

## **REGULATION ON THE GRADUATION PAPER DEVELOPMENT AND DEFENCE IN THE BALTIC INTERNATIONAL ACADEMY**

Developed in accordance with Section 3,  
Paragraph 2, Section 10.1, Paragraph 4, Section  
58, Section 59, Paragraph 2 of the Higher  
Education Institutions Law, Section 9,  
Paragraph 5 of the Education Law,  
26.08.2014. Reg. No. 512 of Cabinet of  
Ministers „Regulations Regarding the State  
Standard for the Second Level Higher  
Professional Education”;  
20.03.2001. Reg. No. 141 of the Cabinet of  
Ministers „Regulations Regarding the State  
Standard for the First Level Higher Professional  
Education”;  
13.05.2014. Reg. No. 240 of the Cabinet of  
Ministers „Regulations Regarding the State  
Standard for the Academic Education”;  
BSA State Examination Commission Operation  
Regulation (ratified on 25.11.2014. at BSA  
Senate meeting, protocol No. 118).

### **TERMS**

**Bachelor Thesis** – a study carried out independently by a student, which confirms the acquisition of theoretical, practical knowledge and methodological skills in a sectoral group of sciences or a sector within the limits specified by the study programme.

**Diploma Paper** – a study carried out by a student confirming the acquisition of theoretical, practical knowledge, and methodological skills within the scope of the standard and study programme of the selected profession, as well as the ability to obtain results with practical elements, to draw conclusions independently. The extent of the Diploma Paper is not less than 110 000 characters.

**Final examination** – an examination after the academic bachelor’s (master's) study program, which includes the development and defence of the Bachelor (Master) Thesis.

**Qualification Paper (in 1<sup>st</sup> level professional higher education study programs)** – an independent data collection and analysis of the student showing the acquisition of theoretical and practical knowledge, and methodological skills within the scope of the standard and study programme of the selected profession, as well as the ability to obtain results with practical application elements, to draw conclusions and proposals independently. The extent of the Qualification Paper is not less than 90 000 characters.

**Master Thesis** – a study carried out independently by a student confirming the acquisition of theoretical and practical knowledge, methodological and organisational skills in the scientific sector or sub-sector to the scope determined by the study programme, as well as the ability to carry out a study with elements of novelty or practical use, to draw conclusions independently. The extent of the Master Thesis is not less than 130 000 characters.

**Graduation Paper** – a Bachelor (Master) Thesis, Diploma or Qualification paper, the development and defence of which is a prerequisite for the granting of an academic degree, professional qualification or professional qualification and a professional degree.

**Final Examination Commission** – a group of persons entitled to assess, in accordance with the procedures specified by the BSA, the knowledge, skills, and competences of applicants for academic degrees or/and professional qualification within the scope of the study programme to be studied, the quality of the Graduation Paper, and compliance with the requirements of the programme, and to decide on the assessment of the final examination and the granting of a degree (qualification). The Final Examination Commissions are the following:

**Final Examination Commission** – at the end of academic bachelor and master studies;

**State Examination Commission** – at the end of the professional higher education programme;

**State Final Examination Commission** – at the end of the first level professional higher education (college) programmes.

**Final state examination** – the final examination of the first level professional higher education study program, which includes the defence of a Qualification Paper.

**State examination** – professional bachelor (professional master) study program final examination, which includes the development and defence of the Bachelor Thesis (Master Thesis).

## **Terms in English**

Gala pārbaudījums – Final examination

Valsts pārbaudījums – State examination

Valsts noslēguma pārbaudījums – Final state examination

Noslēguma pārbaudījumu komisija – Final Examination Commission

Diplomdarbs – Diploma Paper

Noslēguma darbs – Graduation Paper

Kvalifikācijas darbs – Qualification Paper

Bakalaura darbs – Bachelor Thesis

Maģistra darbs – Master Thesis

Satura rādītājs – Table of contents

Ievads – Introduction

Anotācija – Abstract

Saīsinājumu un nosacīto apzīmējumu saraksts – List of abbreviations and conventional symbols

Secinājumi – Conclusions

Priekšlikumi – Recommendations

Izmantotas literatūras un informācijas avotu saraksts – References

Nobeigums – Concluding remarks

Kopsavilkums – Summary

Pielikums – Appendix

Zinātniskais vadītājs – Scientific supervisor

## **1. GENERAL PROVISIONS**

1.1. The Provisions on the Graduation Paper Development and Defence (hereinafter - the Provisions) at the Baltic International Academy (hereinafter - the BSA) regulates the unified principles and requirements for the development, presentation, and defence of the Graduation Papers in the BSA study programs. The Study Program Council or the Faculty Council may only set requirements for Graduation Papers on issues not provided for in those Provisions.

1.2. The Provisions are binding for BSA students, who prepare and defend their Graduation Papers, and for the academic staff which supervises and/or reviews them, as well as for those who participate in the Graduation Paper pre-defence and Final Examination Commissions.

1.3. The Graduation Papers must be written in the official language or one of the languages in which the study program is implemented, providing a full summary translation into the national language.

1.4. The quality of the Graduation Paper, the accuracy of the data used, the correctness of the calculations made, the quality of the conclusions and proposals made, as well as compliance with the deadlines for accomplishment, submission and timely defence of the Paper are the responsibility of the student - the author of the Paper.

## **2. SELECTION OF THE GRADUATION PAPER TOPIC AND DEVELOPMENT STAGES**

2.1. **The Graduation Paper** is developed by the student on a current topic proposed by him/her or selected from the list of approved graduation paper topics offered by the BSA study program docents. Lecturers' Paper topics and research directions are reviewed and recommended by the Faculty or Direction Council, and then lists of the Graduation Paper topics and research directions are placed on the BSA website in the MOODLE system. The choice of topics is coordinated by the director of the study program. The student also has the opportunity to propose his or her current Paper topic based on his or her knowledge and professional skills and/or interests of a particular organisation, as well as to specify a potential supervisor.

2.2. The BSA student submits an application (see Appendix 1.a.) addressed to the director of the study program regarding the choice of work topic, which is coordinated with the potential research supervisor. The supervisor confirms with his/her signature that he/she agrees to supervise the student's work. The deadline for students to submit their application for choosing the topic of their Graduation Paper is May 1 this year (winter graduation of the next study year) and November 1 (summer graduation of the study year).

2.3. **The Graduation Paper** is developed in accordance with the calendar plan of the Paper (see Appendix 1.b.), which is developed by the student together with the supervisor. The actual progress of each student's Graduation Paper is monitored by the supervisor and at least twice by the study program director. The topic of the Paper shall be approved and the calendar plan shall be agreed with the student not later than by the beginning of the last semester of studies. The calendar plan for the Graduation Paper, signed by both the student and the supervisor, is binding on both.

2.4. If due to any circumstances the student is unable to fulfil the calendar plan, he/she must inform the supervisor in due time. If the student and the scientific supervisor cannot cooperate, the program director should be contacted in written form.

