

Lett oklevélmelléklet-minta

LATVIJAS UNIVERSITĀTE

Ar Ekonomikas un vadības fakultātes
Domes
1998. gada 16. jūlija lēmumu Nr. 9



Kristīne Zālīte

ieguvusi

**ekonomista - grāmatveža
kvalifikāciju**

**EKONOMISTA
DIPLOMS**



Nr. 000170 *
Rīga

Rektors

J. Zaķis

Domes
priekšsēdētājs

E. Vanags

Latvijas Universitāte
University of Latvia
Raiņa bulvāris 19, Rīga, Latvia, LV-1586

DIPLOMA SUPPLEMENT (Diploma Nr. 000170)

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1. Family Name: *Zālīte*

1.2. Given name: *Kristīne*

1.3. Date of birth(day/month/year): *29.02.1965*

1.4. Student identification number/code: *290265-10000*

2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1. Name of qualification and title conferred: *qualification -) Diploma, title Ekonomists-grāmatvedis*

2.2. Main field of study for the qualification: *economics*

2.3. Name and status of awarding institution: *Latvijas Universitāte - state universit. Latvijas Universitāte is a state-recognised institution (Statute approved by the Parliament on), its degrees/diplomas are recognised by the Latvian State*

2.4. Name (in original language) and status of institution (if different from 2.3) administering studies: *same as 2.3.*

2.5. Language of instruction/examination: *Latvian*

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1. Level of qualification: *professional University studies after award of Bakalaur degree*

3.2. Official length of programme: *1 year - 40 weeks of full-time studies, 42 credit points (one credit point being equal to an estimated one-week full-time workload of a student)*

3.3. Access requirements: *Bakalaura degree in economics*

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1. Mode of studies: *Full-time*

4.2. Programme requirements: *Study year- 40 weeks, practical training – 4 weeks, final qualification exam.*

Acquiring of knowledge and practical skills in economics, banking and accountancy is required for successful award of the diploma

4.3. Programme details:

Courses	Credit points	Grades
2. <i>Macroeconomics</i>	2	9(<i>excellent</i>)
3. <i>Accounting (Financial accounting)</i>	5	9(<i>excellent</i>)
4. <i>Business finance</i>	4	10 (<i>with distinction</i>)
5. <i>Business law</i>	2	9(<i>excellent</i>)
6. <i>Bank accounting and analysis</i>	2	9(<i>excellent</i>)
7. <i>Accounting in budgetary organizations</i>	2	8(<i>very good</i>)
8. <i>Management accounting</i>	3	9(<i>excellent</i>)
9. <i>Financial analysis</i>	4	9(<i>excellent</i>)
10. <i>Taxes and accounting</i>	2	9(<i>excellent</i>)
11. <i>Auditing</i>	4	9(<i>excellent</i>)
12. <i>Operational and strategic planning</i>	2	9(<i>excellent</i>)
13. <i>Securities and accounting</i>	2	9(<i>excellent</i>)
14. <i>Internal control</i>	2	8(<i>excellent</i>)

Krišne Zālīte has passed practical training in Latvian Bank from April 1 till April 30, 1998

and received 4 credit points with the grade – 10 (with distinction).

Final exam in Economics was taken on June 19, 1998 with the grade – 10 (with distinction).

4.4. Grading scheme and grade distribution guidance:

<i>10- with distinction,</i>	<i>6 - almost good,</i>
<i>9- excellent,</i>	<i>5 -satisfactory,</i>
<i>8- very good</i>	<i>4 - almost satisfactory,</i>
<i>7- good</i>	<i>3-1- unsatisfactory</i>

4.5. Overall classification of the qualification: *Not applicable*

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1. Access to further study: *access to Magisters programmes*

5.2. Professional status: *no professional status officially awarded, professional training provided for work as an accountant.*

6. ADDITIONAL INFORMATION

6.1. Additional information: *this diploma is valid with the Bakalaura diploma Nr.008572*

6.2. Further information sources:

Studies Information Centre,

University of Latvia,

Raiņa bulvāris 19, Riga,

LV-1586, Latvia

Academic Information Centre,

Vaļņu iela 2, Riga, LV-1098,

Latvia

7. CERTIFICATION OF THE SUPPLEMENT

7.1. Date: *30.06.1998*

7.2. Signature: _____

7.3. Capacity: *Head of Study Department*

7.4. Seal of the Faculty of Economics and Management (of the University of Latvia)

8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

See attached description.

EDUCATION SYSTEM OF LATVIA

SECONDARY EDUCATION (*duration -12 years*)

School year

The regular school year (excluding examination periods at grades nine and twelve) lasts 36 weeks, from the beginning of September through to the end of May. The minimum total number of 40-minute lessons per week is 20 at grade one, 29 at grade five, 34 at grade nine and 36 at grade twelve.

Basic education (*pamatizglītība*) begins at six or seven years of age and lasts a total of 9. Graduates receive a nine-year basic school certificate (*apliecība par pamatizglītību*).

