



RISEBA University of Applied Sciences

BACHELOR'S THESIS PREPARATION REGULATIONS

Field of study:

ART

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1. Terms

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

Bachelor's Thesis is a student's independent work, which consists of two parts (A and B). The first (A) theoretical part is the student's independent research, which shows the student's ability to critically analyze and evaluate real social processes and the literature dedicated to them.

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

Part (A) of the Bachelor's Thesis attests to the student's ability:

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

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

Part (B) of the Bachelor's Thesis attests to the student's ability:

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

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

Term Translations

in Latvian	in English
Bakalaura darbs	Bachelor's 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
Nobeigums	Concluding Remarks
Izmantotas literatūras un informācijas avotu saraksts	List of literature and information sources used
Pielikums	Appendix
Zinātniskais vadītājs	Scientific Supervisor

2. General Provisions

2.1. The Bachelor's Thesis Preparation Regulations (hereinafter - the Regulations) regulates the uniform principles and requirements for preparing and laying out a Bachelor's Thesis in the RISEBA Faculty of Media Arts and Creative Technologies Bachelor's study programmes.

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

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

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

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

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

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

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

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

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

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

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

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

3.2. The student will be offered a choice of theme for the theoretical (A) part of the Bachelor's Thesis of his or her choice with approval from the supervisor, the format of the practical (B) part of the Bachelor's Thesis and the planned timetable must be chosen from the list provided in Clause 7.2 of the Regulations. Students also have the opportunity to propose their own practical work format, based on their knowledge and professional skills and/or the interests of a specific organisation, and if

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

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

3.4. The Bachelor's Thesis can have either one supervisor for both parts (A and B), or a separate supervisor for each part.

If the Bachelor's thesis has two supervisors, the supervisor of the theoretical (A) part is called the scientific supervisor of the work, and the supervisor of the practical (B) part is called the artistic supervisor of the work. The artistic supervisor can be any professional in the field (also outside RISEBA), while the theoretical part supervisor can be a person from the list below*:

1. Aigars Ceplītis
2. Daira Āboliņa
3. Inese Makuševa
4. Jānis Rēdlihs
5. Keitija Grende
6. Sandra Veinberga
7. Anita Uzulniece

*By prior agreement with the programme director, the student may choose a different thesis supervisor for part A of the Bachelor's Thesis who is not listed.

3.5. The student meets the thesis supervisor (supervisors), clarifies/agrees on the Bachelor's Thesis's subject and/or format, objectives to be performed, draws up the plan for the preparation of the Bachelor's Thesis, fills in the application form (see Annex 1) and submits it to the study programme director by the deadline stipulated by the University. The chosen theoretical study subject and practical thesis format and planned timetable will be approved by the study programme director. Within five days following pre-defence, the student shall submit the topic of the theoretical part (Part A) of the Bachelor's Thesis and the format/title of Part B in the my.riseba.lv system.

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

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

3.8. The formulation of the final version of the subject of the theoretical (A) part and/or the format of the practical (B) part of the Bachelor's Thesis can be revised or corrected. The final version with

approval from the supervisor must be submitted on my.riseba.lv within 5 days of the preliminary defence. The Bachelor's Thesis supervisor can be changed once, but no later than two months before the thesis submission date.

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

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

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

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

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

- to help to choose an artistic solution appropriate to the student's chosen audiovisual and media work format;
- to provide help in devising the dramatic solution for the work;
- to review individual sections of the thesis and the thesis as a whole, to highlight errors, shortcomings, required changes and additions;
- as far as possible, to participate in the preliminary defence of the Bachelor's Thesis;
- to watch and to certify the fully completed work with their signature on the envelope of the digital carrier on which the work is submitted. The Bachelor's Thesis supervisor may prevent

the student from defending his Bachelor's Thesis by not signing the it if the thesis does not conform to the requirements of the Regulations;

3.13. The student's duties are as follows:

- to independently prepare the Bachelor's Thesis;
- to comply with the deadlines in the Bachelor's Thesis preparation plan;
- to comply with the requirements of these Regulations;
- to strictly comply with the calendar schedule for the preparation and submission for the thesis stipulated by RISEBA;
- to prepare a presentation of the theoretical (A) part of the Bachelor's Thesis and the video and/or printed materials to be submitted in the practical (B) part and to present them to the preliminary defence commission;
- to prepare the defence presentation of the theoretical (A) part of the Bachelor's Thesis, to obtain the supervisor's approval for it and to present it to the State Examination commission (hereinafter - SEC)
- to present the Bachelor's Thesis's practical (B) part work to the SEC.

