

**Jāzeps Vītols Latvian Academy of Music
REGULATIONS
on the final examinations of the academic master's study programme
and the final examination board**

*Issued in accordance with
State Administration Structure Law
Section 72(1),
in compliance with Cabinet Regulation No. 240 of 13 May 2014
Regulations on the national academic education standard
Paragraph 24 requirements*

1. General provisions

- 1.1. The Regulations on final examinations of the academic master's degree study programme and on the final examination board (hereinafter - the Regulations) establish the procedure for the organisation and conduct of final examinations in the Academic Master's Degree Study Programme *in Music*, the conditions for the award of an academic degree and the conditions for the composition of the final examination board, specifying:
 - 1.1.1. the content as defined in Paragraph 7 of the study programme and implementation description, which is related to competency assessment for the Jāzeps Vītols Latvian Academy of Music (hereinafter - JVLAM) academic master's study programme;
 - 1.1.2. stipulations of the internal document of the JVLAM internal document, "Jāzeps Vītols Latvian Academy of Music Regulation on the organisation of study course examinations and the procedure for the assessment of students' competence", regarding final examinations, including the rights and obligations of students, lecturers, examination board in the process of assessment of the study programme learning outcomes.
- 1.2. The Rector of the JVLAM shall decide on matters related to the organisation of the final examinations and the approval of the composition of the committees involved in the evaluation of the final examinations, which are not specified in these Regulations.

2. Final examinations for the academic Master's degree programme

- 2.1. The academic Master's study programme is completed with a final examination - the elaboration and defence of a Master's thesis.
- 2.2. The final examination is the final stage of the study programme, which assesses the competences acquired during the studies in relation to the planned study outcome of the study programme, which corresponds to level 7 of the Latvian Qualifications Framework.
- 2.3. For the Master's degree, the theoretical knowledge is tested in written and oral form:
 - 2.3.1. in written form - Master's thesis;

- 2.3.2. in oral form - Master's thesis defence.
- 2.4. The development and defence of the Master's thesis is carried out in accordance with the methodological guidelines developed by the JVLAM, observing the principles of academic integrity.

3. Final Examination Board

- 3.1. The competence of the Master's student in the final examination is assessed by **the final examination board**.
- 3.2. The Academic Council shall, by a decision adopted not later than 10 days before the final examination, approve a final examination board of not less than three persons. The Academic Council's decision on the composition of the final examination board and the chairperson of the board is approved by an order of the Rector of the JVLAM.
- 3.3. Proposals for the composition of the final examination board shall be submitted by the head of the department of the relevant competence to the Directorate of Study Programmes no later than one month before the scheduled final examination.
- 3.4. The Academic Council shall have the right to make changes to the composition of the Final Examination Board in the following cases:
 - 3.4.1. in the absence of a member of the final examination board;
 - 3.4.2. where it appears that a member of the examination board has a conflict of interest or may not be considered impartial for ethical reasons.
- 3.5. At least three representatives of the final examination board shall participate in the decision on the assessment of the student's competence.
- 3.6. The rights of the final examination board:
 - 3.6.1. to ask questions following the Master's thesis defence;
 - 3.6.2. not to accept the student's demonstration of competence if they have not complied with the procedures and requirements of the final examination;
 - 3.6.3. to require a written explanation from the student for any breaches of the procedures and requirements of the final examination.
- 3.7. Responsibilities of the Final Examination Board:
 - 3.7.1. to provide information to the Master's student on the procedures for assessment and testing of competence;
 - 3.7.2. to allow the Master's student to assert and fluently demonstrate their competence;
 - 3.7.3. to objectively assess the competence of the Master's student in accordance with the content requirements of the final examination;
 - 3.7.4. to provide the master's student with a justification for the assessment;
 - 3.7.5. to provide master's students with appropriate conditions to demonstrate their competence;
 - 3.7.6. to report to the Chairperson of the Academic Council any irregularities detected in the conduct of the final examination;
 - 3.7.7. to comply with the requirements and procedures of the final examination.

- 3.8. The composition of the final examination board shall be presented to the Master's students by the chair of the final examination board at the beginning of the examination.

