

**SENATE RESOLUTION**  
RTU Senate Meeting of 26 April 2021 (Minutes No. 649)

**On Approval of the New Edition of the Regulation on Final Examinations at  
Riga Technical University**

RTU Senate has resolved:

1. to approve the new edition of the Regulation on Final Examinations at Riga Technical University;
2. to declare the resolution of RTU Senate of 23 February 2015 “On the Regulation on Final Examinations at Riga Technical University” null and void.

**Regulation on Final Examinations at Riga Technical University**

**1. GENERAL PROVISIONS**

- 1.1. This Regulation lays down procedures for organizing and conduct of final examinations, general requirements set for the graduation papers, as well as the procedure for their development and public presentation at Riga Technical University (hereinafter – RTU). Detailed requirements with regard to graduation papers, guidelines and manuals laying down procedures for the development and public presentation of graduation papers pursuant to this Regulation shall be elaborated by the organizational unit administering the respective study program (hereinafter – the responsible organizational unit) and approved by the Faculty Council. The Regulation of Riga Business School (hereinafter – RBS) shall be approved by RBS Board.
- 1.2. This Regulation shall apply to studies of all types and cycles, except for PhD studies.
- 1.3. There are the following types of final examinations:
  - 1.3.1. graduation examinations – upon completion of academic Bachelor and Master studies;
  - 1.3.2. state examinations – upon completion of professional higher education programs.
- 1.4. The final examinations, in accordance with the program requirements, include:
  - 1.4.1. development and public presentation of the graduation paper;
  - 1.4.2. testing of knowledge in the most important fundamental, theoretical industry-specific and field-specific study courses.
- 1.5. The final examination committees may be of the following types:
  - 1.5.1. Graduation Examination Committee – upon completion of academic Bachelor and Master studies;
  - 1.5.2. State Examination Committee – upon completion of professional higher education programs;
  - 1.5.3. State Final Examination Committee – upon completion of the first-level professional higher education (college) programs.
- 1.6. A graduation paper is a work developed by the student at the final stage of studies, which attests that the student has reached the learning outcomes envisioned by the study program. Development and public presentation of the graduation paper is a precondition for awarding an academic or professional degree and/or a professional

qualification. Students develop their graduation papers within the term set by their study plan and publicly present the papers at the final examination (viva voce). At the academic Master study programs, the graduation paper can be composed of a set of scientific articles accompanied by a summary.

## 2. PROCEDURE OF ORGANIZING THE FINAL EXAMINATIONS

- 2.1. Final examinations are organized by the faculties or RBS in the specified terms.
- 2.2. Final examinations may be passed by students who:
  - 2.2.1. have successfully completed all study courses within the study program and have received passing final grades. Faculties and RBS may also set additional requirements;
  - 2.2.2. have developed their graduation papers and have submitted them for the viva voce within the specified time period;
  - 2.2.3. have received permission to publicly present their graduation papers from the head of the study program or a representative of the academic personnel appointed thereby, approved by the order of the faculty Dean.
- 2.3. Final examinations are administered by the Final Examination Committee, the establishment and approval of which is organized by the head of the responsible unit.

## 3. FINAL EXAMINATION COMMITTEE

- 3.1. Student performance at the final examinations is assessed by the Final Examination Committee (hereinafter – the Committee).
- 3.2. One Committee shall be established for each study program, or several Committees may be established when required. In the event of a small number of students, one Committee may be established for a group of thematically related study programs.
- 3.3. The Graduation Examination Committee at academic study programs shall comprise the Chair of the Committee and minimum two members. The Chair of the Committee is the head of the study program or a professor or associate professor appointed thereby. Specialists in the respective field of science holding a PhD or Master degree can become members of the Committee. The composition of the Committee is proposed by the head of the responsible organizational unit and approved by the faculty Dean.
- 3.4. The State Examination Committees at professional study programs and State Final Examination Committees shall consist of the Chair of the Committee and minimum four members. The Chair of the Committee and at least half of the members of the Committee shall be representatives of professional organizations or employers in the respective industry, whose main workplace is not RTU. The State Examination Committee shall include minimum two members holding a PhD in the respective field of science (this requirement is not mandatory for the State Final Examination Committee at the first-level higher professional education study programs). The composition of the Committee is proposed by the responsible organizational unit and approved by RTU Rector at least one month prior to the final examination.