4. Structure and scope of the theoretical (A) part of the Bachelor's Thesis

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

- 1) title page (the title of the Bachelor's 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 designations (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 - conceptual model, study method description, etc.;

7.2. Analysis and interpretation of study data;

7.3. Study results.

- 8) conclusions;
- 9) recommendations;
- 10) concluding remarks;
- 11) list of literature and information sources used;
- 12) annexes (if needed);
- 13) attestation;
- 14) assessment form.

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

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

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

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

5.1. Table of Contents

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

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

For example:

1. Chapter title

1.1. Sub-chapter title

1.1.1. Sub-sub-chapter title

1.1.2. Sub-sub-chapter title

5.2. Abstract

5.2.1. 2 short (with a recommended length of 1 page) abstracts – in Latvian and English shall be prepared for the Bachelor's Thesis. The abstract is intended to serve 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 research 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 is specified regarding the size of the thesis (no. of pages, annexes, tables and images) and the literary sources used (no. of sources), as well as a bibliographic notation for the thesis.

Example: Kariņš, J., 2025. The Experimental Short Film as a Form of Personal Expression in 21st Century Cinema, Bachelor's Thesis / Scientific Supervisor Dr. philol., Professor Sandra Veinberga, Riga: RISEBA.

5.3. List of abbreviations and conventional symbols

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

5.4. Introduction

The introduction shall contain the following information:

5.4.1. Research topicality rationale

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

5.4.2. Formulation of the study problem

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

5.4.3. Definition of the goal and objectives 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.

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

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

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

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

Research 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 research 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. surveys, interviews, focus group discussion, experts' interviews, observations, study experiment, etc. A description of the method and the rationale for choosing it, and a description of the selection of the respondents and study must be provided;

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

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

5.4.6. Study structure/composition description

Very brief overview of the contents of each chapter.

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

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

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

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

Excessive citing of literary sources should be avoided.

5.5.3. The use of information from literature sources in the Bachelor's Thesis must comply with the RISEBA regulations on plagiarism.

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

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

5.6. Empirical part of the study

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

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

1. *Research methods* – quantitative, qualitative or mixed method strategy, specifying which methods will be used (content analysis, survey, expert interviews, focus group study, experiment, action research, situation analysis, social network analysis, etc.); It must be explained how answers will be found to each of the research questions or how confirmations will be obtained for hypotheses;
2. Description of the course of the study and its period of time;
3. Methods used to acquire data – observations, surveys, interviews, focus groups, etc. (description and the rationale for the choice of method must be provided); description of respondents and study selection;
4. Data analysis methods – an explanation must be provided about which methods are used when answering each study question or approving/rejecting the set hypotheses
 - quantitative: statistical analysis methods, mentioning amounts and ratios and why

they have been calculated, referring to the programmes in which calculations have been made and/or qualitative: content analysis, thematic analysis and coding, using word clouds or word associations, etc.

Primary data is obtained from the study while secondary data is used.

- results obtained from the study;
- analysis and interpretation of results.

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

5.6.3. Each chapter should end with a brief summary and/or conclusions regarding the chapter as a whole, what this chapter provides (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 research questions have been posed, answers to these must be provided.

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

5.8. Recommendations

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

5.9. Concluding remarks

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

5.9.2. Recommended conclusion size: 1/2 page.

5.10. List of literature and information sources used

5.10.1. The list shall contain absolutely all literature and information sources used in the process of preparing the Bachelor's 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 used in Bachelor's Thesis studies: **not less than 25**.

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

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

5.11. Annex (es)

5.11.1. Annexes shall be attached at the conclusion of the Bachelor's Thesis research. If more than one individual annex is inserted, a list of annexes must be drawn up (the list of annexes shall be inserted immediately after the page on which ANNEX is specified in the middle of the page in capital 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. (see attachment 1)

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

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

5.12. Attestation

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

5.13. Assessment page

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

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

The Bachelor's 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 system and the regulations regarding the compilation of the list of literature and information sources.

