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Latvia University of Life Sciences and Technologies
Faculty of Economics and Social Development

GUIDELINES FOR WRITING AND DEFENDING A BACHELOR'S THESIS

Instructional aid for students of the academic bachelor programme **Economics**
delivered by the LLU Faculty of Economics and Social Development

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1. GENERAL OVERVIEW

The purpose of the Guidelines is to familiarise students of the academic bachelor programme Economics delivered by the Faculty of Economics and Social Development (ESAF), Latvia University of Life Sciences and Technologies (LLU), with the requirements of writing, formatting, pre-defending and defending a bachelor's thesis.

A bachelor's thesis is an independent analytical research study with elements of scientific work, in which the student, based on the theoretical knowledge and practical skills acquired during the studies, performs original research on urgent problems (in line with the research priorities set out in the relevant sub-programme) and develops particular proposals and recommendations important to the public to tackle the problems.

The aim of the bachelor's thesis – to test the student's theoretical knowledge specific to the respective specialization, to assess the student's abilities and skills to solve urgent problems independently, as well as to determine the student's readiness for further studies in higher-level programmes.

The bachelor's thesis must meet the following requirements:

- it has to be an independent study of an urgent problem in the economy, an industry or regional development and policy, or in law, or in a particular enterprise;
- it has to demonstrate the student's ability to navigate in the latest specialist literature and other sources of information, to analyse and assess the works published by other authors and to discuss the topic of his/her bachelor's thesis;
- application of research methods is imperative in the processing of data and information and in the empirical part of the bachelor's thesis.

The originality of the bachelor's thesis shall be confirmed by the author's **Guarantee** (an example is given in Annex 4).

The best bachelor's theses could be nominated for relevant research work contests and practical implementation.

A copy of the bachelor's thesis (in printed format) – after its defence, together with the reviews – shall be stored at the Economic Information Room at ESAF, LLU. The obligatory storage period shall be 10 years. The appeal procedure is stipulated by the LLU Regulation of Studies.

2. WRITING AND SUPERVISING A BACHELOR'S THESIS

2.1. Choosing a topic for the bachelor's thesis

The main areas of topics for bachelor's theses are advised by the director of the institute responsible for the specialization or a teaching personnel member appointed by the director. Students sign up for their area of topics chosen and the director of the institute appoints a supervisor for the student.

In consultation with the supervisor, the student chooses a specific topic for his/her bachelor's thesis, taking into account his/her scientific and professional interests and level of proficiency, availability of data and literature, as well as specific industry, enterprise, or job interests. The topic shall be in line with to the relevant specialization, its relevance is determined by the alignment to the needs of the economy. The student is advised to choose a topic that matches the topic of previous independent research studies – reports or study projects – to continue researching the research problem and thus doing a deeper examination of the research problem. It is advised to choose as narrow a topic as possible for unexplored, little researched or controversial problems in economic science.

In case the topic chosen by the student is not relevant or there could be difficulty in producing the bachelor's thesis, the institute director may not approve the chosen topic and, in consultation with the supervisor, the student needs to choose another topic.

2.2. Approving the topic of the bachelor's thesis

The terms of reference of the bachelor's thesis shall be **computer typeset, produced in three copies**, using a form that is available on the LLU ESAF website (section "Academic documents and forms" and submitted for approval to the responsible institute after being accepted by the student's supervisor.

The terms of reference of the bachelor's thesis are approved:

full-time students – 7th semester,

part-time students – 8th semester.

After being approved, the student shall submit one copy of the terms of reference of the bachelor's thesis to the responsible institute, the second one to the supervisor and the third one shall be kept by the student him/herself.

The supervisor for the student and the topic chosen by the student shall be approved by the LLU ESAF dean's decree within the time limit set by the ESAF dean's office. Any change or correction of the topic of the bachelor's thesis shall be done only until the pre-defence of the bachelor's thesis after being accepted by the supervisor.

2.3. Functions of the supervisor of the student

A student shall be supervised only by a teaching personnel member holding (at least) a master's degree in the respective science.

The duties of the supervisor involve advising the student on research-related matters:

- drawing up a work plan and the structure of the bachelor's thesis;
- selecting bibliographical sources and other sources of information;
- selecting research methods to be employed.

The duty of the supervisor shall be to review individual parts of the bachelor's thesis and the whole of it and indicate what changes have to be made or what additional contribution is necessary; yet, the supervisor shall not directly influence the content, form and defence of the research to the extent that objectively hinders the State

Examination Committee from assessing the student's knowledge, skills and his/her contribution to the research.

The supervisor shall not accept a bachelor's thesis for defence if it represents a compilation of the works of other authors and copied texts from previously published works (even if there are references to the works) or if the bachelor's thesis contains indications of plagiarism.

If the supervisor believes that the student's research, in terms of content and layout, complies with the methodological requirements set by ESAF, s/he signs the bachelor's thesis and it shall be submitted to the responsible institute and accepted for defence.

2.4. General structure and composition of the bachelor's thesis

The **structure** of a bachelor's thesis shall be as follows:

- title page;
- abstract in the Latvian language;
- abstract in English;
- contents;
- explanations of abbreviations, acronyms and symbols arranged in alphabetical order;
- introduction;
- main part of the bachelor's thesis divided into chapters and subchapters;
- conclusions;
- proposals;
- list of references in alphabetical order;
- annexes (if any);
- author's guarantee (an example is given in Annex 4);
- decision of the SEC (an example is given in Annex 5).

The bachelor's thesis shall be computer typeset and 50-55 pages in length (annexes **exclusive**).

2.4.1. Title page

The title page is the first page of the bachelor's thesis. It indicates the name of the university, the name and surname of the author, the topic, the name and surname, scientific or academic degree and academic position of the supervisor and of the director of the responsible institute as well as the place and time of elaboration of the bachelor's thesis (see Annex 1).

In Latvia, Latin abbreviations of scientific and academic degrees are used, which are supplemented with an abbreviation of the relevant science. The doctor's and master's degrees are abbreviated as *Dr* or *Mg*, for example, *Dr.oec.*, *Dr.habil.oec.*, *Dr.paed.*, *Dr.agr.*, *Dr.sc.ing.*, *Mg.oec.*, *Mg.paed.* The abbreviations shall be in italics.

The academic position of the supervisor shall be abbreviated as follows:

- professor – prof.;
- associated professor – assoc.prof.;
- assistant professor – assist.prof.;
- lecturer – lect.;
- teaching assistant – assist.

2.4.2. Abstracts

An abstract is a brief summary (one page) that includes the research aim and specific research tasks, research methods used and describes the key findings and conclusions of the author of the bachelor's thesis in a concise way.

The abstract shall specify:

- author's name, surname and the title of the bachelor's thesis;
- research aim and specific research tasks;
- research methods used;
- **author's contribution** to examining the research problem and solving it;
- main findings and conclusions;
- total number of pages, tables, figures, bibliographical sources, including in foreign languages, and annexes;
- reporting on the research results at scientific and/or practical conferences.

The abstract shall be written in a way, so that it may be used separately from the bachelor's thesis. In the abstract, it is advised to begin sentences with such words as the author of the bachelor's thesis developed, examined, calculated, identified, found, concluded etc.

The bachelor's thesis **requires two abstracts**: one in Latvian and one in English. The supervisor and the reviewer shall assess the consistency of the abstract with the contents and title of the bachelor's thesis as an important element in the overall assessment.

The abstract pages **shall not be numbered but shall be included** in the total number of the pages.

2.4.3. Contents

The contents of the bachelor's thesis shall indicate all the components of it up to the annexes (Annex 2). The titles of chapters and subchapters in the contents and in the text shall be identical.

The title page and the contents page **shall not be numbered but shall be included** in the total number of the pages. The numbering of the bachelor's thesis pages shall be started with the next page after the Contents. The section break icon shall be used to do it.

It is recommended to make a table of contents by employing a tool for making such a table automatically.

Making a table of contents automatically

Step 1. Define a style for Heading 1 in accordance with the Guidelines or required standards (e.g. the font, the size of the font). *Home* > *Styles* [right click the mouse on the icon Heading 1] > *Modify*

Step 2. The same operation is repeated for subheadings (Heading 2, Heading 3 etc.). If the subheadings are not required, this operation is omitted.