2.5. The deadline for students' applications for Graduation Paper topics and supervisors, approval of the Graduation Paper topics and appointment of supervisors is two weeks. The supervisor of the Graduation Paper shall be coordinated by the director of the study programme (taking into account the following criteria: the total number of Graduation Papers that can be managed by one lecturer does not exceed 10 units, the relevance of the topics of the courses to be provided and the direction of the lecturer's scientific studies, and the number of Graduation Papers shall not exceed 30% of the number of students of the group if there are less than 10 people). Dean or Head of the Direction carries out the verification of compliance with these criteria. The order for assigning the topic and the supervisor of the Graduation Paper are approved by the BSA studies pro-rector (with the rector's authorization). Before the time limits specified in point 2.2., the branches of the BSA send to the study programme director the lists of the subjects of the Graduation Papers and the potential supervisors of them.

If the student is not included in the BSA rector's order on the topic of Paper and approval of supervisors, he/she will not be allowed to pre-defend it.

- 2.6. The Graduation Paper topic should be formulated in two or three languages, depending on the language of the programme.
- 2.7. If the topic of the Paper is not approved, the study program director gives the student a reasoned answer, setting a deadline for submitting a new topic. The student, in consultation with the program director or potential Paper supervisor, resubmits an application for approval of the topic within two weeks. Changes and clarifications in the topic of the Graduation Paper shall be agreed with the supervisor and the program director, but not later than during the pre-defence. If changes and clarifications are not agreed, the Graduation Paper may not be accepted for defence.
- 2.8. In case the student changes the subject or supervisor of the Graduation Paper, the topics and the supervisors of the Paper shall be approved not later than:
  - 12 weeks before the deadline for submitting a Paper in 1st level study programs;
  - 16 weeks before the deadline for submitting the Paper in bachelor and professional study programs;
  - 20 weeks before the deadline for submitting the Paper in master study programs.
- 2.9. It is possible to clarify or correct the final wording of the topic of the Graduation Paper by submitting an appropriate application to the program director. The final wording of the topic may be specified at least 3 weeks before the Paper submission date.
- 2.10. The **Graduation Paper** supervisor can be a BSA lecturer or an employee of another organisation with a doctoral degree, or at least a master's degree, or a practical employee with the highest professional qualification and work experience in the relevant field.

Functions of the Graduation Paper supervisor:

- to acquaint the student with the requirements for the content and layout of the research work,
- to advise the student on any problems he/she encountered in the research process within the hours planned for management (consultation schedule),
- to check (**not edit!**) the content and layout of the Paper in accordance with the BSA requirements,
- to point at the disadvantages and mistakes of the Paper, if any,
- to decide the issue on the recommendation for the defence.

The supervisor of the Graduation Paper is not obliged to advise the student outside the planned consultations. Distance consultation (via e-mail) is provided only in exceptional cases and only with students studying according to an approved individual schedule in agreement with the Paper supervisor. For distance learning students, consultation is done using electronic communication tools (Skype, Skype for Business or Big BlueButton).

2.11. The obligations of the Graduation Paper supervisor:

- to help formulate the research topic and to choose research and analysis methods;
- to assist on the structure of the Paper;
- to revise separate parts of the work and the work as a whole, to point out mistakes, disadvantages, necessary changes and additions;
- to check the compliance of the Paper with the requirements of this Regulation;
- to revise a defence presentation of the student, to point at the necessary changes and additions;
- to read and sign a completely developed Paper on its title page.

The supervisor of the Paper may not allow the student to defend it without signing the title page if it does not correspond with the requirements of the Regulation;

2.12. The Graduation Paper must correspond with the **following requirements**:

- have a scientifically correct and methodologically thought-out study on the chosen topic, analyzing the opinions of different authors and expressing independent

judgments, specifying the scientific and empirical sources used (**in the case of plagiarism or compilation, the Paper is evaluated negatively**);

- the topic must be current, relevant to the requirements of the modern knowledge society, science, and technology and its development prospects;
- the range of possible theoretical sources for the problem under research should be in different languages, with particular emphasis on the latest researches in the relevant field;
- the progress of the research, the presentation of the results and conclusions must be logical, precise, clear and complete in accordance with the requirements of the scientific language style and the rules of literary language;
- the work plan shall ensure the sequential and successive solution of the issue in accordance with the aim and tasks of the research;
- the work should be theoretically and practically significant in the development of the student's professional competence.

2.13. The obligations of the student:

- to develop the Graduation Paper independently;
- to take into account the deadlines for the completion of the approved Graduation Paper;
- to take into account the requirements of this Regulation;
- to agree on the defence presentation of the Graduation Paper with the supervisor;
- to prepare the defence presentation of the Paper and present it in the pre-defence and to the Final Examination Commission during the defence of the Graduation Paper.

### **3. THE STRUCTURE OF THE GRADUATION PAPER**

3.1. The Graduation Paper contains the following parts in the order indicated:

- title pages, (Appendixes 2.a, 2.b);
- abstracts;
- list of abbreviations, symbols, special terms and their definitions (if necessary);
- table of contents (Appendix 3);
- introduction;
- a body consisting of several chapters, including:
  - theoretical chapter (it's topic should be relevant to its contents),
  - practical (empirical) chapter (it's topic should be relevant to its contents);
- conclusions after each chapter;
- concluding remarks (with the main results and suggestions of the paper);
- references (Appendix 4);
- appendixes (if necessary);
- confirmation (Appendix 5);
- evaluation sheet (Appendix 6).

3.2. The extent of the Graduation Paper and its several chapters is determined by the Program Council or the Faculty Council.

### **4. THE CONTENTS OF THE GRADUATION PAPER**

4.1. The **title pages** must be written in two or three languages, depending on the language of the program. The first title page is written in the official language. There must be no different translations of the topic when submitting a bound Graduation Paper. See the samples of title pages in Appendixes 2.a and 2.b. The title pages are not numbered but are included in the common numbering.

The title pages indicate the degrees and professions of the supervisor.

4.2. **Abstracts** for each work, irrespective of the working language, are written in Latvian and English on approximately one page. Each abstract is written on a separate page. The abstract should specify:

- the aim, novelty of the paper, and a brief description of what has been done in each chapter;
- information on the extent of the paper;
- the number of images (diagrams, charts, illustrations, and drawings are considered as images) and tables, the number of sources used, the number of appendixes;
- brief characteristic of the Paper (object of study, subject, results obtained and novelty, area of application, possibilities of practical implementation);
- keywords describing the topic of the Paper, results and methods used (use 4 to 8 keywords, place their list after the abstract of the Paper).

4.3. The **table of contents** shall firstly include a list of conventional symbols or, in their absence, an introduction, the headings of all chapters and subchapters in the order of their numbering and the corresponding page number. Pages shall be numbered with Arabic numerals. At the end of the table of contents, specify references. Appendixes should be numbered separately with Arabic numerals. See the sample of the table of contents in Appendix 3.

