



RISEBA University of Business, Arts and Technology

MASTER THESIS PREPARATION REGULATION

For academic directions:

Economics

Management, Administration and Real Estate Management

CONFIRMED: at the RISEBA Senate meeting of 26.06.2000.
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1. Terms

Master Thesis – a study independently conducted by the student that testifies to his ability to demonstrate in-depth knowledge and understanding in the relevant branch of science or professional field, as well as the ability to independently use his acquired knowledge, methods and skills to solve problems, including working in multi-sector and non-standard situations.

The thesis must reflect the primary data obtained by the person, who prepared it.

The Master Thesis is an independent (original) study, which contains innovative elements and demonstrates the student's ability:

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

Term Translations

in Latvian	in English	in Russian
Maģistra darbs	Master Thesis	Магистерская работа
Satura rādītājs	Table of Contents	Содержание
Ievads	Introduction	Введение
Anotācija	Abstract	Аннотация
Saīsinājumu un nosacīto apzīmējumu saraksts	List of abbreviations and conventional symbols	Список сокращений и условных обозначений
Secinājumi	Conclusions	Выводы

Priekšlikumi	Recommendations	Предложения
Nobeigums	Concluding Remarks	Заключение
Izmantotas literatūras un informācijas avotu saraksts	List of literature and information sources used	Список использованной литературы и других информационных источников
Pielikums	Appendix	Приложение
Zinātniskais vadītājs	Scientific Supervisor	Научный руководитель

2. General Provisions

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

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

2.3. In accordance with the specifics of each Master's study programme, individual regulations may be drawn up.

2.4. All study programmes provide for the preparation and public defence of a Master Thesis.

2.5. A Master Thesis is a study conducted by a student that conforms to the following basic principles:

- the chosen subject of the thesis must be relevant;
- research and information processing methods must be used in the thesis;
- the material set out must be logical and comprehensible;
- the author's conclusions and proposals must stem from the results of the thesis;
- the thesis plan must provide a logical sequence for the solution of the problem, which arises from the goal of the thesis and its set task, the research question (or questions) and hypotheses;
- uniform terminology and abbreviations should be used throughout the thesis;
- the list of literature and information sources used must conform to the contents of the thesis, and it must include the latest scientific publications and monographs, etc.

2.6. The Master Thesis shall be prepared in the language in which the study programme is implemented.

2.7. The student - author of the Master Thesis is responsible for the quality of the Master Thesis, the accuracy of any calculations made, the quality of the conclusions drawn and proposals drawn up, as well as for the implementation of the thesis, compliance with submission deadlines and timely defence of the thesis.

3. Selection of the Master Thesis Subject and supervisor

3.1. Students are offered the chance to choose a Master Thesis from a list of research directions approved by the department. Students also have the opportunity to propose their own relevant Master Thesis subject, based on their knowledge and professional skills and/or the interests of a specific organisation, as well as nominate a potential supervisor for the thesis. If necessary, the student can consult the programme director or faculty members in the relevant field regarding the relevance of the Master's thesis subject or its compatibility with the study programme's requirements and a potential supervisor for the thesis.

3.2. The student meets the thesis supervisor, clarifies/agrees on the Master Thesis's subject, tasks to be performed, draws up the plan for the preparation of the Master Thesis, fills in the application form (see Annex 1) and submits it to the Study Programme Director by the deadline stipulated by the University. The chosen thesis subject will be approved by the Study Programme Director and Head of Department.

3.3. The Master Thesis preparation plan approved by the student and thesis scientific supervisor is binding on both parties.

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

3.5. The formulation of the final version of the Master Thesis subject can be revised or corrected by submitting a duly prepared application to the Study Programme Director. The formulation of the chosen thesis subject will be approved by the Study Programme Director and the Head of Department. The final formulation of the Master Thesis subject may be revised no later than five working days before the thesis submission deadline. The Master Thesis supervisor can be changed once, but no later than two months before the Master thesis submission date.

3.6. The Master Thesis subject shall be worded in Latvian and English.

3.7. The student shall prepare the Master Thesis's chapters independently, consulting his thesis supervisor. The student shall independently attain the thesis results, which correspond to the contents of the thesis. The student and thesis supervisor shall take their lead from the Master Thesis preparation plan (see Clause 3.2) confirmed in the application. The student must take his supervisor's notes, corrections and additions into account. With the approval of the thesis

supervisor, the student may consult any RISEBA faculty member or specialist in the relevant field, but in this case the scientific consultant must be specified on the title page (under the thesis supervisor) of the Master Thesis.

