RISEBA University of Business, Arts and Technology

MASTER`S THESIS PREPARATION REGULATION

For academic direction:

Architecture

APPROVED at RISEBA Senate meeting
09.06.2021., Minutes No. 21/1.1-7/5
With amendments 12.06.2024. Minutes No. 24/1.1-7/4

Table of Content

1. Terms

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

- to carry out research using in-depth theoretical knowledge acquired during studies in relevant science;
- to integrate knowledge from different fields, to contribute to the creation of new knowledge, development of research or professional methods;
- professionally apply theory, methods and problem-solving skills to perform research or artistic activities, or highly qualified professional functions;
- work independently with academic literature;
- independently formulate and critically analyse complex scientific and professional problems, justify decisions, and, if necessary, perform additional analysis;
- ability to form a presentation of scientific work and formulate conclusions in literary language, as well as to develop and formulate conclusions and research results with arguments;
- the ability to observe the ethics of scientific work;

Term Translations

Latviešu valodā	Angļu valodā
Bakalaura darbs	Master'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 used literature and information sources
Pielikums	Appendix
Zinātniskais vadītājs	Scientific Supervisor

2. General Provisions

2.1. The Master's 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's Thesis in the RISEBA Faculty of Architecture and Design Master's study programmes.

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

2.5. A Master's 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. Master's Thesis shall be prepared in the language in which the study programme is implemented.

2.7. The student-author of the Master's Thesis is responsible for the quality of the Master's 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's Thesis Subject and supervisor

3.1. Students are offered the chance to choose a Subject for a Master's Thesis from a list of research directions approved by the department. Students also have the opportunity to propose their own relevant Master's 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's Thesis's subject, tasks to be performed, draws up the plan for the preparation of the Master'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 thesis subject will be approved by the Study Programme Director and Head of the Department.

3.3. The Master's 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's 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's Thesis subject may be revised no later than five working days before the Master's Thesis submission deadline. The Master's Thesis supervisor can be changed once, but no later than two months before the Master's Thesis submission date.

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

3.7. The student shall prepare the Master's Thesis's chapters independently, consulting their 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's 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's Thesis.

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

- to help 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 with 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's Thesis;
- to read the completed thesis and attest to this by signing the title page. The Master's Thesis supervisor may prevent the student from defending their Master's Thesis by not signing the title page of the Master's Thesis if the thesis does not conform to the requirements of the regulations.

3.9. The student's duties are as follows:

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

4. Composition of the Master's Thesis

4.1 The Master's Thesis consists of **two interrelated parts**.

- Part A (Theory part) written research and scientific Master's Thesis research work.
- Part B (Practical part) creative work - developed architectural project, design proposal. Creative work is justified and related to the research of Part A.

These part names will be used in the text below.

5. Structure and Scope of the Thesis

5.1. The following structure has been stipulated for the theoretical part of the Master's Thesis (Part A):

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

5.2. Required size of the Master's Thesis in computer typesetting (not including annexes, attestation and assessment pages): **70 – 100 pages.**

5.3. The total body of the Master's Thesis shall approximately be divided 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%

5.4. The following results are specified for the practical part of the Master's Thesis (Part B):

5.4.1 Boards

A minimum of eight (8) A1 format boards should be created: horizontal or vertical. It is planned to place a Title block created by the Faculty of Architecture and Design on the boards. (see Annex 9)

5.4.2 Layout of the practical part on a scale

The scale must be approved by the supervisor or program director. Several models can be made on different scales. You need to add a printed Title block to the layout. (see Annex 10)

5.4.3 Booklet

The A3 booklet includes the following pages:

5.4.3.1 Title page

5.4.3.2 Table of Contents

5.4.3.3 Explanatory description of the practical part and description of the concept

5.4.3.4 Finished boards, reduced to A3 format

5.4.3.5 Photo(-s) of the model

5.4.4 Thesis Yearbook spread (.indd file format – template will be provided).

6. Content of chapters of the Master's Thesis Theory part (Part A)

6.1. Table of Contents

6.1.1. 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.

6.1.2. The Master'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

6.2. Abstract

6.2.1. 2 short (with a recommended length of 1 page) abstracts – in Latvian and English shall be prepared for the Master's Thesis. The abstract is intended as a preliminary introduction to the thesis.

6.2.2. 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. Dalīšanās ekonomika un nākotnes perspektīvas darba devējiem. Maģistra darbs, zinātniskā vadītāja A. Kalniņa, Rīga: RISEBA, 92 lpp.

6.3. **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.

6.4. **Introduction**

The introduction shall contain the following information:

6.4.1. Research topicality rationale

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

6.4.2. Formulation of the study problem

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

6.4.3. 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 collate...;
4) to analyse...;
5) etc.

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

Hypothesis – 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.

6.4.5. 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.

6.4.6. Study structure/composition description

Very brief overview of the contents of each chapter.

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

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

6.5.1. 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.

6.5.2. 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.

6.5.3. It is recommended to use the following in the Master'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.

6.6. **Empirical part of the study**

6.6.1. 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 he 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 were obtained in the study, while it used secondary data.
- results obtained in the study;
- analysis and interpretation of results.