## 4. ORGANIZATION AND SUPERVISION OF THE GRADUATION PAPER DEVELOPMENT

- 4.1. Graduation papers, depending on the type and cycle of the study program, may be of the following types:
  - 4.1.1. a qualification paper – at the first-level professional higher education (college) study programs;

- 4.1.2. a Bachelor Paper – at academic Bachelor study programs;
  - 4.1.3. a Bachelor Paper or a diploma project – at professional Bachelor study programs;
  - 4.1.4. a Master Thesis – at academic and professional Master study programs;
  - 4.1.5. a diploma project – at the second-level professional higher education study programs, where a professional degree is not awarded.
- 4.2. Requirements to the graduation papers are set in accordance with the learning outcomes to be achieved within the respective education cycle in line with the Latvian Qualifications Framework (LQF):
- 4.2.1. for a qualification paper – in accordance with LQF Level 5;
  - 4.2.2. for a Bachelor Paper and a diploma project – in accordance with LQF Level 6;
  - 4.2.3. for a Master Thesis – in accordance with LQF Level 7.
- 4.3. Students select a theme of their graduation paper from the list of themes offered by the organizational unit administering the study program, alternatively, the theme is proposed by the student. The selection of the theme shall be coordinated with the head of the study program or a person appointed by an order of the head of the responsible organizational unit.
- 4.4. Several students may be allowed to develop a joint graduation paper when it is possible to precisely determine the contribution of each participant.
- 4.5. The theme of the graduation paper and the scientific advisor shall be coordinated with the head of the study program and approved by the faculty Dean or Director of RBS.
- 4.6. The following persons can be scientific advisors of the graduation papers:
- 4.6.1. for a Bachelor Paper at academic study programs – a member of academic personnel of RTU or an employee of another organization holding a PhD or Master degree in the respective industry, or an employee with the highest professional qualification (Level 5); one person may simultaneously supervise the development of no more than twelve Bachelor Papers in one semester;
  - 4.6.2. for a Master Thesis at academic study programs – a member of academic personnel of RTU or an employee of another organization holding a PhD degree, in exceptional cases – an assistant professor without a PhD degree; one person may simultaneously supervise the development of no more than seven Master Theses;
  - 4.6.3. For a graduation paper at professional study programs – persons mentioned in Paragraphs 4.6.1 and 4.6.2, as well as persons with higher education and minimum seven years of practical experience in the respective industry; one person may simultaneously supervise the development of no more than twelve graduation papers.
- 4.7. The development of the graduation papers shall take place in accordance with the work performance schedule agreed upon by the student and scientific adviser. The scientific adviser shall supervise the actual course of development of each student's graduation paper; a representative of academic personnel appointed by the responsible organizational unit or a Committee shall control the development process at least twice.
- 4.8. Organizational units may organize a preliminary viva voce of the graduation papers with an aim to evaluate the progress of the graduation paper development and provide students with recommendations for improving their papers. If at the preliminary viva voce, the Committee assesses the learning outcomes achieved

during the development of the graduation paper as insufficient, the head of the study program may not admit the student to taking the final examination within the term specified in the study plan. In this case, the student should pay a fee determined by the Senate for completing the graduation paper and should continue developing the graduation paper.

## 5. SUBMISSION OF THE GRADUATION PAPER FOR VIVA VOCE

- 5.1. Students format their graduation papers in conformity with the graduation paper formatting guidelines developed by the respective faculty or “The Guidelines for Development of Graduation Papers” approved by the Vice-Rector for Academic Affairs in case there are no guidelines approved by the faculty. In accordance with the decision of the respective organizational unit, the graduation paper shall be submitted for viva voce in a printed form and as an electronic copy or solely as an electronic copy if the graduation paper has been signed by a secure electronic signature.
- 5.2. Students upload the electronic copy of their graduation papers to the Graduation Paper Register of RTU on ORTUS portal.
  - 5.2.1. If the graduation paper is submitted solely as an electronic copy, the student shall sign the paper in PDF format with a secure electronic signature and upload it to the system, as well as confirm that the paper has been developed independently and has not been plagiarized. After the graduation paper is uploaded, the scientific advisor receives an invitation to approve submission of the paper.
  - 5.2.2. If the graduation paper is submitted as a manually signed printed copy. when the paper is uploaded to the system, a confirmation is generated that the paper has been developed independently, that it has not been plagiarized, and that the electronic copy of the paper is identical to its printed copy. The author of the graduation paper shall print, manually sign, and attach this confirmation to the printed copy of the bound graduation paper.
  - 5.2.3. The procedure of uploading the electronic copy of the graduation paper and access to it is determined by the order of the Vice-Rector for Academic Affairs.
- 5.3. The readiness of the paper for submission is confirmed by the scientific advisor of the paper, who shall approve submission in the Graduation Paper Register or manually sign the printed copy of the graduation paper.
- 5.4. The paper shall be submitted not later than ten business days before viva voce. A Faculty Council or RBS Board may decide on other submission terms, but it shall not be later than five business days prior to viva voce.
  - 5.4.1. If the paper is submitted as a printed copy, the student shall submit the paper together with the author’s confirmation and the signatures of the author and scientific advisor to a person appointed by the head of the responsible organizational unit.
  - 5.4.2. If the paper is submitted as an electronic copy only, the paper is considered submitted for viva voce when the approval of the scientific advisor that the paper is ready for submission has been received in the Graduation Paper Register.
- 5.5. The responsible organizational unit hands over the graduation paper to the reviewer and ensures an opportunity for students to see a review of their paper not later than one business day prior to the paper viva voce day.