Step 3. In a new document, when beginning any next chapter, the headings are defined according to their level – Heading 1 etc. It is done by placing the cursor on the heading or a better way is if highlighting the heading text and clicking the icons *Home* > *Styles* > [Heading 1 or Heading 2 etc.]

In an existing document, the operations are the same for viewing the entire text and finding the headings as well as defining the necessary formatting style.

Step 4. Place the cursor on the page for the table of contents and go to *References* > *Table of Contents*.

It allows choosing a blank table of contents (by clicking the cursor on Automatic Table 1 or Automatic Table 2).

Step 5. In order to update the headings and page numbers in the table of contents, place the cursor there and press keyboard button F9. Two options will appear: *Update page numbers only* or *Update entire table*. Performing this operation (the updating of the table of contents) is recommended before sending the bachelor's thesis to another person or before printing it or after it has been completed.

!!! If the newly created table of contents also includes **body text or some text that does not have to appear in the Contents**, Clear formatting or the Normal style has to be applied to the text in the body text defined as Heading 1, 2 or 3 (not in the table of contents), and the text has to be reformatted in accordance with the Guidelines. After performing the operation, the table of contents shall be updated (Step 5).

2.4.4. Introduction

The Introduction shall make a potential reader interested in, giving insight into the content and findings of the bachelor's thesis. The Introduction shall briefly review what other authors have examined in the field of the chosen topic describing related problems and topical issues as well as the scope of their examinations. It shall also specify the period and scope of the student's own research.

The Introduction shall specify

- description of the research problem;
- relevance of the topic and the topic choice motivation, research novelty;
- research object and subject and the research limitations set;
- research aim;
- specific research tasks to achieve the aim;
- research design – the kind of research, the methods and ways of data acquisition and processing;
- short description of information sources used;
- reporting on the research results at scientific and/or practical conferences.

The definition of a research problem and urgency of the problem is the starting point of any research study. The research problem shall be substantiated based on the latest theoretical and practical findings, which have been determined by the factors of social development: the economy, policies, legislation, culture etc.

The identification of a research problem is associated with the choice of a research object and subject. The research object and subject are those really representing the research problem or the contradiction, a solution to which has to be identified during the research process. For this reason, one can say that the research object represents the research problem, while the research subject represents the causes of the research problem. *The research object* could be a thing, phenomenon, organisation, industry, process that functions and manifests itself through various characteristics or properties. *The research subject* is something more specific than the research object, as it is an essential component or property of the research object or a set of properties that helps identify the causes of the research problem and why the problem arose.

If it is not possible to examine all the aspects related to the problem in detail, then **limitations** shall be set for the research, which also include an analysis **period**. The analysis period shall be long enough to draw constructive conclusions on trends in

performance and justify the need for the implementation of particular activities. The minimum analysis period shall be at least three years.

Based on the urgency of the research problem, a *research aim* shall be defined for the bachelor's thesis – an expected research outcome. There is a single research aim for the bachelor's thesis, which shall be defined as short and concise as possible.

The *specific research tasks* reveal the way the aim is going to be achieved. The tasks are particular methodological activities that are subordinated to the aim and show the course of achieving the aim. The tasks reflect the content of the bachelor's thesis (and usually a chapter of the bachelor's thesis is dedicated to every particular task).

Research *methods* are instruments whereby the research tasks are performed in the bachelor's thesis.

Specialist and general literature, laws of the Republic of Latvia and other states, decisions of the government, research papers published in periodicals, official statistical data, unpublished materials of institutions, organizations and businesspersons serve as *information sources* for the bachelor's thesis. **It is obligatory to use the results of scientific research, as well as research papers available in journals and databases (at least 5 sources).** In addition, the author of the bachelor's thesis may acquire primary data through conducting surveys, interviews, observations and experiments.

2.4.5. Main part of the bachelor's thesis

The main part (body) of the bachelor's thesis deals with a **theoretical and analytical or empirical** solution to the problem defined in the introduction.

The main part is divided into chapters. It is useful to divide large chapters (in terms of length) into subchapters. The number of chapters and subchapters is not restricted – it depends on the length and content of the bachelor's thesis. It is advised to structure the bachelor's thesis into 3-4 chapters. A chapter shall not have only one subchapter. To avoid the fragmentation of the bachelor's thesis, a subchapter shall not be shorter than two pages.

The first chapter usually represents a **theoretical discussion**, in which the author summarises facts and compares theories developed by various scientists; on this basis, an analysis of the problem is performed giving comprehensive insight into the theoretical and practical examination of the problem and reflecting the findings of the latest published research investigations and discussions.

An **analysis of legal aspects** of the topic is included into a separate chapter or subchapter or is spread over the body of the bachelor's thesis. It is advised to refer also to international experience in tackling the problem chosen by the author, stressing the positive aspects or drawbacks. In elaborating the theoretical part, a great role is played by a critical examination of the literature and information sources and, if the author's ideas considerably differ from the findings available in the specialist literature, convincing substantiation of the author's idea shall be provided – which particular scientist's (discussion participant's) conclusions the author disagrees with and why. The theoretical chapters shall not represent a summary of findings only of other authors; the opinion and judgements of the author him/herself shall be given as well. The theoretical chapter shall not be written in the form of abstract or reproduction about the materials read.

The **empirical part** (~ 20 pages) is the most essential part of the bachelor's thesis, in which the author performs a practical assessment of the research problem and develops potential alternative solutions to the problem, as far as possible providing an implementation strategy and necessary activities. The empirical part is formed based on

the information approbated in the theoretical part, and it shows thus the author's skill to do the research by employing the knowledge learnt, information sources and data. Empirical data are processed using quantitative and qualitative research methods employed in social science. The processed data are represented in tables and figures, obligatorily giving an analytic assessment of the data and trends and causal relationships identified.

2.4.6. Conclusions and proposals

Conclusions and proposals are the final part of the bachelor's thesis, which plays the most important role in the defence of the bachelor's thesis. Conclusions and proposals have to be written in the form of *theses and numbered with Arabic numerals*. In conclusions, the author shall demonstrate that the aim has been achieved, the tasks have been performed.

Conclusions shall

- be directly associated with the research aim and tasks;
- reflect the most important findings derived from the content of the bachelor's thesis,
- be supported with the most important data and facts stated in the bachelor's thesis.

It is advised to draw 1-2 conclusions from each chapter.

Proposals shall

- be based on the analyses, examinations and conclusions made in the bachelor's thesis;
- be justified, concrete, addressed to a certain entity and feasible in practice and not contradictory to one another.

Proposals shall represent recommendations for solving the problem, eliminating shortcomings or applying positive experience.

Proposals shall not be defined in an imprecise and general way, for example, "to make amendments to the legislation", "to create a favourable environment for entrepreneurship" or "to enhance the tax system"; the author shall specify – who has to do what, when and why.

2.4.7. List of references

A list of references represents all the bibliographical sources – books, research papers, texts and other informant sources – **referred to** in the bachelor's thesis and used during the work on it, giving bibliographical details in the language in which the information is available (original language).

!!! The minimum number of bibliographical sources used shall be 30, and at least 10 of the sources shall be in foreign languages. It is **compulsory** for the bachelor's thesis to use scientific research findings as well as research papers available in journals and databases (at least five sources). The bachelor's thesis shall not refer to Wikipedia and unpublished lecture materials.

2.4.8. Annexes

Annexes contain documents and data if they are too detailed and large in size for being placed in the body text.

Annexes shall be separated by a page, in the centre of which the heading ANNEXES is placed (it shall be formatted as Heading 1 and not numbered); the page

shall be included in the total number of pages and shown in the Contents. Annexes shall **not be included** in the total length of the bachelor's thesis, their pages shall not be numbered; however, the page of any new annex shall indicate a number in the top right corner (e.g. *Annex 1*). If an annex is several pages in length, every next page shall indicate "continued", e.g. *Annex 1 continued*.

