



LIEPAJA UNIVERSITY

APPROVED

in LiepU electronic Senate meeting of 25th October 2021,
protocol No. 3

Regulation on Final examinations, State examinations and State Final examinations

Issued according to the Clause 2.4. of the Constitution of Liepaja University

I. General provisions

1. Regulation states order for organization and process of study final examinations, state examinations and state final examinations (hereinafter – Examinations), establishment of examination commissions, submission of final examination work or state examination work or state final examination work (hereinafter – Works) and storage of examination materials in Liepaja University.
2. In the end of all study programmes is foreseen to have examinations aimed at assessing the applicant's academic/professional preparedness in a complex manner. Examinations may be formed in conformity with the requirements of the study programme:
 - 2.1. Defence of a Work;
 - 2.2. Exam – testing of theoretical and practical knowledge which shall be completed in written or verbal form;
 - 2.3. Exam and defence of a Work.
3. Academic bachelor's and master's study programmes shall end with final examinations, which includes the development and defence of a bachelor 's or master' s thesis.
4. Professional higher education bachelor's study programmes shall end with a state examination, which includes the development and defence of a bachelor's thesis or diploma thesis (diploma project).
5. Professional higher education masters' study programmes shall end with a state examination, which includes the development and defence of the master's thesis.
6. Second-level vocational higher education study programmes shall end with a state examination, which includes the development and defence of a diploma thesis (diploma project).
7. At the end of the acquisition of the first-level vocational higher education study programme a state final examination shall be completed - a qualification exam, which includes the development and defence of a qualification work.

II. Commissions of examinations

8. Examinations shall be accepted by commissions of examinations (hereinafter - Commissions). The Commissions shall be set up for each study programme for one study year. The director of the study programme shall co-ordinate proposals regarding the staff of the Commission with the dean of the relevant faculty. The draft project for the staff of the Commission shall be prepared by the responsible employees of the faculty in the Informative system of Liepaja University (hereinafter - database LAIS) and accepted by the head of the Study department not later than one month before the commencement of the examinations. The staff of the Commission shall be approved by an order of the rector.
9. The Commission in the academic bachelor's and master's study programmes shall be composed of five academic staff of the relevant scientific sector or sub-sector. The Commission shall be composed of the head and four members, one of whom shall be the secretary. In the work of the Commission may be invited senior professors, docents or scientific staff of the Republic of Latvia or other countries of higher education institutions. The Head of the Commission must have a doctoral degree, members - at least a master's degree.
10. In the five person structure of the Commission in professional higher education bachelor's, master's and vocational higher education study programmes is the head and four members, one of whom shall be the secretary. The head of the Commission and at least half of the staff of the Commission shall be the representatives from professional organisations or employers in the sector.
11. The Commission shall be entitled to decide if more than half of the members participate.

III. Order of examination organization

12. The examinations shall take place within the period specified in the study plan upon a list of examinations approved by the Study Council, which shall be notified to students and to the Commission not later than one month before the Examination.
13. Students who have fully fulfilled the requirements of the study programme shall have the right to complete the examinations. The list of students entitled to participate in the examinations shall be approved by the order of the faculty dean not later than two weeks before the first meeting of the Commission.
14. The requirements of examinations and materials for the testing of theoretical and practical knowledge shall be prepared by the programme's director for the total amount of the study programme or part of the programme and approved by the Faculty Council.
15. Students may familiarise with the content of the exam not later than three months before the exam
16. Examinations shall be performed in Latvian, except for study programmes, the implementation of which in a foreign language is necessary for the achievement of the objectives of the study programme.
17. **Process of exams:**
 - 17.1. A student shall be guaranteed time to prepare an answer - at least two hours in a written exam, at least one hour in an oral exam.
 - 17.2. The answer of the student in the oral exam to the question as a whole shall be heard by the Commission without interrupting the student; the answer shall be followed by questions, the answers shall be heard by the Commission without expressing its judgemental attitude.
 - 17.3. The evaluation of the student's response with voting rights shall involve the head/director and members of the Commission; the head/director of the Commission may use the right of two votes; the evaluation shall take place without the presence of the student.