4.4. If several abbreviations or conditional **symbols** are used in the Paper, they shall be listed on a separate page.

4.5. The **introduction** reflects the choice and topicality of the Paper topic, as well as:

- the **topicality** of the research is fortified;
- the **problem situation** is analysed and a **problem** is formulated (preferably in the form of a question);
- the **object** and **subject** of the research are specified;
- the **aim** and **tasks** of the research are formulated;
- sequentially the research **methods** are named;
- the **hypothesis** of the research is advanced and the **novelty** of the Paper is described (**for Master Thesis**),
- the research **material** is defined (specific extent, sources of the factological material);
- the expected results of the research and their practical significance are determined;
- the **structure** of the Paper is marked.

The Study Program Council or the Faculty Council may impose additional requirements on the introductory content.

4.6. The **body** of the Graduation Paper consists of chapters and subchapters. The theoretical chapter includes problem analysis and theoretical solution as well as scientifically based analysis of the research material. The empirical or results chapter shows the most important results obtained, compares them with similar studies, and evaluates the relevance of the results to the problems or hypothesis. The more structured chapters form the body of the paper. Each chapter and sub-chapter is numbered and has the title, which is reflected in the table of contents accordingly. At the end of each chapter, a brief summary in the form of conclusions is desirable.

4.7. In **conclusion**, which is interrelated with the **introduction**, all the results obtained should be presented in a systematic (numbered) way, indicating which results have been obtained for the first time, expressing own views on the value of the new results and making recommendations or suggestions specifying the potential application branch or sphere. In the end, conclusions are drawn as to whether the hypothesis was confirmed (confirmed and supplemented / not confirmed / partially confirmed).

4.8. The layout of the **references** must comply with the requirements for the layout of the bibliographic description (Appendix 4). The list should include literature in different languages. Mostly should include relatively new literature (21st century). The references

should list all the sources used in the paper. Sources that are not referenced at work should not be listed. Reference should be made if:

- 1) a quotation mentioned in the text;
- 2) the text contains numerical material, tables, figures, formulas of other authors;
- 3) an opinion or statement of another person is expounded;
- 4) some source, research of scientists or article is mentioned.

If the works of other authors have been used and the references in the text are not given, the author of the paper is considered to have made the texts, ideas or facts of his own. This is a violation of copyright and academic ethics, it is considered as plagiarism. In this case, the Paper is annulated and the student has to choose a new topic, but the Graduation Paper can be submitted for defence in the next academic year.

The Qualification Paper must be at least 30-40 literary units, including 10-15 scientific literature units, Bachelor Thesis, Diploma Paper - at least 40-50 literary units, including 15-18 scientific literature units; Master Thesis - at least 60-70 literature units, including 35 scientific literature units.

4.9. If it is necessary for the paper, the various consumables may be inserted in the **appendix**. It usually includes intermediate calculations, illustrations, questionnaire samples, maps, etc. Appendixes may contain large tables, images, complex formula derivatives, computer program algorithms, program modules, and other consumables.

**!As participation in conferences and publications of scientific articles is an integral part of the practical preparation of masters, it is mandatory to attach a copy of the certification (certificate) of participation in the conference or a copy of the scientific article in the master thesis appendix.**

4.10. **Confirmation.** The author of the Graduation Paper confirms with his/her signature that both copies of the Paper are identical and that all the Paper, including the appendix, has been submitted electronically. After the appendixes, a Paper confirmation (Appendix 5) shall be inserted in the work, which shall not be included in the table of contents.

4.11. The **evaluation sheet** is not included in the total number of the Paper; it reflects the results of the Graduation Paper defence (Appendix 6).

4.12. **Summary** - a brief outline of the content of the Study Paper, retaining its structure. The extent of the summary is approximately 10 to 15 pages of printed text. The summary shall be written in Latvian for works written in another language and shall be submitted in a separate folder together with both copies of the Graduation Paper, the electronic version of the Paper and the reference of the supervisor. The summary consists of the following parts:

- The **title page** of the summary should be signed by the supervisor and the author of the Graduation Paper;
- **Introduction** (includes a specific and brief justification of the chosen topic, justification of the problem topicality, aims and tasks, subject and object of the research, hypothesis (if any), methods of empirical research and data processing);
- **Body** (contains a critical analysis of the state of the problem, possible ways of solving the problem, examination and confirmation of the research results, indicating the possibilities of the practical application of the results and prospects of the research results);
- **Concluding remarks** – logically correct listing of the obtained results and their correspondence to the set goal and tasks, hypothesis, which were advanced in the introduction. The concluding remarks may not only include practical suggestions that may add value to the theoretical material but may also indicate opportunities for further development of the material being studied.

The summary is bound in a spiral and submitted **only after it has been accepted** by the person authorized by the study program or the faculty, who verifies that the summary corresponds to the official language requirements. In case the document does not correspond with the requirements, it is returned to the student for improvement and editing.

## 5. TECHNICAL LAYOUT OF THE GRADUATION PAPER

5.1. The Graduation Paper shall be typed on white sheets of A4 format printed on one page. The font size is 12 points, the recommended font - *Times New Roman*, chapter headings - 14 points, line spacing - 1,5. The indentations of the sheet edges should be taken into account: 30 mm - from the left, 20 mm - from the right, and 20 mm - from the top and bottom.

5.2. A new paragraph starts with a 1 cm indentation. Each chapter starts on a new page. The page should not end with a title. Chapter titles are capitalized and titles of subchapters are minuscule (except the first letter) in *bold*. There is no full stop after the title. The headline distance from the previous text is one-line spacing. Pages are numbered in the bottom right corner of the page with Arabic numerals starting with the page following the title pages.

5.3. Each table must have a sequence number and a title. The tables are numbered within each chapter in italics at the top right of the table. For instance, *table 2.1.* - the first number is the chapter number and the second is the table sequence number in this chapter. The title of the table shall be placed above the table in bold 12-point letters.

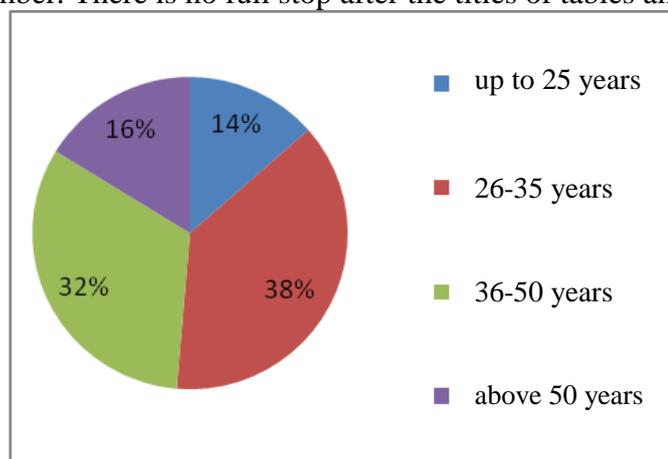
*Table 2.1.*

**Forecasting Stakeholders Internal and External Collateral**

<b>Forecasting Internal Collateral</b>	<b>Forecasting External Collateral</b>
Age and gender of the employees'	Unemployment rate
Qualification and professions	Population density
Labour market developments in general	Number of graduates of educational institutions
	Proportion of people with higher education
	Level of abilities in the labour market
	Age structure in a particular area

5.4. All types of illustrations are considered as images. The term *image (img)* includes drawings, photographs, diagrams, diagrams, and other illustrations. Images and tables can be placed both in the text (original, created by the author) and in the appendix. It is advisable to include large tables and figures (in a size of one and several pages) in the appendixes as well as materials containing borrowed data and texts illustrating the author's statements (document forms, extracts from documents, fragments of literary works).