3. PRE-DEFENCE, SUBMISSION AND DEFENCE OF THE BACHELOR'S THESIS

3.1. Pre-defence

The pre-defence of the bachelor's thesis shall take place at a meeting of the responsible institute **not later than three weeks before** its defence at a meeting of the State Examination Commission (SEC).

Committees for bachelor's thesis defence are approved by an ordinance of the director of the responsible institute. A committee consists of at least three teaching personnel members, one of whom is the supervisor of the student.

The student shall meet all the outstanding course requirements and financial obligations prior the pre-defence.

A **printed** draft version of the bachelor's thesis shall be submitted to the supervisor as well as an electronic version shall be uploaded to the e-learning system Bachelor's Thesis **not later than a week before** the date set for a pre-defence committee meeting.

!!! The main part of the bachelor's thesis shall be completely elaborated and printed for the pre-defence meeting.

The student shall prepare a presentation (up to 10 minutes long) for the pre-defence of the bachelor's thesis, in which s/he substantiates the relevance of the topic and existing problems, defines the research aim and tasks and specifies the research object and subject. In the pre-defence report, the student mainly presents the research findings and problems identified, stressing the most important conclusions and solutions proposed.

If the student has passed the pre-defence procedure, the student shall improve and enhance the bachelor's thesis, taking into account the proposals and directions made at the pre-defence meeting, and submits it to the responsible institute within a term set by ESAF. In case the student has failed the pre-defence, the Committee shall make a decision on the improvement of the bachelor's thesis and a repeated pre-defence according to a schedule set by the director of the institute. If the student fails in the repeated pre-defence again, the bachelor's thesis shall not be submitted for defence at a SEC meeting.

3.2. Submission

The bachelor's thesis shall be bound in a **hard cover** of a certain kind.

!!! The author shall **glue an envelope** inside the front cover, where to put the review of the bachelor's thesis.

The **procedure of submitting the bachelor's thesis** is as follows:

- the bachelor's thesis having been pre-defended, completely formatted and signed by the supervisor shall be submitted to the responsible institute **at least 10 days** prior the SEC meeting;
- the director of the responsible institute approves the inclusion of the thesis in the list of bachelor's theses to be defended by his/her signature on the title page.

!!! Before submitting the bachelor's thesis to the institute, the student **uploads** his/her bachelor's thesis **into the LLU IS**, using his/her user account and password as well as complying with the following requirements:

- all the parts of the bachelor's thesis shall be available in a single computer file;
- file format: **PDF, up to 50 Mb in size**;
- files to be converted into PDF files shall not have watermarks and advertising texts;
- file shall not represent a scanned text figure;
- file shall not be password-protected (locked);
- Latin alphabet letters shall be used in the name of the file, no diacritical marks are allowed;
- name of the file shall consist of the student's surname, name and the matriculation number, e.g. **Liepina_Ilze_EF12345.pdf**.

In addition, the student shall copy in or write a shortened abstract in Latvian and English (**850 characters maximum**) in the entry fields of the LLU IS. Annotation shall indicate: the author and title of the bachelor's thesis, the research aim, the main research findings and conclusions.

The bachelor's thesis shall not be submitted for defence before the SEC if:

- its length is inadequate or it is incomplete;
- the research approach chosen has been wrong;
- it has not been formatted in accordance with the ESAF Guidelines;
- it has not been signed by the supervisor and/or the director of the institute.

3.3. Status, duty and responsibility of a reviewer for a bachelor's thesis

A **reviewer** shall be an official competent person that participates in an expert evaluation of a particular bachelor's thesis. Reviewers for bachelor's theses shall be appointed by the responsible institute and approved by a ordinance of the dean. Any bachelor's thesis shall be reviewed by one reviewer.

A **review form** is available on the ESAF website (section "Academic documents and forms").

The duty of a reviewer shall be to examine the content of the bachelor's thesis and perform an unbiased evaluation of:

- whether it complies with the ESAF Guidelines for Writing and Formatting a Bachelor's thesis;
- whether the applicant for the bachelor's degree is able to analyse, critically review and use works by other authors (including those in foreign languages);
- whether the applicant has the ability to define conclusions and proposals based on his/her research and calculations done;
- whether practical recommendations (proposals) made by the applicant are logical and real.
- key values and main deficiencies of the bachelor's thesis.

The reviewer shall submit a written review (preferably computer typeset) with a conclusion:

- 1) on whether the **bachelor's thesis fulfils the requirements for the degree** to be awarded, as well as make his/her remarks and raise questions (Annex 6). The review is available to the student and the SEC;
- 2) make an overall assessment **with a mark** (Annex 7). The mark is available to the SEC.

The author of the bachelor's thesis shall have the right to get familiarised with the review **not later than three working days prior** the defence of his/her bachelor's thesis.

If it is revealed during the defence of the bachelor's thesis that a reviewer had evaluated a bachelor's thesis negligently and carelessly, s/he shall be excluded from the list of reviewers based on a SEC decision, making a record in the SEC protocol.

If the review of the bachelor's thesis is negative, the final decision is made by the SEC after the defence and hearing the answers given by the applicant to the questions asked.

3.4. Defence of the bachelor's thesis

Before defending the bachelor's thesis at the State Examination Committee meeting, the student shall register with the LLU ESAF Dean's Office.

The bachelor thesis is defended at a meeting of the SEC, which is open to supervisors, reviewers and students.

The defence of the bachelor's thesis begins with the author's report (up to 10 minutes long), in which s/he substantiates the relevance of the topic and existing problems, defines the research aim and specifies the research object and subject, describes the structure of the bachelor's thesis in brief, mostly focusing on his/her contribution to the research. Most of the report shall be dedicated to the most important research results and proposals made by the author, particularly stressing the proposals made.

The presentation is effectively supplemented and facilitated by a visual representation of the material included in the author's report (with figures, tables).

The presentation by the student is followed by the questions asked by the SEC members. A SEC member familiarises the members with the written review. The student shall give short, accurate and comprehensive answers.

The presentation by the student reveals the student's knowledge and skills acquired during the learning process as well as whether s/he produced the bachelor's thesis independently. A good presentation, a fluent knowledge of the material, convincing answers to the questions of the members of the SEC and the use of visual aids are proof that the student has worked on his/her bachelor's thesis independently.

The bachelor's thesis is evaluated by the SEC during the closed part of the meeting (on a 10-point marking scale). The mark is registered in the bachelor theses defence protocol.

The student has failed the defence of the bachelor's thesis if the mark awarded is below four (almost satisfactory). If the mark for the defence of the bachelor's thesis is "fail", the SEC shall decide whether the student has the right to repeatedly defend the same bachelor's thesis that has been revised or another topic shall be chosen and a new bachelor's thesis shall be produced. A repeated defence of the bachelor's thesis shall be allowed **not earlier than after one year**. The right to repeatedly defend a bachelor's thesis shall remain in force for a period of three years.

4. LAYOUT AND FORMATTING OF THE BACHELOR'S THESIS

4.1. General requirements

The text shall be written in the English language, taking into consideration the following requirements:

- formulation of the text shall be accurate, clear, logical and concrete;
- new idea shall be started in a new paragraph;
- new chapter shall be started on a new page, while a new subchapter – on the same page;
- every chapter shall be numbered (with Arabic numerals) and have a heading;
- subchapters shall be numbered and have a headings.

The student is the author of the thesis. The pronoun “I” and any verb with the first person pronoun shall not be used – information may be given in the passive voice, indicating no particular performer of an action, for example, “*according to the research results, one can conclude that...*” However, it is even less appropriate to replace the pronoun “I” with the pronoun “we” because the research done by the author shall be **original and performed independently by him/herself**. It is advised to use the phrases: “*the author believes...*”, “*in the opinion of the author*”. The passive voice may be employed, for example, “*it was examined, revealed in the chapter*”.

