

METHODOLOGICAL GUIDELINES

FOR THE DEVELOPMENT AND DEFENCE OF COURSE PAPER

1. General Terms

1.1. The aim of the Procedure for Development of Course Papers (hereinafter - the Procedure) is to organize the development of students course papers at the Faculty of Business, Management, and Economics (hereinafter - FBME) following the methodological guidelines (hereinafter methodological guidelines) of the study programmes.

1.2. The task of the procedure is to promote and motivate students to develop high-quality course papers during their studies:

1.2.1. by determining the main stages of the development of course paper as well as the organization of submission and defence;

1.2.2. by determining the procedure for the development, submission and defence of course papers;

1.2.3. by determining the technical design of the course papers, in accordance with Decision of the Council of the FBME No. 22-3/103. (10.09.2019) “On Acceptance of Joint Methodological Guidelines”.

1.3. The course paper is an independent research, during the development of which the student researches the topics of interest within the study programs and certifies his/ her theoretical knowledge, research skills, and abilities.

2. The main stages of course paper development

2.1. There are four stages for course paper development, within which certain tasks are performed in cooperation with an academic supervisor:

2.1.1. First stage - the selection of the topic and its confirmation with the academic supervisor. Students have the opportunity to be acquainted with the topics of course papers offered by the academic staff members of the FBME. Choice of the topic of the course paper and its confirmation with the academic supervisor must be done within deadlines set by the FBME;

2.1.2. Second stage - development of the course work plan (content), determination the aim and tasks of the course work, information and data collection, definition of key issue, research and systematization;

2.1.3. Third stage - writing the course paper and solving determined issues, elaboration of conclusions and proposals / recommendations, technical design;

2.1.4. Fourth stage - presentation of the developed course paper to the course paper Defence Commission and answers to the Commission's questions.

2.2. During all course development stages, student have to communicate regularly with the academic supervisor. Student and academic supervisor individually agree on the consultation schedule and form, but regardless of the agreed schedule, student must send updated course paper draft electronically to academic supervisor's e-mail at least once a month.

3. Organizational principles of the development of course paper

3.1. At the beginning of each academic year (no later than September 30th), the deadline for course paper topic chose submission and confirmation, as well as deadlines for course paper final submission and defence dates are determined. All deadlines are published on the website of the FBME.

3.2. The department in charge of the students of the respective study program is responsible for coordination of the topics of the course papers and the academic supervisors, the development of the course papers according to the Methodological Guidelines, and the successful development process of course papers.

3.3. The academic supervisor is responsible for providing consultations: on course paper topic choice and its confirmation, course paper structure, and content clarification, as well as providing consultation within all course paper development process and acceptance of final course paper for defence.

3.4. Students are responsible to get confirmation from academic supervisor on chosen course paper topic, as well as to hear out and take into account all instruction given by the academic supervisor. Course paper must be developed according to Methodological guideline requirements. Students must submit developed course paper to the academic supervisor for assessment. Students must be able to defence the developed and assessed course paper.

3.5. The department in charge of the respective study programme must at least once in three years check and update Methodological Guidelines.

4. Technical design of the course paper, submission procedure and defence

- 4.1. Course papers are prepared according to the Methodological guidelines and requirements for technical design of the respective study programme.
- 4.2. Course paper must be submitted electronically to academic supervisor as well as must be uploaded in E-Studies platform in corresponding section of study courses (Course paper). Before upload course paper on E-Studies platform, students have to get confirmation of the academic supervisor on course paper compliance with development requirements and permission to upload course paper in E-Studies platform. The Course paper is uploaded as one file which size does not extend 50 MB. Converted copy of the Course paper is saved with title consisting of student's surname, name, and student's ID number. Example: Berzins_Janis_BJ93010. For file title, no diacritical marks are used.
- 4.3. Academic supervisor assess course paper compliance to requirements and recommends it for defence. Course paper must be defended until January 15th or June 15th according to study programme plan.
- 4.4. Requirements for the technical design of the Course paper according to paragraph 1.2.3 this Procedure are specified in Annex 1.

Technical design requirements for Course papers

1. The language of the Course paper

Course paper is written in proper and literary Latvian. Other languages might be used in the following cases:

- Foreign students,
- students who are studying languages or cultural studies,
- in other cases, that are foreseen in regulations.