3.8. The duties of the Master Thesis supervisor are as follows:

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

3.9. The student's duties are as follows:

- to independently prepare the Master Thesis;
- to comply with the performance deadlines in the Master Thesis preparation plan;
- to comply with the requirements of this Regulation;
- to strictly comply with the calendar schedule for the preparation and submission for the thesis stipulated by RISEBA;
- to prepare the Master Thesis preliminary defence presentation and materials to be submitted and present them to the preliminary defence commission;
- to prepare the Master Thesis defence presentation, to obtain the supervisor's approval for it and to present it to the State Examination commission (hereinafter referred to in the text as - SEC).

4. Structure and Scope of the Thesis

4.1. The following structure has been stipulated for the Master Thesis:

- 1) title page (the title of the Master Thesis must be specified in Latvian and English);
- 2) Table of Contents;
- 3) abstracts in 2 languages (Latvian and English);
- 4) list of abbreviations and conventional symbols (if necessary);
- 5) introduction;
- 6) theoretical part of the study (overview of literary and other sources and critical analysis);
- 7) empirical part of the study;

- 7.1. Study methodology - study design, conceptual model, study method description, etc.;
 - 7.2. Analysis and interpretation of study data;
 - 7.3. Study results.
 - 8) conclusions;
 - 9) recommendations;
 - 10) conclusion;
 - 11) list of literature and information sources used;
 - 12) annexes (if needed);
 - 13) attestation;
 - 14) assessment form.
- 4.2. Required size of the Master Thesis in computer typesetting (not including annexes, attestation and assessment pages): **70 – 100 pages.**
- 4.3. The total body of the Master Thesis shall approximately be divided up as follows:
- introduction 3-5%;
 - theoretical part of the study 20%-35%;
 - empirical part of the study 40%-55%
 - conclusions, recommendations and conclusion 5-8%

5. Master Thesis Chapter Contents

5.1. Table of Contents

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

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

For example:

1. Chapter title

1.1. Sub-chapter title

1.1.1. Sub-sub-chapter title

1.1.2. Sub-sub-chapter title

5.2. Abstract

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

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

Example: Bērziņa, I., 2020. The Sharing Economy and Future Perspectives for Employers. Master Thesis, Scientific Supervisor A. Kalniņa, Riga: RISEBA, 92 pages.

5.3. List of abbreviations and conventional symbols

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

5.4. Introduction

The introduction shall contain the following information:

5.4.1. Research topicality rationale

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

5.4.2. Formulation of the study problem

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

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

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

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

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

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

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

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

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

5.4.5. List of methods used in the study

The study methods may be quantitative, qualitative or mixed.

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

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

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

5.4.6. Thesis structure/composition description

Very brief overview of the contents of each chapter.

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

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

5.5.1. The goal of the theoretical analysis of the study problem is to independently and critically analyse literary and other sources, and to provide a theoretical rationale for the problem. In this chapter, it is recommended to devise the theoretical frame for the study, which will serve as the basis for the research model.

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

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

5.5.3. It is recommended to use the following in the Master Thesis:

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

5.6. Empirical part of the study

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

- brief description of the object of the study or situation;
- research methodology, specifying the following metrics:
 - The study (conceptual) model is a model that visually reflects the logical connections between the factors that have been identified as significant to the problem being studied, as well as reflecting the connections between the variables that are directly related to the situation being studied;
 - Study questions or hypotheses, specifying their connection to the study's conceptual model - variables or the relations thereof;
 - Study methods – quantitative, qualitative or mixed method strategy, specifying which methods will be used (survey, experiments, activity study, situation analysis, justified theory, social media analysis, etc.). It must be explained how answers will be found to each of the study questions or how confirmations will be obtained for hypotheses;
 - Description of the course of the study and its period of time;
 - Methods used to acquire data – observations, surveys, interviews, focus groups, Delfi method, etc. (description and the rationale for the choice of method must be provided); description of respondents and study selection;
 - Data analysis methods – an explanation must be provided about which methods are used when answering each study question or approving/rejecting the set hypotheses - quantitative: statistical analysis methods, mentioning amounts and ratios and why they have been calculated, referring to the programmes in which calculations have been made and/or qualitative: content analysis, thematic analysis and coding, using word clouds or word associations, etc.

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

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

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

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

5.7. Conclusions

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

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

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

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

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

5.7.6. Conclusions may not contain references or quotes from other authors' studies, they must only reflect the thoughts, opinions and insights of the author of the study, which stem from the research, literary analysis conducted, etc.

5.8. Recommendations

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

5.9. Conclusion

5.9.1. The conclusion must reflect the economic, scientific or empirical meaning (the empirical significance of the study) of the study conducted, the author's opinion about the course and constraints of the research, as well as what should be done in future in connection with this subject. The personal benefit derived by the author as a result of the prepared study.