4.2. Formatting the text

The bachelor's thesis shall be written and formatted in a visually pleasant way and comply with the requirements set in the Guidelines:

- text shall be formatted in A4 page size (210 mm×297 mm);
- text shall be justified on both sides; the left margin shall be set at 35 mm and the top, bottom and right margins at 25 mm;
- **body text** shall be formatted in 12 pt font, chapter **headings** in 14 pt bold, all caps, **subchapter headings** in 12 pt bold. Spacing before and after a subchapter heading shall be 12 pt and 6 pt, respectively;
- every **chapter** shall be started on a new page, spacing after the heading shall be 18 pt if it is followed by the chapter's text or 12 pt if it is followed by a subchapter heading. If the chapter is divided into subchapters, the chapter's heading is followed by the first subchapter's heading;
- **subchapters** shall not be started on a new page; yet, the heading and at least two lines of the first paragraph of the subchapter's text shall be available on one page (the heading shall not appear at the bottom of a page if the chapter's text begins on the next page as well as a long heading shall not appear on two pages);
- **headings** shall be centred and not indented. They shall be **automatically numbered with Arabic numerals** (except the following headings: Contents, Introduction, Conclusions, Proposals and the List of References). **No full stop** is put at the end of a heading. The number of a subchapter includes the number of the main chapter and a serial number within the chapter, e.g. *1.1., 1.2., 2.1., 2.2.* etc.;
- font – Times New Roman;
- spacing between lines shall be set at 1.5;
- indent for a new paragraph shall be set at 10 mm;
- pages shall be counted beginning with the title page, and the Contents pages shall be also included in the total number of the pages (they are not numbered). The pages are numbered beginning with the next page after the table of contents. The page

- numbers shall be placed at the bottom of the page and aligned right using Arabic numerals sized 12 pt (Annex 3);
- decimal separator shall be a **full stop, rather than a comma**;
 - non-breaking space shall be placed between a number and its measurement unit (*ctrl+shift+space*), e.g. 5 h, 3 pcs., except for the % mark, as no space shall be placed between a number and it, e.g. 3%;
 - the same bullet style shall be used in the entire text. After the bullet, the text may start with a capital or small letter;
 - if numbering items by means of a number and a full stop (in this case no colon is used and the text starts with a capital letter, placing a full stop at the end) or a number/letter with a parenthesis (in this case a punctuation mark (except a full stop) may or may not be placed before a numbered item; the text starts with a small letter and a coma or colon is placed between the numbered items).

4.3. Formatting tables

To easier perceive analytical information, it is advised to supplement the bachelor's thesis with tables and figures; yet, the same information shall not be presented twice in the bachelor's thesis, i.e. the author shall decide on how to illustratively present the data and information – in tables or figures.

Every table shall be numbered within the chapter. The table shall be numbered with **two numbers** using Arabic numerals: the first number indicates the **number of the chapter**, while the second one – the **number of the table within the chapter**. The table number shall be placed above the table, intended right, e.g. Table 3.1. Every table shall be given a title being appropriate for its content. The table title shall be centred horizontally, sized 12 pt and bolded; it is placed in a new line and **no full stop** is placed at the end. The text in the table header shall be centred and bolded. The table shall fit to the width of the text (*Auto Fit Window*).

The table title shall answer the following questions: **What? Where? When?** and **In what units of measurement?** (see examples below). Measurement units shall not be indicated if they are illogical (e.g. Table 3.1). If data in the table have various and different measurement units, no measurement units shall be indicated in the table title; the measurement units shall be indicated in the row next to the indicator name. In the table title, a measurement unit shall be separated by a comma.

!!! Any table shall have at least three rows and, if quantitative indicators are indicated, at least three columns.

Examples of formatting tables

Table 3.1

Definition of life quality by various sciences

Science	Fragments of the most important definitions	Source
Philosophy	necessity to distinguish the factors that maintain life and strengthen or weaken the ability to enjoy the life from those making us wish to stay alive	Garratt, 1994
Social sciences	as average weighted , if comparing various indicators	Kuhneman, 1999
	income level is usually associated with satisfaction and happiness in particular countries and a particular period, a higher national income level does not contribute to a higher overall satisfaction level at national level	Lends, 2002
	to some extent an amorphous, multilayer and complex conception	Walker,

	with many and various components – objective and subjective , macro -social factors and micro -individual factors	1995
--	--	------

Table 3.1 continued

Science	Fragments of the most important definitions	Source
Gerontology	life quality for old individuals depends on reserves – resources and knowledge , which have been accumulated throughout their life, e.g., personal social support, social capital, social skills, material resources etc.	Grundy, 2004
Medicine	set of mutual interactions among objective and subjective dimensions, i.e. a multidimensional assessment of an individual's personal and environmental systems, given both personal and socio-economic criteria	Lawton, 1991
	product of interaction of social, health, economic and environmental conditions, which influences human and social development	Canadian Social Development Council
Psychology	definition of subjective wellbeing involves three components: pleasant affect, unpleasant affect, satisfaction, where 1) high pleasant affect + low unpleasant affect = happy ; 2) low pleasant affect + high unpleasant affect = unhappy .	Diener, Lucas, 1999

Source: author's construction (Smith, 2000; Phillips, 2006^c; Brown, 2004; Walker, 2005; Bosch, 2005; Kuhneman, Schwarz, 1999; Borgatta, 2002).

Table 3.2

Financial burden of repayment (purchases on credit and loans) and of total home expense for pensioners in the regions of Latvia in 2007, % (n=1971)

Indicators	Territory	Ratings by pensioners		
		<i>very difficult to pay</i>	<i>slightly difficult to pay</i>	<i>not difficult to pay</i>
Financial burden of total home expense	Riga	35.5	50.2	14.3
	Pieriga	36.1	56.8	7.1
	Vidzeme	37.4	52.5	10.0
	Kurzeme	30.8	53.5	15.8
	Zemgale	43.5	39.2	17.3
	Latgale	46.8	42.2	11.0
Financial burden of purchases on credit and loans	Riga	7.4	57.4	35.3
	Pieriga	10.5	78.9	10.5
	Vidzeme	47.8	43.5	8.7
	Kurzeme	11.1	60.0	28.9
	Zemgale	43.4	43.4	13.2
	Latgale	23.7	55.3	21.1

Source: author's survey based on the CSB EU-CILC anonymised database

In the bachelor's thesis, a table shall be placed as close to the first reference to it as possible. An explanation of and conclusions drawn from the table's content shall be always provided in the text. Giving an interpretation of the data in table shall be an **obligatory** task of the author of the bachelor's thesis.

The source of information shall be indicated for every table. The reference to the source shall be formatted as a citation. The way how to format a citation is provided in Subchapter 3.6 headlined *Citing references within the text*.

Statistical practices have created general rules for making an accurate statistical table. The most important ones are as follows:

- a table shall not be too large and complicated. Instead of creating one large table, it is advised to create two or several small ones. If the table exceeds half a page, it shall be used as an annex;
- it is recommended to make a table longer rather than wider;
- if a table has to be split and a part of it has to be placed on the next page, the table number shall be indicated above the table in the top right corner of the page together with the words “Table continued” in bold; the table header shall be repeated (see Table 3.1). The continuation of the table shall not be less than two rows. If the table header is large, the header columns shall be numbered and the numbers shall be used in the continuation;
- each cell shall be filled in the table. If a phenomenon has not observed, a hyphen (-) shall be written in the cell. If the phenomenon has been observed but no data are available, three dots (...) shall be put. If some cell may not be filled in owing to logical reasons, a cross mark is put (X);
- character sizes in a table shall be in the range of 10-12 pt;
- source of information shall be indicated under the table, formatted in italic, and a full stop shall be put at the end. The characters shall be sized 11 pt; spacing 0 pt before and 6 pt after.

4.4. Formatting figures

Illustrations – schemes, diagrams, drawings, maps etc. are called **figures**. A figure shall be placed in the bachelor’s thesis as close to a reference to it in the text as possible. The figure shall be placed in a way so that it is easy to see it and read it’s text in the direction of reading or if the bachelor’s thesis is rotated 90° clockwise.

Figures shall be numbered with Arabic numerals within the chapter, for example, Fig. 3.1, Fig. 3.2.