In the course paper cannot include statements written in the first person ("I believe" or "In my opinion"). Instead the author should use "according to the author's opinion" etc. When choosing forms of expression, the author of the course paper must make sure that readers will understand which views are his/hers and which are as reference to the authors from used sources.

2. The course paper format

The Course paper is written on an electronic version and printed out on A4 format pages, printed one-sided per page. The font is Times New Roman, the size is 12 points for the text and 14 points for titles. Use 1.5 spaces between lines. Page margins 30 mm from the left side, 20 mm from the right side, and 20 mm from the top and the bottom. Each paragraph is indented by 1.25 to 12.7 cm (five characters). Each new chapter start in new page, subchapters can be continued in the same page. A page cannot end with a title. A chapter or subchapter cannot start after a reference, table or graphic, each of which must be followed by at least one sentence from the author.

Titles of chapters are written in capital letters, while titles of subchapters are written in lower case letters, but in bold font. There is no punctuation point after the title. The distance from the title from the previous and subsequent text is two spaces between lines. Pages are numbered at the bottom centred and with Arabic numbers, starting with the page that follows the title page.

Example of Tittle page is in Annex 1.1.and example of content in Annex 1.2.

3. Titles

The titles of sections and chapters are written in **CAPITAL LETTERS** and in bold on the upper part of the page. They must be centred. Use a 14-point font size to distinguish the titles. Subchapter titles are written in lower case letters and in bold (except for the first capital letter).

Example:

1. TITLE OF CHAPTER (14-point font)

1.1. Title of Subchapter (12-point font)

4. Tables and figures

Each table must have a sequential number and a title. (Example Annex 1.3.) Tables are numbered as part of each chapter in italic script on the upper right corner above the table. *Table 2.3.*, for instance, refers to the third table in the second chapter. The title of each table is placed above the table in 11-point letters in bold and centred. The title of each table must answer the questions what, where and when (if possible), and the source of data must be indicated after the table. Indicators in the table are placed in a dynamic row. A table cannot have just one indicator. The content of the table is divided up in columns. Each has a title that starts with a capital letter. Sub-column titles, if any, are written in lower case letters.

Tables must be placed as close as possible to the part of the thesis where they are mentioned. This also applies to figures. Tables must be easy to read in the direction of the page or by rotating it by 90° clockwise. Avoid big numbers in tables, instead using enlarged measurement units. A table cannot be at the start or end of a chapter. There must always been an introductory sentence to refer to the table. After each table, the numbers that are in it must be analysed and interpreted, but it is not necessary to repeat the information that is the table.

Figures (*fig.*) include drawings, photographs, schemes, diagrams and other illustrations. (Example in Annex 1.4) Under each figure the number is presented in italic (e.g., *fig. 2.1.*), with a title in 11 points and in bold. The number is based on the chapter and the sequential number of the figure in that chapter. No period after the titles of tables and figures.

Each figure must have an appropriate title that is written under the figure in the same line as the number. It is written with a capital first letter and then lower-case letters, without any splits in words, without a punctuation point at the end and with no underscoring. Figures cannot be at the start or end of a chapter, subchapter, etc. Under each figure or table, the source must be presented in Times New Roman, 10 points and in italic.

The information depicted in tables and graphics must be analysed in the text of the thesis. No numerical data can be added to the text without any comments. Still, course papers should not be saturated with numerical information, because that hinders reading and comprehension. Numerical

materials that are at the basis of a calculation must be presented in an annex, and text must make reference to the relevant annex. The same should be done if the table of numerical data takes up more than one page. Each table and figure must have a title that answers the questions what? (what is shown in the table or figure, indicating measurement units), where? (where the specified numbers are found), and when? (the period of time to which the numbers or data refer).

5. Formulae

Formulae in the course paper are numbered with Arabic numbers in the same way as tables and figures. The number is written on the right side of the page on the same line where the formula is presented. Under the formula, the author must explain the symbols in the sequence that is presented in the formula. The explanation of each symbol is in a separate row. If, for instance, the formula relates to profit norm invested capital and a calculation of the relationship between the profits and the total sum of liabilities in the balance sheet, the formula is this:

$$P_n = \frac{P}{K} \quad (2.7.)$$

where P_n - profit norm;

P - profit during the period of review in EUR;

K - total capital sum in EUR.

