

APPROVED
Jāzeps Vītols Latvian Academy of Music
Senate, meeting of 27 May 2020, Minutes No 2
as amended at the meeting of the Senate of the JVLAM held on 26 May 2021,
Minutes No 5

**Jāzeps Vītols Latvian Academy of Music
Regulations
on national examinations
and national examination boards for professional bachelor's and professional
master's study programmes**

*Issued in accordance with
State Administration Structure Law
Section 72(1),
Cabinet Regulation No. 512 of 26 August 2014
“Regulations on the State Standard of the Second Level Professional Higher
Education”
the requirements of paragraphs 53 and 54*

1. General provisions

- 1.1. The Regulations on national examinations and national examination boards for professional bachelor's and professional master's study programmes (hereinafter referred to as the Regulations) determine the procedure for organising and conducting state examinations, the conditions for the composition of national examination boards, specifying:
 - 1.1.1. the content of the description of the content and implementation of study programmes in Paragraph 7, which is related to the procedure and conditions for granting professional qualifications and professional degrees in the professional bachelor and professional master study programmes of Jāzeps Vītols Latvian Academy of Music (hereinafter - JVLAM);
 - 1.1.2. The JVLAM internal document "Jāzeps Vītols Latvian Academy of Music Regulations on organising study course examinations and assessing the competence of students" stipulates the rights and duties of students, lecturers, the National Examination Board and the Diploma Examination Board in the process of assessing the results of study programme acquisition.
- 1.2. The Rector of the JVLAM shall decide on matters related to the organisation of state examinations and the approval of the composition of the boards involved in the evaluation of state examinations, which are not specified in these Regulations.

**2. National examinations for professional bachelor's and professional
master's study programmes**

- 2.1. Professional Bachelor's and Professional Master's study programmes are concluded with a state examination. State examinations are the final stage of the studies, which assesses the competences acquired by the student during the study programme in relation to the intended study result of the study programme - the skills, abilities and attitudes acquired as a result of the study programme, which correspond to level 6 or level 7 of the Latvian Qualifications Framework and are necessary for the successful performance of the tasks of the relevant profession.
- 2.2. The content of the state examinations includes the theoretical knowledge and skills examination as part of the study courses, which, according to the study plan, conclude with diploma examinations (which are parts of the state examinations).
- 2.3. The forms of the national examinations, as specified in the course description, are written, oral and creative, organised in person or remotely.
 - 2.3.1. The examination for the professional degree is written and oral - a bachelor's thesis, bachelor's or master's dissertation and defence, and oral - a colloquium.
 - 2.3.1.1. the Bachelor's thesis, Bachelor's or Master's thesis is prepared in accordance with the JVLAM Methodological Guidelines for the Preparation of Academic Theses, observing the principles of academic integrity.
 - 2.3.2. The assessment of skills for the professional qualification is carried out in artistic-creative expressions in accordance with the requirements of the study programme in the form of a concert examination and/or practical work - conducting a lesson, working with an orchestra/choir/ensemble, etc.

3. Committees assessing students' competence in national examinations

- 3.1. The decision on the award of a professional degree and/or professional qualification at the conclusion of a professional bachelor's or professional master's study programme shall be taken by the National Examination Board on the basis of the results of the study programme, including the results of diploma examinations, as reflected in the student's study record.
- 3.2. The composition of the national examination boards shall be approved by the Rector of the JVLAM by an ordinance at least three months before the National Examination (Diploma Examination). The National Examination Board shall be composed of a chairperson and at least four members. The head of the national examination board and at least half of its members shall be representatives of professional organisations or employers.
- 3.3. At least the following members of the national examination boards shall be approved according to the professional degree and professional qualification to be acquired as a result of the study programme:
 - 3.3.1. field of study *Arts*:
 - 3.3.1.1. the **National Examination Board of professional bachelor study programmes**, including at least two representatives from each professional bachelor study programme - *Instrumental Music, Conducting, Vocal Music, Composition, Sound Direction, Music History and Theory, Choreography*, if in a given academic year there are students in the 4th year of study in this programme;

