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

Faculty of Economics and Social Development

Institute of Social Sciences and Humanities



GUIDELINES FOR WRITING AND DEFENDING A BACHELOR'S THESIS

Instructional aid

for students from the academic bachelor programme **Sociology of
Organisations and Public Administration**

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Social Sciences and Humanities Dr.sc.soc. **Ginta Kronberga***

Jelgava 2025

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1. GENERAL OVERVIEW

The purpose of the Guidelines is to familiarise students from the academic bachelor programme *Sociology of Organisations and Public Administration* (hereinafter referred to as SOPA) delivered by the LBTU Faculty of Economics and Social Development with the requirements for writing, formatting, pre-defending and defending a bachelor's thesis.

A bachelor's thesis worth 15 CP represents the end of completing the academic bachelor's programme. It is a study independently conducted by a student, which confirms the acquisition of theoretical knowledge and methodological skills to a certain extent in the respective field of science. Producing a bachelor's thesis involves applying proper research methods in sociology, and the bachelor's thesis contains a description of the methods, an analysis of the data collected and aggregated, as well as conclusions and proposals.

The aim of a bachelor's thesis is to conduct an independent empirical research study, applying fundamental and theoretical knowledge in the sociology of organisations and public administration, thus demonstrating the knowledge, skills and competence to independently solve current problems in society or organisations, as well as to determine the student's readiness for further studies in higher-level programmes.

A bachelor's thesis must reveal the student's:

Knowledge of: various concepts of sociology and the classical and modern theories of sociology of organisations and public administration; knowledge and understanding of conducting sociological research on current processes in society and organisations; knowledge of conducting empirical research and methods for processing and analysing sociological data;

Skills to: think logically, critically and creatively, conceptually use their theoretical knowledge in sociology; independently identify and put forward social research problems, as well as develop a design of sociological research and implement it; obtain, process, analyse and interpret the data by observing the principles of professional ethics; draw reasoned, logical conclusions arising from empirical research and come up with real proposals for solving the problems identified; present the research results and findings, arguably discuss the research results and responsibly plan the time to meet the deadlines set for the bachelor's thesis; independently obtain, process and analyse information on a certain topic and present and explain the results to others in a reasoned manner;

Competence to: creatively and independently develop a theoretical and methodological framework for sociological research, conduct empirical research, as well as critically analyse and synthesise the theoretical findings and results; integrate the acquired theoretical knowledge and conduct empirical research following the principles of sociological research methods and professional ethics; assess the potential impacts of research results on the organisation examined (or society as a whole).

The originality of a bachelor's thesis is confirmed by the author's **Guarantee** (see Annex 4).

The best bachelor's theses could be nominated for research contests, as well as recommended for publication and practical use for stakeholders.

A copy of the bachelor's thesis (in printed format) after the defence, together with the review, shall be stored at the LBTU ESAF Information Centre for Studies and Science. The mandatory storage period shall be 10 years. The procedure for appeals is governed by the LBTU Regulation of Studies.

2. WRITING AND SUPERVISING A BACHELOR'S THESIS

2.1. Choosing a topic for the bachelor's thesis

The topic for the bachelor's thesis may be chosen by the student, depending on their scientific and professional interests and level of theoretical preparedness as well as the availability of information necessary for the bachelor's thesis, after being agreed with the supervisor who is appointed by the director of the Institute of Social Sciences and Humanities (hereinafter referred to as SOHU).

The topic must correspond to the content of the programme, focusing on the following research priorities:

- 1) administration of organisations and society;
- 2) current processes in society in the regions and rural areas of Latvia or in other countries, if a comparative study is performed;
- 3) current problems and processes in society or organisations abroad.

When choosing a topic, the student is advised to continue their research on a problem about which previous independent research papers were written: essays, reports or course papers, thereby expanding or deepening the examination of the problem.