When referring to a formula in the text, the number is shown in parentheses. For instance, "Formula 2.7 can be used to calculate..." If the formula comes from another source, reference must be made to it. If the formula is the result of the author's own work, that must be shown in a footnote, e.g., *Formula 4.2. was developed by the author.*

6. Formation of quotes and references

Quotes, numbers, formulae and other data from published materials, as well as the conclusions and thoughts of other authors must be shown in a reference. References are based on the APA style¹(examples: BVEF Council Decision No. 22-3 / 103 of 10 September 2019 "Approval of Joint Methodological Guidelines" see Page 15 and see example in this page). At the bottom of the relevant page, indicating the surname and initials of the author, the title of the paper, the place where it was published, the publishing house, and the page. Such references are numbered in line throughout the thesis. If one page has more than one reference to the same source, then the full bibliographic description is indicated, but if the next reference is on the same page, then the word *Ibid*². is included, stating the page. The page number must be stated if there is a quote from the text of the source.

When it comes to unpublished materials, references are to be indicated if they come from several sources. Otherwise the one specific source of unpublished materials is indicated at the end of

¹ Šneidere, R. (2009). Financial Analysis Methods to Forecast Corporate Insolvency. Rīga: LID, pp 77-78 (in Latvian)

² *Ibid.*, p 87

the introduction. This can apply to sources such as a company's annual report, for example, Company ABC annual report for year 20 XX. If the thesis includes calculations by the author, then there must be references related to the original sources of data.

When the ideas of other authors are quoted, they are presented in quotation marks, and any missing parts are indicated with three dots in parentheses. A description of ideas from publications does not have to be put in quotation marks, but the content and essence of the ideas must not be changed. Literal rewriting of sources without references is a gross violation of scientific ethics.

7. Literature and sources of information

Whenever the course paper thesis includes the work or ideas of other authors or previous papers done by the author, a reference must be made to these sources. The faculty sets out rules on bibliographic references and presentation of utilised sources, this being done in accordance with source description standards that are accepted in the relevant sector. The list of literature and sources must include all sources that have been used. No references can be made to sources that have not been used by the author. Author of theses must mostly rely on original work by foreign and Latvian authors, as well as scientific papers from accepted databases. Recommended minimal number of used literature and sources up to 10

Textbooks should not be used as sources of information.

The list of literature and sources is presented in alphabetical order (see Annex 1.5).

The surnames of authors are listed in alphabetical order when it comes to books, papers and other periodicals. Sources written in the Cyrillic alphabet are presented in alphabetical order after the list that is presented in the Latin alphabet.

After the surname(s) and initials of authors, the year of publication of the sources is presented in parentheses; the title of the book is presented in *italic*, followed by the place where the book was published, the publishing house, and the number of pages in the book (for example – 500 p.). If source comes from scientific papers or international conference paper proceedings, then the list indicates the page or pages where the paper is found: pp. 159-164 (for sources in English), S. 12-17 (source in German), p. 148-152 (source in French) and 25.-26. lpp. (source in Latvian).

When it comes to articles in journals or other periodicals, the surname (surnames) and initial (initials) of the author is followed by the year of the publication (in parentheses), the full title of the article, the name of the journal or periodical in *italics*, the volume and issue. If the paper is in the 3rd

volume and 5th issue of the journal, it is indicated as "3(5)." Finally, the reference must include the first and last page of the article³.

It is highly recommended to use original publications, but there can be exceptions in terms of the student listing publications that he or she has found in other sources (usually a scientific journal). The original publication must be stated along with the source of information from which the information has been obtained. Furthermore, when using information from a other course papers, there must be information about the author, the title of the course paper, the university and faculty at which it was written, the city where the university is located, the year when the course paper was written, as well as information about where the text can be found in the repository or an Internet site (if available).

If necessary, various auxiliary materials can be placed in an **Annex**. This usually involves intermediary results in terms of calculations, illustrations, sample questionnaires, maps, descriptions of equipment, etc. The annexes are numbered with Arabic numerals. They supplement the content of the paper, and the pages are numbered. These are not a part of the overall amount of the course paper. The faculty determines requirements for annexes technical design.

³ Rupeika-Apoga, R., Romānova, I., Bule, L., Thalassinou, Y.E. (2019). The Impact of Population Ageing and Social Stratification: The Case of Latvia. *International Journal of Economics and Business Administration*, 7(1), 49-63.

