



# LIEPĀJAS UNIVERSITĀTE

## Regulations about Final Examinations, State Examinations and State Final Examinations

**APPROVED**

In LiepU Senate Meeting on December 15, Minutes No 4  
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### I. General Issues

1. The Regulations state organization and procedure of study final examinations, state examinations and state final examination (hereafter- Examinations), formation of the examination Commission, submission of final examination paper or state examination paper or state final examination paper (hereafter – Papers) and storage of examination materials at Liepaja University.
2. Examinations are envisaged at the end of all study programmes, whose goal is to evaluate the candidate's academic/professional qualification in a complex way. Examinations in compliance with the study programme requirements can consist of:
  - 2.1. thesis defence;
  - 2.2. examination – test of theoretical and practical knowledge, which is done either in writing or orally;
  - 2.3. examination and thesis defence.
3. Academic Bachelor and Master's Study programmes are concluded with final examinations, whose integral part is development and defence of Bachelor or Master's Thesis.
4. Professional Higher Education Bachelor's Study programme concludes with the state examination whose integral part is development and defence of Bachelor's Thesis or Graduation Paper (Diploma Project).
5. Professional Higher Education Master's Study programmes conclude with the state examination whose integral part is development and Defence of Master's Thesis.
6. The second level Professional Higher Education study programmes conclude with the state examination whose integral part is development and Defence of Graduation Paper (Diploma Project).
7. At the end of the first level Professional Higher Education Study programme the state final examination shall be taken – qualification examination, whose integral part is development and Defence of Qualification Paper.

### II. Examination Commissions

8. Examinations are examined by the Examination Commission (hereafter- Commission). Commissions are made for each study programme for one study year. The Director of the study

programme coordinates proposals for the composition of the Commission with the Dean of the corresponding Faculty. The Dean of the Faculty submits a draft order on the composition of the Commission to the principal study methodologist not later than one month prior to the start of Examinations. The composition of the Commission shall be approved by the Rector.

9. The Commission of five people in Bachelor and Master's Study programmes consists of the academic staff of the corresponding science sector or subsector. The Commission consists of the Chairperson and four members, out of who one is a secretary. Leading professors, docents or scientific staff of the Republic of Latvia or other foreign higher educational institutions can be invited in the Commission work. Head of the Commission has to have a Doctoral Degree, its members a Master's Degree at least.

10. The Commission of five people of Professional Higher Education Bachelor, Master and Professional Higher Education study programmes consists of Head and four members, out of who one is a secretary. Head of the Commission and at least half of the composition of the Commission shall be representatives of professional organizations or employers of the sector.

11. Commissions are quorate if more than half of their members participate in it.

### **III. Procedure of Examination Organization**

12. Examinations take place during the time envisaged in the study plan according to the examination schedule confirmed in the Study Council, which shall be announced to students and the Commission not later than one month before the Examination.

13. Students having fulfilled all the requirements of the study programme are entitled to take Examinations. The list of students entitled to take part in Examinations shall be approved by the Dean of the Faculty with an order not later than two weeks before the first meeting of the Commission.

14. Requirements for Examinations and materials for theoretical and practical knowledge testing all study programmes or parts of programmes shall be prepared by the Director of the programme and approved by the Council.

15. Students can get acquainted with the content of Examinations not later than three months prior to the Examination.

16. Examinations shall be taken in the Latvian language, except for the study programmes whose implementation in a foreign language is necessary for the achievement of the study programme goals.

#### **17. Procedure of Examinations:**

17.1. The Student is provided with time to prepare the answers – in a written Examination at least two hours, in an oral Examination at least one hour.

17.2. The Commission listens to the Student's response to the question in the oral Examination in general without interrupting the Student; questions follow after the response, the Commission listens to the answers without expressing their evaluative attitude.

17.3. Head/Chairperson of the Commission and its members with voting rights get involved in the Student's response evaluation; Head/Chairperson of the Commission can use two votes; evaluation happens without the Student being present.

17.4. If the evaluation of the Examination is lower than mark "4" (week, very week, very, very week), then it is allowed to retake the Examination not earlier than a year after.

17.5. If during the Examination the Student uses unauthorized aids, they are suspended from the Examination and ex-matriculated according to non-compliance with internal rules (Law of Higher Education Institutions Article 49, Paragraph 1, Point 4). Retake of the Examinations is allowed not earlier than a year after.