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

7.1. Practical Part Assignment

7.1.1. The practical (B) part of the Bachelor's Thesis is a work of artistic creativity made by the student.

7.1.2. In creating the practical Bachelor's Thesis work, the student in a creative team performs work that corresponds to his or her chosen specialisation.

7.2. Selection of Practical Part Formats

7.2.1. Possible forms and recommended scopes of Bachelor's Thesis audiovisual art and media art works:

- Feature film (up to 60 min.), or
- Produced video short film(10 to 30 min.), or
- One episode of a television series (13 – 26 min.), or
- Documentary film (13 - 30 min.), or
- Television programme (13 - 26 min.), or
- Animation (2 – 15 min.), or
- Video installation, or
- Experimental short film (5 - 30 min), or
- Audiovisual new media project (5 – 20 min); e.g. 360° video or VR project.

7.2.2. With the prior approval of the programme director, the student may select an original format not referred to in Clause 7.2.1 for the practical (B) part of the Bachelor's Thesis.

7.3. Terms and Conditions for Creating the Practical Part

7.3.1. The Bachelor Thesis must be prepared in the language of the study programme. If Part B is created in a different language, a translation (subtitles) in the language of the study programme must be included in the creative work.

7.3.2 The practical part of the Bachelor's Thesis must conclude with end credits showing the parties involved in the project - the artistic team and other details of the author's choice.

7.3.3 The practical part of the Bachelor's Thesis may be done in a team - several students together, provided that each of the students has an individual role in the project that is consistent with the chosen specialisation.

7.3.4. The format of the practical part of the Bachelor's Thesis is offered to the student on the basis of his or her knowledge, skills and professional abilities.

7.3.5. The contents of the practical part of the Bachelor's Thesis may be chosen by the student, in conformity with his or her artistic taste and relevance. This must be in accordance with Latvia's Copyright Law, Electronic Mass Media Law and Film Law. In concluding audiovisual theses, it is only permissible to include contents and form that do not violate standards of ethics, humanism, morality, virtue and politeness.

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

7.4. Terms and Conditions for Assessment of the Practical Part

7.4.1. In the Bachelor's programme final theses, the work of students – future film directors, film cinematographers, film producers, and audiovisual journalists – will be evaluated solely based on the quality of the work completed within their specific field of specialisation, as demonstrated by the respective audiovisual piece.

7.4.2. For students in the Bachelor's program with specialisation in film production, in addition to the audiovisual work, a free-form project report must be submitted (at the discretion of the aspiring film producer, taking into account the courses learned in the specialization) in coordination with their supervisor. The audiovisual work project must be submitted along with the audiovisual work itself by the previously established deadline for submitting the Bachelor's Thesis.

8. Procedures for the Preliminary Defence of the Bachelor's Thesis

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

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

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

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

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

8.6. For the preliminary defence of the Bachelor's Thesis, the student shall prepare a video trailer for the practical (B) part of the Bachelor's Thesis, or 2 -3 minutes of ready material, which will be shown during the preliminary defence.

8.7. 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 Bachelor's Thesis, and the student must go on academic leave or, if possible, the procedure for resolving study debts will be applied. A corresponding entry regarding this decision will be made by the commission in the preliminary defence protocol.

9. Procedures for the Submission of the Bachelor's Thesis

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

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

9.3 The theoretical part (A) must be sent to the e-mail thesis@riseba.lv and to the study programme administrator.

9.4 The practical part (B) must be uploaded to the website, the link of which will be sent to the student on the day of submission of the Bachelor's Thesis.

9.5 The theoretical (A) and practical (B) parts must be submitted to the programme administrator in digital format on a USB stick on the due date for submission of the Bachelor's Thesis. A member of the IT Department, will download both parts of the thesis to a closed web server for assessment by the SEC. The digital carrier (USB) must be placed in a white envelope containing the information in it in accordance with the model for cover design of the theoretical (A) and practical (B) parts of the Bachelor's Thesis.

9.6 The envelope shall be signed by the student and the director of the specific study programme.

9.7 The supervisor and the programme director have the right to disapprove the Bachelor's Thesis if they consider the thesis to be so seriously deficient that it cannot be advanced for defence. The decision whether or not to accept the thesis for defence shall be taken by the Head of the relevant field of study. In making their decision, the Head of the field of study may refer the thesis to a reviewer. If the reviewer's assessment is positive, the thesis may be advanced to the defence, but the SEC will be alerted to the absence of the signature of the programme director. If the reviewer's

evaluation is negative, the thesis is not allowed to be defended and the student is exmatriculated with the right to resume and defend a revised Bachelor's Thesis after one semester at the earliest.