Below the image, its number is written in italics, for instance, *img. 2.1.* and its title in bold 12-point letters. The sequence number of an image consists of a chapter number and an image sequence number. There is no full stop after the titles of tables and images:



***Img. 2.1.* Age of the respondents**

5.5. Graduation Paper chapters should be numbered in Arabic numerals. Subchapters should be numbered with Arabic numerals within each chapter. A subchapter number consists of a chapter number and a subchapter sequence number separated by a full stop, for instance,

“1.3” (first chapter third subchapter). Subchapter paragraphs should be numbered with Arabic numerals within the subchapters. A paragraph number consists of a chapter number, a subchapter number, and a paragraph number separated by full stops, for instance, "3.1.2" (the second paragraph of the third chapter first subchapter).

5.6. **References** (quotations etc.) to sources in the text are formatted at the end of the quotation as a number as a superscript and at the bottom of the page under the line (using Insert → Reference → Footnote), keeping a united numbering throughout the work (1, 2, 3, ... 100, etc.). Size of the reference letters – 10. Regarding the literature, the author, the title of the work, the place and year of publication and the page number should be indicated.

5.7. Layout of **references**:

- The list shall include all the literature used in alphabetical order. If the literature used is in several languages, firstly the works are given in Latvian, then in English, German and other languages with Latin alphabet shall be indicated first, then in Russian and other languages with *Cyrillic* alphabet.
- If normative acts are used in the paper, they must be written before the references. They shall be indicated in the following order: International Acts, the Constitution, Regulations, Regulations of the Cabinet of Ministers, orders, then acts proclaimed of ministries, local governments and other institutions. Only official sources should be used as sources of legislation for publications (official publisher „Latvijas Vēstnesis” (official abbreviation – „LV”), “the Bulletin of the Saeima and the Cabinet of Ministers” (*Latvian*: „*Latvijas Republikas Saeimas un Ministru Kabineta Ziņotājs*”) (official abbreviation – “the Bulletin” (*Latvian*: „*Ziņotājs*”), a website of legal acts [www.likumi.lv](http://www.likumi.lv)).
- If internet resources, archival material, unpublished company information or other material are used, they shall be indicated at the end of the references.
  - For each work used, a list of references shall include:
    - the surname of the author (s) in nominative case and the first letter of the name (initials in Russian); if a book has up to 4 authors, then the list of references should include all of them, but if a work has four or more authors, such works should be described by title and the authors' details given in the so called responsibility statement, replacing information on other authors with a designation, etc.;
    - the full title of a book (after the title page);
    - publication place;
    - publisher;
    - publication year.

#### **Normative acts:**

Regulation of the European Parliament and the Council [ES] Nr. 492/2011 (05.04.2011.) on freedom of movement for workers within the Union, the document does not relate to the European Economic Area (EEA). 27.05.2011. *The Official Bulletin of the European Union*. 141.

The Constitution of the Republic of Latvia (15.02.1992.), valid from 07.11.1992. with amendments to 16.10.2018. The Bulletin “*Latvijas Vēstnesis*”, 204(6290) <https://www.vestnesis.lv/op/2018/204.11> [Reviewed January 2, 2019].

Criminal Law: Law of the Republic of Latvia (17.06.1998.), valid from 01.04.1999. with amendments to 24.10.2018. The Bulletin “*Latvijas Vēstnesis*”, 210(6296) <https://www.vestnesis.lv/op/2018/210.12> [Reviewed January 2, 2019].

#### **Book written by one author:**

Author's name    Publication year    Title    Publication place    Publisher

*For instance:*

Cook, G. (1989). *Discourse*. Oxford: Oxford University Press.

Арсентьева, Е.Ф. (1989). *Сопоставительный анализ фразеологических единиц*. Казань: Издательство КГУ.

#### **Book written by several authors:**

Write words in the same order as the title page, not necessarily write them in alphabetical order.

*For instance:*

Glezerman, T.B., Balkoski, V.I. (2002). *Language, Thought, and the Brain*. New York, Boston, Dordrecht, London, Moscow: Kluwer Academic Publishers.

#### **Chapter or article from a collection of articles:**

Coady, J. (1979). A psycholinguistic model of the ESL reader. In R. Mackay, B. Barkman, and R. R. Jordan (eds.), *Teaching Reading Skills* (pp. 219-223), London: Longman.

#### **Book in which the editor is mentioned:**

Saint-Dizier, P. (ed), (2006). *Syntax and Semantics of Prepositions*. Springer

Dixon, R.M.W., Aikhenvald, A.Y. (eds.), (2006). *Adjective Classes: A Cross-Linguistic Typology*. Oxford: Oxford University Press.

#### **Article from a scientific journal or other periodical publication:**

Author's name    Publication year    Title    Journal    Volume    Number / publication number:  
Page numbers:

*For instance:*

Brown, B. (1994). Reading for research. *Journal of Education*, 1 (1): 21-4.

Джиоева, А.А. (2006). Английский менталитет сквозь призму языка: Концепт "PRIVACY". *Вестник Московского университета. Серия 19: Лингвистика и межкультурная коммуникация*, 2: 41-59.

#### **Master Thesis:**

Stabule, A. (2005). *Metaphors in Political Speeches*. Unpublished MA thesis. Riga: University of Latvia.

#### **Jurisprudence:**

*The Judgement of the International Court of the United Nations in case: Kasikili/Sedudu Island (Botswana/Namibia)*. (1999). I.C.J. Reports. 1045.

The Judgement of the Department of Criminal Cases of the Senate of the Supreme Court of the Republic of Latvia of 20 May 2003 in case SKK-269. (2004). From: *Judgements of the La Department of Criminal Cases of the Senate of the Supreme Court of the Republic of Latvia, 2003*. Riga: Latvian Judicial Training Centre.

#### **Internet sources:**

Sources from the Internet should provide all available bibliographic information. Add the URL (web address) of the document after "Available" and the date it was "Reviewed", or the date the source was viewed or downloaded, for instance:

Brown, B. (2003) *Research*. London: University of London. Available: <http://www.oup.com/elt/global/> [Reviewed January 2, 2007].

#### **Internet source (article) where the author is mentioned:**

Pritchard, B. (2003). *A Survey of Maritime English Teaching Materials: IAMU Report* [Online] Available: <http://www.iamu-edu.org/report/1/pritchard.php> [Reviewed January 2, 2017].