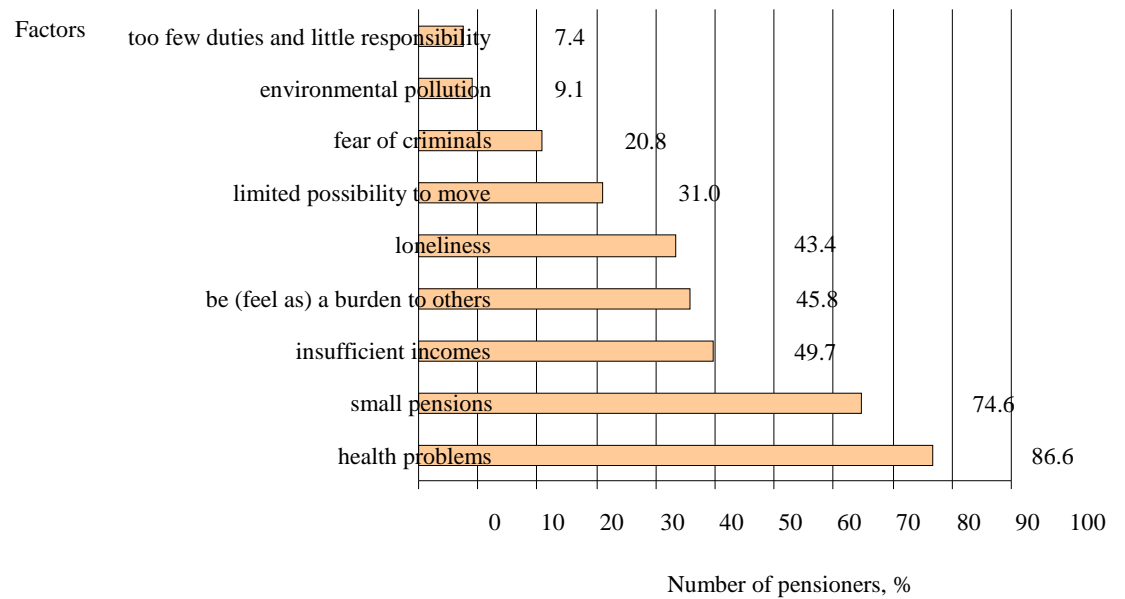
Every figure is given a title, which is placed under the figure and centred, in the same line with the figure number; characters shall be sized 12 pt, bolded; spacing 6 pt after. The figure title shall answer the following questions: **What? Where? When?** and **In what units of measurement?** (see Figures 3.2 and 3.3). Measurement units shall not be indicated if data in the figure have two different measurement units or if they are illogical (see Figures 3.4, 3.5 and 3.6). **No full stop** is put at the end of the figure title. In the figure title, the measurement units shall be separated by a comma.

No **fill, shadows and borders** shall be used in figures. Gridlines shall be of size ¼ or 0.25 pt and the numeral/character size shall be set at 10-12 pt. Texts on figures shall be avoided; instead, numerals and symbols shall be used, which are explained under the figure. The explanatory text for abbreviations and symbols shall be sized 10 pt. The figure shall be centred. Spacing between a figure and the following text shall be set at 6 pt.

!!! The x and y axes shall be defined.

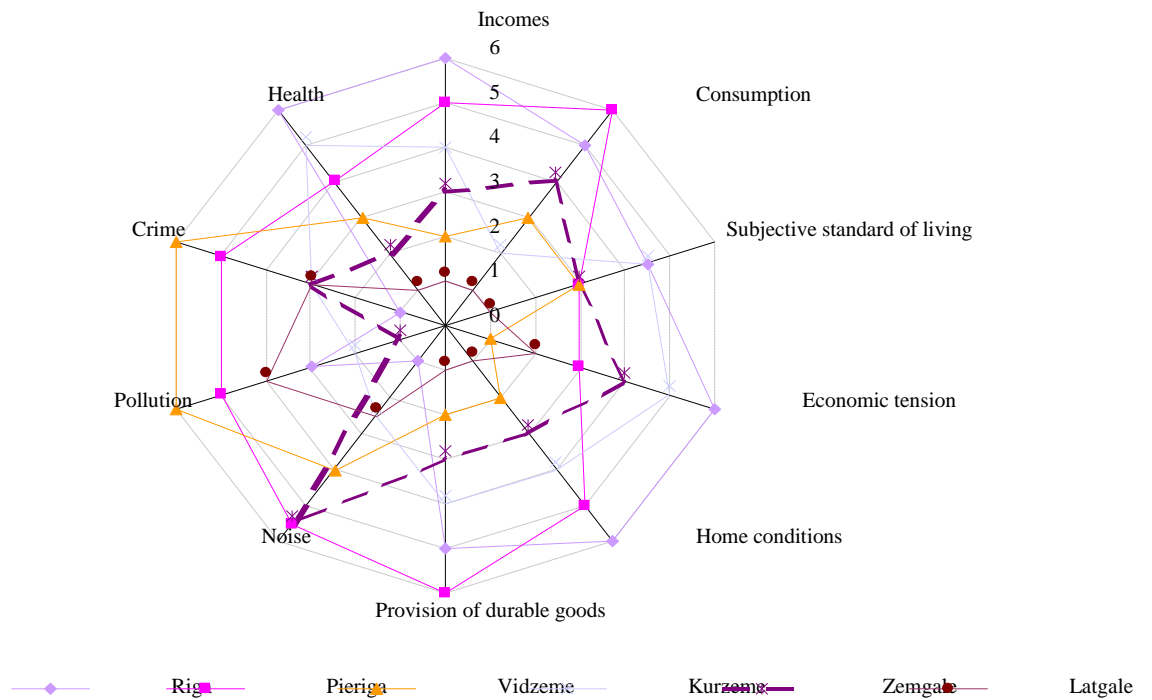
The source of information shall be indicated for every figure. The reference to the source shall be formatted as a citation and placed under the figure. The reference shall be formatted in italic, with a full stop at the end. The characters shall be sized 11 pt; spacing 0 pt before and 6 pt after.

Examples of formatting figures



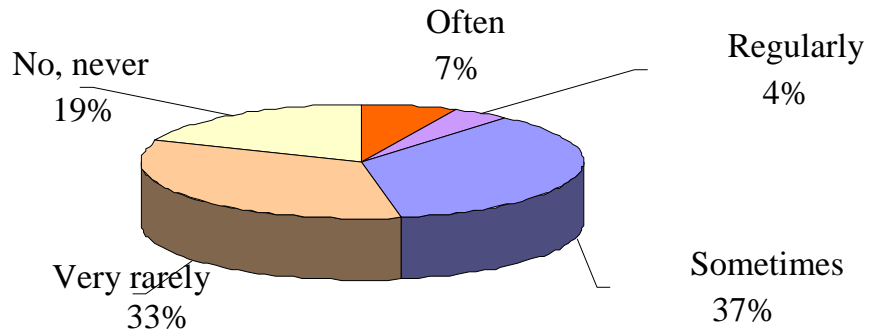
Source: author's construction based on a 2009 survey in Zemgale

Fig. 3.1. Ratings of the most important factors in population aging by Zemgale region pensioners in 2009 (n=461)



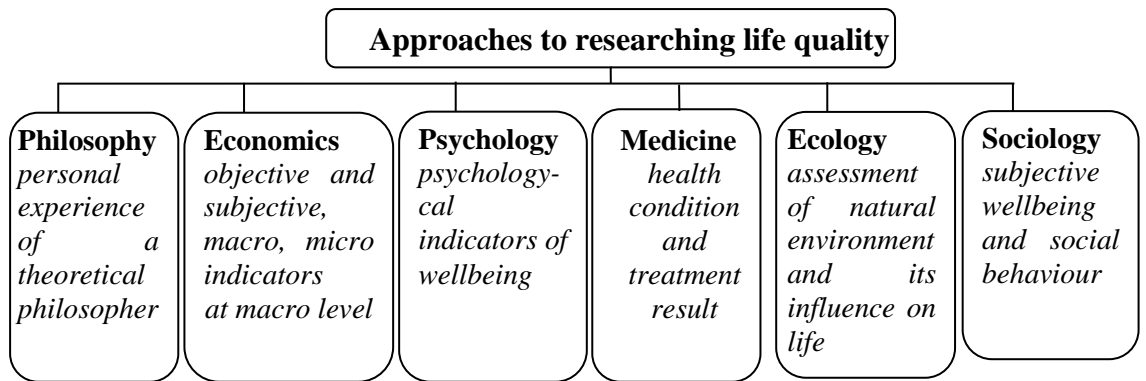
Source: author's construction based on the CSB MBA and EU-CILC anonymised database