6.6.2. 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.

6.6.3. 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.

6.7. **Conclusions**

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

6.7.2. 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.

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

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

6.7.5. 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.

6.7.6. 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.

6.8. **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.

6.9. **Conclusion**

6.9.1. 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.

6.9.2. Recommended conclusion size: 1 page.

6.10. **List of literature and information sources used**

6.10.1. The list shall contain absolutely all literature and information sources used in the process of preparing the Master's Thesis (see list compilation in *Regulations regarding Compilation of References, literature and information sources used* (methodological material MN0010-01)).

6.10.2. Number of literary and other information sources in Master's Theses: **not less than 50.**

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

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

6.11. Annex (-es)

6.11.1. Annexes shall be attached at the conclusion of the Master's 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).

6.11.2. 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.

6.11.3. 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.

6.11.4. 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.

6.12. Attestation

At the end of the Master's Thesis, the student shall sign an attestation confirming their 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.

6.13. Assessment page

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

7. Layout of the Master's Thesis theoretical part (Part A)

The Master's Thesis must be laid out in accordance with the "Study paper layout regulation".

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 (methodological material MN 0010-01).

8. Contents of the boards of the practical part of the Master's (Part B)

The following information is placed on the boards of the practical part of the Master's Thesis (part B):

Two of the boards represent the theoretical part of the Master's Thesis (part A). The theoretical research (comparative tables, case studies, historical schemes, conclusion, etc.) is presented in a graphically connected language. Providing space for a small description of the Master's Thesis. The amount of text on the board should not take up more than 5%.

The other boards include the architectural or urban planning project developed in the practical part of the Master's Thesis (Part B) and all developed materials: master plans, context and location diagrams,

facade lines, sections, building design concept diagrams, visualization, etc. materials at the discretion of the author.

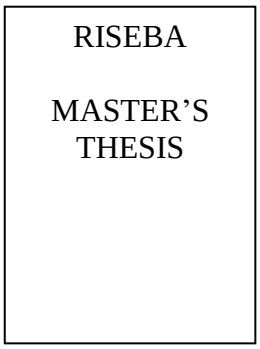
9. Procedures for the Preliminary Defence of the Master's Thesis.

9.1. Preliminary defence of the Master's Thesis is compulsory for all RISEBA students at a data and time stipulated by the University. Its specific requirements may vary for each study programme.
9.2. 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's Thesis before the State Examination Commission.
9.3. The preliminary defence commission will be composed of at least two commission members.
9.4. At the time of the preliminary defence of the Master's Thesis (no later than three weeks before the submission of the Master's Thesis), at least 70% of the preparation of the Master's Thesis must have been completed.
9.5. For the occasion of the preliminary defence of the Master's Thesis, the student shall prepare a presentation of the Master's Thesis, in conformity with the presentation structure, which is specified in Clause 11.3
9.6. Before the preliminary defence, the student shall electronically upload a draft version of the Master Thesis to the relevant site: *e.riseba.lv*.
9.7. 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's Thesis, and the procedure for resolving study debts will be applied.

10. Procedures for the Submission of the Master's Thesis

10.1. The student shall submit the final version of both parts of the Master's Thesis to his Master Thesis supervisor for final approval.
10.2. Submission of the thesis approved by the thesis supervisor shall take place **two** weeks before the planned date for the defence of the thesis.
10.3. The Master's Thesis supervisor shall examine the submitted Master's Thesis and all additional materials. If the Master's Thesis conforms to the requirements of this Regulation and all the supervisor's instructions have been observed, the theory part of the Master's Thesis shall be bound in two copies, of which at least one will be in hardcover on which the name "RISEBA" and "MASTER'S THESIS" shall be printed.

Example:



10.4. Boards of the practical part of the Master's Thesis must be printed on a hard, easily portable material - comatex or foam board, A1 format.

10.5. In addition to the two bound copies of the Master's Thesis, boards and models, both parts of the Master's Thesis **shall** also **be submitted electronically** in PDF format and sent to the following e-mail address: thesis@riseba.lv. And recorded on a data carrier (CD, Flash) must be handed over to the administrator of the study program.

10.6. The author of the Master's Thesis signs the title page and the Attestation of both copies of the Thesis, as well as the boards and the model.

10.7. The supervisor of the Master's Thesis shall sign both copies of the thesis on the title page, as well as the boards and model, thus certifying the student's right to proceed to defend the thesis, as well as fills in the Supervisor's Report form (see Appendix 2) regarding the work of the respective student and submits it to the Study Department.

10.8. The title pages, boards and model of the Master's Thesis shall also be signed by the director of the study programme in question.

10.9. The Thesis supervisor and Programme Director are entitled not to sign the Master's 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 State Examination Commission will be notified about the fact that the 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's Thesis not earlier than one semester later.

10.10. The signed copies of the Master's Thesis, as well as the Bachelor Thesis Preparation Process Assessment Questionnaire (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.