Wang, Y., Fu, Y. *Language Barriers in Maritime Communication and Countermeasures in Teaching.* [Online] Available: <http://home.planet.nl/~kluij016/1aYanqiu%20Wang%20and%20Yifei%20Fu.pdf> [Reviewed January 2, 2017].

### **Academic journal article from the Internet:**

Kurzweil, J. (2002). Personal Vocabulary Notes. *The Internet TESL Journal*, VIII (6) [Online] Available: <http://iteslj.org/Techniques/Kurzweil-PVN.html> [Reviewed January 15, 2008].

- Bibliographic references should refer to sources in alphabetical order if the author and / or title are known.
- If only the Internet address is known (**authors are unknown**), it should be placed at the end of the references under a separate title, for instance:

### **Internet sources**

The European Union Map – <http://www.oup.com/elt/local/global/euomap?cc=lv> [Reviewed January 2, 2017].

## **6. THE ETHICS OF SCIENTIFIC WORK**

6.1. Each student must adhere to ethical standards of scientific work and discussions ("Code of Ethics for Scientists" revised and approved by the Latvian Council of Science on May 16, 2017) and „Copyright Law” (valid from May 11, 2000.)

6.2. When participating in discussions, speaking with a Paper or report, writing a Graduation Paper, the student has to prevent plagiarism, because otherwise the work is annulated and the student has to choose a topic for a new Paper. However, both students and experienced scientists use the findings of other scientists in their work and discussions by **quoting** or **reporting** them. The quotation does not contravene the ‘‘Copyright Law’’ - section 20 permits the reproduction of published works in the form of quotations for scientific, research, polemical, critical and informative purposes to the extent appropriate for a quotation.

## **7. PROCEDURE FOR PRE-DEFENCE OF THE GRADUATION PAPER**

7.1. According to the timetable before the defence of the Graduation Paper, a pre-defence is organized, the purpose of which is to prepare the students for the successful defence of the Graduation Paper.

7.2. The pre-defence is a mandatory part of the study process and takes place no later than 25-30 days before the deadline for submission of works.

7.3. The student may participate in the pre-defence of the Graduation Paper if he/she is included in the BSA rector's order on the topic of Paper and approval of supervisors and has the permission of the scientific supervisor, who confirms with his/her signature in the calendar plan.

7.4. If the supervisor does not recommend the Graduation Paper for pre-defence, he/she shall submit a motivated written application to the director of the study program.

7.5. The student is introduced to the supervisor's application and has the right to provide a written statement of his/her point of view.

- 7.6. The program director shall present both applications to the members of the Pre-defence Commission. The Pre-defence Commission decides on the student's permission to pre-defend the work by recording it in the protocol and signing it.
- 7.7. In the pre-defence, the student submits 70-80% of completed (non-bound) Graduation Paper, printed on A4 size pages.
- 7.8. The author of the Graduation Paper, using visual means shall describe the aim of the research, the object, subject, theoretical basis, the hypothesis advanced, acquaint the members of the Pre-defence Commission with the progress of the work and the part of the practical studies (experiments, appendixes), answering questions, clarifying the incomprehensible questions up to 7 protocol.
- 7.9. The Pre-defence Commission assesses the level of readiness of the Graduation Paper and decides on the progress of the Paper for defence. The re-defence is the final time when clarifications can be made on the topic of the Paper. The student submits a written application for changes in the topic.
- 7.10. The order for admission of the student for defence of the Graduation Paper is approved by the BSA rector.
- 7.11. If the Pre-defence Commission decides to allow the Graduation Paper to be defended but listen to the student again, the re-defence may take 1-2 weeks for a fee. If the student, due to subjective reasons, did not participate in the pre-defence of the Graduation Paper according to the schedule (lesson schedule), he/she has the opportunity to participate in the repeated pre-defence for a fee.
- 7.12. If the Pre-defence Commission does not direct the paper for defence, the student is not allowed to defend the graduation paper.
- 7.13. The Pre-defence Commission, consisting of no more than three people, is accepted by the BSA studies pro-rector and approved by the BSA rector's order.
- 7.14. The director of the study program is responsible for the organisational and material-technical provision of the Commission's work.

## **8. PREPARATION OF THE ELECTRONIC VERSION OF THE GRADUATION PAPER**

- 8.1. The student converts the electronic copy of the Paper, which also includes abstracts in Latvian and English, to PDF (*Portable Document Format*) and add it to the 1 copy of the Graduation Paper in the CD record.
- 8.2. The converted copy shall be kept with the name consisting of the student's surname, name, and student identity card number, for instance: Paberzina\_Anna\_JL0000. The name shall consist of no diacritical marks (lengthening marks, softening marks, and sibilants).
- 8.3. The Graduation Paper shall be saved in a single file of a size not exceeding 50 MB.
- 8.4. Electronic copies of the Papers are available to their supervisors, reviewers, and the final examination commission.

## **9. THE SUBMISSION OF THE GRADUATION PAPER**

- 9.1. The student prepares the Graduation Paper in two bound copies of the computer printout and in the electronic copy. One copy of the Paper shall be bound in the hardbound. The second copy shall be bound in the way prescribed by the BSA.
- 9.2. The student submits his/her Graduation Paper to the supervisor, who confirms with his/her signature that the Paper complies with the requirements and is recommended for defence. If the supervisor of the Paper does not sign and does not recommend it for defence, he/she shall submit a motivated application to the director of the study program. If the supervisor of the Graduation Paper does not recommend the Paper for defence, the student is entitled to choose whether to revise the Paper or submit it for defence without any changes.

9.3. The student shall submit the printed copies of the Graduation Paper signed by the supervisor within the period specified for the director of the BSA study programme, but not later than 7 days before the date of Paper defence. **After this deadline, no Papers are accepted and the defence and evaluation of the submitted Graduation Papers is organised in the next academic year.**

9.4. The paper supervisor shall prepare a written testimonial in accordance with the evaluation criteria (Appendix 7) and submit it to the BSA study program director not later than 3 (three) days before the defence.

9.5. The director of the BSA study program provides the student with the opportunity to read the testimonial before defending his/her work.

9.6. The Graduation Paper is reviewed. The Graduation Paper is submitted to the program director for the appointment of the reviewer. The reviewer is approved by the BSA studies pro-rector. The reviewer may be a representative of the academic staff of the BSA or other higher education institution, or a guest lecturer at the BSA, or a highly qualified specialist in the enterprise or institution if he or she has higher education.

9.7. The Graduation Paper reviewer writes the review evaluating the work on a 10-point scale according to the evaluation criteria (Appendix 8).

9.8. The BSA study program director submits the work for review to the reviewer (s) no later than 5 days and provides the students with the opportunity to get acquainted with the review of their work no later than 48 hours before the defence.

## **10. PROCEDURE FOR DEFENCE AND EVALUATION OF THE GRADUATION PAPER**

10.1. Only students who have participated in the pre-defence of the Paper and who have been admitted to the defence of the Graduation Paper can defend it. Only students who have fulfilled all the requirements set out in the study program and study plans may obtain a permit for the defence of the Graduation Paper.

