



REGULATIONS FOR ACADEMIC INTEGRITY AT THE UNIVERSITY OF LATVIA

This document has no amendments

I. General terms

1. The Regulations for Academic Integrity (hereinafter referred to as – the Regulations) in the University of Latvia (hereinafter referred to as – the UL) defines what is the academic integrity and related actions to it, enumerates most often occurring violations of principles of the academic integrity in the academic environment, and the UL community's liability in preventing academic dishonesty. Regulations apply to entire UL community – academic and general personnel, students, including obtaining academic degree, applicants, auditors, and persons, who perform work based on the enterprise's, author's, and volunteer's employment contract.
2. Academic integrity is conduct that demonstrates impartiality, responsibility, mutual respect, and trust; it combats deceit and fraud and upholds the quality and prestige of education and science in the Republic of Latvia. The aim of the Regulations is to academic culture and academic integrity in the academic environment of the UL.
3. The UL community adheres to the academic integrity in any relationships where the UL is involved, as well as outside of the UL.
4. The UL community reports on the violations of the academic integrity in accordance with the Regulations.
5. In case the UL has received an information about the violation of the academic integrity by the UL community representative from physical person or legal person, who is not the representative of the UL community, the rector of the UL hands over the application about the

violation by the student for the review to the dean of the respective Faculty, and the application about the violation by the academic or general personnel to the Academic Ethics Commission of UL.

6. UL staff is obliged to collaborate with the head of the structural unit, Rector of the UL or authorised person by the Rector, or the Academic Ethics Commission of UL, in case a violation of the academic integrity is established.
7. Evaluating the violation of the academic integrity in the work of the UL community, and deciding on the consequences and responsibility as stated in the Regulations and other normative acts of the UL, the following is taken into consideration:
 - 7.1. The extent of the academic integrity infringement (if possible to establish) and the extent of significance.
 - 7.2. Previous violations of academic integrity by the person.
 - 7.3. For students – the type of assessment.
8. Applying the Regulations, the violation of the academic integrity depending on the severity of the violation, is divided as follows:
 - 8.1. Unwelcome practice (Stage 1) – minor infringement, committed due to ignorance or without malicious intent and does not cause significant consequences to the academic activity of the UL community representative or does not cause harm to the UL; the decision on the consequences of the unwelcome practice is made by the teaching staff or supervisor.
 - 8.2. Serious violation (Stage 2) – inadmissible behaviour in the academic environment, which regardless of volume and intent causes negative consequences to the to the academic activity of the UL community representative or cause harm to the UL; the decision on the consequences of the serious violation is made by the Head of the Department.
 - 8.3. Severe violation (Stage 3) – inadmissible behaviour in the academic environment, which is performed with malicious intent and causes significant negative consequences to the to the academic activity of the UL community representative or cause serious harm to the UL; the decision on the consequences of the serious violation is made by the Rector of the UL or authorised person, in accordance with the proposal of the dean's or the Academic Ethics Commission of UL.
9. To avoid the formation of conflict-of-interest situations, the representative of the UL community has a right to remove oneself from the decision making in cases when other conditions exist that could create reasonable doubt about the person's objectivity. The conflict of interest within the meaning of the Regulations is deemed a situation when the representative

of the UL community is to make decisions, participate in the decision making or is to perform other activities that could affect the academic growth of the related person, especially in granting scholarships and awards, granting financing for the scientific activity, recruitment, or election in the academic and administrative positions.

10. Within the Regulations, plagiarism is deemed to be the use of works published or unpublished by the other author (incl., words, statements, images, etc.) without indicating a precise citation to the author or work. Plagiarisms can take various forms that can be found both in texts where there is no reference to the original work, and in works where references are given. Types of plagiarism are the following:

10.1. The sources are not cited:

10.1.1. The author submits in one's name the entire work written by another author (the imposture).

10.1.2. The author incorporates big, copied fragments (one or several passages or their parts) into his text from another text, without paraphrasing them.

10.1.3. The author tries to hide the plagiarism copying into his/her text fragments from several sources and introducing small changes in the structure of sentences, so that these different fragments align with each other, however, the wording of the original text is mainly retained.

10.1.4. The author has preserved the essence of the content of the authentic source but has slightly paraphrased it and has changed the key words.

10.1.5. The author paraphrases fragments from other authors' works so that the different fragments align with each other, instead of writing an original text.