- 17.4.If the evaluation of the exam is lower than “4” balls (weak, very weak, very, very weak), then its repetition is allowed no sooner than a year later.
- 17.5.If during the exam a student uses unauthorised aids, he or she shall be suspended from the Examination and exmatriculated in connection with failure to comply with the rules of the internal procedures (Section 49, Paragraph 1, Clause 4 of the Law on Higher Education). Repeated examinations shall be allowed no sooner than one year later.
- 18. Process of defence of a Work:**
- 18.1.In the process of defending a Work, the author shall present to the Commission the topic selected within 7 to 10 minutes, the study carried out and the results obtained.
- 18.2. Following a speech of the Work given by the author, the Commission and the other stakeholders are asking questions; a review is read (does not read the recommended judgment in the balls); the supervisor of the Work (verbally or in writing) gives an opinion on the development of the Work.
- 18.3.The Work shall be evaluated by the head/director and members of the Commission; the head/director of the Commission may use the rights of two votes; the evaluation shall take place without the presence of the student.
- 18.4.If the evaluation of the Work is lower than “4” balls (weak, very weak, very, very weak) then its re-defence is allowed no sooner than a year later.
19. The meetings of the Commission shall be recorded in the minutes. Projects of protocols on the final examinations, defence of final works and the granting of qualifications and/or degrees shall be prepared by the responsible employees from the faculty on database LAIS and shall be submitted for filling to the secretary of the Commission the day before the Examination.
20. In the protocol of examination shall be fixed the progress and evaluation of the Examination. The records shall be approved by the head/director, members and secretary of the Commission by signing with self-written signatures or a secure electronic signature. After the end of the Commission’s work, the employees responsible from the faculty shall approve the report on database LAIS within one working day. The responsible employees from the Study department shall register the protocols in the DVS and/or transfer them to the Archive within one month after the Examination.
21. The student shall submit an appeal to the dean of the faculty regarding the process and evaluation of the examination not later than within three working days after the Examination. The Commission shall review the application of the student within three working days after receipt of the application from the dean of the faculty. The dean shall, on the basis of an explanation provided by the Commission, take a decision which shall be communicated in writing to the student.
22. The head/director of the Commission shall submit to the dean of the faculty a report of the Examinations during ten working days personally signed or signed by a secure electronic signature.

IV. Development and submission of works

- 23. Procedure of Work development:**
- 23.1. A student shall submit an application for the topic of Work for the following year of studies in advance, when agreed with a potential supervisor of Work, in a decanate in the month of April/May (the form is available on the home page of Liepaja University). Applications shall be approved by the Faculty Council.
- 23.2.The supervisor of Work and reviewer shall be planned by the dean in cooperation with the programme’s director.
- 23.3.Development of Work shall be carried out in accordance with methodological guidelines for development of Work. During the development of the Work, the student shall have regular contacts with the supervisor of Work.
- 24. Procedure of Work submission:**

- 24.1. Within the deadlines specified by the dean the student saves his Work electronically (requirements for making the title are available on the website of Liepaja University www.liepu.lv) in a single file in a PDF format of a size not exceeding 50 MB and uploads on database LAIS on its own profile. If the Work exceeds the specified size, the student shall agree with the supervisor of Work on the amount of part to be published.
- 24.2. When student is uploading his or her Work on his or her profile on database LAIS, it shall be certified that the study has been carried out independently, that only the specified sources of information have been used and that the Copyright Law has not been infringed.
- 24.3. Before submitting Work, the supervisor of Work shall submit to the faculty a *statement* signed by himself or herself or with a secure electronic signature regarding the development of Work, which shall certify the conformity of the Work of the student with the criteria specified and shall recommend defending it.
- 24.4. If the Work contains restricted access information, including commercial secrets, and/or personal data, the student shall indicate it in an application (form available on the homepage of Liepaja University) to the dean of the faculty. An application approved by the scientific head of Work shall be submitted at the same time as the Work.