10.2. The defence of the Graduation Paper shall take place in the open meetings of the Final Examination Commissions, the students shall be informed about the date of the meeting in written form not later than 2 months before the state examinations. Commission dates are also reported during the pre-defence. The Graduation Paper is defended at the open meeting of the Graduation Paper supervisors and reviewers, students of other courses, BSA academic staff and guest lecturers, as well as specialists of the respective field. 2 copies of the Paper, the testimonial (s) of the supervisor (s) and the reviewer (s) review (s) must be submitted to the meetings.

10.3. If the supervisor of the Graduation Paper is the chairman of the State Examination Commission, the chairman of the Commission or another member of the Commission shall take over the management of the meeting at the time when the Graduation Paper is being defended.

10.4. During the defence, the student is given up to 10 minutes to present the content of the Paper. The report is followed by questions, the student's response, the reviewer's and the supervisor's presentation (or testimonial and review are read), and the student's explanation of the shortcomings identified in the testimonial and review. The scientific supervisor describes the attitude of the student in the process of work development. It is the duty of the members of the commission and other persons present to initiate a discussion of the issues addressed in the Paper. In conclusion, the student is given the floor.

10.5. The evaluation of the Graduation Paper shall take into account:

- the author's report, which also includes a visual presentation (slide layout) of the Graduation Paper;
- answers to the commission's questions and ability to debate;
- work quality, supervisor's testimonial evaluation, evaluation of the final supervisor's feedback, reviewer's evaluation.

Criteria for evaluating the work quality, which is taken into account in all Graduation Papers:

### **10.5.1. Topic choice, wording clarity, and work structure logic:**

- the topicality of the chosen research problem, its choice justification;
- clarity and accuracy of the research problem;
- accuracy of the wording of the introductory elements (the aim of the research, hypothesis or problem issues, research tasks, subject and object);
- the logical structure of the work and its relevance to the research problem.

### **10.5.2. Theoretical justification of the work:**

- compliance with the chosen theory (s), its consistent application in the research;
- characterization and analysis of the investigation level of the research problem (studies already carried out have been identified and analyzed);
- ability to combine theoretical knowledge with the practical part of the research;
- correct and critical reflection of theoretical approaches at work;
- knowledge of the latest research, its use in the work.

### **10.5.3. Work methodology:**

- compliance with the chosen methodology to the problems;
- the justification of the research methods choice;
- ability to apply the chosen methods for data collection, processing, and analysis;
- considering ethics principles, reflecting the achievement of other scientists;
- the quality of the materials put to appendixes, its suitability for the methodology used.

#### **10.5.4. Work results and conclusions:**

- ability to analyse, evaluate, make justified conclusions, using the empirical data of the research;
- ability to critically evaluate the obtained results and justify one's opinion;
- the originality of the conclusions and/or proposals made;
- practical significance of the conclusions and/or proposals made.

#### **10.5.5. Compliance with the criteria of scientific research work:**

- suitable work extent;
- accurate use of references;
- compliance of the work with the requirements of technical layout;
- use of illustrative material in the text and appropriate layout;
- the correct use of scientific language style in research.

Additional criteria may be set for the Graduation Paper to be approved by the Study Program Council or the Faculty Council. Detailed evaluation criteria are indicated in the description of the respective study program or the specially developed methodological requirements for the development and defence of the Graduation Paper.

10.6. The Final Examination Commission can decide if at least three members of the Commission (one of which is the chairman of the Final Examination Commission or the vice-chairman of the Final Examination Commission) are present in the Final Examination Commission when the student is defending the Paper.

10.7. The Graduation Paper is evaluated on a 10 (ten) point scale, in accordance with the evaluation scale of the Graduation Paper and other scientific papers. The Final Examination Commission decides on the evaluation of the work by summing up the evaluation stated by the leader, reviewer and each member of the Final Examination Commission. In the case of an equal number of votes, the chairman of the Final Examination Commission has the conclusive vote.

10.8. Each member of the Commission completes the Graduation Paper evaluation sheet (Appendix 9) and at the end of the defence, the evaluation sheets are submitted to the chairman of the Final Examination Commission for a common decision.

The evaluation of the Commission is recorded in the protocol, which is signed by all the members of the Commission present.

10.9. The evaluation of the Graduation Paper takes place at the closed Final Examination Commission meeting after hearing all the Papers for the meeting. The assessment is announced to the students after the end of the meeting, ensuring its confidentiality.

10.10. If the student has passed the State examination and the assessment corresponds to at least 4 (four) points, the Final Examination Commission shall decide on the conferring of the academic/professional degree and/or qualification. The assessment of the Commission and decision of the Final Examination Commission on the conferring of the academic/professional degree and/or qualification shall be recorded in the protocol, which shall be signed by all members of the Commission present.

10.11. The decision on the time of repeated final examinations shall be made by the Study Program Council or the Faculty Council upon the proposal of the director of the study program. Students who have failed or failed to pass the final examinations are expelled as failing final examinations.

10.12. Students who use unauthorized aids in their final examination or who have plagiarism in their Graduation Paper shall be disqualified from the examination and expelled as failed the examinations, and an appropriate record shall be made in the examination protocol. The act on the use of unauthorized aids during the examination is developed and signed by the members of the Final Examination Commission participating in the examination.

10.13. Repeated final examinations are permitted no earlier than the following academic year.

10.14. The BSA rector approves the conferring of an academic/professional degree and/or qualification.

## **11. THE FINAL EXAMINATION COMMISSION**

11.1. In BSA branches and the main building in Riga, Final Examination Commissions are being organised and their formation, composition, a term of office and agenda is being controlled by the BSA Examination Commission Operation Regulation (ratified on 25.11.2014. at BSA Senate meeting, protocol No. 118).

11.2. The composition of the Final Examination Commission is approved by the BSA study pro-rector and approved by the BSA rector.

11.3. The director of the study program is responsible for the organisational and material-technical provision of the Commission's work.

## **12. THE PROCEDURE OF APPEAL**

12.1. A student is entitled to submit an appeal regarding the procedure of the final examination which is being controlled by the BSA Examination Commission Operation Regulation (ratified on 25.11.2014. at BSA Senate meeting, protocol No. 118).

## **13. STORAGE AND ARCHIVING OF DEFENDED GRADUATION PAPERS**

13.1. After the defence of the Paper, the hardcover copy is stored in accordance with the BSA file nomenclature, the second copy is returned to the student, and the electronic copy is archived in the BSA database.

13.2. From the successfully defended works, the BSA library develops a Graduation Papers bibliographic database, providing a bibliographic description, classification and adding an electronic link to the description.

## **14. FINAL PROVISIONS**

14.1. The Provisions enters into force on 1 September 2018.

14.2. Requirements do not apply to non-defended Graduation Papers submitted till ratification of the Provisions at the BSA Senate.