In case the topic chosen by the student is not relevant or there could be difficulty in completing the bachelor's thesis, the topic might not be approved by the director and, by mutual agreement with the supervisor, the student can 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 can be found on the LBTU ESAF website (section Academic documents and forms) and submitted for approval to SOHU after being accepted by the student's supervisor.

For SOPA students, the terms of reference are approved: full-time students in the 5th semester and part-time distance learning students in the 6th semester.

After the approval, the student submits one copy to SOHU, the second one to the supervisor and the third one is kept by the student him/herself.

The supervisor for the student and the topic chosen by the student shall be approved by the LBTU ESAF dean's decision 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 made only until the pre-defence of the bachelor's thesis, after being agreed with the supervisor.

2.3. Functions of the supervisor

A student shall be supervised only by a teaching personnel member with a master's or doctoral degree. The responsibilities of the supervisor include advising students on issues related to conducting research:

- drawing up a work plan,
- forming the structure and research design of the bachelor's thesis,
- selecting literature and other sources of information,
- selecting research methods.

The responsibility 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; however, the supervisor may not directly influence the content, form and defence of the bachelor's thesis to such an extent that hinders an unbiased assessment of the student's knowledge, skills and contribution to the bachelor's thesis. If the student, together with the supervisor, believes that it is necessary to involve

an advisor to develop the bachelor's thesis, this may be done. The name of the advisor is indicated on the title page of the bachelor's thesis, which is signed by the advisor.

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 SOHU and accepted for defence.

2.4. General structure of the bachelor's thesis

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

- title page;
- abstract in English;
- abstract in Latvian;
- table of 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;
- the author's guarantee (see Annex 4);
- SEC decision form (see Annex 5).

The bachelor's thesis shall be computer typeset and **50-55 pages up to the list of references.**

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 production 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 doctoral and master's degrees are abbreviated as *Dr.* or *Mg.*, for example, *Dr.sc.soc.*, *Ph.D.*, *Dr.oec.*, *Dr.habil.oec.*, *Dr.paed.*, *Dr.agr.*, *Dr.sc.ing.*, *Mg.sc.soc.*, *Mg.paed.* For the denotation of A bachelor's degree is abbreviated as *Bc.sc.soc.* 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.

2.4.2. Abstract

An abstract is a brief summary that includes the research aim and specific research tasks (objectives), research questions and/or a hypothesis and research methods used and describes the key results, findings and conclusions in a concise way.

The abstract must indicate:

- the author and the title;

- research aim and specific research tasks (objectives);
- research questions and/or a hypothesis;
- research methods used;
- **author's contribution** to an assessment of and a solution to the problem examined;
- main results and conclusions;
- total numbers of pages, tables, figures, references and annexes.
- presentation of results at scientific and/or practical conferences, if any.

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, 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 included** in the total number of pages.

2.4.3. Table of contents

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

The title page and the contents page shall **not be numbered but included** in the total number of pages. The numbering of the bachelor's thesis pages shall start with the next page after the table of contents.

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2.4.4. Introduction

The introduction shall represent a business card of the bachelor's thesis, which should be of interest to the potential reader, giving an understanding of the content of the bachelor's thesis and the results. The Introduction shall briefly describe what other authors have examined in the field of the chosen topic and related problems and issues, as well as the scope of their examinations. It shall also specify the period and scope of the author's research.

The Introduction shall specify

- problematic situation and a justification for the relevance of the topic;
- research problem, as well as its scientific significance;
- research limitations (if any);
- brief insight into how widely the problem has been researched in general (in Latvia, in the world);
- research aim;
- specific research tasks (objectives) to be performed to achieve the aim;
- hypothesis put forward (if any) and/or research questions;
- research approach and methods of obtaining information;
- theoretical and practical significance of the bachelor's thesis;
- theoretical framework for the bachelor's thesis (brief description of the information sources used);
- presentation of results at scientific and/or practical conferences, if any.