V. Reviewing and controlling works on whether work contains characteristics of plagiarism

- 25. The reviewer shall receive the Work electronically no later than two weeks before being defended. A review of Work is submitted electronically to the faculty not later than a week before the Work is defended. The reviews are stored according to LiepU case nomenclature.
- 26. The faculty shall have the opportunity to familiarise the author of the Work with the review no later than three working days before defending the Work.
- 27. If a reviewer's review is negative or contains an indication of possible plagiarism, the dean assigns two new reviewers.
- 28. If the feedback from additional reviewers is negative, the student shall not be admitted to defending the Work and shall be exmmatriculated due to the failure.
- 29. The submitted Works shall be checked in the single computerised plagiarism control system of whether those do not contain characteristics of plagiarism.
- 30. In determining the possible characteristics of plagiarism, the dean of the faculty after written opinions of a study programme director (in cases where the director of the study programme is the supervisor of Work, the dean assign other expert), reviewer, supervisor of the Work and the explanation of the student, shall take a decision regarding the exmmatriculation of the student or the assignment to the defence of Work.
- 31. A student whose Work is plagiarism is exmmatriculated due to the failure to comply with the rules of the internal procedures (Section 49, Paragraph 1, Clause 4 of the Law on Higher Education). Repeated completion of examination is allowed no sooner than a year later, and the Work should be written on a new topic.

VI. Summarization of examination results

- 32. After successful completion of examinations, students shall be assigned the relevant academic degree (bachelor's, master's) or professional degree (bachelor's, master's) and/or qualification.
- 33. The granting of an academic degree or a professional degree and/or qualification shall be examined in a closed meeting of the Commission following the hearing of all students. The Commission shall take its decision by open voting with a simple majority of votes. In the case of equal votes in favour and against, the vote of the head/director of the Commission shall prevail.
- 34. On the basis of a decision of the Commission on the granting of an academic degree or a professional degree and/or qualification, the rector shall issue an order for the issuing of a

diploma and the exmmatriculation of the student. The project of order shall be prepared by the faculty.

35. The preparation of diplomas and diploma supplements shall be carried out by study methodologists and responsible employees from the faculties who are responsible for the correctness of the records.

VII. Storage of examination materials

36. Works are stored electronically for 6 years on database LAIS.
37. The Library of Liepaja University builds a bibliography database of Works BIS Alise, providing bibliographic description, classification and adding links to full texts of works on LAIS.
38. The bibliographical database of Works with annotations is available on Liepaja University home page section "Library" for every Internet user in the system BIS ALISE. Full-text versions of Works, except for those containing restricted accessibility information, including commercial secrets, are available using the user name and password assigned by LAIS.
39. Visual arts objects are stored in the artwork funds of Liepaja University. A student has the rights to receive visual artworks one year after defending the Works. When submitting a motivated application to the faculty, they may also be received earlier. Works that have not been requested by the author of Works are entering the property of Liepaja University.

VIII. Conclusion provisions

40. In the last study week the student must settle the relationship with the departments involved in the study process, including LiepU library and the financial department, as well as the details of the passport/identity card should be updated. The responsible employee from the faculty shall perform a summary of the student obligations and shall inform the responsible employees from the Study department about it.
41. For taking repeated examinations the person shall apply in the appropriate decanate no later than till the end of the semester registration week in which the final examinations are to be completed. For the completion of examinations a person shall be entered in the list of students on the basis of a decision of the Study Council. A person may be re-entered in the student list for the completion of examinations not more than twice.
42. The content of the study courses previously acquired to the existing study courses and the decision regarding their limitation period shall be taken by the Study Council on the recommendation of the study programme's director.
43. Matters not specified by this Regulation shall be examined and decided by the dean of the faculty.
44. To declare that the regulation "Regulation on final examinations, state examinations and state final examinations", approved by the decision of the meeting of 15th December 2014, protocol No.4. has lost its force.

Chairperson of the Senate

(signature)

P.Jurs