14.3. With the entry into force of these Provisions, the “Regulation for the Development of Diploma Paper” loses validity (ratified on 29.08.2006. at BSA Senate meeting, protocol No.58), “Regulation on Conferring of Qualification” (ratified on 29.08.2006. at BSA Senate meeting, protocol No.58), “Regulation on Master Thesis” (ratified on 01.12.2009. at BSA Senate meeting, protocol No.87).

“Confirm” \_\_\_\_\_  
(Signature of Program Director)

To the Director \_\_\_\_\_  
of the study program  
“ \_\_\_\_\_ ”  
of the Baltic International Academy

-----  
From the \_\_\_\_ year student \_\_\_\_\_  
\_\_\_\_\_  
(name, surname)  
of the \_\_\_\_\_ department  
\_\_\_\_\_  
(student ID number)  
\_\_\_\_\_  
(phone number)

### APPLICATION

Please confirm the topic of the Graduation Paper \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Scientific supervisor of the Graduation Paper \_\_\_\_\_

Topic in English \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Signature of student \_\_\_\_\_

Date \_\_\_\_\_

Signature of scientific supervisor \_\_\_\_\_

## Calendar Plan of the Graduation Paper Development

<b>Graduation Paper Development Stage</b>	<b>Due dates (advisable)</b>	<b>Mark on the due date agreement (signature of the supervisor)</b>
<b>Graduation Paper development in accordance with the Provisions</b>	Until 20___.____._____	
<b>Submission of Graduation Paper version to the supervisor</b>	20___.____._____	
<b>Graduation Paper pre-defence</b>	20___.____._____	
<b>Submission of Graduation Paper final version to the supervisor</b>	Until 20___.____._____	
<b>Submission of Graduation Paper to the programme director</b>	20___.____._____	
<b>Graduation Paper defence</b>	20___.____._____	

Student \_\_\_\_\_/\_\_\_\_\_

Supervisor \_\_\_\_\_/\_\_\_\_\_

**BALTIJAS STARPTAUTISKĀ AKADĒMIJA**

**MAGISTRA STUDIJU PROGRAMMA**

Cilvēku resursu vadīšana

**MAGISTRA DARBS**

**Darbinieku stimulēšanas aktualitāte un pilnveide  
Komercbankā**

Maģistrants (-e):

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Zinātniskais vadītājs:

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Rīga 20\_\_

**BALTIC INTERNATIONAL ACADEMY**

**MASTER PROGRAM**

Human Resource Management

**MASTER THESIS**

**Actuality and Fulfilling of Personnel Stimulation at  
Commercial Bank**

Student:

\_\_\_\_\_

Scientific supervisor:

\_\_\_\_\_

\_\_\_\_\_

Riga 20\_\_

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## SAMPLE OF REFERENCES

### Normative acts:

Regulation of the European Parliament and the Council [ES] Nr. 492/2011 (05.04.2011.) on freedom of movement for workers within the Union, the document does not relate to the European Economic Area (EEA). 27.05.2011. *The Official Bulletin of the European Union*. 141.

The Constitution of the Republic of Latvia (15.02.1992.), valid from 07.11.1992. with amendments to 16.10.2018. The Bulletin "Latvijas Vēstnesis", 204(6290) <https://www.vestnesis.lv/op/2018/204.11> [Reviewed January 2, 2019].

Criminal Law: Law of the Republic of Latvia (17.06.1998.), valid from 01.04.1999. with amendments to 24.10.2018. The Bulletin "Latvijas Vēstnesis", 210(6296) <https://www.vestnesis.lv/op/2018/210.12> [Reviewed January 2, 2019].

### Book written by one author:

Author's name    Publication year    Title    Publication place    Publisher  
Cook, G. (1989). *Discourse*. Oxford: Oxford University Press.

Арсентьева, Е.Ф. (1989). *Сопоставительный анализ фразеологических единиц*. Казань: Издательство КГУ.

### Book written by several authors:

Write words in the same order as the title page, not necessarily write them in alphabetical order.

Glezerman, T.B., Balkoski, V.I. (2002). *Language, Thought, and the Brain*. New York, Boston, Dordrecht, London, Moscow: Kluwer Academic Publishers.

### Chapter or article from a collection of articles:

Coady, J. (1979). A psycholinguistic model of the ESL reader. In R. Mackay, B. Barkman, and R. R. Jordan (eds.), *Teaching Reading Skills* (pp. 219-223), London: Longman.

### Book in which the editor is mentioned:

Saint-Dizier, P. (ed), (2006). *Syntax and Semantics of Prepositions*. Springer

Dixon, R.M.W., Aikhenvald, A.Y. (eds.), (2006). *Adjective Classes: A Cross-Linguistic Typology*. Oxford: Oxford University Press.

### Article from a scientific journal or other periodical publication:

Author's name    Publication year    Title    Journal    Volume    Number / publication number:  
Page numbers:

Brown, B. (1994). Reading for research. *Journal of Education*, 1 (1): 21-4.

Джиоева, А.А. (2006). Английский менталитет сквозь призму языка: Концепт "PRIVACY". *Вестник Московского университета. Серия 19: Лингвистика и межкультурная коммуникация*, 2: 41-59.

### **Master Thesis:**

Stabule, A. (2005). *Metaphors in Political Speeches*. Unpublished MA thesis. Riga: University of Latvia.

### **Internet sources:**

Sources from the Internet should provide all available bibliographic information. Add the URL (web address) of the document after "Available" and the date it was "Reviewed", or the date the source was viewed or downloaded, for instance:

Brown, B. (2003) *Research*. London: University of London. Available: <http://www.oup.com/elt/global/> [Reviewed January 2, 2007].

### **Internet source (article) where the author is mentioned:**

Pritchard, B. (2003). *A Survey of Maritime English Teaching Materials: IAMU Report* [Online] Available: <http://www.iamu-edu.org/report/1/pritchard.php> [Reviewed January 2, 2017].

Wang, Y., Fu, Y. *Language Barriers in Maritime Communication and Countermeasures in Teaching*. [Online] Available: <http://home.planet.nl/~kluij016/1aYanqiu%20Wang%20and%20Yifei%20Fu.pdf> [Reviewed January 2, 2017].

### **Academic journal article from the Internet:**

Kurzweil, J. (2002). Personal Vocabulary Notes. *The Internet TESL Journal*, VIII (6) [Online] Available: <http://iteslj.org/Techniques/Kurzweil-PVN.html> [Reviewed January 15, 2008].

- Bibliographic references should refer to sources in alphabetical order if the author and / or title are known.
- If only the Internet address is known (**authors are unknown**), it should be placed at the end of the references under a separate title, for instance:

**Internet sources:**

The European Union Map – <http://www.oup.com/elt/local/global/euomap?cc=lv>

[Reviewed January 2, 2017].

**Jurisprudence:**

*The Judgement of the International Court of the United Nations in case: Kasikili/Sedudu Island (Batswana/Namibia)*. (1999). I.C.J. Reports. 1045.