The relevance of the research and the definition of a research problem are the starting position of any research study. The justification for the research problem and the relevance of the research must be based on the latest practical and theoretical knowledge. A research problem is a situation that is identified as a complex theoretical or practical problem or task that needs to be examined. In sociological science, a problem is some kind of contradiction in a situation that can be examined and solved using an appropriate theory.

Based on the relevance of the topic, it is necessary to formulate the aim of the bachelor's thesis – a stated or predictable result of the research. A bachelor's thesis has one aim, and its wording should be as short and specific as possible, focused on the result.

Achieving the aim of the bachelor's thesis is revealed by the specific research tasks (objectives) to be performed. The tasks are certain methodological actions that are subordinate to the aim and reflect the course of its achievement. The tasks reflect the content of the bachelor's thesis (usually each task is dedicated to a chapter).

Research methods are tools for performing the specific research tasks. The bachelor's thesis should indicate the research approach (quantitative, qualitative or combined) and methods of obtaining information. The quantitative approach tests the hypothesis, the qualitative approach creates the hypothesis.

A hypothesis is a provable assumption about the existence of some causal association in a scientific theory (reveals the probability of the causes and associations of the phenomenon researched).

If the idea is not confirmed by a theory or previous research studies, a research question is raised instead of a hypothesis.

Fundamental scientific research, as well as research papers in international journals, original contributions by sociological theorists, industry encyclopaedias and explanatory dictionaries, scientific and educational literature serve as sources of information for the bachelor's thesis. National and foreign legal acts and government decisions, policy documents, statistical data, periodicals, unpublished materials from enterprises and organisations, researcher handbooks, press materials, previously conducted published research studies, unpublished studies and reports, Internet materials etc. may also be used. Special surveys conducted by the author (e.g. a survey) may also be research sources.

2.4.5. Main part of the bachelor's thesis

The main part of the bachelor's thesis consists of two parts: the theoretical part with a referential analysis and the empirical part.

The main part is divided into chapters. It is useful to divide large chapters into subchapters. The number of chapters and subchapters is not restricted – it follows from the size and content of the bachelor's thesis. It is recommended to structure the bachelor's thesis into 3-4 chapters. A chapter may not have only one subchapter. To avoid fragmentation, a subchapter cannot be shorter than two pages.

The first chapters usually involve a theoretical discussion, thereby summarizing a comparison of theories put forward by various authors and facts, based on which an analysis of the problem is performed, giving a comprehensive insight into the theoretical and empirical studies of the problem to date and the latest published results of research and discussion. The theoretical part explains the concepts related to the topic and theoretical principles and gives insights into the problem researched.

If necessary, a separate chapter or subchapter could include an analysis of the legal aspects of the topic. It is also recommended to summarise international experience in solving the research problem, thereby emphasising the positive aspects or

shortcomings. In the theoretical part, a critical review of literature and information sources is of great importance and, in case the author's opinion differs significantly from the opinions found in the literature, a convincing justification for his or her opinion should be provided, i.e. which conclusions by other authors (discussion participants) the author agrees with or does not agree with and why. The theoretical chapter may not be simply a compilation of the findings made by other authors, and it is also imperative to show the opinions of and assessments by the author him/herself. The theoretical chapter cannot take the form of an abstract or retell the literature sources read. All chapters must relate to each other, thus making logical transitions to each subsequent chapter/subchapter. At the beginning of the chapter, the author can insert a few paragraphs of a general text that explains the issues to be dealt with in the chapter and links the chapter to the rest of the text.

In the empirical part (~20 pages), the author must demonstrate the ability to independently conduct research and analyse empirical data. Its **methodological** section:

- justifies the research approach,
- justifies the choice of the research instrument and describes it,
- provides a sample justification,
- describes progress in fieldwork,
- gives a description of respondents;
- gets informed consent in the case of a qualitative study (see the Agreement in Annex 4);
- describes the principles of professional ethics.

Its section of the data description and analysis shall be entitled as far as possible based on the content of subchapters. Statistical methods used in sociology, standard application programs and other scientific methodologies should be used for processing empirical materials. Particular attention should be paid to the analysis and interpretation of the data obtained. The data shall, if necessary, be presented in tables and graphs, necessarily performing an analytical assessment of the information contained therein and the trends and causal associations identified.