9.8 The student shall submit the envelope, as well as the electronic version and the Bachelor's Thesis evaluation questionnaire (see Appendix 4) to the Study Department of RISEBA within the deadline and sign up for a specific date and time for the thesis defence.

9.9 If the final thesis is defended remotely, the student shall submit the Bachelor's Thesis in accordance with the procedure for remote defence.

9.10. The member of the Department of Studies shall hand over the Bachelor's Thesis to the reviewer within one working day.

9.11. The reviewer can be either a RISEBA faculty member or a qualified specialist in the field.

9.12. The reviewer prepares a review (see Annexes 5 and 6) and submits it to the Study Department in electronic format no later than two working days before the defence. The identity of the reviewer shall not be disclosed to the student until the completed and signed review has been received.

9.13. The review of the theoretical (A) part of the Bachelor's Thesis evaluates:

- the topicality of the topic of the Bachelor's Thesis;
- the aim of the research, the objectives;
- the methodology and quality of the research;
- the structure of the thesis, the relevance of the thesis content to the stated aim and objectives;
- the extent and depth of the analysis of the literature and the sources of information used, the ability to use references;
- quality of data analysis;
- application of concepts, models and theories;
- the adequacy of the presentation of the thesis (text, tables, figures, language, etc.);
- justification of conclusions and proposals, degree of achievement of the objective;
- the theoretical and empirical relevance of the study;
- originality of the work.

9.14. The review of the practical (B) part of the Bachelor's Thesis evaluates:

- the appropriateness of the choice of the thesis to the student's background;
- the choice of the creative team and its relevance to the content and form of the thesis;
- the clarity of the structure and principles of the thesis;
- the content of the thesis in its development;
- the quality and appropriateness of the artistic techniques and the format chosen for the work;
- the technological solution and technical quality of the work;
- the relevance of the work to the requirements of the contemporary global audiovisual and media industry;
- the originality of the work.

9.15. In the review of the Bachelor's Thesis, the reviewer points out the positive features of the Bachelor's Thesis, indicates the main weaknesses, evaluates the conclusions and proposals, indicates the recommended evaluation and asks additional questions to the author of the thesis, if any.

9.16. A member of the Study Department shall inform the student about the content of the review, except for the recommended assessment indicated by the reviewer.

9.17. If the reviewer's evaluation is negative, the thesis is submitted for additional review by another specialist in the relevant field of expertise. If the second reviewer has given a positive evaluation, the Bachelor's Thesis is admitted for defence. Otherwise, the student is not allowed to defend his or her Bachelor's Thesis and is matriculated with the right to resume and defend a revised Bachelor's Thesis after one semester at the earliest, according to the additional fees approved by the University, and without additional fees for the defence of the Bachelor's Thesis.

10. Procedures for the Defence of the Bachelor's Thesis

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

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

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

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

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

10.5. The student then informally submits his or her Bachelor's Thesis practical (B) part audiovisual and media art work, indicating what objectives the student has performed in the creation of this work and what the student's specialisation is. The audiovisual and media arts work is then examined by the SEC.

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

11. Appeal Procedure

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

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

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

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

12. Literature and information sources used in the preparation of the Regulations:

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

13. Annexes to the Regulations

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

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

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

Annex 4. Bachelor's Thesis Preparation Process Assessment Questionnaire

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

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

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

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

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

Annex 10. Attestation.

Annex 11. Assessment.