#### **18. Procedure of Thesis Defence:**

18.1. During the course of the Thesis Defence the author introduces the Commission with the chosen topic, performed research and obtained outcomes in 7 to 10 minutes.

18.2. After the speech given by the author of the Thesis, the Commission and other interested people ask questions; the review shall be read (the evaluation in marks is not read); the scientific Advisor of the Thesis gives their opinion (either in writing or orally) on the Thesis development.

18.3. The Thesis is evaluated by Head/Chairperson and members of the Commission; Head/Chairperson of the Commission can use two votes; evaluation happens without the Student being present.

18.4. If the evaluation of the Examination is lower than mark "4" (week, very week, very, very week), then it is allowed to retake the Examination not earlier than a year after.

19. Meetings of the Commission shall be recorded in the book of minutes, which is received by the secretary of the Commission from the study methodologists and returned back at the end of the Commission work. Minutes of the Commission meetings are formatted according to a certain template (samples of minute books and excerpts are available in the Quality Management System of Liepaja University).

20. Scores of the Examination are recorded in the minutes of the group Examination or individual Examination, which is received by the secretary of the Commission in the Dean's Office and returned to the Dean's Office on the day of the Examination.

21. Evaluation of the Examination shall be recorded in the book of minutes and examination minutes. The record shall be signed by Head/Chairperson of the Commission and its members.

22. The Student may submit an appeal about the procedure of the Examination and evaluation not later than during three weekdays after the Examination to the Dean of the Faculty. The Commission shall consider the Student's application within three days after the receipt of the application from the Dean of the Faculty. The Dean on the basis of the explanation provided by the Commission makes a decision which shall be notified to the Student in writing.

23. Head/Chairperson of the Commission submits the report on the Examination to the Dean of the Faculty within ten weekdays.

### **IV. Development and Submission of Thesis**

#### **24. Procedure of Thesis Development:**

24.1. Application of the thesis topic for the following study year, with prior approval from the potential advisor of the Thesis, shall be submitted in the Dean's Office in April/May, (the form is available on the website of Liepaja University). The applications shall be confirmed by the Council of the Faculty.

24.2. The Advisor and Reviewer are designated by the Dean collaborating with the Director of the programme.

24.3. The Thesis development shall be implemented according to the methodological guidelines on the Thesis development. During the course of the Thesis development the Student regularly meets up with the Advisor of the Thesis.

#### **25. Procedure of Thesis Submission:**

25.1. The Student submits one copy of a bound computer printout of the Thesis in the Faculty within the time limits specified. In addition, the Student uploads an electronic copy of the Thesis (requirements for the title formation can be found on Liepaja University website) and saves it in one file in PDF format, whose size does not exceed 50MB, in the Information System of Liepaja University (LIAS).

If the Thesis exceeds the specified size, the Student makes arrangements with the Advisor about the size of the part to be published.

25.2. The Student in the *Acknowledgement about the Thesis Development* (the form is available on the website of Liepaja University) confirms with the signature the research has been carried out independently, only the mentioned sources have been used, without violating the Copywrite Law, and the electronic copy of the Thesis complies with the submitted computer printout.

25.3. Before submitting the Thesis, the Advisor of the Paper in the *Acknowledgement about the Thesis Development* confirms with the signature the compliance of the Student's Thesis with the set criteria and recommends it for the Defence.

25.4. If the Thesis contains some information of restricted accessibility, including a business secret, the Student indicates it in the application (the form is available on the website of Liepaja University) to the Dean of the Faculty which shall be submitted together with the Thesis.

## **V. Review of Thesis and Control over It whether the Thesis does not Contain any Signs of Plagiarism**

26. The Reviewer receives the Thesis in the Faculty not later than two weeks before the Defence. The Review on the Thesis is submitted in the Faculty not later than a week before the Thesis Defence. Reviews are stored in the Dean's Office.

27. In the Faculty an opportunity is provided for the author of the Thesis to read the review not later than three weekdays before the Thesis Defence.

28. If the Reviewer's reference is negative or contains an indication of possible plagiarism, the Dean designates two other Reviewers.

29. If the other two designated reviewers' references are also negative, the Student is not allowed to defend the Thesis and they are ex-matriculated due to failure.

