



Liepāja University

Reg. Nr. 3042000219

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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 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, the reason should be explained.

DIPLOMA SUPPLEMENT (Diploma series ' Nr.)

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION:

- 1.1. Family name:
- 1.2. Given name:
- 1.3. Date of birth (day/month/year):
- 1.4. Student identification number or code (if available):

2. INFORMATION IDENTIFYING THE QUALIFICATION:

- 2.1. Name of the qualification and (if applicable) the title conferred (in original language):
Profesionālais bakalaura grāds tūrismā; Tūrisma nozares uzņēmumu vadītāja profesionālā kvalifikācija
- 2.2. Main field(s) of study for the qualification:
Tourism management
- 2.3. Name (in original language) and status of the awarding institution:
Liepājas Universitāte, state-accredited (28.08.2008), state-founded, university
- 2.4. Name (in original language) and status of the institution administering the studies: ***the same as in item 2.3.***

2.5. Language(s) of instruction/examination: *Latvian*

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION:

3.1. Level of qualification: *First (undergraduate) professional degree; 5th professional qualification level, see point 6.1.*

3.2. Official length of programme, start and end date of the acquisition of the programme:
4 years of full-time studies, 160 Latvian credit points, 240 ECTS credits,

3.3. Access requirements:
Secondary education

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1. Mode of study: *Full-time*

4.2. Programme requirements:

to acquire basic theoretical knowledge related to the tourism branch of the Arts, Social and Natural Sciences, Information Technology, Management and Tourism branch that provides students' professional competence; to develop students' ability to strategically and analytically formulate problems in the tourism branch and to solve them creatively; to develop cooperation with tourism enterprises, state and municipal institutions as well as with non-governmental organizations; to work out and defend three annual projects; to acquire and develop practical working skills during practices; to pass the qualification examination; to write and to defend the professional Bachelor's paper in Tourism and Organisation of Leisure

4.3. Programme details and the individual grades/marks/credits obtained:

COMPULSORY PART (A)			
<i>Course title</i>	<i>Credit points</i>	<i>ECTS credits</i>	<i>Grade</i>
<i>Economic Theory I</i>	<i>3</i>	<i>4.5</i>	<i>8 (very good)</i>
<i>Economic Theory II</i>	<i>3</i>	<i>4.5</i>	<i>8 (very good)</i>
<i>History of Culture</i>	<i>2</i>	<i>3</i>	<i>8 (very good)</i>
<i>Applied Informatics I</i>	<i>2</i>	<i>3</i>	<i>9 (excellent)</i>
<i>Applied Informatics II</i>	<i>2</i>	<i>3</i>	<i>9 (excellent)</i>
<i>Philosophy</i>	<i>2</i>	<i>3</i>	<i>8 (very good)</i>
<i>Tourism Management I</i>	<i>2</i>	<i>3</i>	<i>8 (very good)</i>
<i>Tourism Management II</i>	<i>2</i>	<i>3</i>	<i>8 (very good)</i>
<i>Tourism Management II</i>	<i>2</i>	<i>3</i>	<i>8 (very good)</i>
<i>History of Latvia and Tourism</i>	<i>2</i>	<i>3</i>	<i>7 (good)</i>
<i>Culture of Language and Speech</i>	<i>2</i>	<i>3</i>	<i>7 (good)</i>
<i>Sociology and Social Statistics</i>	<i>2</i>	<i>3</i>	<i>7 (good)</i>
<i>Culture and Psychology of Management</i>	<i>2</i>	<i>3</i>	<i>8 (very good)</i>
<i>Quantitative Methods in Management</i>	<i>2</i>	<i>3</i>	<i>7 (good)</i>
<i>Research Methodology</i>	<i>2</i>	<i>3</i>	<i>7 (good)</i>
<i>Entrepreneurship</i>	<i>2</i>	<i>3</i>	<i>6 (almost good)</i>
<i>Tourism Marketing</i>	<i>2</i>	<i>3</i>	<i>7 (good)</i>