Fig. 3.2. Comparison of the life quality of pensioners in Latvia's regions in 2007 and 2008 (with 6 being the highest rating and 1 the lowest one)



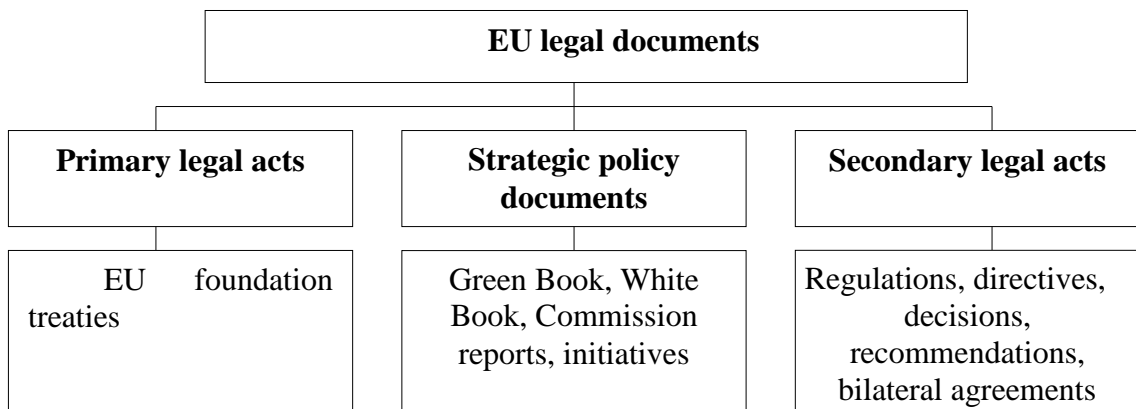
Source: author's construction based on a 2009 survey in Zemgale

Fig. 3.3. Percentage distribution of possibilities for pensioners in Zemgale region to make savings, (n=461)



Source: author's construction based on a literature review

Fig. 3.4. Approaches to researching life quality in selected sciences



Source: author's construction based on the Handbook for Practical Work, 2010

Fig. 3.5. Legal act system of the European Union

!!! In schemes, arrows shall be used to describe only a process, while structural schemes shall use lines. All “boxes” shall be connected/associated with other ones, and the figure shall be understandable even if it is “taken out” of the text.



Source: State Regional Development Agency, 2012

Fig. 3.6. Specially protected territories in Latvia in 2011-2012

Technical production of figures: it is advised to scan photographs and create graphs by means of MS Excel and other computer programs.

4.5. Formatting formulas

Formulas shall be numbered with Arabic numerals within the chapter.

The number of a formula shall be aligned right and placed in parentheses at the level of the lowest text line. The formula shall end with a comma. The size of letters, numerals and symbols shall be of 12 pt. The formula shall be centred. Formulas shall be created using Microsoft Equation 3.0 (Insert/ Object/ Microsoft Equation 3.0).

Formulas being derived or created by the author shall be cited, e.g. “... The formula (3.1) created by the author”.

If referring to a formula in the text, its number shall be indicated, e.g. “... calculated according to the formula (3.1).”

Formulas taken from the literature and other sources shall be referred to. e.g. “By employing statistical methods for expert evaluation, each factor’s average rating by the experts was calculated by Formula 3.1.”.

Example of formatting formulas

(3.1)

where – sum of expert ratings;
 v_{ij} – j-th factor’s rating by the i-th expert (on a scale of 100 points);
 k – number of experts. (Vasermanis et al., 2002)

4.6. Citing references within the text

A citation allows identifying the source of an idea or quotation, as well as the page where to find the idea or the quotation in the source.

Any quotation, figure, formula, data, fact as well as findings and ideas of other authors shall be cited in any research study. Quotations shall be placed in quotation marks. A paraphrase of works by other authors shall not put in quotation marks; yet, it has to be unbiased.

Copying some text from a book as well as paraphrasing ideas expressed by other authors without making a citation of the source is not allowed. **Upon establishing such a violation, the author of the submitted bachelor's thesis shall be prohibited from presenting it for defence.**

Citations are used together with the list of references, applying **the first element and date method** – a quotation is followed by *the author or title of the document cited and the publication year*, which are put in parentheses.

!!! If no publication year is indicated, [s.a.], a Latin abbreviation for “no date” shall be used.

If placing a citation at the end of the sentence, a full stop is put **after the parentheses**.

Citations may be formatted in italic; yet, all the citations in the bachelor's thesis shall be formatted **in the same style**.

Examples

Text (Eko, 2006).

Text (*Personality Development in Family...*, 1999).

List of references

1. Eko U. (2006) How to Write a Diploma paper. Riga: Janis Roze Publishers. 314 p.

.....

5. *Personality Development in Family, at School and University* (1999): proceedings. University of Latvia: Institute of Pedagogy and Psychology; ed. S.Kramena. Riga: University Publisher NT. 90 p.

If using *several works of the same author that have been published in the same year*, and the first element and the publication year for two or more documents coincide, a small Latin letter (a, b, c etc.) shall be indicated after the publication year, which is also added to the reference in the list of references.

Examples

Text (Repse, 2000a).

Text (Repse, 2000b).

List of references

1. Repse G. (2000a) *Thumbelina*. Riga: Petergailis. 182 p.

2. Repse G. (2000a) *Close-up: Dzemmas Skulme*. Riga: Jumava. 130 p.

If a book has *two authors*, a citation shall indicate both authors and the publication year.

Example

Text (Petrova, Jermolajeva, 2007).

List of references

Petrova I., Jermolajeva E. (2007) *Experience of European Countries in Territorial Marketing and Opportunities for its Application in Latvia*. Daugavpils: Daugavpils University Academic Publisher Saule. 160 p.

If a book has **three or more authors**, a citation shall indicate the first author (the first element), just as it is written on the title page, and add “et al.” and the publication year.

!!! If a bibliographical source is in English, an abbreviation **et al.** shall be used, in German – **u.a.**, in Russian – **и.др.**, in Latvian – **u.c.**

Example

Text (Ancane et al., 1998).

List of references

Ancane S., Bondars A., Klava J. (1998) *Problems of Rural Entrepreneurs in Talsi District*. Riga: Latvian State Institute of Agrarian Economics. 129 p.

!!! If a quotation is used in the bachelor’s thesis, the quotation is separated from the rest of the text by quotation marks or the quotation is formatted in italic and the page number is indicated after the publication year.

Example

As mentioned by H. Gudijons (1998, 256), *studies are a too capacious process to be comprehensively explained by means of only one didactic model*.

As mentioned by H. Gudijons (1998, 256), “studies are a too capacious process to be comprehensively explained by means of only one didactic model”.

The skill of evaluative thinking is the ability to objectively analyse information and acquire personal experience. The skill to critically think can strengthen the mental (psychical) health (Rubana, 2002, 18).

!!! If a bibliographical source **is in Latvian**, the Latvian diacritical marks shall be replaced with respective Latin letters.

Example

A. Derkacs (*Деркач*) (2002, 308-309) gave the following definition of professionalism: *it is an integral psychological characteristic of human performance that reflects the level and nature of management of the individual’s profession and means that the individual performs the professional duties at high quality*.

V. Janks (*Jank*) un H. Meijers (*Meyer*) (2002, 98) pointed out that *since the 1920s, a lot of didactic theories and models have been developed in Germany*.

If citing **laws and other legal documents** in the text, the **first element and date method** shall be applied, i.e. the citation shall include the first **three** words and the publication year. If the first two titles and the publication year for several documents coincide, a small Latin letter (a, b, c etc.) shall be indicated after the publication year, which is also added to the reference in the list of references.

Example

Text (Protection Zone Law, 1997).

Text (Environmental Protection Law, 2006).