General upper secondary education (*vispārējā vidējā izglītība*) includes studies of at least 12 subjects, of which 5 (Latvian language and literature, mathematics, foreign language, history, physical education) are compulsory and no less than seven are elective. The elective subjects are chosen from the following: physics, chemistry, biology, computer science and information technology, economic geography, basics of business, technical drawing, visual arts, housekeeping, second and third foreign language; human, nature and society; music, history of culture, history of religion, amateur performances; or other subjects proposed by the school and approved by the Ministry of Education and Science. Two different curriculum levels - basic (*pamatkurss*) and advanced (*profilkurss*) - are offered in each subject. **Certificate of general secondary education** (*atestāts par vispārējo vidējo izglītību*) is awarded upon completion of the courses of at least twelve elective subjects and successful passing of five final examinations (two set nationally, three upon choice of the candidate). One examination must be at the advanced level of the respective subject.

Secondary vocational (*arodvidusskola*) programmes of four year duration and **Secondary professional education** (*vidējā speciālā izglītība*) programmes which take four to five years after basic education include the standard of general secondary education making the holders eligible for higher education studies.

HIGHER EDUCATION

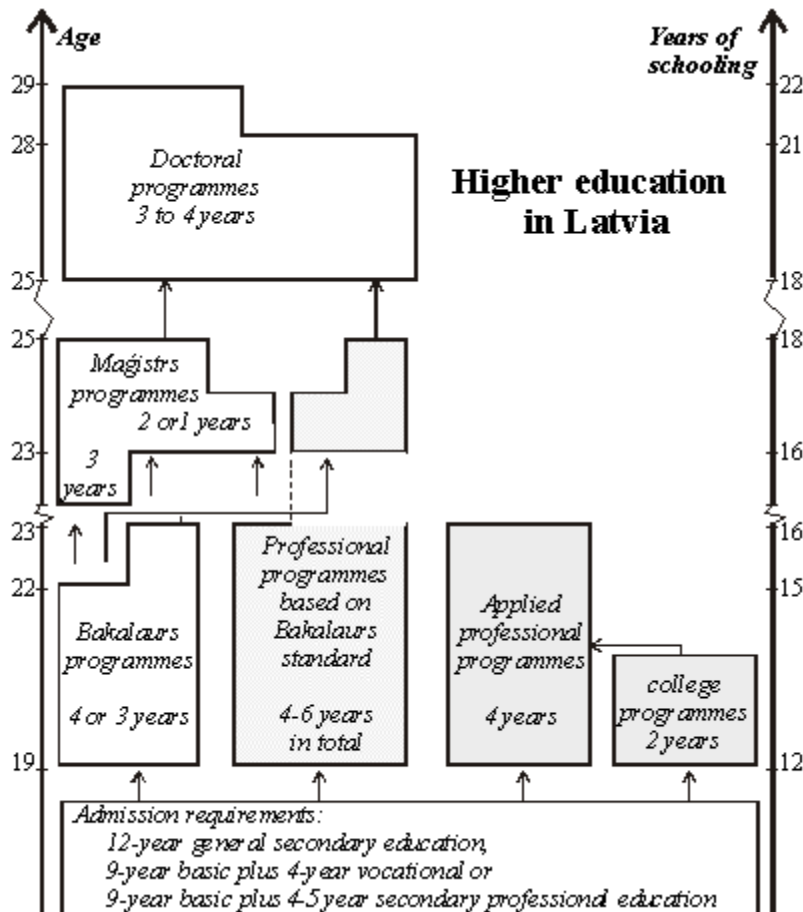
Access to higher education

All holders of general secondary education certificates and vocational education diplomas described above are eligible for admission to higher education. However, universities are free to specify which elective subjects must be taken at the secondary school level to qualify for admission to a chosen programme.

Admission procedure may vary depending upon the competition level, the main forms being: one to four competitive entrance examinations or a ranking according to secondary school final marks, in some cases combined with an interview by the admissions board.

HIGHER EDUCATION SYSTEM

The Law on Higher Education Establishments (1995) sets a difference between *academic* and *professional* institutions of higher education and programmes rather than between *university* and *non-university* type institutions or programmes.



Academic higher education (ISCED-97 level 5A). Academic higher education programmes are research-based; they usually comprise a thesis at the end of each stage.

Bakalaur's degree is awarded after completion of the first stage of studies. Duration of *Bakalaur's* programmes at most institutions of higher education is 4 years. At some institutions however the *Bakalaur's* programmes last 3 years to ensure an early choice between further studies towards *Magistr's* degree or towards a professional qualification. The four-year *Bakalaur's* degree is legally seen as a completed academic higher education, while the 3-year *Bakalaur's* degree is seen as an intermediate qualification. A Standard to *Bakalaur's* programmes set by the Council of Rectors standardises at least 90 credit points in *Bakalaur's* programmes of a given subject thus ensuring a possibility for student mobility between institutions with different duration of *Bakalaur's* programmes.