<i>Management systems of organizations</i>	2	3	8 (very good)
<i>Strategic Management I</i>	2	3	8 (very good)
<i>Strategic Management II</i>	2	3	6 (almost good)
<i>Human Resource Management I</i>	2	3	8 (very good)
<i>Human Resource Management II</i>	2	3	8 (very good)
<i>Economics of international tourism I</i>	1	1.5	7 (good)
<i>Economics of International Tourism II</i>	1	1.5	9 (excellent)
<i>Record Keeping</i>	2	3	5 (satisfactory)
<i>Data Basis and Information Systems</i>	2	3	8 (very good)
<i>Political Sciences</i>	2	3	6 (almost good)
<i>Civil Law in Tourism Transactions</i>	2	3	6 (almost good)
B-PART-RESTRICTED OPTION			
<i>Course title</i>	<i>Credit points</i>	<i>ECTS credits</i>	<i>Grade</i>
<i>Fundamentals of Tourism I</i>	3	4.5	9 (excellent)
<i>Fundamentals of Tourism II</i>	2	3	8 (very good)
<i>Tourism geography I</i>	2	3	9 (excellent)
<i>Tourism geography II</i>	2	3	8 (very good)
<i>English I</i>	4	6	9 (excellent)
<i>English II</i>	4	6	9 (excellent)
<i>English III</i>	2	3	8 (very good)
<i>English IV</i>	2	3	9 (excellent)
<i>German I</i>	2	3	8 (very good)
<i>German II</i>	4	6	8 (very good)
<i>German III</i>	4	6	8 (very good)
<i>German IV</i>	4	6	8 (very good)
<i>Annual paper I</i>	1	1.5	7 (good)
<i>Annual paper II</i>	2	3	9 (excellent)
<i>Annual paper III</i>	2	3	8 (very good)
<i>Tourism and the Environment I</i>	2	3	8 (very good)
<i>Ecotourism</i>	2	3	8 (very good)
<i>Tourism Geography in Latvia</i>	2	3	8 (very good)
<i>Organisation of Tourism Camps</i>	2	3	7 (good)
<i>Basic Knowledge of Active Tourism</i>	2	3	7 (good)
<i>Methodology of Tourism</i>	2	3	7 (good)
<i>Book-keeping</i>	2	3	4 (almost satisfactory)
<i>Local Tourism</i>	2	3	7 (good)
<i>Financial Management of an Enterprise</i>	2	3	8 (very good)
<i>World Tourism Objects</i>	2	3	8 (very good)
<i>Management of Hotel Systems</i>	2	3	8 (very good)
ELECTIVE PART (C)			
<i>Course title</i>	<i>Credit points</i>	<i>ECTS credits</i>	<i>Grade</i>
<i>Fitness I</i>	2	3	7 (good)
<i>Teaching of Photography</i>	2	3	7 (good)
<i>Latvian Sign Language of Deaf</i>	2	3	7 (good)
PRACTICAL TRAINING			
<i>Practice in Tourism Information</i>	2	3	8 (very good)
<i>Practice in Ecotourism and organisation of camps I</i>	2	3	7 (good)
<i>Practice in Ecotourism and organisation of camps II</i>	2	3	6 (almost good)
<i>Practice in tourism management I</i>	8	12	9 (excellent)
<i>Practice in tourism management II</i>	4	6	7 (good)
<i>Pregraduate practice</i>	8	12	8 (very good)

STATE EXAMINATIONS			
Qualification Examination	2	3	10 (with distinction)
Bachelor's Paper	10	15	10 (with distinction)
Title:			

4.4. Grading scheme and, if available, grade distribution guidance:

Grade (meaning)	Frequency of the grade among the graduates of the programme in question
10 (with distinction)	3%
9 (excellent)	19%
8 (very good)	31%
7 (good)	26%
6 (almost good)	13%
5 (satisfactory)	5%
4 (almost satisfactory)	3%
3-1 (unsatisfactory)	0%

The holder of the qualification weighed average grade: 7.948

4.5. Overall classification of the qualification (in original language): **"Standarta"**

Classification "Standarta" awarding criteria see p.6.1.

