

CONFIRMED

Board meeting of Latvian College of Culture at the Latvian Academy of Culture
June 12, 2019.

CONCORDED

Rector of the Latvian Academy of Culture

_____/Rūta Muktupāvela/
June 18, 2019

Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”

REGULATIONS FOR THE QUALIFICATION PAPER

**in the study programmes “Management of the Arts Institutions”, “Contemporary Dance”
and “Library Science and Information”**

Issued in accordance with

*Sections 5.7.8. and 7.1. of the Latvian College of Culture at the Latvian Academy of Culture Statutes;
Sections 19.10., 19.18. of the Regulations of the College Board of Latvian College of Culture at the
Latvian Academy of Culture; in compliance with Section 5, Paragraph Two of the Law on Higher
Education; Cabinet Regulation No 141 of 20 March 2001, Regulations Regarding the State Standard
for Vocational Education, Section 14.*

1. General rules

- 1.1. The Qualification Paper is one of the parts of the State examination – Qualification Examination of the Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture” (hereinafter “College”), which concludes the full acquisition of the study programme and after the completion of which the student receives an educational document – a diploma for first-level vocational higher education.
- 1.2. To get an education document, the student must pass all parts of the College Qualification Examination with a score of no less than 4 – “almost mediocre”.
- 1.3. Parts of the Qualification Exam in College are:
 - 1.3.1. Qualification Paper;
 - 1.3.2. Qualification Exam (theory);
 - 1.3.3. final Qualification Examination (presentation and defence of the Qualification Paper).
- 1.4. It is permitted to take a Qualification Examination for students who have acquired a full study programme and have received a final assessment – a mark of not less than 4 (almost mediocre) or credited to all study courses, Internships and Qualification Internship of the programme.
- 1.5. The Qualification Paper shall demonstrate the academic knowledge and professional capacity of students. It is an independently prepared and realised cultural or artistic project created by

exploring the cultural or artistic field relevant to the project and justifying the topics of the project. Qualification Paper:

- 1.5.1.in the study programme “Management of Art Institutions” – independently designed and carried out cultural project of the student according to the specialisation of the student;
 - 1.5.2.in the study programme “Contemporary Dance” – self-designed and realised work of choreographed creative innovation according to the specialisation of the student;
 - 1.5.3.in the study programme “Library Science and Information” – student's own-initiative research in the field of library work or information management.
- 1.6. The purpose of the Qualification Paper is to assess:
 - 1.6.1.the knowledge and skills of the student in the planning, marketing and evaluation of cultural projects and activities in the speciality selected by the student and specialisation in the study programme “Management of Art Institutions”;
 - 1.6.2.the knowledge and skills of a student in the planning, marketing and evaluation of work of choreographed creative innovation in the specialisation of a student in the study programme “Contemporary Dance”;
 - 1.6.3.theoretical knowledge of a student, professional skills in the management of library work and skills to work rationally with information resources in the study programme “Library Science and Information”.
- 1.7. The tasks of a Qualification Paper are to evaluate the students:
 - 1.7.1. knowledge and level of professional training in particular specialty and specialisation;
 - 1.7.2. the ability to identify and analyse the necessary information in the field of culture and art and to develop appropriate projects, research or creative innovation works;
 - 1.7.3. scientific expertise and skills in the development of Qualification Paper at all stages.
- 1.8. The requirements for the development of the Qualification Paper are specified in the Methodological Guidelines of the College Qualification Papers according to the study programme and specialisation chosen by the student (hereinafter “Methodological guidelines”).
- 2. Selection of the supervisor of the Qualification Paper, application and approval of the topic of the Qualification Paper**
 - 2.1. The topic of Qualification Paper shall be carried out by the student in accordance with his or her own interests, experience and specialisation.
 - 2.2. The topic of the Qualification Paper shall be chosen by the students themselves, and it needs to be approved by the supervisor or supervisors (chosen by the student) of the Paper.
 - 2.3. The supervisor of a Qualification Paper may be a College lecturer, a lecturer of another higher education institution, a specialist in the relevant sector of a company or institution, as well as a

scientific employee of a company with higher education and at least five years of experience in the sector concerned.