At the end of the empirical part, there is a section Conclusions, which highlights the research results based on the theoretical concept(s) covered by the bachelor's thesis and indicates pathways for further research.

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 defending the bachelor's thesis. Conclusions and proposals shall be written in the form of *theses and numbered with Arabic numerals*. In the conclusions, the author shall demonstrate that the research aim has been achieved, and the specific research tasks (objectives) have been performed.

Conclusions shall

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

It is advised to draw 1-2 conclusions for each chapter, and more for the empirical study.

Proposals shall be

- based on the data analyses, surveys and conclusions made in the bachelor's thesis;
- reasoned, specific, addressed to a particular entity and feasible in practice. They must not contradict each other.

Proposals shall stress the recommendations aimed at solving the problem, avoiding drawbacks or using positive experience.

Proposals shall not be defined in an undetailed and general way, for example, "to make amendments to the legislation", "create a favourable environment for the organisation": the author must specify – What to do? Who has to do? When to do? Why to do?

2.4.7. List of references

A list of references represents a list of all books, research papers, texts and other information referenced (drawn up following the requirements of the Guidelines for Writing and Defending a Bachelor's Thesis) in the bachelor's thesis in the language in which this information is available (original language).

!! The minimum number of information sources used in a bachelor's thesis is 30. In the bachelor's thesis, **it is mandatory to use** the results and findings of fundamental scientific research, as well as research papers published in international journals. References to Wikipedia and unpublished lecture materials are not allowed in the bachelor's thesis.

2.4.8. Annexes

Documents and data shall be put into annexes if they are too detailed and voluminous to be included in the main part of bachelor's thesis.

Annexes must be drawn up following the requirements of the *Guidelines for Writing and Defending a Bachelor's Thesis*.

Annexes must necessarily contain a sample(s) of the primary data acquisition tool(s):

- sample(s) of the primary data acquisition tool(s);
- completed questionnaires, e.g. from each respondent group*;
- examples of interview transcripts* (all expert interviews + at least three interviews from the interview group(s);
- content analysis matrice(s*);
- spreadsheets used to perform calculations, but not included in the text;
- completed document forms, instructions, regulations etc.

*** All other transcripts and/or completed questionnaires must be in a separate data file or folder that the student takes with him/her for the defence. The defence committee and the reviewer have the right to request the presentation of materials related to the primary processing of data.**

3. PRE-DEFENDING, SUBMITTING AND DEFENDING A BACHELOR'S THESIS

3.1. Pre-defence

The pre-defence, submission and final defence of the bachelor's thesis are governed by the LBTU Regulation regarding Final Examinations.

!! All outstanding course requirements and financial obligations must be met by the time of pre-defence.

By decision of the director of SOHU, a pre-defence committee for bachelor's theses is approved. The pre-defence committee shall consist of at least three faculty members. For pre-defence, according to the final work plan of SOPA, the student submits/uploads a draft bachelor's thesis on the Moodle platform, course **Bachelor's thesis Soci4004**, and submits a printed copy for pre-defence.

!! The main part of the bachelor's thesis must be developed fully and printed for pre-defence.

For the pre-defence of the bachelor's thesis, the student prepares a presentation (up to 10 minutes), in which s/he justifies the relevance of the topic and existing problems, presents the aim and specific research tasks (objectives), as well as research questions and/or a hypothesis. During the pre-defence presentation, the student mainly focuses on the results of their research contribution and the problems identified, emphasising the most significant conclusions and proposed solutions.

After a successful pre-defence, considering the suggestions and remarks made at the meeting, the student improves the bachelor's thesis and submits it to the SOHU Institute within the deadline set by ESAF. In case of failure, the pre-defence committee decides on the improvement and repeated pre-defence of the bachelor's thesis according to a schedule set by the director of SOHU. In case of a repeated failure, the bachelor's thesis may not be submitted for defence at a meeting of the State Examination Committee (SEC).