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION:

5.1. Access to further studies:

Access to Master's Study Programmes

5.2. Professional status:

It is not foreseen to award a professional status

6. ADDITIONAL INFORMATION

6.1. Additional information:

This diploma supplement is valid with the diploma series: No

Liepaja University bachelor's degree of higher professional education programme "Tourism management" is accredited from 29.06.2011. till 31.12.2017.

Appendix for item 4.4

weighed average grade of the holder of the qualification is calculated as: $av = \sum(a \cdot f) / \sum(f)$, where: *av* - weighed average grade, *a* - grade in each course of A and B part of the programme, *f* - course workload in credit points.

Appendix for item 4.5

Classification "Standarta" awarding criteria: The programme requirements are fulfilled.

The fifth level of qualification

- the highest qualification of a specialist of a branch, which enables to plan and carry out scientific research in the respective branch.

6.2. Further information sources:

LIEPAJA UNIVERSITY

Liela iela 14, Liepaja, Latvia LV-3401, telephone: +371-63423568, +371-63423510, fax: +371-63424223, e-mail: liepu@liepu.lv;

*Academic Information Centre (ENIC/NARIC in Latvia),
Valnu street 2, Riga, Latvia, LV-1050, telephone: +371-67225155, fax: +371-67221006,
e-mail: diplomi@aic.lv*

7. CERTIFICATION OF THE SUPPLEMENT

7.1. Date: .

7.2. Signature: _____

7.3. Capacity: .

7.4. Official stamp or seal:

8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

See next two pages

The secondary education is required for the admission to studies in a university/college. All holders of certificates and diplomas the general secondary education or vocational secondary education meet the general admission requirements. However, the universities/colleges are free to set specific admission requirements e.g. additional subjects that had to be taken at the school level to qualify for admission to a particular programme.

Bachelor (bakalaurs) and master (maģistrs) degrees are awarded in both, in academic and professional higher education programmes.

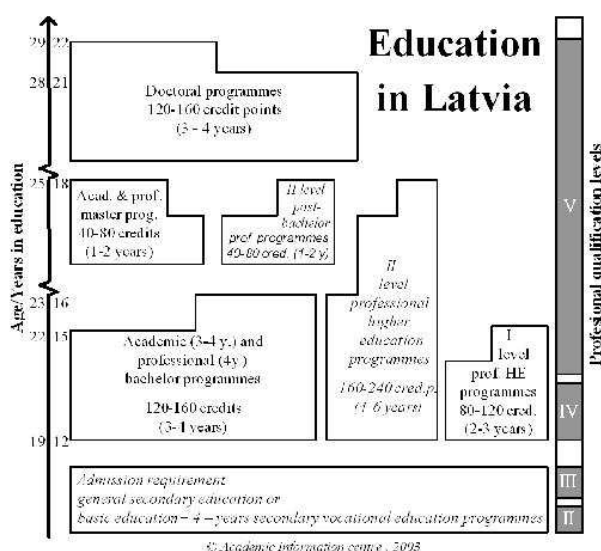
The objectives of **academic higher education (HE)** are to prepare graduates for an independent research, as well as to provide theoretical background for professional activities.

Academic programmes, leading to a *bachelor degree*, comprise 120 – 160 credits¹: compulsory part – ≥ 50 (75 ECTS) credits, electives ≥ 20 (30 ECTS) credits, thesis ≥ 10 (15 ECTS) credits, and the rest is left for students as free choice. Duration of full-time studies is 6 – 8 semesters.

Academic programmes, leading to a *master degree*, comprise 80 (120 ECTS) credits, of which ≥ 20 (30 ECTS) credits are allocated for thesis, compulsory part of the programme includes theoretical aspects of the specific field of scientific discipline ≥ 30 (45 ECTS) credits and their practical application in solving of actual problems ≥ 15 (22,5 ECTS) credits.

Academic education programmes are implemented according to the state standard of academic education.

Higher education (HE)



The objectives of **professional HE** are to provide in-depth knowledge in a particular field, preparing graduates for desing or improvement of systems, products and technologies, as well as to prepare them for creative, research and teaching activities in this field.