5.9.2. Recommended conclusion size: 1 page.

5.10. List of literature and information sources used

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

5.10.2. No. of literary and other information sources in social science study programme Master Theses: **not less than 50**.

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

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

5.11. Annex (-es)

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

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

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

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

5.12 Attestation

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

5.13. Assessment page

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

6. Layout of the Master Thesis

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

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

Plagiarism is the use of another author's work (published or unpublished) without appropriate reference to that author. The types of plagiarism, as well as the sanctions that may be imposed for plagiarism, are set out in the Plagiarism Regulations.

7. Procedures for the Preliminary Defence of the Master Thesis.

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

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

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

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

7.5. For the occasion of the preliminary defence of the Master Thesis, the student shall prepare a presentation of the Master Thesis, in conformity with the presentation structure, which is specified in Clause 9.3.

7.6. Before the preliminary defence, the student shall electronically upload a draft version of the Master Thesis to the relevant site: *e.riseba.lv*.

7.7. If the student does not participate in the preliminary defence or participates but does not receive a positive assessment from the commission, the student will not be allowed to proceed to a defence of the Master Thesis, and the procedure for resolving study debts will be applied.

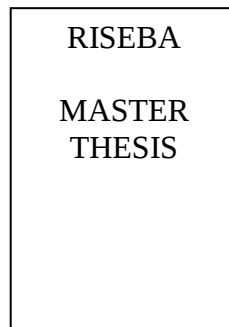
8. Procedures for the Submission of the Master Thesis

8.1. The student shall submit the final version of the Master Thesis to his Master Thesis supervisor for final approval.

8.2. Delivery of the thesis approved by the thesis supervisor shall take place **two** weeks before the planned date for the defence of the thesis.

8.3. The Master Thesis supervisor shall be examining the submitted Master Thesis and all additional materials. If the Master Thesis conforms to the requirements of this Regulation and all the supervisor's instructions have been observed, the Master Thesis shall be bound in two copies of which at least one will be in hardcover on which the name "RISEBA" and "MASTER THESIS" shall be printed.

Example:



8.4. In addition to the two bound copies of the Master Thesis, the Master Thesis **shall also be submitted electronically** in PDF format and sent to the following e-mail address: thesis@riseba.lv.

8.5. The author of the Master Thesis shall sign the Title Page and Attestation of both copies of the thesis.

8.6. The Master Thesis supervisor shall sign both copies of the thesis on the title page, thus certifying the student's right to proceed to defend the thesis, as well as complete the supervisor's reference form (see Annex 2) regarding the relevant student's thesis and submit it to the Study Department.

8.7. The title pages of the Master Thesis shall also be signed by the director of the study programme in question.

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

8.9. The signed copies of the Master Thesis, as well as the electronic version the Master Thesis preparation process assessment form (see Annex 3) shall be submitted by the student to the Study Department by the deadline stipulated by RISEBA he will register for a specific date and time for the defence of the thesis.

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

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

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

8.13. The reviewer shall prepare the review (see Annex 4) and no later than three working before the defence shall submit it to the Study Department in both printed and electronic format. The student will not be informed who the reviewer is until such time as the signed and ready review has been received.

8.14. The Master Thesis review shall assess the following:

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

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

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

8.17. In the event that the reviewer has assessed the thesis negatively, the thesis will be submitted for additional review to another specialist in the relevant field of knowledge. If a second reviewer has assessed the thesis positively, the Master Thesis will be permitted to proceed to be defended. In the opposite case, the student will not be allowed to defend his Master Thesis and will be expelled with the right to be readmitted and defend the revised Master Thesis no earlier than one semester later, in conformity with the University's approved additional paid services and with no additional fee for the defence of the Master Thesis.

9. Procedures for the Defence of the Master Thesis

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

9.2. The Master Thesis defence presentation and defence language shall be the language in which the programme is implemented.

9.3. The Master Thesis defence presentation shall contain the following:

- the same information must be specified on the presentation title slide that is specified on the title page of the Master Thesis. The template prepared by RISEBA must be used for the presentation. See sample title slide in Annex 5;
- rationale for the relevance of the thesis and definition problem;
- thesis goal, tasks;
- study conceptual model or study design;
- thesis hypotheses or study questions;
- rationale for the study methodology used in the thesis;
- main thesis research results;
- main conclusions and proposals.

9.4. The student will be given 8 minutes in which to present his Master Thesis to the members of the State Examination Commission. After the presentation, the student will answer the questions of the reviewer and the members of the State Examination Commission.

9.5. A student, who uses the options provided by the Double Degree programme to obtain diplomas from two universities, shall prepare the Master Thesis in accordance with each university's rules regarding the preparation of a Master Thesis (RISEBA – in accordance with this Regulation).