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

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

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

10.14. The reviewer shall prepare the Review for both parts separately (see Annex 4 and 4.1), and no later than three working days 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.

10.15. The Master's Thesis Review shall assess the following:

- relevance of the subject of the Master's 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.

10.16. In the review of the Master's Thesis, the reviewer shall provide a description of the composition of the Master's 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.

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

10.18. 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's Thesis will be permitted to proceed to be defended. In the opposite case, the student will not be allowed to defend his Master's Thesis and will be expelled with the right to be readmitted and defend the revised Master's Thesis not 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's Thesis.

11. Procedures for the Defence of the Master's Thesis

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

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

11.3. The Master's Thesis defence presentation shall contain the following:

- Included both parts of the Master's thesis (Theoretical part (Part A) 30%, Practical part (Part B) 70%)
- The same information must be specified on the presentation title slide that is specified on the title page of the Master's 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 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

11.4. The student will be given 10 minutes in which to present his Master's 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.

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

12. Appeal Procedure

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

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

12.3. The appeal shall be submitted in writing, addressed to the Vice Rector for Academic Affairs;

12.4. 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.

13. Literature and information sources used in the preparation of Regulation

- Republic of Latvia 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

14. Annexes to Regulation

Annex 1 Sample Application regarding Approval of the Subject of the Master's Thesis and Designation of a Scientific Supervisor.

Annex 2 Sample Supervisor's Report Form for the theoretical part (to be completed by the Thesis Supervisor).

Annex 2.1. Sample Supervisor's Report for the practical part (to be completed by the Thesis Supervisor).

Annex 3 Sample Master's Thesis Preparation Process Assessment Questionnaire.

Annex 4. Sample Review for Part A form.

Annex 4.1 Sample Review for Part B form.

Annex 5. Sample Presentation Title Slide.

Annex 6. Sample Title Page.

Annex 7. Attestation.

Annex 8. Assessment.

Annex 9. Sample of the board.

Annex 10. Sample Title block of the model.

Annex 11. Thesis Yeabook spread (.indd file format)

Annex 12. Sample of title block format for a digital Bachelor Thesis submission (CD or memory card)

Annex 1
Application regarding Approval of the Subject of the Master's Thesis and Designation of a Scientific Supervisor

APPROVED BY:
Programme Director

Name, surname:

Signature:

Date:

To the RISEBA Master's Study Programme

"_____"

Director: _____

Course Group Chapter Student's
name, surname _____
personal ID number _____
phone _____
E-mail _____

APPLICATION

For approval of the subject of the Master's Thesis and designation of a scientific supervisor.

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

Master's Thesis subject in Latvian:

Master's Thesis subject in English:

Scientific Supervisor:

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

Approved by Scientific Supervisor: *(date, signature)*

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

Master's 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 (Part A) to the scientific supervisor
	Submission of the empirical part of the study (Part B) 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's 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 Architecture and Design

_____
(date)

No._____

_____
(signature, signature in printed letters)

Annex 2. Supervisor's Report Form for the theoretical part

RISEBA Maģistra studiju programma "Arhitektūra" /
RISEBA Master's Degree Study Program "Architecture"

Profesionālais maģistra grāds Arhitektūrā /
Professional Master's degree in Architecture

ATSAUKSME / REPORT on

_____

(Studenta vārds, uzvārds / Students name, surname)

_____

_____

(Maģistra darba nosaukums / Title of the Master's Thesis)

Maģistra darbs (Teorētiskā (A) daļa) / Master's Thesis (Theory (A) part)

Maģistra darba vadītājs / by scientific supervisor

_____

(Zinātniskais grāds, vārds, uzvārds / Scientific degree, supervisors name, surname)

Excellent / izcili	**Good / labi**	**Fair / apmierinoši**	**Poor / vāji**

I. Izpētes process / Research as a process

Spēja kritiski izmantot bibliogrāfiskos, literatūras un citus avotus un atsaukties uz tiem / Ability to refer to and critically process the bibliographical, literature and other sources				
Spēja sistemātiski un strukturēti formulēt darba uzdevumus un problēmas / Ability to formulate research problems in the systematic and fully structured manner				
Prasmes patstāvīgi veikt pētījuma objektu analīzi, konsekventi pielietojot izvēlētās pētniecības metodes / Ability to independently conduct research analysis, consistently applying the selected research methods				

II. Darba gaita / Workflow

Darba plānošana un secīga, uz mērķa sasniegšanu orientēta uzdevumu izpilde / The schedule of the workflow and the sequent execution of the tasks focusing on the target				
Studenta izaugsme darba procesā / The growth and evolution of the student in the work process				

III. Pastāvīgums un darba izstrādes procesa nepārtrauktība / Consistency and continuity

Ieguldītā darba apjoms attiecībā pret sagaidāmajiem rezultātiem / Intensity				

of the efforts in relation to the expected outcomes				
Darba procesa nepārtrauktība / Continuity of the working process				
Spēja uztvert pamatotu kritiku un komentārus, izvērtēt tos un izmantot turpmākajā darbā / Ability to take into account and use the criticism and comments				

Pētnieciskais darbs ir izstrādāts patstāvīgi un _____ (atbilst / neatbilst) izvirzītajām prasībām / The MA thesis has been developed independently and _____ (meets / does not meet) requirements.