Text (Regulations regarding Water..., 2001).

Text (Regulation of the Council (EC) No. 1083/2006, 2006).

List of references

1. Protection Zone Law (1997): Law of the Republic of Latvia. Latvijas Vestnesis, No. 56/57, 25 February, pp. 1-3.
2. Environmental Protection Law (2006): Law of the Republic of Latvia [online] [accessed on 25 May 2011]. Retrieved: <http://www.likumi.lv/doc.php?id=147917&from=off>.
3. *Regulations regarding the Protection of Water and Soil from Agricultural Pollution with Nitrates* (2001): Cabinet Regulation No. 531 of 18 December 2001 [online] [accessed on 25 May 2009]. Retrieved: <http://www.likumi.lv/doc.php?id=56960>.
4. *Regulation of the Council (EC) No 1083/2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and repealing Regulation (EC) No 1260/1999* [online] [accessed on 28 November 2011]. Retrieved: http://www.esfondi.lv/upload/05-saistosie_dokumenti/es_regulas/2006-07-11_regula_1083_2006_LV.pdf.

In-text citations of *electronic sources*. If a source to be cited is not available in printed format but only in electronic format, it may be cited just like a printed material.

Example

Text (Parsova, 2009).

List of references

Parsova V. (2009) *Real Estate Formation* [electronic resource]: textbook. Jelgava: LLU. 288 p. CD.

In-text citations of *internet resources*.

Example

Text (Libkovska, 2007).

Text (Cadastral Evaluation, [s.a.]).

List of references

1. Libkovska U. (2007) *Trends in Professional Education under Modern Economic Conditions* [online] [accessed 8 February 2012]. Retrieved: www.dukonference.lv/raksti_pdf/Libkovska+.pdf.
2. *Cadastral Evaluation* [online]: SLS [accessed 12 February 2012]. Retrieved: <http://www.vzd.gov.lv/darbibas-jomas/kadastrala-vertesana>.

!!! If the author of the bachelor's thesis has conducted an original research, e.g. a survey, a SWAT analysis of an organisation etc., the summarised results are presented in tables or figures and the source of information shall be specified as follows: *author's survey, author's construction, author's calculations* etc.

4.7. Making a list of references

References in a list shall be arranged alphabetically – the list shall be started with Latin references, followed by Cyrillic ones (Russian) – by author surname or by title of work. Several works of the same author shall be alphabetically arranged by title. Materials retrieved from the Internet are included and arranged in the list just like research papers and articles.

Monographs

The sequence of bibliographical components in a reference shall be as follows: author surname, initials (year) *Title of the Monograph*: other details. Place of publication: publisher. Total number of pages.

!!! Other bibliographical details may be as follows: proceedings, international conference materials, teaching aid, textbook etc.

If referencing a **whole book**, a **full stop** shall be put before the number of pages.

The title of the main work shall be **formatted** in italic.

Example

Single author book

Zvejnieks A. (1998) *Taxes and Fees*: textbook. Riga Technical University. Faculty of Engineering Economics. 2nd rev. ed. Riga: RTU. 412 p.

2-3 author book

Ancane S., Bondars A., Klava J. (1998) *Problems of Rural Entrepreneurs in Talsi District*. Riga: Latvian State Institute of Agrarian Economics. 129 p.

Book or proceedings compiled by an editor

Land Use and the Land Cadastre in Latvia (2001). Edited by A. Boruks. Riga: LLU, Skriveri Science Centre, LV SLS. 408 p.

Section of a publication (**a chapter of a book or a monograph, a paper from a collection of conference materials or from proceedings**)

The sequence of bibliographical components in a reference shall be as follows: author surname, initials (year) Title (of the section): other details. **In**: Chief contributor (author). *Title (of the main publication)*: other details. Place of publication: publisher, page numbers.

!!! If a section of a book is referenced, a comma is put before the page numbers.

A monographic section shall be separated from the main publication (a monograph, a collection of conference materials) by the preposition “**In**” or its translations in other languages (**В кн:**).

The title of the main publication shall be **formatted** in italic.

Example

1. Mole J. (2003) Collision of Cultures. **In**: Mole J. *Business Culture and Etiquette in European Countries*. Riga: Janis Roze Publishers, pp. 46-48.
2. Parsova V. (2001) Implementation of the State Cadastre in Latvia. **In**: *Land Use and the Land Cadastre in Latvia*. Ed. by A. Boruks. Riga: LLU Skriveri Science Centre, LV State Land Service, pp. 313-365.
3. Asejeva A., Kopiks N., Viesturs D. (2008) Application of Economic-Mathematical Simulation for the Choice of the Technical Support of

Technologies of Agricultural Crops. **In:** *Economic Science for Rural Development*: proceedings of the international scientific conference, No. 16. Jelgava: LLU, pp. 14-19.

4. Feather J. (1998) Introduction. **In:** *The Information Society: a study continuity and change*. London, p. 11.

Section of a serial publication (proceedings, a journal, a magazine and a newspaper). An article from a periodical.

The sequence of bibliographical components in a reference shall be as follows: author surname, initials (year) Title (of the section): other details. *Title (of the main publication)*: other details, issue number, date, page number(s).

!!! No preposition "In" or its translations in other languages (B KH:) shall be used to separate the section of a serial publication from the main publication in a reference.

Example

Article in a magazine or a newspaper

1. Riekstina A. (1998) A cowshed is ready in a few days: about the application of fibrolite plates. *Latvijas Lopkopis un Piensaimnieks*, No. 8, pp. 34-36.
2. Dzintars R. (2009) Idle time opportunities. *Latvijas Avize*, No. 260, 7 October, p. 16.

Electronic sources

The sequence of bibliographical components in a reference shall be as follows: *Title* [online]: other details. Publication. Place of publication: publisher, date. Total number of pages. Access data [source access date]. Retrieved.

!!! Publication. Place of publication: publisher, date. Total number of pages. – this information shall be specified if available.

[...] – brackets shall be used if the author wants to add his/her comment to the reference, to add something that had not been taken from the source itself. For example, [s.a.] means that no year of publication is specified for the source. [online] indicates that the material was viewed online on the Internet instead of in printed format.

Example

1. Berzina M. (2008) *Land Reform* [online]. *Latvijas Vestnesis*, No. 38, 26 September. [accessed 5 October 2009]. Retrieved: <http://www.vestnesis.lv/pzni/index.php?menu=doc&id=181515>.
2. *Library in the „castle of light" or on the Internet?* [s.a.] [online] [accessed 22 January 2012]. Retrieved: <http://www.dtnet.lv/raksti/LV/DP/200101/01011501.stm>.
3. Pumain D. (2004) *Central Places Theory* [online] [accessed 11 May 2011]. Retrieved: http://www.hypergeo.eu/article.php3?id_article=188.

Laws

The sequence of bibliographical components in a reference shall be as follows:
title of the law (year): law of (name of the state). Name of the source, place of publication, details of the source, publication date, page number(s).

Example

1. Law on Specially Protected Nature Territories (1993): law of LV. *Zinotajs*, No. 12, 1 April, pp. 801-811.
2. Protection Zone Law (1997): law of LV. *Latvijas Vestnesis*, No. 56/57, 25 February, pp. 1-3.
3. Consumer Rights Protection Law (1997): law of LV. **In:** *Legal Documents of LV: Trade*. Riga: Applied Information Service, PT-1-3-PT-1-3-21.
4. *Environmental Protection Law* (2006): law of LV [online] [accessed 10 January 2012]. Retrieved: <http://www.likumi.lv/doc.php?id=147917&from=off>.

Other legal documents

The sequence of bibliographical components in a reference shall be as follows:
title of the legal document (year): kind of the legal document and the date of adoption. Name of the source, place of publication, details of the source, date, page number(s).