Annex 1

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

To the RISEBA Bachelor's Study Programme „ Audiovisual Arts and Media Arts”

Director Keitija Grende

RISEBA Bachelor's Study Programme “Audiovisual Arts and Media Arts”

_____ Course _____ Department

Name, surname

Personal ID number

phone

E-mail

APPLICATION

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

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

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

Subject of part A of the Bachelor Thesis in Latvian: _____

Scientific Supervisor: _____

degree, scientific title, name, surname

workplace, position, contact phone number

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

Format of part B of the Bachelor's Thesis: _____

Timetable of part B of the Bachelor's Thesis: _____

Artistic Supervisor: _____

degree, scientific title, name, surname

workplace, position, contact phone number

Bachelor's Thesis Calendar Preparation Plan

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

_____. _____ 20 ____

Student: _____ (signature, signature in printed letters)

APPROVED

Programme Director

(K.Grende)

(signature)

(date)

RECEIVED

Study Department

(date)

Nr. _____ / ____

(N.Surname)

(signature)

Annex 2
Scientific Supervisor's Feedback

BACHELOR THESIS PART "A" SCIENTIFIC SUPERVISOR'S FEEDBACK

Bachelor's Study Programme "Audiovisual Arts and Media Arts"

Student: _____

Bachelor's Thesis subject: _____

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

<i>Regularly contacts the supervisor and consults on the preparation of the thesis, adheres to the calendar schedule for the preparation of the thesis</i>	
<i>Occasionally contacts the supervisor, partially adheres to the calendar schedule for the preparation of the thesis</i>	
<i>Rarely contacts the supervisor, does not adhere to 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 or her contribution to the preparation of the thesis:

<i>High independence; expresses his or her recommendations, ideas, and proposals; clear vision with regard to the contents of the thesis</i>	
<i>Medium independence; hears out and adheres to 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 adhere to supervisor's instructions; shows no initiative in preparing the thesis</i>	
...	

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

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

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

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

Comments: _____

Scientific Supervisor: _____ /Name Surname/

/signature/

Date: _____

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

Bachelor's Study Programme "Audiovisual Arts and Media Arts"

Student: _____

Bachelor's thesis in Audiovisual Arts and Media Arts work form and

title: _____

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

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

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

<i>High independence; expresses his/her recommendations, ideas, and proposals; clear vision with regard to the contents and form of the thesis</i>	
<i>Medium independence; hears out and adheres to 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 adhere to supervisor's instructions; shows no initiative in preparing the thesis</i>	

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

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

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

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

Comments: _____

Artistic Supervisor: _____ /Name Surname/

/signature/

Date: _____

Bachelor's Thesis Preparation Process Assessment Questionnaire

ASSESSMENT QUESTIONNAIRE FOR THE BACHELOR'S THESIS PREPARATION PROCESS

Name of Bachelor's programme "Audiovisual Arts and Media Arts"

Name of scientific supervisor _____

Date _____

Dear Student,

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

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

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

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

Thank you for your time!

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

**BACHELOR THESIS REVIEW No. _____/_____/_____
(THEORETICAL PART "A")**

Programme title Audiovisual Arts and Media Arts

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. Thesis shortcomings:
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 _____

**BACHELOR'S THESIS REVIEW No. ____/____ - ____/____
(PRACTICAL PART "B")**

Programme title Audiovisual Arts and Media Arts

Student's name and surname _____

Thesis title _____

1. Work (Part A) form:

2. General overview of the work:

3. Thesis strengths (*positive qualities*):

4. Thesis shortcomings :

5. Assessment of the thesis:

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

6. Recommended assessment: _____

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

8. Additional questions during the defence of the thesis:

Reviewer _____
Scientific degree, _____
academic position _____
Place of work and _____
position _____

Signature _____

Date _____

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



RISEBA
UNIVERSITY
of Business, Arts and Technology

Title in the language of instruction
of the study programme
Title in Latvian

Author
Student Name Surname
Academic Supervisor
Academic Degree, Academic Title, Name Surname
Programme Director
Mg.art. Keitija Grende

Riga, 2025

Bachelor's Programme "Audiovisual Arts and Media Arts"		
BACHELOR'S THESIS		
Concluding thesis title in Latvian (Parts A and B)		
Concluding thesis title in English (Parts A and B)		
Author	<i>Student</i>	Name Surname
Artistic Supervisor	<i>Scientific degree, position</i>	Name Surname
Programme Director	<i>Scientific degree, position</i>	Name Surname
RIGA 2025		

**Academic Higher Education Bachelor's Programme
"AUDIOVISUAL ARTS AND MEDIA ARTS"**

BACHELOR'S THESIS

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

Title of the Bachelor's Thesis in Latvian

Author

Student

Name, surname

Scientific Supervisor

Scientific degree, position

Name, surname

Programme Director

Scientific degree, position

Name, surname

RIGA 2025

ATTESTATION

I hereby assert that the Bachelor's 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