Piezīmes / notes:

_____
_____
_____
_____
_____
_____
_____

20___. gada ___. janvārī / 20____, ___ January

Rīga / Riga

_____

(Zinātniskais grāds, maģistra darba vadītāja vārds, uzvārds, paraksts / Scientific degree, supervisor's name, surname, signature)

Annex 2.1. Supervisor's Report Form for the practical part
RISEBA Maģistra studiju programma "Arhitektūra" /
RISEBA Master's Degree Study Program "Architecture"

Profesionālais maģistra grāds Arhitektūrā /
Professional Master's degree in Architecture

ATSAUKSME / REPORT on

_____

(Studenta vārds, uzvārds / Students name, surname)

_____

_____

(Maģistra darba nosaukums / Title of the Master's Thesis)

Maģistra darbs (Praktiskā (B) daļa) / Master's T**hesis (Practical (B) part)**

Maģistra darba vadītājs / Scientific supervisor

_____

(Zinātniskais grāds, vārds, uzvārds / Scientific degree, supervisors name, surname)

Maģistra darba B daļas sastāvs / contents of MA Thesis part B:

A1 planšetes / A1 boards _____

Makets mērogā / Model in scale _____

Kopsavilkums A3 buklets / Summary A3 booklet _____

Digitāla pdf kopija / digital copy in pdf (CD/DVD) _____

	Excellent / izcili	**Good / labi**	**Fair / apmierinoši**	**Poor / vāji**
I. Izpētes process / Research as process				
Projektēšanas izpētes daļas darba kvalitāte – izpēte kā projektēšanas procesa integrēta sastāvdaļa, tajā izmantoto piemēru un avotu kvalitāte un daudzveidīgums, to atbilstība projektēšanas uzdevumam. Prasmes patstāvīgi veikt izpēti un interpretēt tās rezultātus. *Research as an integrated part of the working process, quality of the preliminary research, range and quality of sources or references, and relevance to the subject. Ability to independently conduct research analysis and use it for the interpretation.*				

Spēja strukturēti un mērķtiecīgi formulēt darba uzdevumu un sastādīt projektēšanas programmu. Spēja patstāvīgi strādāt ar projektēšanas programmas interpretācijas variantiem. *Ability to formulate a design brief and building programme in a systematic and fully structured manner. The interpretation of the building programme. Ability to work with the programme interpretation variations.*				

II. Darba gaita / Workflow

Darba plānošana un secīga, uz mērķa sasniegšanu orientēta uzdevumu izpilde. *The schedule of the workflow and the sequential execution of the tasks, focusing on the target.*				
Projektēšana kā darbs pie variantiem. Salīdzināšanas metodes izmantošana. Spēja patstāvīgi strādāt pie dažādu projekta daļu risinājumu variantiem. *Design is a repetitive process. Ability to use variations, to compare and draw conclusions. Ability to independently with design solutions and variations.*				
Studenta izaugsme darba procesā. *The growth and evolution of the student in the work process.*				

III. Pastāvīgums un darba izstrādes procesa nepārtrauktība / Consistency and continuity

Ieguldītā darba apjoms attiecībā pret sagaidāmajiem rezultātiem. *Intensity of the efforts in relation to the expected outcomes.*				
Process (darba procesa nepārtrauktība un plānveidība, pastāvīgums un secīgums, atbilstošu projektēšanas metožu izmantošana, iesaistīšanās, atbilstošu mediju un instrumentu izmantošana, eksperimentāla pieeja un spēja inovēt, mēģinājumu un kļūdīšanās metodes izmantošana. *Process (consistency and continuity of the workflow, use of appropriate design methods, engagement, use of appropriate media and tools, ability and will to experiment and innovate, use of trial and error method).*				
Spēja uztvert pamatotu kritiku un komentārus, izvērtēt tos un izmantot turpmākajā darbā. *Ability to take into account and use the objective criticism and comments.*				

Pētnieciskais darbs ir izstrādāts patstāvīgi un _____ (atbilst / neatbilst) izvirzītajām prasībām / The Master`s Thesis has been developed independently and _____ (meets / does not meet) requirements.

Piezīmes / notes:
_____
_____
_____
_____
_____
_____
_____

20___. gada ___. janvārī / 20___, ___ January
Rīga / Riga

_____

(Zinātniskais grāds, maģistra darba vadītāja vārds, uzvārds, paraksts / Scientific degree, supervisor's name, surname, signature)

Annex 3. Sample Master's Thesis Preparation Process Assessment Questionnaire

ASSESSMENT QUESTIONNAIRE FOR THE MASTER'S THESIS PREPARATION PROCESS

Name of Master's programme: _____

Name of scientific supervisor _____

Date _____

Dear Student,

We would like to invite you to assess the process of writing your Master's Thesis at RISEBA. The questionnaire aims to determine your opinion about the process of preparing this Master'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 Master's 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, and 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's Thesis was useful					
After the trial defence, I made corrections/changes/additions to my thesis					
Regulations on preparing the Master's Thesis were easy to understand and useful in preparing the Master's Thesis					
Research and data processing methods were easy to understand					

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

_____

_____

_____

_____

Thank you for your time!