10. Appeal Procedure

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

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

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

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

11. Literature and information sources used in the preparation of the Regulation:

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

12. Annexes to the Regulation

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

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

Annex 3. Sample Master Thesis Preparation Process Assessment Questionnaire.

Annex 4. Sample Review Form.

Annex 5. Sample Presentation Title Slide.

Annex 6. Sample Title Page.

Annex 7. Attestation.

Annex 8. Assessment.

Annex 1

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

APPROVED BY: Programme Director		RISEBA Master's programme " _____ "
Name, surname:	Director: _____	
Signature:		
Date:		
Course	Group	Chapter Student's name, surname personal ID number phone E-mail

APPLICATION

regarding Approval of the Subject of the Master Thesis and Designation of a Scientific Supervisor.

Please approve the Master Thesis subject and designate a scientific supervisor.

Master Thesis subject in Latvian:

Master Thesis subject in English:

Scientific Supervisor:

scientific degree;
name, surname:
position:
workplace:
e-mail:
contact phone:

Approved by Scientific Supervisor: (date, signature)

Revised Master Thesis subject (to be filled in by the Programme Director if necessary):

Master Thesis Calendar Preparation Plan

Date	Tasks to be performed
	Determination of the thesis's goal and tasks. Thesis structures (preparation of table of contents). Study introduction development
	Submission of the theoretical part of the study to the scientific supervisor
	Submission of the empirical part of the study to the scientific supervisor
	Development of conclusions and proposals
	Submission of the first version of the thesis to the scientific supervisor
	Preliminary defence of the Master Thesis
	Submission of the thesis to RISEBA
	Defence of the thesis

_____ 20__

Student: _____ (signature, signature in printed letters)

APPROVED
Head of Department

(date)

(signature, signature in printed letters)

RECEIVED
Faculty of Business and Economics

(date)

No. _____

(signature, signature in printed letters)

SCIENTIFIC SUPERVISOR'S FEEDBACK

Master's study programme “ _____ ”

Student: _____

Subject of the Master Thesis:

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

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

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

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

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

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

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

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

Comments: _____

Scientific Supervisor: _____ /Name Surname/
/signature/

Date: _____

Sample Master Thesis Preparation Process Assessment Questionnaire

ASSESSMENT QUESTIONNAIRE FOR THE MASTER THESIS PREPARATION PROCESS

Name of Master's programme _____

Name, surname of scientific supervisor _____

Date _____

Dear Student,

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

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

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

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

Thank you for your time!

REVIEW OF THE MASTER THESIS

Study programme title _____

Student's name and surname _____

Thesis title _____

Volume of the final thesis _____ pages No of images _____

No of tables _____ No of annexes _____

No of literature and information sources used _____

1. Subject of the thesis, its topicality, and student's contribution to the research of the issue:
2. Description of the thesis structure:
3. Thesis strengths (*positive qualities*):
4. Shortcomings of the thesis:
5. Assessment of the thesis:

Criterion	Assessment									
Definition of the goal and objectives of the thesis, their implementation	1	2	3	4	5	6	7	8	9	10
Scope and depth of literature analysis, ability to use references	1	2	3	4	5	6	7	8	9	10
Research methodology and quality	1	2	3	4	5	6	7	8	9	10
Quality of data analysis	1	2	3	4	5	6	7	8	9	10
Application of concepts, models, and theories	1	2	3	4	5	6	7	8	9	10
Conclusions and proposals	1	2	3	4	5	6	7	8	9	10
Compliance of the thesis formatting to methodological instructions	1	2	3	4	5	6	7	8	9	10
Originality and novelty of the thesis	1	2	3	4	5	6	7	8	9	10

6. Recommended assessment: _____
7. Recommendation to the State Examination Commission (*if any, specify comments on the thesis, which might be crucial upon adopting a decision on the assessment of the thesis; comments will be read out to the Commission*)
8. Additional questions during the defence of the thesis:

Reviewer _____

Scientific degree, academic
position

Place of work and position

Signature

Date

Annex 5
Sample Presentation Title Slide



NOSAUKUMS LATVIEŠU VALODĀ

NOSAUKUMS ANGLŪ VALODĀ

Autors
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Rīga, 2020

**Professional Higher Education Master Programme
"BUSINESS MANAGEMENT"**

MASTER THESIS

Title of the Master Thesis in Latvian and English

Author

Student

Name, surname

Scientific Supervisor

Scientific degree, position

Name, surname

Programme Director

Scientific degree, position

Name, surname

RIGA, 2021

Attestation

ATTESTATION

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

_____ 20__

(signature)

ASSESSMENT

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

on _____ 20__ and assessed with the grade _____.

Commission Chair _____
name, surname signature