Professional HE programmes, leading to a professional *bachelor degree*, are designed to ensure professional competence, they comprise at least 160 (240 ECTS) credits and they consist of: general courses ≥ 20 (30 ECTS) credits, theoretical courses of the chosen field ≥ 36 (54 ECTS) credits, specialization courses ≥ 60 (90 ECTS) credits, optional courses ≥ 6 (9 ECTS) credits, practical placement ≥ 26 (39 ECTS) credits, and state examinations including thesis ≥ 12 (18 ECTS) credits.

Professional HE programmes, leading to a professional *master degree*, comprise no less than 40 (60 ECTS) credits: up-to-date achievements in the field – in theory and in practice ≥ 7 (10,5 ECTS) credits, practical placements ≥ 6 (9 ECTS) credits, state examinations including thesis ≥ 20 (30 ECTS) credits as well as research training, courses of design, management, psychology etc.

Graduates of both types of *the bachelor degree* have access to master studies, graduates of the *master degree* to doctoral studies.

Studies in medicine, dentistry and pharmacy professional studies (5 and 6 year studies), are equal to the *master degree* and the graduates can continue their studies in doctoral level programmes.

Apart from the programmes, leading to *bachelor* and *master degrees*, there are other types of professional higher education programmes.

- *first-level professional HE* (university college) programmes comprise 80 120 (120 180 ECTS) credits and lead to the 4th level professional qualification. These programmes are targeted mainly to the labour market. Yet, the graduates of the first-level programmes can continue their studies in second-level professional programmes.

- *second-level professional HE* programmes lead to the 5th level professional qualification. Such programmes can comprise either at least 40 (60 ECTS) credits for holders of *the bachelor degree* or at least 160 (240 ECTS) credits for secondary school leavers. In both cases programmes should include a practical placement of at least 26 (39 ECTS) credits and graduation examinations including thesis ≥ 10 (15 ECTS) credits. Graduates of programmes including the 70 (105 ECTS) credits compulsory part of the bachelor programme, have access to master studies.

Doctoral studies

From January 1, 2000 a single type of *doctoral (doktors) degree* is being awarded in Latvia. The degree of master is required for admission to doctoral studies. *Doctoral degree* is awarded after public defence of doctoral thesis and successfully passed exams in the chosen scientific discipline. The doctoral thesis has to include original results of the research and new cognitions in the scientific discipline and may be a result of three to four years of doctoral studies at a higher education institution or an equivalent amount of independent research. The doctoral thesis may be a dissertation, assemblage of topically single peer reviewed publications or monograph. The rights to award the *doctoral degree* are delegated by decision of the Cabinet of Ministers to promotion councils established at the universities. The procedure for awarding the *doctoral degree* is controlled by the Commission of the Scientific Qualification.

Grading system: a 10-point grading scheme for knowledge assessment.

Achievement level	Grade	Meaning	Approx. ECTS grade
very high	10	izcili (with distinction)	A
	9	teicami (excellent)	A
high	8	ļoti labi (very good)	B
	7	labi (good)	C
medium	6	gandrīz labi (almost good)	D
	5	viduvēji (satisfactory)	E
	4	gandrīz viduvēji (almost satisfactory)	E/FX
low	3-1	negatīvs vērtējums (unsatisfactory)	Fail

Quality assurance. According to the Latvian legislation, state-recognized degrees/diplomas may be awarded upon completion of an accredited programme in an accredited HE institution holding a state-approved *Satversme* (By-law) or college statute. Decisions on programme accreditation are taken by the Accreditation Board, while those on institutional accreditation by the Higher Education Council.

More information:

1. On educational system – <http://www.izm.lv>; <http://www.aic.lv>; www.eurydice.org
2. On status of programmes/institutions: <http://www.aiknc.lv>

¹ Latvian credit point is defined as a one-week full-time study workload. An average workload of a full-time study year in most HE programmes is 40 credits. Latvian credit point system is compatible with ECTS. The number of ECTS credits is found by multiplying the number of Latvian credit points by a factor of 1.5.