10.1.6. The author extensively uses fragments from his/her own previous works, thus breaching requirements for originality in the work, which is expected in the academic environment.

10.2. The sources are cited, but the text considered plagiarism:

10.2.1. The author mentions the author of the quotation, but the specific information about the source is not provided (e.g., the title, the publisher, etc.), thus the reference cannot be found, and it is impossible to check whether the work that is referred to exists.

10.2.2. The author deliberately provides imprecise or erroneous information about the quoted sources so that it is impossible to find them (deception).

10.2.3. The author provides precise citations of the source but fails to format the fragment of the text as a quotation if this fragment is copied or paraphrased

very closely to the text creating wrong impression and pretending to deliver the original information.

10.2.4. The author applies the method of analysis in his/her research, creating a chain of fragments (use of the text fragment created by another author, providing a citation to the author and work, as well as clearly separating it from one's text) and paraphrases (expression of concepts and judgements of other authors with one's own words by retaining its essence, but not in a way it is expressed in the particular information source) from other works, adopting also references to these fragments from other works, however there is almost no original text of the author itself.

10.2.5. In some places the author provides precise reference to the quoted sources, but in other places paraphrases the text from other sources without reference.

10.2.6. The author translates the works of other authors or information available on the Internet from another language with or without references in the text, presenting oneself as the original author of the work.

11. Within the Regulations a teaching staff is deemed to be the representative of the UL academic personnel or other physical person with appropriate qualification, who implements the study process.
12. All violations of the academic integrity are registered in the Information System of the University of Latvia (LUIS) in the students', auditors', employed or voluntary personal case file.
13. For the breach of the Regulation, results in the consequences and liability established in the Regulation and other normative acts of the Republic of Latvia and the UL.

II. Academic integrity in students' actions

14. Students follow the principles of academic integrity. The following behaviour considered to be the violation of academic integrity:
 - 14.1. Offering of benefits of material or any other nature for performing or refraining from some activities in the academic interests of the student or any other person.
 - 14.2. Plagiarism or use of unauthorized aids (information source or methods) or attempted use in the process of studies.
 - 14.3. Participation in the violation of academic integrity, including disclosure of the results of one's individual work to other persons or presenting the results of a collective work

as one's own, providing that it has been defined as a collective work, impersonation of another student in an examination, falsifying another student's signature on the attendance sheet or other documents, etc.

- 14.4. Furnishing false information about oneself and one's work.
 - 14.5. Unauthorized obtaining of examination questions or examination tasks.
 - 14.6. Impeding or interfering with the academic work of the academic staff or students.
 - 14.7. Other deliberate activities that impede or interfere with the process of studies and academic work at the UL.
15. If the violation of the Regulation is recognized as an unwelcome practice (paragraph 8.1.), then within the study course the teaching staff of the UL can:
- 15.1. Reprimand.
 - 15.2. Reduce the assessment grade (excluding the final assessment of the study course).
 - 15.3. Ask to repeat the assessment on different topics or perform different task (excluding the final assessment of the study course).
16. If the violation of the Regulation is recognized as serious or severe (paragraph 8.2. and 8.3.), then the teaching staff of the UL, by reporting it to the Dean of the Faculty (annex), within the study course can:
- 16.1. Reduce the assessment grade (including the final assessment of the study course).
 - 16.2. Ask to repeat the assessment task (on different topics or perform different tasks).
 - 16.3. Dismiss from the final assessment of the study course by making a record in the assessment protocol.
 - 16.4. Recommend the Dean of the UL Faculty to annul the grade if the violation is established till the end of the next semester.
17. If the student has committed a severe violation of the Regulations (paragraph 8.3.), then the teaching staff of the UL can recommend the Dean of the UL Faculty to initiate the administration of the UL to apply a warning to the student about the exmatriculation or exmatriculate the student. The dean sends the recommendation about the warning of exmatriculation or exmatriculate the Faculty's student council, which issues feedback on this recommendation.
18. If the UL teaching staff establishes the violation of the academic integrity during the final assessment of the study course, it is indicated in the assessment protocol.
19. If the UL teaching staff establishes the violation of the academic integrity during the assessment, one makes written remarks on the students' work or adds a commentary next to the work in the e-studies and performs actions defined in the paragraph 15.-18 of the Regulation.

