



UNIVERSITY OF
LATVIA

REGULATION ON GRADUATION EXAMINATIONS AT THE UNIVERSITY OF LATVIA

Annex
APPROVED
By Decision No. 183 of
the Senate on
27.12.2011.

This document has no amendments

1. TERMS USED IN THE REGULATION

1.1. **Bachelor's Paper (BA Paper)** – student's research paper which proves that the student has mastered theoretical, practical knowledge and methodological skills in a scientific discipline or a group of scientific disciplines within the scope of the program.

1.2. **Diploma Paper** – student's research paper which proves that the student has mastered theoretical, practical knowledge and methodological skills within the scope of the standard of the chosen profession and study program, as well as the ability to obtain results with the elements of practical use and the ability to make conclusions individually.

1.3. **Final Examination** – examination at the end of bachelor's (master's) academic study program that consists elaborating and defending the BA (MA) paper.

1.4. **Qualification Paper** – student's paper that consists of the compilation of data and their analysis which proves that the student has mastered theoretical, practical knowledge and methodological skills within the scope of the standard of the chosen profession and study program.

1.5. **Master's Paper (MA Paper)**– student's research paper which proves that the student has mastered theoretical, practical knowledge and methodological and organizing skills in a scientific discipline or a sub-disciplines within the scope of the program, as well as the ability to conduct a research with the elements of innovation or practical use and the ability to make conclusions individually.

1.6. **Graduation Examinations** – state and graduation examinations.

1.7. **Graduation Paper** – BA (MA) paper, diploma paper or qualification paper which has to be elaborated and defended in order to receive an academic degree or a professional qualification.

1.8. **Examination Commission** – a group of persons who, pursuant to the order approved by the University of Latvia, have the right to assess knowledge of the candidates for an academic degree or professional qualification within the scope of whole study program, the quality of a graduation paper and its compliance with the requirements of the program, and to make a decision on the evaluation of the graduation examination and awarding a degree (qualification).

1.9. **State examination:**

1.9.1. the graduation exams of the first level higher education study program that consists of the qualification exam and the defense of the qualification paper;

1.9.2. the graduation examinations of the second level higher education study program, elaboration and defense of the Diploma Paper may be a part of it;

1.9.3. the graduation examinations of the professional bachelor's (professional master's) study program, elaborating and defense of the BA Paper (MA Paper) is a part of it.

2. GENERAL TERMS

2.1. The regulation lays down the order of the organizing, conducting and assessing the graduation examinations in academic and professional study programs of the University of Latvia, except for PhD and residency study programs, in order to evaluate the compliance of the academic (professional) qualification of the candidates for the degree (qualification) to the requirements of the study program and the state standards of higher education in a complex way.

2.2. The types of graduation examinations are the following:

2.2.1. final examinations:

2.2.1.1. bachelor's final examinations;

2.2.1.2. master's final examinations;

2.2.2. state examinations:

2.2.2.1. professional bachelor's state examinations;

2.2.2.2. professional master's state examinations;

2.2.2.3. professional education study program state examinations (including qualification exams).

2.3. Graduation examinations in compliance with the requirements of the study program can be conducted in the following way:

2.3.1. defense of the graduation paper;

2.3.2. graduation exam(-s) (bachelor's (master's) final exam(s) or state exam (-s)): testing of theoretical and practical knowledge in the scope of the whole study program or in the scope of a part of the study program which has been approved by the council of the faculty;

2.3.3. defense of the graduation paper and graduation exam(s).

2.4. All types of the graduation papers are elaborated by the students under the guidance of approved specialists in accordance with the order stipulated by the University of Latvia:

2.4.1. the advisor of BA paper in academic and professional study programs and the advisor of MA papers in master's professional study programs must have at least master's degree or an equivalent diploma of higher education;

2.4.2. the advisor of MA papers in master's academic study programs must have a doctoral scientific degree or at least the academic title of a *docent*, but it is allowed to approve the consultants for MA papers who are recognized specialists in the professional field of activity with at least master's degree or equivalent diploma of higher education;

2.4.3. the advisors of diploma papers and qualification papers are the members of academic personnel of the University of Latvia or recognized specialists in the professional field of activity.

3. GRADUATION EXAMINATION COMMISSIONS

3.1. The commissions of the academic graduation examinations are the following:

3.1.1. the commission of bachelor's degree graduation examination;

3.1.2. the commission of master's degree graduation examination.

3.2. The commissions of state examinations of professional studies are the following:

3.2.1. the commission of state examination in second level professional higher education study programs;

3.2.2. the commission of the state examination in first level professional higher education programs.