3.2. Submission

The bachelor's thesis is bound in a hard cover of a certain kind.

!! The author shall glue an envelope inside the front cover, where the review of the bachelor's thesis (*A5 paper size*) is put by the secretary of the SEC (after the bachelor's thesis has been reviewed).

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

- the bachelor's thesis having been successfully 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 LBTU 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;**

- file to be converted into a PDF file shall not have watermarks and advertising texts;
- file shall not represent a scanned text figure;
- file shall not be password-protected (locked).
- **brief** abstracts in Latvian and English shall be copied or typed into the input fields of the LBTU IS (**maximum size is 850 characters**). The abstract shall indicate: the author and the title; the research aim; the most important results and conclusions;
- 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, for example: **Smith_John_SZ12345.pdf**.

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 who participates in an expert evaluation of a particular bachelor's thesis. Reviewers for bachelor's theses shall be appointed by the SOHU institute in cooperation with the programme director and approved by an ordinance of the dean. Any bachelor's thesis shall be reviewed by one reviewer

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 can analyse, critically review and use written works by other authors;
- whether the applicant has the ability to define conclusions and proposals based on his/her research;
- whether practical recommendations (proposals) made by the applicant are logical and real;
- key values and main deficiencies of the bachelor's thesis.

A reviewer submits a written review to SOHU (preferably computer typeset) with a conclusion on whether the bachelor's thesis fulfils the requirements for a degree to be awarded and assigns an overall mark, as well as gives their comments and questions.

A review form is available (see Annex 6) on the ESAF website (section Academic documents and forms).

The author of the bachelor's thesis shall have the right to get familiarised with the review **not later than one working day prior** to the defence of their 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

The bachelor's 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), in which s/he substantiates the relevance of the topic, indicating the research problem, the research aim, the specific research tasks (objectives) to achieve the aim, a theoretical justification, a hypothesis put forward and/or research questions, the research methods employed, the research results and findings, the main conclusions and, if any, the proposals. The presentation is illustrated with visual elements (figures, tables and the most vivid interview quotes).

The presentation is followed by a discussion (questions asked by the defence committee). The author gives short, accurate and exhaustive answers to each question. The secretary of the SEC meeting then presents the review and reads out the reviewer's written assessment. In conclusion, the author answers the reviewer's questions, objections and comments.

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 State Examination Committee in a closed part of the meeting (on a 10-point marking scale), taking into account the mark assigned by the reviewer and the supervisor's assessment. The chairperson of the SEC shall have two votes.

The following criteria are considered to assess the bachelor's thesis:

1) Quality of the bachelor's thesis:

- relevance of the topic, the ability to accurately identify the research problem;
- cross-compliance of elements of the research design, the quality of formulations;
- structure of the bachelor's thesis and the theoretical framework;
- application of specific sociological theories;
- scientific research methods employed, the quality of the empirical research;
- performance of the specific research tasks (objectives) and the achievement of the research aim;
- emphasis on the main values of the bachelor's thesis (innovative research approaches, significance, practical usefulness);
- accuracy of citations and references and the compliance of the bachelor's thesis with the requirements set by the Guidelines;
- contribution to developing the bachelor's thesis (number of respondents, reach, level of analysis).

2) Presentation of the bachelor's thesis:

- evaluation of the content and design of the presentation;
- ability to publicly discuss and argue one's own point of view;
- participation in earlier scientific conferences related to the bachelor's thesis and research papers published.

The mark is registered in a bachelor's theses defence protocol and a examination mark sheet.

If the mark assigned by the SEC on a 10-point marking scale is lower than four, the student has the right to repeatedly defend the bachelor's thesis after a year. Applying for a repeated defence, the student pays the tuition fee set by LBTU for the number of credit points set by the study plan for the bachelor's thesis in the last semester.