4. Organisation of the final examination

- 4.1. The content of the final examination, the methods of the examination, the form of the examination, the evaluation criteria, the procedure 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 *Development and Defence of the Master's Thesis*, which is used by the final examination board as a reference source for the planned achievable results of the Master's student's competence. The lecturer, at the beginning of the *Development and Defence of the Master's Thesis* course, introduces the content of the course to the student.
- 4.2. The course lecturer submits the outline of the topic of the final examination for the *Development and Defence of the Master's Thesis* study course, the requirements for the place of the defence, the time required for the defence and the necessary resources as proposals to the head of the relevant department.
- 4.3. The decision on the final examination of the *Development and Defence of the Master's Thesis* course, the venue, time, and necessary resources (specifying and confirming the information specified in the course description) shall be made by the department, which is responsible for the implementation of the final examination course, no later than by 1 October of each academic year. The time of the final examination is determined according to the study programme plan and in accordance with the JVLAM study calendar. The Head of Department is responsible for ensuring that the content of the final examination is appropriate to the level of the final course requirements. The Department decision shall be coordinated with the Head of Department and approved by the Vice-Rector for Academic Affairs.
- 4.3.1. The decision of the Department on the thematic orientation of the thesis content shall be made and communicated to the students no later than 15 September.
- 4.4. The Head of Department shall, regarding the decision of the Department referred to in paragraph 4.3, which has been harmonised with the Head of Department and approved by the Vice-Chancellor for Academic Affairs:
- 4.4.1. inform the programme director and the study planner in writing within three working days;
- 4.4.2. Not later than 2 months before the final examination, Master's students shall be informed in writing about the final examination (the time, place, procedure, duration, deadline and format of the final examination).
- 4.5. No later than two months before the final examination, the titles of the Master's theses shall be coordinated (clarified) by a decision of the department. Within three working days, the head of the department informs the director of the study programme in writing of the department's decision (indicating the date and number of the minutes), who then prepares an order on the approval of the title of the master's thesis. The titles of the Master's theses shall be approved by order of the Vice-Rector for Research and Creative Activities.
- 4.6. The study work planner shall submit to the Vice-Rector for Academic Affairs for approval, no later than 1 February (for final examinations in the spring

- semester), a final examination timetable indicating the date, time, duration, number of students and venue of the examination.
- 4.7. The timetable for the final examinations approved by the Vice-Rector for Academic Affairs shall be announced no later than 2 months before the final examination.
- 4.7.1. The right to change the date, time and place of the final 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 is absent for justified reasons (Section 5.9.1) and there is an opportunity to re-arrange the final examination in the relevant academic year;
- 4.7.1.2. if a member of the final 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 final examination that make it impossible to hold the final 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. The organisation of the final examinations is the responsibility of the Head of Department, who is responsible for the implementation of the final examination.
- 4.9. The Chairperson of the Final Examination Board is responsible for the conduct of the Final Examination in accordance with the approved times, these Regulations and the content and requirements of the Final Examination.
- 4.10. The right to take the final examinations shall be granted to Master's students who have successfully completed the study programme and have received the positive assessment "pass" or an assessment of not less than 4 - "almost satisfactory" - on a scale of 10 points for each study course and internship provided for in the study plan.
- 4.11. Master's students who have not completed the study programme shall not be allowed to take the final examinations. These Master students shall have the right to re-apply for studies at their own personal expense and, after fulfilling the requirements set out in Sub-paragraph 4.11 of these Regulations, a Master student shall have the right to take the final examinations in the relevant study programme within the time limits set by the JVLAM.
- 4.12. An order shall be issued authorising a Master's student to take the final examinations, specifying the identification data of the master's student, the name of the study programme/sub-programme and specialisation, the name of the final examination, the date, time and place of the final examination.
- 4.13. The Chair of the Final Examination Board shall obtain the following documents from the relevant Head of Department before the start of the examination:
- 4.13.1. A copy of the Rector's order approving the final examination board;

- 4.13.2. the content of the final examination approved by the Vice-Rector for Academic Affairs;
- 4.13.3. the final examination report form;
- 4.13.4. an order authorising the student to take the final examination;
- 4.13.5. a description of the course *Development and Defence of the Master's Thesis*;
- 4.13.6. the Master's thesis, together with the information obtained from the Unified Computerised Plagiarism Control System, if the thesis shows signs of plagiarism.