- 3.3.1.2. **National Examination Boards** for the following sub-programmes of the **Professional Master's Degree Programme in Music and Performing Arts**:
- 3.3.1.2.1. **In the Music sub-programme**, including at least one representative from each specialisation of the sub-programme - *Instrumental Music, Conducting, Vocal Music, Composition, Sound Direction, Music and Education*, if in the academic year in question there are students in the 2nd year of study in that specialisation;
- 3.3.1.3. **In the sub-programme Choreography**, if in the academic year in question there are students in the 2nd year of study in this sub-programme.
- 3.3.2. The **National Examination Board of the professional bachelor's study programmes of the study field Education and Pedagogy**, including:
- 3.3.2.1. at least two representatives from the Professional Bachelor's study programme *General Education Music Teacher* and from the Professional Bachelor's study programme *Vocal Pedagogue* sub-programme of the *Professional Music Subject Teacher* programme, provided that in the relevant academic year there are students in the 4th year of study in this programme;
- 3.3.2.2. at least three representatives from each of the sub-programmes of the professional bachelor's study programme *Teacher of Professional Music Subjects - Instrumental Music, Teacher of Popular and Jazz Music* and from the professional bachelor's study programme *Teacher of Dance and Rhythmics*, if in the relevant academic year there are 4th year students in this programme.
- 3.4. The National Examination Boards, in accordance with the programmes specified in Section 3.3 of these Regulations, shall, by decision of the Board, approve the composition of the Diploma Examination Boards. A Diploma Examination Board shall be composed of at least three representatives of the National Board of Examiners for the relevant competence. The decision of the National Examination Board on the composition and chairperson of the diploma examination board is approved by an order of the Rector of the JVLAM not later than 10 days before the diploma examination.
- 3.5. The decision on the approval of the composition and the chairperson of a particular diploma examination board shall be taken by mutual agreement of the national examination board, provided that the respective members of the national examination board have not been teachers of the student's course of study leading to the diploma examination (except for the diploma examination of the course of study "Pedagogical Practice"). The National Examination Board is also entitled to make changes to the composition of the Diploma Examination Board in the following cases:
- 3.5.1. in the absence of a member of the examination board;
- 3.5.2. where it appears that a member of the examination board has a conflict of interest or may not be considered impartial for ethical reasons.
- 3.6. The Diploma Examination Board assesses the student's competence in the relevant part of the national examination - the diploma examination. At least three representatives of the National Board of Examiners shall participate in the decision on the assessment of the student's competence.

- 3.7. Students are introduced to the composition of the Diploma Examination Board by the Chair of the Diploma Examination Board at the beginning of the Diploma Examination.
- 3.8. Rights of the examination board:
- 3.8.1. to ask questions after the student has demonstrated knowledge/skills to clarify answers/quality of performance;
 - 3.8.2. not to accept a student's demonstration of competence if the student has not complied with the procedures and requirements of the examination;
 - 3.8.3. to request a written explanation from the student for any breaches of the examination procedures and requirements.
- 3.9. Responsibilities of the examination board:
- 3.9.1. to provide the student with information on the competence assessment and examination procedures;
 - 3.9.2. to enable the student to demonstrate their knowledge, skills and abilities and to freely demonstrate their competence;
 - 3.9.3. to objectively assess the student's competence in accordance with the content requirements of the diploma examination;
 - 3.9.4. to provide the student with a justification for the assessment;
 - 3.9.5. to ensure a level playing field for the assessment of competence;
 - 3.9.6. to report to the Chairperson of the National Examination Board any irregularities detected in the conduct of the competency examination;
 - 3.9.7. to comply with the requirements and procedures for the assessment of competence.

4. Organisation of national examinations

- 4.1. The content of the state examination (including the part of the state examination - the diploma examination), the methods of the examination, the type of the examination, the assessment criteria, the order of the examination, the duration of the examination, the requirements for the venue and the necessary equipment are described in the course description of the relevant study course, which is used by the diploma examination commission as a reference source for assessing the knowledge, skills and competence of the student in relation to the expected outcomes. The lecturer shall, at the beginning of the course, acquaint the student with the content of the course.
- 4.2. The content, venue, etc. of the state examinations (including the diploma examination) shall be submitted as a proposal by the course lecturer to the head of the relevant department.
- 4.3. The decision on the content, place, time, target group, public accessibility, etc. of the state examinations (including the diploma examinations) shall be taken by the department, which is responsible for the implementation of the state examination part of the study course, not later than by 1 October of each academic year. The time of the national examination is determined according to the study programme plan and in accordance with the JVLAM study calendar. The Head of the Department is responsible for the compliance of the content of the state examinations (including the diploma examinations) with the level of the final requirements of the study course.