If the student does not agree with the mark assigned by the SEC, s/he may submit an appeal following the LBTU Regulation of Studies.

ANNEXES

**LATVIA UNIVERSITY OF LIFE SCIENCES AND
TECHNOLOGIES
FACULTY OF ECONOMICS AND SOCIAL DEVELOPMENT
INSTITUTE OF SOCIAL SCIENCES AND HUMANITIES**

John Smith
(Name, Surname)

**E-SERVICES IN A MUNICIPALITY:
THE CASE OF ZEMGALE PLANNING REGION**
(title)

**Bachelor's thesis in fulfilment of the requirements for a Bachelor's degree in
sociology of organisations and public administration**

Author

(signature)

John Smith, Matr. No.....
(name, surname, matr. No.)

Supervisor

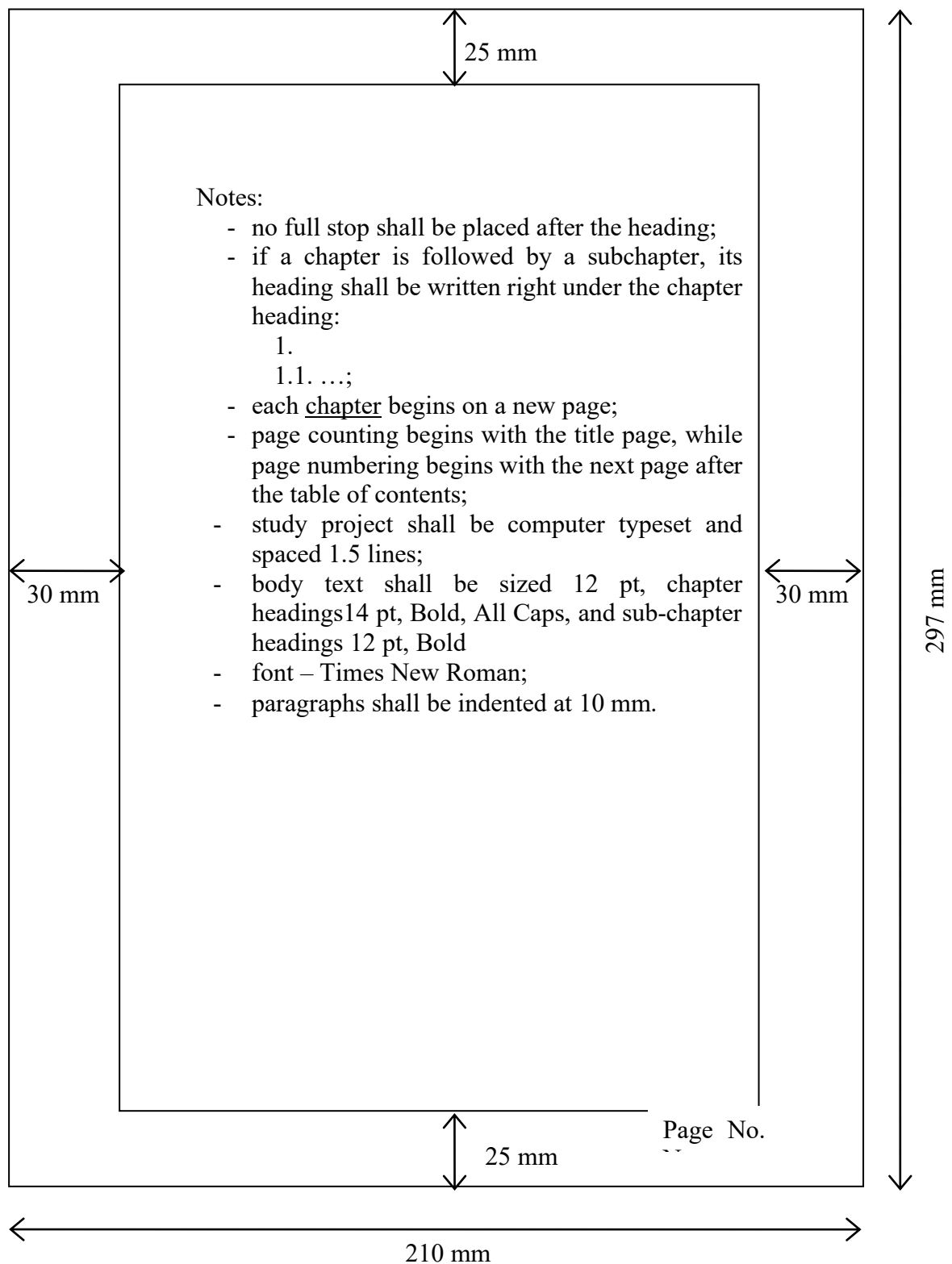
(signature)