5. Final examination arrangements

- 5.1. The final examination room is equipped with the equipment specified in the course description of the *Development and Defence of the Master's Thesis*.
- 5.2. During the final examination, the student shall comply with the requirements and procedures of the final examination board.
- 5.3. Master's students who have missed the start of the final examination may take part in the defence with the permission of the chair of the final examination board.
- 5.4. Only members of the final examination board and reviewers may ask questions of the Master's students, in accordance with the procedure established by the chair of this board.
- 5.5. If a student interferes with the examination during the final examination, the Chair of the Final Examination Board has the right to expel the student from the examination room. After the final examination, the final examination board shall draw up a report on the expulsion of the student from the final examination venue, stating the reason for the expulsion. The work of a student who is expelled shall not be evaluated.
- 5.6. At the end of the final examination, the Board shall organise a discussion of the results of the examination. Discussion of the results of the final examination shall take place only in the presence of the members of the final examination board.
- 5.7. The proceedings of the Final Examination Board shall be minuted. A secretary who is not a member of the final examination board and who does not have marking rights may be invited to take minutes. The minutes shall be signed by the chairperson of the final examination board and by all board members. 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 final examination shall be communicated to the Masters students by the Chairperson of the final examination board in the presence of the board on the day of the final examination, after the final examination board completes its deliberations. The minutes, the defended works and the documents listed in sub-paragraphs of paragraph 4.13 of these Regulations shall be handed over to the Study Programme Director. The final examination documentation shall be archived in accordance with the requirements set out in the JVLAM Nomenclature of Cases.
- 5.9. If the final examination results in a failing grade, or if the student is absent, late or expelled from the final examination in the cases specified in Section 5.5 of the Regulations, the student shall be exmatriculated. Re-taking of the final examination is allowed in the following academic year. Applicants shall

be re-matriculated for the final examination on the proposal of the study programme director, based on the personal application of the applicant.

- 5.9.1. Master's students who have failed to appear for the final examination for justified reasons shall submit to the Vice-Rector for Academic Affairs of the JVLAM a document justifying their absence and a request to take the final examination at another time. The Vice-Rector for Academic Affairs of the JVLAM has the right to allow a master's student to take the final examination at a different time in accordance with the final examination times stipulated in the study timetable, if it is possible to organise the final examination again during 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 handling appeals regarding the conduct of final examinations

- 6.1. The Master student has the right to lodge a written appeal against the final examination, the conduct and the assessment procedure. In the appeal, the Master student shall raise reasoned objections to the conduct of the final examination or to the assessment procedure.
- 6.2. The appeal shall be submitted by the student 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 final examination board is composed of the Vice-Rector for Academic Affairs, the Rector shall determine the composition of the Appeals 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 implementation of the relevant final examination.
- 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 Master's student are not within the competence of this board.
- 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. Academic degree award

- 7.1. Academic degrees are awarded by the Academic Council of the JVLAM. The composition of the Academic Council shall be approved by the Rector, by decree, for each academic year.
- 7.2. If a Master's student has obtained a grade of not less than 4 points (almost satisfactory) or "pass" in all final examinations of the study courses and final tests of the study programme, the Academic Council of the JVLAM decides on the award of the Master of Arts degree and the Master's diploma.
- 7.3. The Academic Council shall decide not to award the Master of Arts degree and not to issue the Master's diploma if the Master has obtained a mark of less than 4 in the final examination - "almost satisfactory". The Master's student is issued with an academic certificate of completion of the part of the study programme.
- 7.4. The Academic Council shall make its decisions by a simple majority of votes cast openly. In the event of an equality of votes in favour and against, the Chair of the Academic Council shall have the deciding vote.
- 7.5. Minutes of the meetings of the Academic Council shall be retained. The minutes are kept in accordance with the JVLAM Nomenclature of Cases.
- 7.6. Minutes signed by all members of the Academic Council, which indicate the decision to award a Master of Arts degree to a Masters of Arts in Humanities student, shall constitute the basis for the Rector's decision to award the Master's degree to the Master of Arts student.
- 7.7. The decision of the Academic Council of the JVLAM on the awarding of the Master of Arts degree in the humanities and the awarding of the diploma may be appealed to the Rector of the JVLAM.
- 7.8. The highest dispute resolution body of the JVLAM is the Academic Arbitration Court.

8. Entry into force of the Regulations

- 8.1. The "Jāzeps Vītols Latvian Academy of Music Regulation on final examinations of the academic master's degree study programme and on the final examination board" shall enter into force as of the academic year 2020/2021.
- 8.2. From the moment of entry into force of the present document "Jāzeps Vītols Latvian Academy of Music REGULATION on final examinations of the academic master's degree study programme and on the final examination board", the Regulation "Jāzeps Vītols Latvian Academy of Music REGULATION on final examinations of the academic master's degree study programme" as approved on 14 May 2008 (Minutes No 6) shall cease to be valid.

Chair of the Senate

assistant professor Jānis Baltiņš