Annex 4. Sample Review for Part A.

RISEBA Maģistra studiju programma "Arhitektūra" /
RISEBA Master's Degree Study Program "Architecture"

Profesionālais maģistra grāds Arhitektūrā /
Professional Master's degree in Architecture

RECENZIJA / REVIEW on

Maģistra darbs (Teorētiskā (A) daļa) / Master's Thesis (Theory (A) part)

_____

(Studenta vārds, uzvārds / Students name, surname)

_____

_____

(Maģistra darba nosaukums / Title of the Master's Thesis)

Maģistra darba vadītājs / Scientific supervisor

_____

(Zinātniskais grāds, vārds, uzvārds / Scientific degree, supervisors name, surname)

Recenzents / Reviewer:

_____

(Zinātniskais grāds, recenzenta vārds, uzvārds / Scientific degree, reviewer's name, surname)

Vērtējums skalā no 1-10 / Assessment on a 1-10 point grading scale

I. Koncepcija / Concept

Izvēlētais temats ir piemērots maģistra pētījumam / *The chosen topic (subject) is appropriate for the Master's Thesis research*	
Pētniecības temats ir skaidri definēts / *The research topic (subject) is clearly defined*	
Tēmas oriģinalitāte / *The originality of the topic (subject)*	
Tēmas aktualitāte / *The actuality and relevance of the topic (subject)*	
Tēmas aktualitātes pamatojums darbā / *The actuality and relevance of the topic is clearly substantiated (motivated) in the research*	
Nosaukuma atbilstība pētījuma tematam / *The compliance of the MA thesis title and the research topic (subject)*	

_____

_____

_____
_____
_____

II. Izmantotās pētniecības metodes un avoti / Methodology and Sources

Izmantotās literatūras un avotu apjoms, kvalitāte un atbilstība tematam / *The quality, quantity and relevance of the bibliographical, literature and other sources*	
Pētniecības metožu atbilstība tematam / *The compliance of the research methods with the topic*	

_____
_____
_____
_____
_____

III. Izpēte / Research

Izvirzītās hipotēzes vai jautājuma formulējums / *The formulation of the hypothesis or the main statement of the research*	
Darba mērķa atbilstība tematam / *The compliance of the aim with the research topic*	
Darba uzdevumu atbilstība mērķim / *The compliance of the tasks (objectives) with the aim of the research*	
Satura atbilstība mērķim un uzdevumiem / *The compliance of the contents with the tasks (objectives) of the research*	

_____
_____
_____
_____
_____

IV. Formālie aspekti / Formal aspects

Darba struktūra ir atbilstoša un mērķtiecīga / *The structure of the thesis is relevant and determined*	
Temata izklāsta skaidrība / teksta kvalitāte / *The clarity of the research outline and quality of the text*	
Valodas lietojuma atbilstība zinātniska darba prasībām / *The use of the language and terms is compliant with the requirements of the scientific work*	
Atsauču noformējuma precizitāte un atbilstība prasībām / *The accuracy and precision of the list of references and compliance with the requirements*	
Darba noformējuma atbilstība prasībām / *The accuracy of the formal criteria, requirements and design of the thesis*	

V. Rezultāti un secinājumi / Accomplishments

Darba rezultātu izklāsta skaidrība / *The clarity of the conclusions*	
Izvirzītā mērķa sasniegšanas pakāpe / *The level of achieving the main aim of the thesis*	
Secinājumu un priekšlikumu pamatotība / *The validity of the conclusions and final recommendations*	
Pētījuma teorētiskā un praktiskā nozīme / *The practical and theoretical value (significance) of the thesis*	

VI. Pozitīvās kvalitātes darbā / The positive qualities of the thesis:

VII. Trūkumi un nepilnības, kas saskatāmi darbā / The disadvantages and imperfections of the thesis:

VIII. Pēc recenzenta ieskata uzdodamie jautājumi / The reviewer's questions

Maģistra darbu ierosinu novērtēt ar atzīmi _____ (vērtējums skalā no 1-10) / I propose to assess MA Thesis with the mark _____ (on a 1-10 point grading scale).

Piezīmes / Notes:

_____

_____

20___. gada ___. janvārī / 20___, ___ January

Rīga / Riga

_____

(Zinātniskais grāds, recenzenta vārds, uzvārds, paraksts / Scientific degree, reviewer's name, surname, signature)

Annex 4.1 Sample Review for Part B form.