The Department decision shall be coordinated with the Head of Department and approved by the Vice-Rector for Academic Affairs.

- 4.4. The Head of Department shall be responsible for the departmental decision referred to in paragraph 4.3, which has been agreed by the Head of Department and approved by the Vice-Rector for Academic Affairs:
 - 4.4.1. informing the study programme director and the study planner in writing within three working days;
 - 4.4.2. No later than 2 months before the final examination, the University shall inform students in writing of the arrangements for the national examinations (including the final examinations) (time, place, procedure, duration of the defence/playing of the programme, deadline and format for submission of the thesis).
- 4.5. Not later than two months prior to the diploma examination, the titles of bachelor theses, bachelor or master theses, the content of the diploma examination concert programmes/performances, etc. The Head of the Department shall inform the Director of the Study Programme in writing of the Department's decision within three working days (indicating the date and number of the minutes), who shall then prepare an order on the approval of the content of bachelor theses, bachelor or master thesis titles, diploma concert programmes/performances, etc:
 - 4.5.1. the titles of bachelor theses, bachelor or master theses are approved by order of the Vice-Rector for Research and Creative Activities;
 - 4.5.2. the content of the diploma examination concert/performances/performances, etc., shall be approved by order of the Vice-Rector for Academic Affairs.
- 4.6. The Study Planner shall submit to the Vice-Rector for Academic Affairs for approval, no later than by 1 November for the state examinations in the autumn semester and no later than by 1 February for the state examinations in the spring semester, a timetable for the state examinations (including the diploma examinations) indicating the date, time, duration, number of students and venue of the examination. The theoretical and practical parts of the national examination may be held independently of each other, i.e. on different days and at different times.
- 4.7. The timetable of the diploma examinations approved by the Vice-Rector for Academic Affairs shall be announced no later than 2 months before the start of the national examination (including the part of the national examination - the diploma examination).
 - 4.7.1. The right to change the date, time and place of the diploma examination shall be subject to the permission of the Vice-Rector for Academic Affairs in the following cases:
 - 4.7.1.1. if the student fails to appear for the diploma examination for excusable reasons (in accordance with the procedure set out in Section 5.9.1) and it is possible to re-arrange the diploma examination for the same academic year;
 - 4.7.1.2. if a member of the examination board is unable to attend the examination due to unforeseen circumstances and cannot be replaced by another member;
 - 4.7.1.3. if there are unforeseen circumstances at the venue of the examination that make it impossible to hold the examination;

- 4.7.1.4. if the report of possible breaches of academic integrity in the student's final thesis cannot be dealt with by the scheduled date of the thesis defence and it is possible to arrange a postponement of the thesis defence to a later date within the semester of study;
- 4.7.1.5. in other unforeseen cases.
- 4.8. State examinations (including parts of state examinations - diploma examinations) according to the concluded agreements on the implementation of a study programme / sub-programme / pedagogical practice / artistic and creative practice and according to the information included in the course description may take place at the JVLAM, cultural education institutions, interest education institutions, cultural institutions, etc.
- 4.9. The following are responsible for organising the national examinations:
- 4.9.1. Head of Department, who is responsible for the implementation of the state examination part of the course;
- 4.9.2. Head of Musicology, Composition and Technology - for the organisation of bachelor's thesis/master's diploma thesis development and defence for the students of study programmes in the study direction *Arts*;
- 4.9.3. Head of the Department of Music and Dance Pedagogy - for the organisation of the development and defence of the Bachelor's thesis / Master's diploma thesis for students of study programmes in the study direction *Education and Pedagogy*".
- 4.10. The chairperson of the diploma examination board approved by the national examination board of the programme concerned shall be responsible for the conduct of the national examinations in accordance with the approved times, these Regulations, the content and the requirements of the examination.
- 4.11. The right to take state examinations (including the diploma examinations) is granted to students who have successfully completed the study programme and have received the positive assessment "pass" for each study course and internship provided for in the study plan, or on a 10-point scale it was not less than 4 - "almost satisfactory".
- 4.11.1. Paragraph 4.11 of the Regulations shall not apply to those dissertation examinations scheduled before the 8th semester in Bachelor's degree programmes and before the 4th semester in Master's degree programmes at the end of the *Pedagogical Practice* or *Methodology* degree courses.
- 4.12. Students who are not allowed to take state examinations (including the diploma examinations) have the right to re-apply for studies at their personal expense and to acquire the theoretical and practical parts of the relevant study programme, the required study courses, and to obtain a grade in them. After fulfilling the requirements set out in Sub-paragraph 4.11 of these Regulations, the student shall have the right to take the state examinations - diploma examinations within the deadlines set by the JVLAM for the respective study programme.
- 4.13. An order shall be issued for allowing students to take state examinations (including diploma examinations), which shall specify the identification data of each student, the name of the study programme / sub-programme and specialisation, the name of the state examination (including diploma examination), the date, time and place of the examination.