3.3. The proposal on the composition of the graduation examination commission (hereinafter referred to as the Commission) is drafted up by the director of the study program or the head of academic structural unit (department, section); the proposal is submitted for approval to the council of the faculty. On the basis of the decision made by the council, the secretary of the council prepares the draft order for the composition of the Commission and submits it to the academic secretary of the University of Latvia not later than four weeks before the first session of the Commission. The composition of the Commission is approved every year by the order of the deputy rector in academics of the University of Latvia.

3.4. The Commission shall consist of: the head, the deputy head, the secretary and at least two members. A session of the Commission must be attended at least by the head of the Commission or the deputy head, the secretary and one member of the Commission.

3.5. The Commission is established for each study program. In case of necessity, it is allowed to make more than one commission for one study program.

3.6. The Commission of the final examination consists of the members of the academic personnel of the study program. It is possible to include in the composition of the Commission the experts who are not related to the study program.

3.7. The head and the deputy head of the Commission of final examinations must have a doctoral degree. The members of the Commission of bachelor's final examinations must be the members of academic personnel who have at least master's degree. The members of the Commission of master's graduation examinations, except the secretary, must have doctoral scientific degree or at least the academic title of *docent*.

3.8. The secretary of the graduation examination commission is the representative of the academic personnel who has at least master's degree. The secretary of the Commission has the right to vote.

3.9. The head of the graduation examination Commission in professional studies and at least a half of the Commission members are the representatives from professional organizations of the respective sector or the representatives of employers. At least a half of the members of the graduation examination commission in master's professional study programs must have doctoral scientific degree.

3.10. The duties of the head and the secretary of the commission are approved by the order of the deputy rector in academics of the University of Latvia.

4. ORDER OF PREPARATION THE GRADUATION EXAMINATIONS

4.1. The graduation examinations can be organized throughout the whole academic year.

4.2. The graduation examinations can be taken by all students who have completed the theoretical part of study program not later than three weeks before the session of the commission (including the practical placement stipulated by the program) and who have settled the financial liabilities towards the University of Latvia.

4.3. The dean of the faculty approves the list of the students who are admitted the graduation examination with the note "On completion of study program and permission to pass graduation examinations".

4.4. For taking repeated graduation examinations, the candidates are immatriculated on the basis of the motion of the director of the program.

If the candidates have completed the theoretical part of the respective program before exmatriculation (including the practical placement stipulated by the program), they are not obliged to take any additional academic liabilities.

4.5. The agenda of the Commission is drafted by the secretary of the commission, and it is coordinated with the director of the program and the head of the commission; the students shall be informed about it not later than two weeks before the examination.

4.6. The themes of students' graduation papers, which have been previously coordinated with the prospective advisor of the paper, shall be approved by the head of the respective academic structural unit (department or section) or the director of the study program not later than:

4.6.1. 10 weeks before the deadline of submitting the paper in bachelor's and professional study programs;

4.6.2. 20 weeks before the deadline of submitting the paper in master's study programs.

4.7. In case the theme of the paper is not approved, by head of the academic structural unit (department or section) or the director of the study program provides the student with the response giving justified reasoning.

4.8. The title of the graduation paper (in the Latvian and English languages), as well as the advisor and the opponent of the paper shall be approved by the dean of the faculty on the basis of the proposal of the academic structural units (departments, sections) or the director of the study program.

4.9. Students shall submit the graduation paper in two bind, computer printed copies and one electronic copy to the person who is authorized by the dean of the faculty in due date, which is not later than one week before the date of defending the paper.

4.10. The graduation paper is signed by the advisor of the paper, by indicating if the paper could or could not be recommended for defense. In case the advisor does not recommend the paper for defense, there is a written conclusion prepared about it and submitted to the person authorized by the dean.

4.11. The person authorized by the dean organizes handing over of the paper to the opponent and ensures that the student has a possibility to get acquainted with its review before defending the paper.

4.12. The advisor and the opponent recommend the evaluation of the paper.

4.13. The order and deadlines for elaboration and defending the graduation papers are approved by the rector.

5. PROCEDURE AND EVALUSTION OF THE GRADUATION EXAMINATIONS

5.1. The director of the study program shall be responsible for the development of the requirements and evaluation criteria of the graduation examinations; they are reviewed by the board of study programs and approved by the council of the faculty not later than 20 weeks before the examination.

5.2. The graduation examination is evaluated by one grade in the scale from 1 to 10. The calculation of the proportion of the marks of separate parts of the graduation examination (graduation paper and exam) for calculation of the total grade is approved by the council of the faculty on the basis of the board of study programs, not later than 20 weeks before the examination.

5.3. The lowest satisfactory grade in each part of graduation examination is 4 (almost satisfactory).

5.4. The graduation examinations shall be elaborated and defended in the official state language.

5.5. The use of other languages can be permitted for:

5.5.1. the students from foreign countries;

5.5.2. the students of language and culture study programs;

5.5.3. in cases stipulated by the other external normative regulations.