RISEBA Maģistra studiju programma "Arhitektūra" /
RISEBA Master's Degree Study Program "Architecture"

Profesionālais maģistra grāds Arhitektūrā /
Professional Master's degree in Architecture

RECENZIJA / REVIEW on

Maģistra darbs (Praktiskā (B) daļa) / Master's Thesis (Practical (B) part)

_____

(Studenta vārds, uzvārds / Students name, surname)

_____

_____

(Maģistra darba nosaukums / Title of the Master's Thesis)

Maģistra darba vadītājs / Scientific supervisor

_____

(Zinātniskais grāds, vārds, uzvārds / Scientific degree, supervisors name, surname)

Recenzents / Reviewer

_____

(Zinātniskais grāds, recenzenta vārds, uzvārds / Scientific degree, reviewer's name, surname)

Maģistra darba B daļas sastāvs / contents of MA Thesis part B:

A1 planšetes / A1 boards _____

Makets mērogā / Model in scale _____

Kopsavilkums A3 buklets / Summary A3 booklet _____

Digitāla pdf kopija / digital copy in pdf (CD/DVD) _____

Vērtējums skalā no 1-10 / Assessment on a 1-10 point grading scale

VĒRTĒŠANAS KRITĒRIJI / EVALUATION CRITERIA:

1. Izvēlētā temata piemērotība maģistra darba projektam (pētījumam). ***The chosen topic (subject) is appropriate*** *for the Master's Thesis project (research).*	
2. Projektēšanas uzdevuma un **projektēšanas programmas** apjoms, kvalitāte un	

atbilstība tematam. *The quality and extent of the **design brief** (task) and **building programme**, relevance to the topic.*	
3. Projektēšanas izpētes daļas kvalitāte un secinājumi. Izpēte kā projektēšanas procesa integrēta sastāvdaļa, tajā izmantoto piemēru un avotu kvalitāte, atbilstība projektēšanas uzdevumam, izklāsts un grafiskā reprezentācija. ***Research** is an integrated part of the working process, quality of the preliminary research, range and quality of sources or references, research structure and graphic interpretation.*	
4. Darba atbilstība uzstādītajam projektēšanas uzdevumam un programmai (projektēšanas programmas interpretācija, funkcionalitāte, ģenerālā plāna daļa, arhitektūras daļa). *The project's relevance to the **design brief** (task) and **building programme**, the interpretation of the building programme, and its functionality (masterplan, architecture part).*	
5. Darba oriģinalitāte (inovācija, inteliģence, mākslinieciska pieeja, radošums, dizaina koncepcijas un idejas (koncepcijas kvalitāte, pamatotība un stiprība). ***The originality of the project** (innovations, intelligent approach, creativity, concept of the design (the quality, validity and strength of the concept).*	
6. Darba arhitektoniski mākslinieciskā kvalitāte (estētiskā kvalitāte, spēja pārvērst projektēšanas programmu estētiski pievilcīgā arhitektoniskā veidolā / apjomā, atbilstība vides un cilvēciskajam mērogam, proporciju harmonija vai argumentēta disharmonija, gaismas un krāsas kā arhitektonisko vidi veidojošu aspektu izmantošana, spēja pielietot savstarpēji harmoniskus būvniecības un apdares materiālus). ***The aesthetic quality of the project and design**, ability to translate program to aesthetically beautiful architectural volume, ability to use mutually harmonic building materials, proportions, scale, color, texture and light.*	
7. Izpratne par darbā izmantotajām būvniecības tehnoloģijām un ēkas konstruktīvajiem risinājumiem (būvkonstrukcijas, būvniecības tehnoloģiju izmantošana, būvniecības materiālu izvēle, detaļzīmējumi). ***Comprehension of the building technologies and methods of construction** used and*	

applicable to the project (the choice of the construction materials, detailed design and drawings).	
8. Darba grafiskā materiāla kvalitāte (grafiskā un rakstiskā materiāla uzbūves struktūra un skaidrība, projektēšanas procesa izklāsts, grafiskā materiāla izkārtojums uz planšetēm, makets, izmantotās grafiskās tehnikas un metodes, darba grafiskā un maketa izpildījuma kvalitāte, grafiskās kultūras līmenis - tīrība un precizitāte). ***The quality of the graphical material*** *(structure and clarity of the graphic and written material, the clarity of the design process and narrative, layout, scale model, the techniques and methods used in the project, the quality of the graphics and models, and graphical culture - cleanness and precision).*	
9. Formālie kritēriji (iesniegtā materiāla nobeigtība un kvalitāte, iekļaušanās noteiktajos termiņos, darba atbilstība nolikumam un noteikumu izpilde, grafiskā materiāla atbilstība nolikumam, grafiskā materiāla izkārtojuma uz planšetēm kvalitāte). ***Formal criteria*** *(completeness of requested material, meeting deadlines and fulfilling the requirements for graphics and layout).*	
10. Process (atbilstošu projektēšanas metožu izmantošana, atbilstošu mediju un instrumentu izmantošana, eksperimentāla pieeja un spēja inovēt - atklāt jaunas, nebijušas pieejas un darba izpildes veidus). ***Process*** *(use of appropriate design methods, use of appropriate media and tools, ability and will to experiment and innovate).*	

Pozitīvās kvalitātes darbā / The positive qualities of the thesis:

_____
_____
_____
_____

Trūkumi un nepilnības, kas saskatāmi darbā / The disadvantages and imperfections of the thesis:

_____
_____
_____
_____

Pēc recenzenta ieskata uzdodamie jautājumi / The reviewer's questions:

_____
_____

_____
_____
_____
_____
_____

Maģistra darbu ierosinu novērtēt ar atzīmi _____ (vērtējums skalā no 1-10) / I propose to assess MA Thesis with the mark _____ (on a 1-10 point grading scale).