30. The submitted Thesis are checked in the Unified Computerized Plagiarism Detection System whether they do not contain any signs of plagiarism.

31. Identifying possible signs of plagiarism, the Dean of the Faculty on the basis of written conclusions by the Director of the study programme, Reviewer, Advisor of the Thesis and Student's explanations makes a decision about the Student's ex-matriculation or admission to the Thesis Defence.

32. The Student, whose Thesis is plagiarism, shall be ex-matriculated due to violation of internal rules (Law of Higher Educational Establishment Article 49, Paragraph 1, Point 4). Retake of the Examination is allowed not earlier than a year after, and a new theme for the Thesis has to be chosen.

## **VI. Aggregation of Examination Results**

33. After passing Examinations, Students are awarded the appropriate academic degree (Bachelor, Master) or professional degree (Bachelor or Master) and/or the qualification.

34. Award of the academic degree or professional degree and/or qualification shall be considered by the Commission in a closed meeting after hearing all the students. The decision shall be taken by open majority voting by the Commission. In case the number of "for" and "against" votes is equal, the vote of the Chairperson/Head of the Commission is the decisive one.

35. On the basis of the decision made by the Commission about the academic degree or professional degree and/or qualification award, the Rector shall issue an order about the issuance of the diploma and the Student's ex-matriculation. The draft order shall be prepared by the Faculty.

36. Preparation of diplomas and diploma supplements is carried out by the study methodologist and the staff of the faculties who are responsible for the accuracy of the entries.

## **VII. Storage of Examination Materials**

37. Papers in the computer printout shall be stored for six years in the library, except for special cases which are determined by the Dean of the Faculty. The library provides their accessibility to students and others interested in. *(Decision by the Senate on 25.11.2019.)*

38. The library of Liepaja University develops the bibliographic database of the Thesis in BIS Alise, providing bibliographic descriptions, classification and attaching the links to the full texts of the Thesis in LAIS.

39. The Papers are handed over to the library for processing by the responsible employee of the Faculty within one month after the Thesis Defence. *(Decision by the Senate on 25.11.2019.)*

39.<sup>1</sup> After the expiry of the six-year period the Thesis are returned to their authors or destroyed according to the record keeping guidelines of Liepaja University. The employee of the library gets in touch with the author (by phone or email) and offers to get back the Thesis. If the Author is willing to get the Thesis back, they arrive at the library in person and sign a form about its receipt. The Thesis, which have not been returned to their authors within one month from the moment of communication, are destroyed. *(Decision by the Senate on 25.11.2019.)*

40. The bibliographic database of the Thesis is available on the website of Liepaja University under the section Library for Any Internet User in the BIS ALISE system. The full text versions of the Papers, except for the ones which contain information of restricted accessibility, including a commercial secret, are available applying the username and password awarded by the LAIS.

41. Objects of visual art shall be stored in the Liepaja University Art Work Funds. The Students are entitled to receive their artwork one year after the work Defence. Submitting a justified application in the Faculty, it can also be received earlier. The work, which has not been claimed by the author, becomes the possession of Liepaja University.

#### **VIII. Final Provisions**

42. During the last week of studies the Student shall fill in and submit the study methodologist the form of the passport data for diploma entries processing and settle commitments with the structural units involved in the study process, submitting the study methodologist the checklist.

43. The person applies for the retake of the Examinations in the Dean's Office at least six months prior to the Examinations. The Person is included on the Students' list for taking the Examinations, on the basis of the Decision by the Study Council. The person shall be included on the Students' list to take Examinations not more than twice.

44. Compliance of the previously acquired study course content with the current study courses and the decision about its limitation period shall be made by the Study Council according to the programme Director's recommendations.

45. *Excluded (Decision by the Senate on 25.11.2019.)*

46. *Excluded (Decision by the Senate on 25.11.2019.)*

47. The forms shall be prepared in compliance with the definite requirements, they are approved by the Study Council. The forms are available on the Liepaja University website.

48. The samples of the meeting minutes of the Commission shall be confirmed by the Study Council. The samples are available in the Quality Management System of Liepaja University.

49. The issues not related to the Regulations shall be considered and the decision made by the Dean of the Faculty.

Chairperson of the Senate

(signature)

Z. Gūtmane