- 2.4. When a topic is approved by the supervisor (or supervisors) of the Paper, the student shall submit a topic application form signed by the supervisor of the Paper to the head of the study programme of the College on a predetermined date. The application form is attached to the Annex (see Annex 1).
- 2.5. The topics of the Qualification Papers are confirmed by the heads of the College study departments: Culture Management Department, Dance Department, Library Information Department.

3. Rights and duties of a student and a supervisor of the Qualification Paper

- 3.1. The supervisor of the Qualification Paper shall be responsible for advising the student on the chosen topic and on issues related to the development of the Qualification Paper.
- 3.2. A student has the right to receive counselling for the development of a Qualification Paper in conformity with the regulations regarding the procedures for the payment of work hours of lecturers.
- 3.3. A student with the supervisor of the Paper shall agree on an individual work and consultation schedule and type of consultation (meeting in person, electronically, telephonic) for the development of Qualification Paper.
- 3.4. During the development of the Qualification Paper, the supervisor of the Paper and the student shall confirm the consultations which have taken place with their signatures (see Annex 2).
- 3.5. It is the responsibility of the student to provide the supervisor with a timely opportunity to fully become acquainted with the draft of the Qualification Paper, in accordance with the procedures set out in the Methodological Guidelines, in order to receive recommendations and guidelines for the development of the content according to the selected topic.
- 3.6. It is the responsibility of the supervisor to become acquainted with the Paper and to provide recommendations and adjustments in due time.
- 3.7. At the time of signing the Qualification Paper, the supervisor shall certify that at least the minimum requirements for obtaining a successful rating have been met at the Paper.

4. Development and submission of Qualification Paper

- 4.1. Qualification Paper (Research/Project) is being carried out:
 - 4.1.1. in the study programme “Management of the Arts Institutions” – 5th semester in full-time studies or 6th semester in part-time studies;
 - 4.1.2. in the study programme “Contemporary Dance” – 4th semester in full-time studies;

- 4.1.3. in the study programme “Library Science and Information” – 5th semester in part-time studies;
- 4.1.4. in co-ordination with the supervisor of the Qualification Paper and the corresponding head of the College study departments (Culture Management Department, Dance Department, Library Information Department), the Qualification Paper (Research/Project) may be carried out at another time prior to the Qualification Examination session.
- 4.2. The structure and design of the Qualification Paper shall be formed in accordance with the requirements defined in the Methodological Guidelines.
- 4.3. Prior to the practical realisation of a cultural project or a work of creative innovation in accordance with the procedures and within the time period specified in the Methodological Guidelines, a pre-defence of the Qualification Paper shall be organised, submitting the amount of the Qualification Paper specified by the supervisor of the Qualification Paper and providing a presentation on the work performed in the development of the Qualification Paper. The head of the department corresponding to the study programme and at least two department lecturers shall participate in the pre-defence.
- 4.4. Completed Qualification Paper is submitted in College at a specified date:
 - 4.4.1. In the Culture Management Department, in the study programme “Management of the Arts Institutions” – at the end of the 5th semester (full-time students) or at the end of the 6th semester (part-time students);
 - 4.4.2. In the Dance Department, in the study programme “Contemporary Dance” – at the end of the 4th semester (full-time students);
 - 4.4.3. In the Library Information Department, in the study programme “Library Science and Information” – at the end of the 5th semester (part-time studies).
- 4.5. The head of the relevant department shall organise the evaluation process of the Qualification Papers.
- 4.6. A Qualification Paper with the supervisor’s signature shall be submitted in two copies, as well as in electronic format, by sending it to an email previously indicated by the College or uploading it to the College e-study system, and shall be registered in the Study Department.