- 4.14. If the content of a diploma examination is implemented in the performance of a concert programme, the interpretation of a choreographic performance or other creative activity, this part of the national examination may be public and anyone may participate in it without interfering with the examination.
- 4.15. The chair of the examination board shall receive the following documents from the relevant head of department before the start of the examination:
- 4.15.1. A copy of the order confirming the decision of the National Board of Examiners approving the diploma examination board;
 - 4.15.2. the content of the diploma examination approved by the Vice-Rector for Academic Affairs;
 - 4.15.3. form for the record of the national examination (diploma examination);
 - 4.15.4. an order authorising the student to sit the national examinations;
 - 4.15.5. the course description for the diploma exam.
 - 4.15.6. for a diploma exam in pedagogical practice - pedagogical practice report, lesson plan;
 - 4.15.7. the bachelor's/master's thesis, together with information obtained from the Uniform Computerised Plagiarism Checker, if the thesis shows signs of plagiarism.

5. National examination procedure

- 5.1. The room for the national examination (including the diploma examination) is equipped with the equipment specified in the course description.
- 5.2. During the state examination (including the part of the state examination - the diploma examination), the student shall comply with the requirements of the diploma examination board and shall not interfere with the conduct of the examination.
- 5.3. Students who have missed the start of the diploma examination may take part in the examination with the permission of the chair of the diploma examination board.
- 5.4. Only members of the examination board may ask questions to students in accordance with the procedures laid down by the board's chairperson.
- 5.5. If a student uses unauthorised aids during the examination, or interferes with the examination, the chairperson of the examination board has the right to expel the student from the examination room. At the end of the examination or part thereof, the examination board shall draw up a record of the student's expulsion from the examination venue, stating the reason for the expulsion. A student who is expelled shall not have their final exam marked.
- 5.6. At the end of the diploma examination, the Board organises a discussion of the results of the examination. Discussion of the results shall take place only in the presence of the members of the examination board.
- 5.7. The proceedings of the Diploma Examination Board shall be minuted. A secretary who is not a member of the examination board and who does not have the right of evaluation may be invited to take minutes. The minutes shall be signed by the chairperson of the diploma examination board and all members of the board. If the minutes are recorded electronically, the signatures of the chairperson and of other board members may be replaced

by an authentication reference in accordance with the procedure established by the order of the Rector of the JVLAM.

- 5.8. The results of the diploma examination shall be communicated to the students by the chairperson of the diploma examination board in the presence of the board on the day of the diploma examination after the board finishes its deliberations. The minutes, the defended theses and the documents listed in sub-paragraphs of paragraph 4.15 of these Regulations shall be handed over to the Director of the study programme after the diploma examination, but not later than on the next working day. The documentation of the diploma examination shall be archived in accordance with the requirements set out in the JVLAM Nomenclature of Cases.
- 5.9. If the student receives a failing grade in the diploma examination, or if the student is absent, late or expelled from the diploma examination in the cases set out in Section 5.5 of the Regulations, the student shall be exmatriculated. A repeat diploma examination is allowed in the following academic year. Applicants are re-matriculated for the diploma examination on the proposal of the Director of the study programme, on the basis of a personal application from the applicants.
 - 5.9.1. Students who have failed to appear for a diploma examination for justified reasons shall submit to the Vice-Rector of the JVLAM a document justifying their absence and a request to take the diploma examination at another time. The Vice-Rector of the JVLAM has the right to allow a student to take the examination at a different time in accordance with the timetable of diploma examinations if it is possible to organise a repeat diploma examination in the given academic year. For the purposes of this paragraph, the documents listed in Paragraph 5.2 of JVLAM internal document "Jāzeps Vītols Latvian Academy of Music Regulations on the organisation of study course examinations and the procedure for assessing students' competence" shall be considered to be justifying documents.

