _____

Group: _____ **.room** _____ **Time** _____

No	Student	Theme	Reviewer's mark	Report evaluation	Answers to the questions	Evaluation of the member of the committee	Overall evaluation of the committee
1.							
2.							
3.							
4.							
5.							
6.							
7.							

* - When giving the final evaluation the reviewer's evaluation is equalled to the evaluation by a member of the committee.



Work Placement Report

(Name of the work placement site)

Study programme _____
_____ time studies _____ group ___ student

NAME, SURNAME

Author _____
signature

_____, 201__

Work placement supervisor (at the company, institution)

Job position

signature

name, surname

Riga
201__



*First Level Bachelor's / Master's study programme
The name of the programme
full/part time studies
Group group number student
Name, surname*

**WORK PLACEMENT REPORT
REVIEW**

1. Name of the work placement site			
2. Length	p.	Number of annexes	Registration date at BA School
3. Work placement report compliance with the work placement programme (meets criteria / partly meets criteria)			
4. Work placement report compliance with the individual assignment (meets criteria / partly meets criteria)			
5. Evaluation of conclusions and recommendations			
6.Characteristics of the strengths			
7. Characteristics of the weaknesses			
8. Formatting and technical layout			
9. Overall evaluation of the work placement report (1-10 points)			
10. Questions to the author			

10. Overall evaluation (1-10 points)

Date _____

Reviewer _____

Scientific / academic degree _____

Work place _____

Position _____

Signature _____