The Judgement of the Department of Criminal Cases of the Senate of the Supreme Court of the Republic of Latvia of 20 May 2003 in case SKK-269. (2004). From: *Judgements of the La Department of Criminal Cases of the Senate of the Supreme Court of the Republic of Latvia, 2003*. Riga: Latvian Judicial Training Centre.

**NB! The use of anonymous resources (where the author is not mentioned) should be avoided as much as possible, and the number of anonymous resources should not exceed one-fourth of the total number of sources in the list.**

## CONFIRMATION OF ACADEMIC HONESTY

I confirm that the Graduation Paper is developed independently, it does not allow infringement of other persons' intellectual property rights or plagiarism – a further expression of the results of the creative activities of another person (means of expression, opinions, ideas) in own name. References are given to all laws, regulations, scientific literature, periodical expenditure, numerical information, Internet resources and other sources used at work. The text of the work submitted has never been submitted in any way to any other study Final Examination Commission for the evaluation.

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

\_\_\_\_\_  
(signature of the student)

## EVALUATION SHEET

The Graduation Paper is defended on 201\_\_ „\_\_\_\_” : \_\_\_\_\_  
and evaluated with mark \_\_\_\_\_

Protocol No. \_\_\_\_\_.

Secretary of the Final Examination Commission: \_\_\_\_\_

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

**BALTIC INTERNATIONAL ACADEMY**

FACULTY OF ECONOMICS AND MANAGEMENT

Professional study programme \_\_\_\_\_

**TESTIMONIAL**

Student \_\_\_\_\_

Graduation Paper topic \_\_\_\_\_

**Evaluation of the Graduation Paper according to the set criteria****Level of achievement of requirements: Unsatisfactory (U), Low (L), Average (A), High (H)**

No	Evaluation Criteria	Level of Achievement of Requirements			
		U	L	A	H
1	Characterisation of the Graduation Paper topicality				
2	The accuracy level of the problem put forward				
3	Level of problem theoretical development in the literature				
4	Level of the accuracy of setting aim and tasks of the work				
5	Level of comprehension accuracy of selected research objects				
6	Level of comprehension accuracy of the research subject				
7	The relevance of the chosen research methods to the aim and tasks of the research				
8	Level of the accuracy of the hypotheses advanced (only for Master Thesis)				
9	Characterisation of the Graduation Paper novelty				
10	Level of actual material recording and data processing and interpretation				
11	The relevance of the conclusions and proposals to the aim of the work				
12	Graduation Paper layout quality level				
13	The level of relevance of Graduation Paper aim and tasks				
14	The theoretical and practical significance of the Graduation Paper				

Common evaluation \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conclusion \_\_\_\_\_

\_\_\_\_\_

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

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

**BALTIC INTERNATIONAL ACADEMY**  
**FACULTY OF ECONOMICS AND MANAGEMENT**

**Profesional study programme**

**REVIEW**

Student \_\_\_\_\_

Graduation Paper topic \_\_\_\_\_

**Evaluation of the Graduation Paper according to the set criteria**

No	Evaluation Position	Evaluation Criteria	Evaluation		
			Yes	Partially	No
1	Graduation Paper topic relevance to the aim and content of the research, keywords are relevant to the content	The title of the Paper is correct and corresponds to the research.			
		The topic of the Paper corresponds to the aim of the research.			
		Keywords correspond to the content of the work.			
2	Graduation Paper structure and extent	Existence of the Graduation Paper structure decisive parts: abstract, keywords, introduction, theoretical part, empirical part, conclusions (concluding remarks), references.			
		Graduation Paper extent corresponds to the requirements.			
3	Graduation Paper content	The topic and the topicality of the research questions are justified.			
		The situation of the problem is described and the problem is precisely set.			
		The aim and tasks of Graduation Paper are clearly formulated. Tasks are specific and correspond to the aim.			
		The object and subject of the research are clearly formulated.			
		The research methods chosen correspond to the specific research.			
		The research hypothesis is correctly advanced and formulated (only for Master Thesis).			
		The Graduation Paper novelty is formulated and justified (only for Master Thesis).			
		Limitations on the topic of the Graduation Paper are accurate and clearly defined.			
		Relation of the theoretical part to the empirical part. Theoretical background corresponds to the research problem. The theory is expounded correctly.			
		Correct data and information analysis. Computerized information processing and mathematical methods are used where appropriate.			
		The conclusions are accurate and correspond to the hypothesis advanced (only for Master Thesis)			
		Conclusions and proposals are justified, specific, and addressed.			
		The proposals result from the conclusions.			
The aim of Graduation Paper has been achieved.					
4	Quality of references	Modern sources of information are used. A			

		quotation is done correctly. The amount of scientific literature is sufficient. Literature sources in foreign languages have been studied.			
5	Graduation Paper layout quality	Introduction corresponds to the requirements (methodical requirements).			
		The use and layout of references correspond to the requirements (methodical requirements).			
		The layout of tables, figures and formulas corresponds to the requirements (methodical requirements).			
		The layout of references corresponds to the requirements (methodical requirements).			
		The Graduation Paper is written in the literary language, according to the requirements of the academic style, contains no style and grammatical mistakes			
6	Publications preparation (only for Master Thesis)	Thesis of conferences Article in journal or conference collection Article in a quoted journal			

No	Evaluation Criteria	Correspondence			Notes
		Correspond	Partially correspond	Do not correspond	
1	The topic of the Graduation Paper corresponds to the aim and content of the research, keywords correspondence to the content				
2	Graduation Paper structure and extent				
3	Graduation Paper content				
4	Quality of literature quoted and information sources				
5	Graduation Paper layout quality				
6	Publications preparation (only for Master Thesis)				
Common evaluation					

Questions to the author of the Graduation Paper: \_\_\_\_\_

\_\_\_\_\_

**Conclusion on work:** The extent and quality of the research confirms that the author *has/has not* acquired the competences appropriate to the bachelor/master level and the chosen study program, therefore I recommend the Paper for defence and suggest to confer/not to confer bachelor/master degree \_\_\_\_\_ and \_\_\_\_\_ qualification.

Reviewer: \_\_\_\_\_  
(name, surname) (degree, place of employment, tenable profession) (signature)

Date \_\_\_\_\_

## Sample of Graduation Paper / Project Defence Evaluation

**Graduation Paper Defence Evaluation Paper**

Member of the Commission \_\_\_\_\_

Name, surname of the Graduation Paper author	Graduation Paper structure and layout*	Graduation Paper presentation			Graduation Paper scientific level**	Graduation Paper experimental/practical part***	Conclusions and proposals****	Common evaluation
		Exposition	Presentation materials	Ability to debate				

\_\_\_\_\_

(signature)

\* **technical layout – logical sequence, language, work structure, quality of appendixes, arrangement;**

\*\* **use of theoretical literature, sources, knowledge of latest researches, the concept of the research problem state, the link of theory cognitions with research practical part, novelty;**

\*\*\* **data processing, quality and completeness of experiments, sufficient analysis of the data obtained;**

\*\*\*\* **Graduation Paper conclusions result from the research process, its' significance, novelty**