UNIVERSITY OF LATVIA
FACULTY OF BUSINESS, MANAGEMENT AND
ECONOMICS

Department of

(The department at which the Course paper written)

PĀRMAIŅU VADĪBA
UN TĀS LOMA UZŅĒMĒJDARBĪBĀ

Change Management and its Role in Business

COURSE PAPER

_____ study programme

_____ sub-programme

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Riga (year)

TABLE OF CONTENTS

List of designations and abbreviations	4
INTRODUCTION	5
1. CHAPTER TITLE	7
1.1. Subchapter title	7
1.2. Subchapter title	21
1.3. Subchapter title	25
2. CHAPTER TITLE	30
2.1. Subchapter title	30
2.2. Subchapter title	40
3. CHAPTER TITLE	49
3.1. Subchapter title	49
3.2. Subchapter title	73
CONCLUSIONS.....	75
PROPOSALS	77
LITERATURE AND SOURCES	78
ANNEXES	
Annex 1. Title	
Annex 2. Title	

Sample table

The basic principles of loans and an explanation of these principles can be found in Table 1.1.

*Table 1.1.***Basic lending principles**

No.	Principle	Explanation
1.	Ability to repay	The client must be able to repay the loan. In order for the bank to make sure that this is possible, it can calculate the total sum of the loan and examine the sources of income of the client, trying to learn about the income and expenditures of the client at the time of the loan request.
2.	Reasons	The bank must know why the client needs the loan.
3.	Payment for the loan	The bank's interest rates are the price of the loan.
4.	Differentiation	Bank use specific rules when it comes to loans.
5.	Repayment schedule	Loans are issued for a specific period of time.
6.	Collateral	Collateral for a loan can be corporate bonds, guarantees, surety, pledges, insurance policies, stocks, etc.

Source: Prepared by the author on the basis of Saksonova S. (2006). Uzņēmuma finanšu vadības praktiskās metodes. Rīga, Merkūrijs Lat, lpp. 202

Sample figure

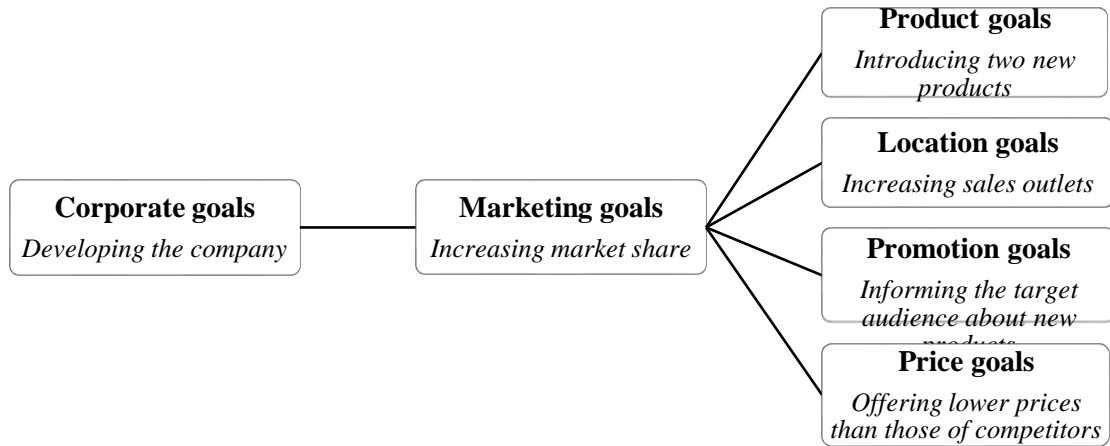


Fig. 1.3. Hierarchy of goals as interacting with marketing mix strategies

Source: Prepared by the author on the basis of Materson, R., Pickton D. (201). *Marketing: An Introduction 2nd Edition*. London: Sage Publications Inc., pp 396-397.

LITERATURE AND SOURCES (in alphabetical order)

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a. <http://csb.gov.lv/iedzivotaju-skaitis-un-dabiskas-kustibas-galvenie-raditaji>
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13. Vanags, E., Vilka, I. (2005). *Pašvaldību darbība un attīstība*. Rīga: Latvijas Universitātes Akadēmiskais apgāds, 382 lpp.
14. World Economic Forum (2018). *Global Competitiveness Index - Global Competitiveness Report 2018 – 2019*, available, <https://www.weforum.org/reports/the-global-competitiveness-report-2018-2019>
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Unpublished materials from the ABC Company

2018 annual report from SIA ABC

Job safety rules from SIA ABC.