5.6. The graduation examination is taken in writing or orally in the scope of the whole study program or in the scope of a part of the study program which has been approved by the council of the faculty.

5.7. The director of the study program introduces the students with the requirements of the

examination at least 20 weeks before.

5.8. The graduation papers are elaborated and evaluated on individual basis. If it is envisaged by the study program, the graduation paper can be elaborated by a group of students; in such a case by the contribution of each member of the group in the final result is indicated separately. The commission evaluates the results of each member of the group by giving an individual grade.

5.9. The decision on the evaluation of separate parts of the graduation examination is made in close session of the commission after hearing all students planned on the agenda of that particular day and/or evaluation of written parts of the examination.

5.10. The decision on the final evaluation of the graduation examination as well as on awarding the degree and professional qualification is made in close session of the Commission after evaluation graduation papers and results of examinations of all students.

5.11. The commission makes decision by open voting with a simple majority of voices. In case there is equal number of “for” and “against” votes, the decisive is the vote of the head of the commission.

5.12. The students are informed about the evaluation by ensuring the confidentiality.

5.13. The secretary prepares minutes of all sessions of the Commission in the informative system of the University of Latvia (*LUIS*). After the session of the Commission, the secretary prints out the minutes; the minutes are signed by all members of the Commission who participate in the session. Finalized minutes on the graduation examinations are submitted by the secretary of the Commission to the academic secretary of the University of Latvia; the minutes on awarding the degree or qualification are submitted to the council of the faculty for approval; after receiving the approval from the council of the faculty the minutes are submitted to the academic secretary of the University of Latvia.

5.14. The decision of the Commission on the evaluation of the graduation examination does not have to be approved by any other structural units of the University of Latvia.

5.15. The decision of the Commission on awarding the degree or professional qualification is approved by the council of the faculty representing the respective field of science.

5.16. The Commission shall have the right to make audio recordings of the sessions on evaluation graduation examinations, provided that the persons present in the session are previously informed about it.

5.17. The decision on the time for taking repeated graduation examinations is taken by the dean on the basis of the motion from the director of the study program. The students who have not passed the graduation examinations, or have not appeared for the examination, are exmatriculated as the students who have not passed the graduation examinations.

5.18. The students who use unauthorized supplementary devices during the graduation exam or the students whose graduation paper contains plagiarism, are dismissed from the examination and exmatriculated as the students who have not passed the graduation examinations; in such case a respective note is made in the minutes of the examination. In case a student uses unauthorized supplementary devices during the graduation examination, there is a respective statement drafted up and signed by the members of the Commission who take part in the graduation examination.

It is allowed to take the graduation examination repeatedly not earlier than in the following academic year.

5.19. Students shall have the right to submit an appeal:

5.19.1. if the dean has not given the permit for the student to pass the graduation examination;

5.19.2. on the procedure of the graduation examination.

5.20. The appeal must be submitted to the head of the appeal commission of the faculty within three business days as from the moment of notifying the results of the examination or receiving the refusal to be included in the list of the students who are allowed to take graduation examinations.

- 5.21. The appeal commission of the faculty is approved on the basis of the order of the dean not later than two weeks before the examination.
- 5.22. The function of the appeal commission can be delegated to the board of the study program by the decision of the council of the faculty.
- 5.23. When examining the appeal, the commission shall consist of the head and at least two members.
- 5.24. In order to prevent the possibility of the interest conflict, the appeal cannot be examined by the members of the commission who have taken part in the evaluation of the respective graduation examination (the members of the graduation examination commission, the advisor and the opponent of the paper or the dean of the faculty, in case the appeal is submitted concerning the refusal to include the student in the list of the students who are admitted to the graduation examinations).
In case the head of the respective appeal commission does not have the right to take part in the evaluation of a particular appeal, another member of the appeal commission is approved for this case as the head of the commission by the order of the dean.
- 5.25. The appeal commission shall examine the appeal of a student within three business days as from the date of its receiving. The student who has submitted the appeal and the head or deputy head of the examination commission are invited to the session of the commission.
In order to receive explanations in the particular case, it is possible to invite the members of the graduation examination commission, as well as the advisor and opponent of the paper to the session of the appeal commission. The decision of the commission is submitted to the student in writing.
- 5.26. The minutes of the sessions of the appeal commission are taken by the secretary. The Commission shall have the right to make audio recordings, provided that the persons present in the session are previously informed about it.
- 5.27. Students shall have the right to submit a complaint to the deputy rector in academics concerning the violations of the procedure in the work of the appeal commission of the faculty not later than on the following business day after receiving the decision; the complaint must be supplemented by the decision of the appeal commission.
- 5.28. The deputy rector in academics examines the complaint received from a student in writing, within seven business days as from the date of its receiving; the student is informed about the decision in writing. The deputy rector shall have the right to request addition information and documents from the faculty which are necessary for the evaluation of the situation and making the decision.