- 5.6. The reviewer of the graduation paper is selected by the head of the responsible organizational unit. The reviewer is approved not later than 5 (five) business days prior to the paper viva voce day:
    - 5.6.1. for undergraduate graduation papers – by the head of the responsible organizational unit;
    - 5.6.2. for post-graduate graduation papers – by the Dean of the faculty or the Director of RBS.
  - 5.7. The following persons can be reviewers of the graduation papers:
    - 5.7.1. specialists in the respective field or sub-field of science (with at least a Master degree for the Bachelor Papers and a PhD degree for the Master Theses), who work beyond the organizational unit of RTU represented by the scientific advisor of the graduation paper or at another organization beyond RTU;
    - 5.7.2. for graduation papers at the professional study programs – highly qualified specialists in the respective area of activity, who work beyond the organizational unit of RTU represented by the scientific advisor of the graduation paper or at another organization beyond RTU;
    - 5.7.3. if the responsible organizational unit cannot ensure reviewers who meet the aforementioned requirements, exceptions are possible with the permission of the faculty Dean or the Director of RBS.
  - 5.8. Prior to viva voce of the graduation paper, a reference of the scientific advisor and a review provided by the reviewer shall be attached to it.
  - 5.9. It is recommended to include the following in the reference of the scientific advisor:
    - 5.9.1. characterization of the autonomy of the student's work;
    - 5.9.2. conformity of the paper to the set task and the requirements for awarding a higher education qualification – degree and/or professional qualification.
  - 5.10. A review is a concise, objective, and substantiated comprehensive assessment of the research, concepts, and methodologies covered in the graduation paper, as well as student performance results in the opinion of the reviewer. It is recommended to include in the review the general characteristics of the volume and content of the paper – topicality, novelty of the issue analyzed in the paper, relevance to the current scientific level in the respective field, positive merit, and established deficiencies of the graduation paper. A review may also provide a wider description and assessment of the paper
  - 5.11. The reviewer shall provide their conclusion on the paper, whether it conforms (or does not conform) to the requirements for obtaining a higher education qualification – degree and/or professional qualification, as well as assess the paper and make a recommendation on awarding the higher education qualification, which may be attached to the review separately.
  - 5.12. If the assessments of the scientific advisor and the reviewer radically differ, the second reviewer may be appointed for the graduation paper.
  - 5.13. The decision on the admission of the graduation paper for viva voce, taking into account the results of plagiarism control, the reference by the scientific advisor and the review by the reviewer, is made by the head of the study program or a representative of the academic personnel appointed thereby, approved by the order of the Dean.
6. FINAL EXAMINATION PROCEDURE AND DECISION-MAKING ON AWARDING HIGHER EDUCATION QUALIFICATION