20. Based on the UL teaching staff report on the violation of the academic integrity, in addition, consequences in accordance with the other normative acts of the UL, the Dean of the UL Faculty to student can:
 - 20.1. Annul the grade for the completion of the study course if the violation is established till the end of the next semester.
 - 20.2. Recommend the administration of the UL to issue a warning of the exmatriculation to the student or exmatriculate the student.
21. The Dean of the Faculty within 10 working days after receiving the report (annex) on the violation of the academical integrity, evaluates this report, take the appropriate decision, and informs the teaching staff, who has established the violation of the academic integrity, about his.
22. The student has a right to provide an explanation of one's behaviour to the UL teaching staff and the Dean of the UL Faculty in accordance with the established regulations in the UL.
23. If the violation, indicated in the Regulations, is established during the final assessment, then the Regulation on graduation examinations at the UL, is applied.
24. If the application of the violation of the academic integrity during the final assessment is received and after successful defence of which the person has been awarded the appropriate degree or qualification, then the Department of the Information Technologies, after recommendation of authorised person by the Dean of the Faculty, performs an electronic plagiarism verification of the work. The application is reviewed in accordance with the Administrative Procedure Law, e.g., collegial institution that has taken the decision about the issuing of the diploma:
 - 24.1. The Faculty Council reviews the application about the plagiarism in the qualifications paper, Bachelor's thesis, Diploma paper or Master's thesis.
 - 24.2. The Promotion Council reviews the application about the plagiarism in the Doctoral thesis.

III. Academic integrity in action of the UL academic personnel

25. Academic personnel adhere to the academic integrity principles. The following actions are considered as the violation of the academic integrity principles within the study work:
 - 25.1. Not objective evaluation of the students' work, not informing students in time on the assessment criteria and allowing the conflict of interest.
 - 25.2. Permission to use unauthorised aids, plagiarism, and other unauthorised activities in during tests and examinations.

- 25.3. Demanding and or/accepting gifts, services, or additional payment for fulfilling obligations (incl., consultations).
 - 25.4. The use of the UL resources for professional and private actions, which are not related to the work at the UL.
 - 25.5. Permitting academic violence in one's actions.
 - 25.6. Disregarding authorship and other persons, incl., the use students', work results and unpublished data without proper citation.
 - 25.7. Using just one's own written study literature during the study course, not using diverse literature and sources, incl., referring to the other specialists in the respective field.
 - 25.8. Involvement of students in mutual dispute resolution with the UL teaching staff, scientists and general personnel.
 - 25.9. Being late to lectures, seminars, and examinations.
 - 25.10. Defining inadequate and infeasible amount of the substance to be learned in the inadequate time period.
 - 25.11. Baselessly doubting, slandering, slighting of other teaching staff competence.
26. To avoid the conflict of interest, the person related to the UL teaching staff (relative (father, mother, grandmother, grandfather, child, grandchild, adoptee, adopter, brother, sister, half-brother, half-sister, spouse), counterparty or life companion (person with whom has a shared household)), as far as possible, choose to take study courses with different teaching staff. The UL teaching staff refrains from supervising and evaluation related person's course work, graduation work and Doctoral thesis.
27. If due to narrow specialisation the UL teaching staff teaches the study course to the related person, then the study course final assessment's evaluation is done by the examination's commission. The UL teaching staff whose related person is being evaluated, refrains from evaluation, as well as is not present in the examination room.
28. The administration of the UL provides academic personnel with centralised access to the plagiarism recognition tools for verification of the regular written work during studies.
29. Scientific personnel adhere to the principles of academic integrity. The following actions are considered as the violation of the academic integrity principles within the scientific work:
- 29.1. Faking and fabrication of experiment or research results and data (inventing scientific actions and data with a purpose to publish them as original research).
 - 29.2. Citing non-existing works, data, research.

- 29.3. Selective interpretation of the research results in a way that they confirm the stated hypothesis in the research or achieve only such information that promotes trust in the conducted research and its recognition in the academic environment.
- 29.4. Disregarding confidentiality regarding persons involved with the research.
- 29.5. Use of the data, published and unpublished research information collected by another person without proper citation.
- 29.6. Engaging in plagiarism or self-plagiarism.
- 29.7. Submission of patent application of someone else's invention or alienation of invention done in working relationship with the UL.
- 29.8. Disregarding ethics norms regarding research done with human and animal involvement.
- 29.9. Baselessly doubting, slandering, slighting of other teaching staff competence.
- 29.10. Disregard of authorship criteria of scientific work. Scientific authorship is the right to be recognised as an author of any scientific work which is based on the following criteria: (1) significant intellectual investment in planning research or gathering data, analysing results or interpretation, and (2) writing the scientific work or its critical editing providing significant investment in the scientific content, and (3) approval of the final version of scientific work before publishing, and (4) agreeing to take responsibility about the content of the scientific work.