6. Procedure for submitting and considering appeals against the conduct of national examinations

- 6.1. The student has the right to lodge a written appeal against the conduct of the national examination, including the diploma examination, and the assessment procedure. In the appeal, the student shall raise reasoned objections to the conduct of the national examination and the assessment procedure.
- 6.2. Students shall submit their appeal to the Head of Unit no later than the end of the working day following the examination.
- 6.3. The appeal shall be heard by an Appeal Board composed of at least 3 (three) persons.
- 6.4. The composition of the Appeals Board shall be determined by the Vice-Rector for Academic Affairs, taking into account that it may not include members of the Board against whose action the appeal has been lodged. If the national examination board is composed of the Vice-Rector for Academic Affairs, the Rector shall determine the composition of the appeal board.
- 6.5. The recommended composition of the Appeal Board is:
 - 6.5.1. Vice-Rector for Academic Affairs - as Board Chair;
 - 6.5.2. Head of the Unit;

- 6.5.3. Head of the Department responsible for the relevant diploma course.
- 6.6. The Appeals Board shall consider the appeal and make a decision no later than five working days following receipt of the appeal. One or more external experts may be involved in the appeal. Adjustment to the assessment granted to the student are not within the competence of this committee.
- 6.7. The decision of the Board of Appeal shall be communicated to the applicant in writing.
- 6.8. The decision of the Appeals Board may be appealed to the Rector of the JVLAM.
- 6.9. The highest dispute resolution body of the JVLAM is the Academic Arbitration Court.

7. Award of professional degrees and qualifications

- 7.1. The National Examination Board shall decide on the award of a professional degree and qualification and the award of a professional bachelor's or professional master's diploma if the student has obtained a mark of not less than 4 - "almost satisfactory" - in all the state examinations provided for in the study programme.
- 7.2. The State Examination Board decides not to award a professional degree and qualification and not to issue a professional bachelor's or professional master's diploma if the student has obtained a mark of less than 4 - "almost satisfactory" - in one of the state examinations. The student is issued with an academic certificate of completion of the part of the study programme.
- 7.3. The National Examination Board shall take its decisions by a simple majority of the votes cast. If the number of votes for and against is equal, the vote of the chair of the board shall prevail.
- 7.4. The decision of the National Examination Board on the award of a professional degree and qualification and the issue of a diploma may be appealed to the Rector of the JVLAM.
- 7.5. The highest dispute resolution body of the JVLAM is the Academic Arbitration Court.
- 7.6. The decision of the National Examination Board shall be recorded by the Secretary of the Board in the minutes, which shall be signed by the Chairman and the Secretary of the National Examination Board.

(as amended at the meeting of the Senate of the JVLAM held on 26 May 2021, Minutes No 5)

- 7.7. A student who has completed the study programme and passed all the diploma examinations provided for in the study plan with a mark of not less than 4 - "almost satisfactory" - shall be awarded the appropriate professional degree and/or professional qualification by the national examination board and shall decide on the award of the diploma at the appropriate level.
- 7.8. The minutes signed by the chairperson and the secretary of the National Examination Board are the basis for the Rector's order to issue the diploma.

(as amended at the meeting of the Senate of the JVLAM held on 26 May 2021, Minutes No 5)

8. Entry into force of the Regulations

- 8.1. The "Jāzeps Vītols Latvian Academy of Music Regulation on national examinations and national examination boards for professional bachelor's

and professional master's study programmes" shall enter into force as of academic year 2020/2021.

- 8.2. From the moment of entry into force of this document "Jāzeps Vītols Latvian Academy of Music Regulation on national examinations and national examination boards for professional bachelor's and professional master's study programmes", the Regulations of Jāzeps Vītols Latvian Academy of Music on National Examinations and National Examination Commission approved on 14 May 2008 (Minutes No 6) shall cease to be valid.

Chair of the Senate

professor Normunds Vīksne