Doc. Dr.sc.soc. Ieva Bargā
(position, degree, name, surname)

Jelgava 20____
(year)

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2.1. (subchapter heading)	(page No.)
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GUARANTEE	



GUARANTEE

Jelgava

_____ 20 _____

I guarantee that the bachelor's thesis

(title)

(hereinafter the thesis) has been produced lawfully and with integrity, that is:

- 1) the thesis has been developed independently. Data and definitions taken from extraneous sources, including those created by generative artificial intelligence tools, have been presented in the thesis. The thesis has not been published and is submitted for defence for the first time to the State Examination Committee;
- 2) the thesis has been produced in compliance with the rights of third parties regarding commercial secrets, know-how, use of trademarks, use of patented or patentable inventions;
- 3) the thesis has been produced in compliance with the rights of third parties regarding the security and confidentiality of personal data;
- 4) no national secrets have been disclosed in the thesis;
- 5) no other restricted information has been disclosed in the thesis;
- 6) the electronic version of the thesis available in the LBTU IS matches the original version.

If the above information has been disclosed in the thesis, I have received and attached the written consent or permission of the relevant persons or institutions to the thesis.

If this is not true, I am aware that my thesis may be rejected and I assume all related civil, administrative and criminal responsibility.

If the above are identified after receiving my diploma, I am aware that my diploma may be revoked.

I agree/disagree (delete as unnecessary) that LBTU will use my thesis in teaching and research activities, including in learning and graduate theses by other students.

I agree/disagree (delete as unnecessary) that the thesis will be publicly available in the LBTU graduate thesis database or at the ESAF Information Centre for Studies and Science.

(name, surname)

(student's signature)

Decision by the State Examination Committee

BACHELOR'S THESIS DEFENDED AT A MEETING OF THE STATE EXAMINATION
COMMITTEE

ON _____ 20 _____

WITH A MARK _____

PROTOCOL NO. _____

SEC SECRETARY _____

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

Bachelor study programme **Sociology of Organisations and Public Administration**

BACHELOR THESIS REVIEW
for acquiring the Bachelor's degree in sociology of organisations and public administration

in Jelgava

Author of the thesis:

Title of the thesis:

Level of meeting requirements: insufficient (I) low (L) high (H) very high (E)					
Structure of the thesis	Evaluation criteria	I	L	H	E
Annotation	Clear and logical presentation of the annotation structure (according to the requirements of the methodological rules)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reflection of the elements of the programmatic part of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Outline of key research results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction	Justification of the topicality of the research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Justification for the relevance for the research problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Relevance and subordination of the aim of the thesis to its topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clarity of wording of the tasks, their subordination to the aim of the thesis and formulation of the progress of the goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conformity of the formulation of the hypothesis or research questions with the stated aim of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theoretical part	Clear and logical layout of chapter structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conformity of definitions and explanations of the main concepts of the thesis to the research topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Analysis of the results of previous research (Latvian and / or international) corresponding to the topic of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Relevance of the used literature and other sources of information to the topic of work (including sources in foreign languages, results of fundamental scientific researches and publications in internationally cited proceedings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Relevance of the application of particular theories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A clear, understandable and well-grounded outline of the author's view and compiled theory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Empirical part	A clear and logical description of the structure of the empirical part	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adequate and correct description of the research methodology (choice of methods, course of the research, principles of sampling, characterization of respondents, research ethics, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The research instrumentation is based on the information approved in the theoretical part	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adequacy and correct application of the data processing methods used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A logical and clear outline of the analysis and interpretation of the research results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reflection of the linking between empirical part and theory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions and proposals (Proposals are evaluated if provided by the theme / research)	Conformity of the conclusions and the formulation of the proposals (in the form of theses, numbered, reflects the most important findings arising from the content of the bachelor's thesis)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assessment of the link between conclusions and the goal and tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assessment of the answers given to the research questions and / or the tested / hypothesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evaluation of the reasonableness and specificity of proposals (addressed to a particular performer and feasible in practice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall assessment of job compliance to requirements