IV. Academic integrity in the actions of the UL general personnel

30. The UL general personnel and administration promote adherence to the principles of academic integrity in one's activities. The UL general personnel and administration violates the principles of academic integrity if:
 - 30.1. Ignores or unreasonably punished representatives of the UL community, who reports on violations of academic integrity.
 - 30.2. Makes the reporting on the violations complicated, cumbersome or even infeasible, promoting ignorance or concealment of the violation fact, allows discrimination during assessment of the violation.
 - 30.3. Conceals or falsifies information on grades and other metrics, to gain higher rating or to avoid negative publicity.
 - 30.4. Does not adhere to the confidentiality and data protection, providing administrative functions of academic and scientific activities.
 - 30.5. Permits conflict of interest.

30.6. Baselessly doubts, slanders, slights the UL community's competence of academic and scientific activity.

V. Infringement proceedings of the violation of academic integrity by the UL academic and general personnel

31. The Academic Ethics Commission of UL reviews violations of the UL academic and general personnel.
32. The representative of the UL community reports to the Academic Ethics Commission of UL about the violation of academic integrity by the UL academic or general personnel by providing evidence.
33. If the application is received about the plagiarism in the work of the UL representative of academic or general personnel, then the UL Department of the Information Technologies, after request of the Academic Ethics Commission of UL, performs electronic plagiarism verification of the work.
34. Based on the decision of the Academic Ethics Commission of UL, the UL Rector or rectors authorized person can impose a disciplinary sanction or terminate the employment contract in accordance with the Work Order Regulations in the UL regulations and normative acts of the Republic of Latvia.

VI. Final terms

35. The Regulations enters into force on June 1st, 2021.
36. With the entry into force of the Regulations, Regulations for Academic Integrity at the University of Latvia (approved by the Senate decision No 2-3/48, 26.04.2021) loses effect.

Chairman of the Senate

(signature*)

M. Auziņš

S. Kestere, 67033950

*** THIS DOCUMENT IS ELECTRONICALLY SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP**

Reg. No _____

University of Latvia

To the Dean of the Faculty

Report on the Student's Violation of Academic Integrity

Name, surname of the student,
number of student's ID

Study programme, study course

Form and type of the examination

Violation:

- use of unauthorized aids in the examination;
- plagiarism;
- impeding and hampering the work of the academic staff and/or a student;
- other type of academic integrity violation

Commentary (detailed information about the violation)

Date of violation detection (if it can be indicated)

Decision of the teaching staff:

- reduction of the grade;
- redevelopment of the assignment (on a different topic or development of a different assignment);

- suspension from examination, making respective entry in the list of examination;
- recommendation on annulment of the grade, if the violation is detected till the end of the next semester;
- recommendation to the Dean of the UL Faculty to suggest the administration of UL to issue a warning of exmatriculation;
- recommendation to the Dean of the UL Faculty to suggest the administration of UL to exmatriculate the student.

Name, surname, signature of the
teaching staff

Date:

I confirm that I have taken note of the report:

Signature of the student:

Date:

Explanation from the student, providing that there is such, is given on the other side of the page!



Explanation from the student:

Decision of the dean:

- annulment of the grade if the violation has been detected before the end of the next semester;
- recommendation to the administration of the UL to issue an exmatriculation warning to the student;
- recommendation to the administration of the UL to exmatriculate the student.

Name, surname, signature of the
department dean

Date:

**** Decision of the Faculty's student council (only in case of the student's exmatriculation):***

- to not support the recommendation to the administration of the UL to exmatriculate the student;
- to support the recommendation to the administration of the UL to exmatriculate the student;

Name, surname, signature of the
student council's representative

Date:

Decision of the LU administration:

- warning to the student about exmatriculation;
- exmatriculation of the student.

Name, surname, signature of the UL
Rector or a person authorized by the
Rector

Date:

This report is prepared by a member of the academic staff and is submitted to the dean of the LU department, if there is necessity, then also to the administration of the LU. When the final decision has been made, the report is submitted to the secretary of the study programme, who adds the report to the personal file of the student and prepares respective entry in the LUIS where the data of the student are stored.