Piezīmes / Notes:

_____
_____
_____
_____

20___. gada ___. janvārī / 20___, ___ January

Rīga / Riga

_____

(Zinātniskais grāds, recenzenta vārds, uzvārds, paraksts / Scientific degree, reviewer's name, surname, signature)

Annex 5 Sample Presentation Title Slide

Annex 6 Sample of Title page

Professional Master's degree study programme
"Architecture"

MASTER'S THESIS

Title in Latvian
Title in English

Author — Student **Name Surname**

Scientific Supervisor — title **Name Surname**

Programme Director — MATS BArch **Dainis Rudolfs Šmits**

Department Director — MATS BArch **Dainis Rudolfs Šmits**

Riga, 20__

Annex 7 Attestation

ATTESTATION

I hereby assert that the Master'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 any other examination commission.

_____ 20___

_____
(signature)

Annex 8. Assessment.

ASSESMENT

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

Annex 9. Sample of the board

RISEBA University
Academic Bachelor Degree Study Program ARCHITECTURE
Bachelor of Engineering Sciences in Architecture
BACHELOR THESIS / part B / Riga / 2016

NOSAUKUMS LATVIEŠU VALODĀ
TITLE IN ENGLISH

AUTHOR student **VĀRDS UZVĀRDS** _____
SUPERVISOR Tituls **VĀRDS UZVĀRDS** _____
PROGRAMME DIRECTOR Mg. arch., lecturer **JĀNIS DRIPE** _____

Annex 9. Sample of the board

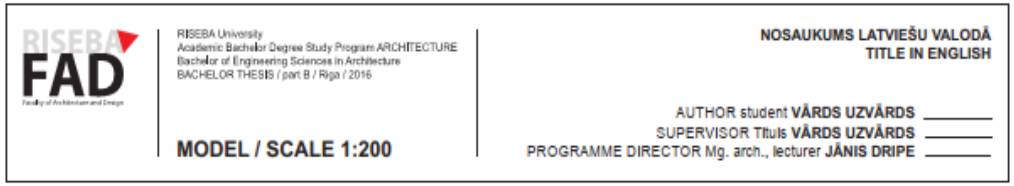
RISEBA FAD

RISEBA University
Academic Bachelor Degree Study Program ARCHITECTURE
Bachelor of Engineering Sciences in Architecture
BACHELOR THESIS / part B / Riga / 2016

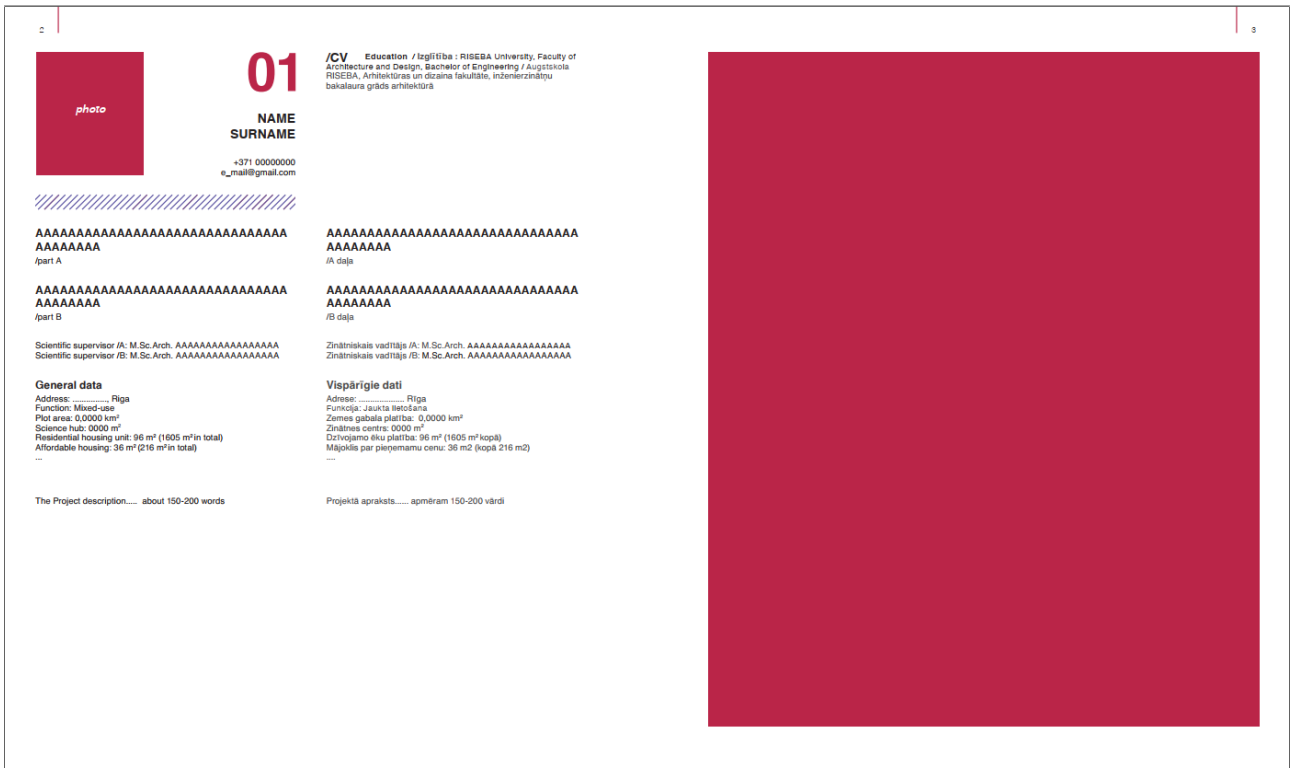
NOSAUKUMS LATVIEŠU VALODĀ
TITLE IN ENGLISH