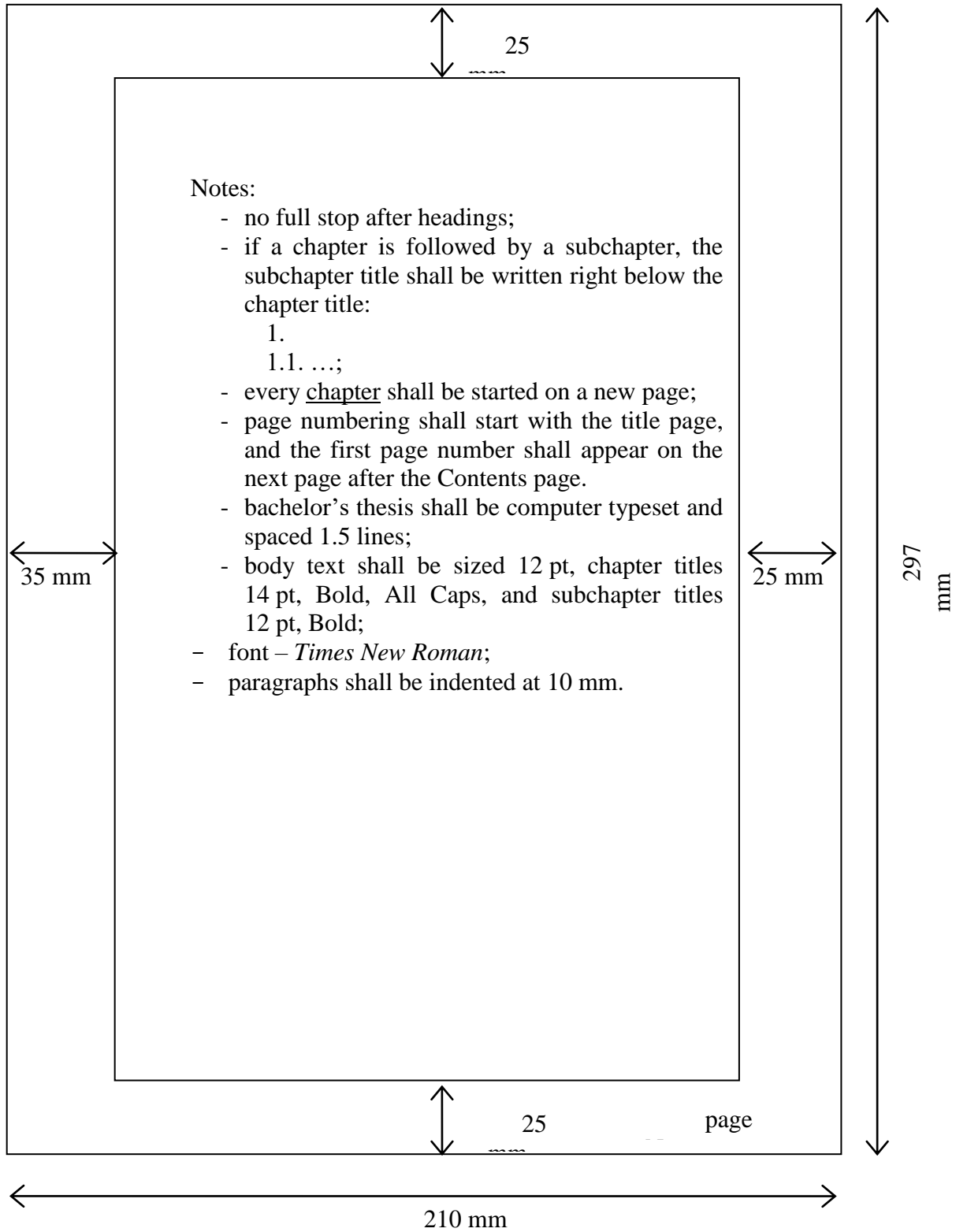
Example

1. *Regulations regarding the Protection of Water and Soil from Nitrogen Pollution Produced by Agricultural Activity* (2001): Cabinet Regulation No. 531 of 18 December 2001 [online] [accessed 25 May 2011]. Retrieved: <http://www.likumi.lv/doc.php?id=56960>
2. Guidelines „Healthy Nutrition (2003-2013)” (2003): Cabinet Decree No. 556. *Latvijas Vestnesis*, 5 September, pp. 8-10.

ANNEXES

CONTENTS

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1.1. (subchapter title).....	(page No.)
1.2. (subchapter title).....	(page No.)
2. (chapter title)	(page No.)
2.1. (subchapter title).....	(page No.)
2.2. (subchapter title).....	(page No.)
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3.1. (subchapter title).....	(page No.)
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CONCLUSIONS	(page No.)
PROPOSALS	(page No.)
LIST OF REFERENCES	(page No.)
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GUARANTEE

Jelgava

(date)

I, _____ (*name, surname*), hereby guarantee that the bachelor's thesis has been produced independently. Data and definitions from other sources were referenced in the bachelor's thesis.

The bachelor's thesis has not been published and will be submitted for the first time to the State Examination Committee for defence.

The electronic version of the bachelor's thesis available in the LLU IS matches the original version.

Personal signature

STATE EXAMINATION COMMITTEE DECISION

BACHELOR'S THESIS WAS DEFENDED AT THE STATE EXAMINATION COMMITTEE
MEETING ON

_____. YEAR _____

WITH A MARK _____

PROTOCOL NO. _____

SEC SECRETARY _____

LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES
FACULTY OF ECONOMICS AND SOCIAL DEVELOPMENT

Bachelor programme

REVIEW OF THE BACHELOR'S THESIS
for acquisition of a bachelor's degree
In Jelgava

Bachelor's thesis author:

Topic:

Length p., number of tables , number of figures , number of annexes
, number of bibliographical sources , incl. in foreign languages .

Level of meeting requirements: insufficient (N) low (Z) moderate (V) high (A)

Structure	Assessment criteria	N	Z	V	A
Abstract	Representation of the results of the research by the author of the bachelor's thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Compliance of the abstract structure with the methodological requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction	Substantiation of the relevance of the research and the research problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Formulation of the research object	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Formulation of the research subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Limitations of the research, incl. the analysis period, are sufficiently substantiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Aim of the bachelor's thesis is clearly defined and in line with the topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Specific research tasks are clearly defined and in line with the aim and reveal the way of achieving the aim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theoretical part	Clear and logical structure of the theoretical part	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Theoretical discussion is based on theory and facts presented by various authors and aligned with the topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient number of bibliographical and other sources of information, including those in a foreign language (s), were used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Findings of scientific research and research papers were used to write the bachelor's thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Description of the legal aspects of the topic is logical and sufficiently substantiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empirical part	Clear and logical structure of the empirical part	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Empirical part is based on the information substantiated in the theoretical part	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Practical assessment of the research problem is done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Correct and broad application of research methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Logical and clear interpretation and assessment of the research results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions and proposals	Conclusions are aligned with the research aim and tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conclusions reflect the most important findings of the bachelor's thesis that have been derived from the research done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Proposals have been derived from the analysis, research and conclusions drawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Proposals are justified, specific, addressed to a particular responsible entity and are practically applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall conclusion on whether the bachelor's thesis meets the requirements

Requirements	Assessment criteria	N	Z	V	A
Layout and formatting quality	List of references is made in accordance with the requirements of the guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	References to bibliographical and data sources are sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bachelor's thesis is produced in accordance with the requirements of the guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research quality	Content is clearly stated and aligned with the topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Research aim and specific tasks have been achieved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bibliographical sources used are sufficient and aligned with the research aim and specific tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Number of bibliographical and other sources in a foreign language(s) is sufficient and the sources raise the quality of the bachelor's thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Proper research methods aligned with the research aim were selected and applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual and literary quality	Text and results are represented in an easy-to-perceive way (tables, figures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Correct use of terminology, appropriate academic language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Grammatically and stylistically correct text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Key values of the bachelor's thesis (if any):

Most essential deficiencies and imperfections of the bachelor's thesis (if any):

Questions for the author of the bachelor's thesis:

Overall assessment of the bachelor's thesis:

The bachelor's thesis _____ the requirements, _____ the author _____ be awarded

Reviewer:

(scientific or academic degree, name, surname)

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Bachelor programme

Reviewer's evaluation of the bachelor's thesis

Author:

Topic:

Mark:

Reviewer:

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(organisation and position)

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(signature)