Requirements	Assessment criteria	I	L	H	E
Quality of technical performance	Presentation of the literature list according to the requirements of the methodological guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Correctness and presentation of references to literature and data sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Thesis design compliance with requirements of methodological instructions (images, tables, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research quality	Assessment of the content of the work and compliance with the topic of the bachelor's thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evaluation of the achievement of the aim and tasks of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assessment of the conformity of theories used for the aim and tasks of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assessment of the conformity of the methods used in order to reach the aim and tasks of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Overall assessment of the relevance of the literature and other sources of information used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual and literary quality	Compliance with the language and style requirements (science, terminology, grammar, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Main values of the paper (if necessary):

Major drawbacks and weaknesses in the paper (if necessary):

Questions for the author of the bachelor thesis:

Overall assessment of the work:

Bachelor's thesis *meets/ does not meet* the requirements and the author *may/may not* be awarded a Bachelor degree of sociology of organisations and public administration.

Reviewer:

(scientific or academic degree, name, surname)

LBTU ESAF SOHU

(workplace and position)

____.05.20 ____.

(signature)

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

Bachelor study programme
Sociology of Organizations and Public Administration

Reviewer's evaluation of the bachelor's thesis

Author:

Topic:

Mark:

Reviewer:

(scientific or academic degree, name, surname)

(organisation and position)

20 _____ (signature)

AGREEMENT
to participate in an interview for the study
"Title of the study"

Person responsible for the study:

Researcher: *Name Surname*, -year student from the Bachelor's programme Sociology of Organisations and Public Administration, Faculty of Economics and Social Development, Latvia University of Life Sciences and Technologies

Contact information: e-mail, phone.

Supervisor/responsible faculty member: Name Surname

Contact information:.....

Aim of the study:

Research methods used:

Role of the participant: by confirming your participation in the study, you agree to participate *in an interview (focus group discussion)*, in which various issues related to [*topic*]..... will be discussed.

Audio recording: With your permission, the interview will be recorded. You will not be asked to give your name in the recording. The recording of the interview will only be used by the interviewer and/or other researchers for research purposes only. If you have any objections to the recording, you can ask to stop the recording at any time.

Confidentiality: your answers and comments in the interview are confidential and will not be disclosed, indicating your name or other characteristics. You will be assigned a code for the purpose of analysing the information. Anyone who assists in translating your answers from the audio recording into a computer will only know you by this code. Your answers and comments will only be available for further analysis by the researchers involved in the study.

Participation and the refusal to participate: your participation in this study is completely voluntary. You may stop your participation by informing the researcher without further explanation of the reasons. During the interview, you may refuse to answer questions that you do not wish to answer, while continuing your participation in the study.

Results of the study: the information and opinions given by you and other participants will be summarised in the analytical part of the study, which will be disseminated to a wider audience in the form of an academic paper. The paper may use quotes from what you have said, but without revealing your name or other information about you.

You are welcome to ask questions or raise concerns about the content of the study or the methods used at any time.

Participant's name, surname	Signature	Date
Interviewer's name, surname	Signature	Date

One copy of the document remains for the study participant, and the other with the researcher