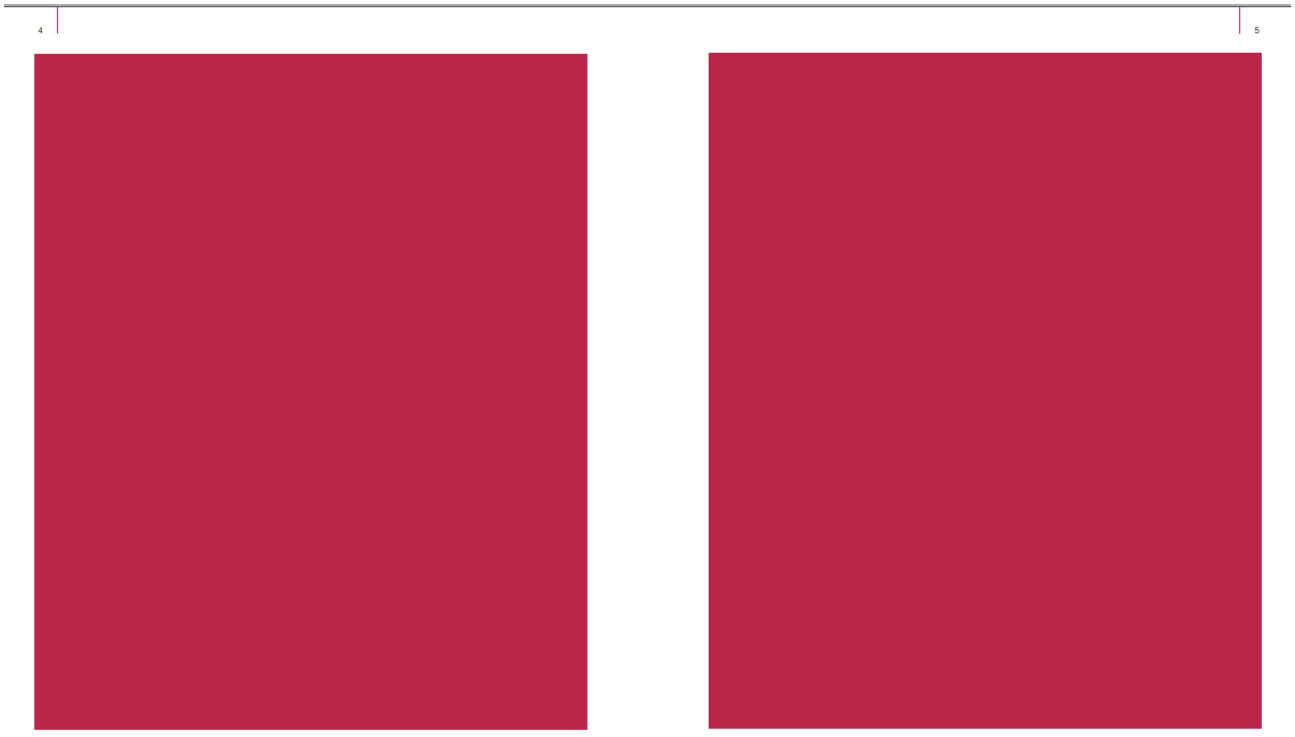
AUTHOR student **VĀRDS UZVĀRDS**
SUPERVISOR Tituls **VĀRDS UZVĀRDS**
PROGRAMME DIRECTOR
Mg. arch., lecturer **JĀNIS DRIPE**

Annex 10. Sample Title block of the model.



Annex 11. Thesis Yearbook Spread template (.indd file)





Annex 12. Sample of title block format for a digital Master's Thesis submission (CD or memory card)

RISEBA
AUGSTSKOLA

Academic Master's degree study programme
"Architecture"

MASTER'S THESIS

Title in Latvian
Title in English

Author	Student`s **Name Surname**
Scientific Supervisor	Dr.oec., lecturer **Name Surname**
Programme Director	Mg. oec., lecturer **Name Surname**

RĪGA 202__