Maģistrs degree is awarded after the second stage of academic education and requires total duration of university studies 5-7 years. The duration of *Maģistrs* programmes is one or two years at the institutions awarding *Bakalaura* degree after 4 years of full-time studies and it may be up to 3 years at these institutions where the studies towards *Bakalaura* degree last 3 years.

Degrees in medicine and dentistry (6 and 5 years of studies respectively), are considered equal to *Maģistrs*.

Professional higher education

There are two types of professional higher education in Latvia:

Professional higher education based upon or integrating a standard of an academic degree (university-type professional higher education, ISCED-97 level 5A). The latter are programmes of studies towards a professional qualification, which includes a substantial component of academic studies, which is designed to meet *Bakalaura* standard. Graduates of these programmes are eligible for direct access to studies towards *Maģistrs* degree.

Professional higher education programmes not based upon an academic degree and not including a standard for the academic degree. These are mainly aimed at acquiring of professional skills (at qualification level five according to CEDUC classification) and would belong to the non-university higher education, ISCED-97 level 5B. This group of professional higher education programmes may be organised in two stages and include a level four professional qualification as their first stage. Bridging course that would allow the graduates to enter *Maģistrs* studies are being considered.

Doctoral studies

The degree of *Maģistrs* (or the equivalent) is required for admission to doctoral studies. So far two levels of doctoral degrees exist in Latvia:

The degree *Doktors* can be achieved at public defence of a doctoral thesis which may be a result of three to four years full-time doctoral studies at an university or of an equivalent amount of independent research while working at an university, research institution, hospital, enterprise, etc.

A higher doctorate degree, *Habilitēts doktors*, (which is being gradually abolished) at present is required for full professorship. *Habilitation thesis* is usually a summary of several important scientific and/or pedagogical publications or a monograph, written after defence of the first doctoral dissertation. According to the changes in the Law on Scientific Activities adopted in 1998 awarding of the second doctoral degree is no longer possible after the end of 1999, the holders of both doctoral degrees become equal in their rights.

The Latvian Council of Science sets the procedures for the awarding of doctoral degrees and appoints habilitation councils entitled to award both doctoral degrees and promotion councils entitled to award degree *Doktors* only.

Credit point system

The credit point system applied in Latvia is similar to the one in Scandinavian countries. A credit point is defined as a one-week full-time study workload. Thus, an average workload of a full-time study year in most cases is 40 credit points.

Grading system

The ten-point grading system presented below is the one compulsory to all the secondary education institutions and recommended to the higher education institutions by the Ministry of Education and Science. As to the higher education institutions, ten-point scale is used everywhere, but the interpretation of the meanings of each mark as well as the minimum pass mark may slightly differ. The normal maximum grade is supposed to be eight, the grades nine and ten are reserved for students who perform above the estimated maximum level.

Grade	Meaning
10	<i>izcili (with distinction)</i>
9	<i>teicami (excellent)</i>
8	<i>ļoti labi (very good)</i>
7	<i>labi (good)</i>
6	<i>gandrīz labi (almost good)</i>
5	<i>viduvēji (satisfactory)</i>
4	<i>gandrīz viduvēji (almost satisfactory)</i>
3-1	<i>neapmierinoši (unsatisfactory)</i>

Quality assessment

According to the *Declaration on Co-operation in Quality Assurance of Higher Education in the Baltic States*, which was signed by the three Baltic ministers of education on October 25, 1994, the quality assessment in all the three Baltic states is carried out using international peers from the three Baltic States and beyond. All the higher education programmes in Latvia should be assessed first time by the year 2002 and once in every six years afterwards.

INSTITUTIONS OF HIGHER EDUCATION

Since all the institutions of higher education in Latvia offer both academic and professional programmes, they can rather be classified according to the level of degrees they offer than clearly divided into *university and non-university* type.

Universities completely cover one or several significant fields and are entitled to confer the degrees up to the second doctoral degree *Habilitēts doktors*.

Institutions granting doctoral degrees:

Latvian Academy of Music;

Latvian Academy of Arts;

Latvia Academy of Culture;

Liepāja Pedagogical Academy;

Latvian Academy of Sports Education;

Police Academy of Latvia.

Licensed private institutions

A number of private institutions in Latvia have been granted a license to begin activities in higher education but have not yet undergone a systematic quality assessment/accreditation.

Before accreditation their diplomas/degrees are not recognised by the State.

Licensing procedure however, involves a preliminary examination of the curricula and facilities. The institutions listed below exist legally and are working to meet accreditation criteria. They should therefore be distinguished from some others, that operate without licenses and, consequently, without any state oversight.

The following institutions in Latvia have received licenses for activities in higher education:

- International Institute of Practical Psychology;
- Institute of Social Technologies;
- Riga Humanitarian Institute;
- Riga Institute of Aeronavigation;
- Latvian Evangelic Christian Academy;
- College of Information System's Management;
- College of Economics and Culture;
- College of Psychology.