5. Procedures for Assessment of Qualification Paper

- 5.5. The supervisor of a Qualification Paper shall submit a written assessment to the head of the relevant department (Culture Management Department, Dance Department, Library Information Department) not later than three days before the final Qualification Examination (presentation and defence of Qualification Paper).
- 5.6. The reviewers of a Qualification Paper submit a written assessment to the head of the relevant department (Culture Management Department, Dance Department, Library Information

Department) not later than three days before the final Qualification Examination (presentation and defence of Qualification Paper).

- 5.7. A student is entitled to receive back one copy of the submitted Qualification Paper, together with the assessments of the supervisor and the reviewer, at least three days before the final Qualification Examination (presentation and defence of Qualification Paper.)
- 5.8. If the Qualification Examination Commission (hereinafter – Commission) has doubts regarding the authorship of the Qualification Paper, the student must present the work material (drafts, plans) and specify the sources and information used, etc., certifying that the work has been performed independently.
- 5.9. The Qualification Paper shall be presented and defended on a predetermined date of the College in accordance with the requirements of the Methodological Guidelines.
- 5.10. The presentation and defence of the Paper takes place in the presence of the Commission set up by the College.

6. Qualification Paper Defence

- 6.1. The defence assessment shall be composed of a student's presentation and answers to questions on the day of the defence, as well as the assessment of the supervisor and reviewer of the Qualification Paper.
- 6.2. The presentation of a Qualification Paper is designed according to the requirements defined in the Methodological Guidelines.
- 6.3. The defence of a Qualification Paper shall take place publicly and may be attended by all interested parties.
- 6.4. The assessment shall be announced to students on the day of defence after the Commission has concluded their consultations.
- 6.5. Students who have received an assessment of less than 4 (almost mediocre) in the final Qualification Examination shall be exmatriculated and issued a statement of performance regarding the extent and quality of study courses acquired in the educational institution. These students have the right, within two years, but not earlier than after six months, to retake the Qualification Examination at their own expenses, covering the Examination expenses in accordance with Regulations Regarding Procedures for Provision of Charge Services at College. For the re-examination of the final tests, applicants shall be matriculated on the proposal of the relevant head of the department (Culture Management Department, Dance Department, Library Information Department).

7. Appeal

- 7.1. The assessment of the Qualification Paper may be disputed in accordance with the procedures specified in the Regulations Regarding the Qualification Examination Procedures at the College.

Application for approval of the topic of Qualification Paper

_____. _____ study course student

(Name, Surname)

Personal code: _____

Phone number: _____

LATVIAN COLLEGE OF CULTURE

at the Latvian Academy of Culture

Head of the _____ department

APPLICATION

Please confirm the subject and title of the Qualification Paper:

English translation of title of the Qualification Paper:

Location of Qualification Paper (Research/Project): _____

Duration of Qualification Paper (Research/Project): _____

The aim of Qualification Paper (Research/Project):

Summary of Qualification Paper (max. 4 sentences)

Supervisor of the Qualification Paper:

(Scientific or
Academic
degree)_____
(Name, Surname)_____
(signature)_____
(Scientific or
Academic_____
(Name, Surname)_____
(signature)

degree)

Riga _____
(date)

(student's signature)

Qualification Paper title and the supervisor of the Paper approved:

Head of the _____ department: _____
/ _____
(signature)

Riga _____
(date)

Student and supervisor

Qualification Paper Collaboration Form

_____. study course student

(Name, Surname)

Students Identification Card No.: _____

Phone number.: _____

LATVIAN COLLEGE OF CULTURE

at the Latvian Academy of Culture

Head of the _____ department

QUALIFICATION PAPER COLLABORATION FORM

Title of the Qualification Paper:

Supervisor of the Qualification Paper: _____

(Scientific or Academic degree)
(Surname)

(Name,

No.	Date of the consultation	Type of the consultation (presence, electronic, etc.)	Signature – Supervisor of the Qualification Paper	Signature – Student
1.				
2.				
3.				
4.				
5.				