- 6.1. Final examinations are passed at an open meeting of the Committee.
- 6.2. If a graduation paper contains information, which is determined by its provider (a natural or legal person) as restricted access information or commercial secret in accordance with the procedures specified in the regulatory enactments, the public presentation thereof, based on a decision of the head of the responsible organizational unit, takes place at a closed meeting of the Committee.
- 6.3. The time and venue of the Committee meeting are announced not later than 10 (ten) business days prior to the examination.
- 6.4. The graduation paper is developed and the final examinations are passed in the official language. The usage of other languages is allowed in cases prescribed by the regulatory enactments, for example, to foreign students, students of the study programs implemented in English, and students of language study programs.
- 6.5. Student performance at the final examinations is assessed by the Committee at a closed meeting based on the presentation of the students and the quality of their replies to questions pertaining to the developed paper, the most important fundamental, theoretical industry-specific and field-specific study courses, as well as with the account of the scientific advisor's reference and the reviewer's assessment. The Committee assesses the final examination with a single grade on the 10-grade scale. 4 (almost satisfactory) is the lowest passing grade.
- 6.6. In the event a graduation paper has been developed by several students in a group, it is required to precisely specify the contribution of each participant of the group to the final result and the Committee assesses the performance of each participant of the group with a separate grade.
- 6.7. The Committee meeting proceedings, including questions asked to the students, are recorded in the minutes by the Secretary who is not a member of the Committee and who does not have the right of assessment. The minutes are signed by the Chair, members, and the Secretary of the Committee. The minutes and the presented graduation papers are stored and archived in accordance with the requirements set by the File Nomenclature of RTU.
- 6.8. A decision on awarding the higher education qualification – a degree and/or a professional qualification, based on the result of the final examination, is taken by:
  - 6.8.1. the Faculty Council – on the awarding of the academic Bachelor and Master degree;
  - 6.8.2. the State Examination Committee – on the awarding of the professional Bachelor and Master degree and professional qualification of Level 5;
  - 6.8.3. the State Final Examination Committee – on the awarding of professional qualification of Level 4;
  - 6.8.4. RBS Board – on the awarding of the academic Bachelor and Master degree at the study programs implemented by RBS.
- 6.9. If the graduation paper has not been publicly presented within the term specified in the study plan, the following conditions shall be observed:
  - 6.9.1. If the graduation paper has been developed and submitted within the term set by the faculty or RBS, the scientific advisor's confirmation with regard to the readiness of the paper for submission has been received and the paper has been submitted for review, but the student failed to successfully present the graduation paper at the final examination, the student may be granted an academic leave until the next meeting of the Committee. In this case, the student should pay a fee determined by the Senate for the untimely or repeated taking of the final or state exam within the study program.

- 6.9.2. If the graduation paper has not been submitted for viva voce within the term set by the faculty or RBS, or a student has received a failing grade in the final examination, the student is exmatriculated for academic failure. Alternatively, the head of the study program may make a decision that a new graduation paper should be developed or the student may continue working on the selected theme. If a new graduation paper is developed, the student should pay a fee determined by the Senate for the repeated development of the graduation paper. If the work on the existing theme is continued, the student should pay a fee set by the Senate for completing the graduation paper.
- 6.9.3. If plagiarism is detected at any stage of checking the graduation paper, a report on the violation of academic integrity shall be drawn up in accordance with the Code of Academic Integrity of RTU. Depending on the scope of plagiarism and the student's previous record of violations of academic integrity, the head of the study program may allow reworking of the commenced work, order to develop a new graduation paper on a different theme or recommend exmatriculating the student from RTU. If the commenced paper shall be reworked, the student should pay a fee set by the Senate for completing the graduation paper. If a new graduation paper is developed, the student should pay a fee set by the Senate for the repeated development of the graduation paper.

## 7. SUBMISSION OF APPEALS REGARDING THE FINAL EXAMINATION PROCEDURE AND CONSIDERATION THEREOF

- 7.1. A student is eligible to submit an appeal regarding the conduct of the final examination.
- 7.2. Students shall submit an appeal to the Dean of the faculty or the Director of RBS not later than by the end of the next business day after the examination.
- 7.3. An appeal is considered by the Appeals Committee consisting of minimum 3 (three) persons.
- 7.4. The composition of the Appeals Committee is determined by the Dean of the faculty or the Director of RBS.
- 7.5. The recommended composition of the Appeals Committee:
  - 7.5.1. Dean of the faculty or Director of RBS – the Chair of the Committee;
  - 7.5.2. Deputy Dean for Studies or Deputy Director of RBS;
  - 7.5.3. one or more invited members.
- 7.6. The composition of the Appeals Committee is determined taking into account that it may not include members of the Committee whose activity is appealed against.
- 7.7. The Appeals Committee considers an appeal and makes a decision not later than in five business days after receiving the appeal. Conclusion on the grade received by the student does not fall within the scope of authority of the Appeals Committee.
- 7.8. The decision taken by the Appeals Committee is notified to the applicant in writing.
- 7.9. A decision of the Appeals Committee may be appealed against to the Rector.
- 7.10. The Academic Arbitrage is the highest authority for resolution of disputes at RTU.

## 8. TRANSITIONAL PROVISIONS

This Regulation shall come into effect with the autumn semester of academic year 2021/2022, except for Sections 5, 6, and 7, which become effective on the date of approval of this Regulation.

Chair of the Senate

E. Gaile- Sarkane

Drafted by the Office of Vice-Rector for Academic Affairs