



UNIVERSITY OF
LATVIA

Regulations for Academic Integrity at the University of Latvia

Enclosure
APPROVED by Senate
decision No. 287, of
February 25, 2013

1. General provisions

1.1. Terms used in these Regulations:

- 1.1.1. **quotation** – use of a fragment from a text written by another author providing reference to the author and the work clearly separating it from one's own text (quotation marks or formatting);
- 1.1.2. **member of academic staff** – a natural person with appropriate qualification, which implements the study process;
- 1.1.3. **unauthorized aid** – a source of information or a method for obtaining information that has not been authorized by the academic staff for use during the examination;
- 1.1.4. **use of unauthorized aid**– use or attempt of use of the same;
- 1.1.5. **cribbing** – unauthorized copying of another student's work in whole or in part and presenting it as one's own;
- 1.1.6. **paraphrase** – a restatement of notions, opinions or ideas in different words preserving their essence that does not amount to verbatim or near-verbatim copying of the respective source;
- 1.1.7. **self-plagiarism** – a type of plagiarism; repeated use of one's own work or its fragment as an original work;
- 1.1.8. **plagiarism** - use of another author's published or unpublished work (including words and expressions) without giving credit to that author and/or work
- 1.1.9. **fabrication** – falsification or invention of any research activities or data in order to publish it as an original research.

1.2. The Regulations for Academic Integrity at the University of Latvia (hereinafter referred to as the Regulations) aim to strengthen the culture of academic integrity at the University of Latvia (hereinafter referred to as the UL).

1.3. These Regulations explain academic integrity and standards of conduct, list the most often occurring violations of the standards of academic integrity in the academic environment and the responsibilities of UL academic staff in the prevention of academic dishonesty.

1.4. 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 Latvia.

1.5. Activities unrelated to studies at the UL shall not release a student from exhaustive and accurate fulfilment of student responsibilities. Activities unrelated to work at the UL shall not release an employee of the UL from exhaustive and accurate fulfilment of job

responsibilities at the UL.

- 1.6. Counteraction or sabotage of the work of UL staff (damage or tampering with results obtained in examinations or experiments with intent to deceive or disrupt, damage to experimental equipment, books in the library, tampering with academic and other resources (including software, e-resources), causing damage to it, blocking access to them or deception, blocking access to information or deliberately furnishing false or misleading information) is prohibited.
- 1.7. The following behaviour is considered to be the violation of academic integrity principles in research:
 - 1.7.1. fabrication or falsification of the record of data or experimental procedures or results;
 - 1.7.2. referring to non-existent works, data or research;
 - 1.7.3. selective interpretation of research results so that they validate the hypothesis proposed in the research or furnishing only such information that establishes trust in the performed research and fosters the acknowledgement of the research in the scientific community;
 - 1.7.4. failure to protect anonymity and confidentiality of research subjects;
 - 1.7.5. failure to properly acknowledge the sources, databases, published and unpublished research;
 - 1.7.6. plagiarism or self-plagiarism (see Annex 1);
 - 1.7.7. appropriation of another author's invention and applying for a patent or disposal of inventions designed in the course of employment and under the aegis of the UL;
- 1.8. UL staff shall inform about the violations of academic integrity the head of the respective structural units, Vice-rector or the Rector.
- 1.9. Principles of academic integrity shall be followed in any relationship where the staff of the UL is involved. UL staff shall refrain from disseminating untrue information about other members of UL staff.
- 1.10. UL staff is obliged to collaborate with the head of the structural unit, Rector of the UL, Vice-rector or other members of UL staff, if there has been reported violation of academic integrity.
- 1.11. Persons at fault for violations of these Regulations shall be held liable as prescribed by these Regulations and other laws and regulations of the Republic of Latvia and the UL.

2. Student Academic Integrity

- 2.1. Students shall follow the principles of academic integrity. The following behaviour is considered to be the violation of academic integrity:
 - 2.1.1. 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;
 - 2.1.2. use of unauthorized aids in the process of studies or plagiarism;
 - 2.1.3. 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.;
 - 2.1.4. furnishing false information about oneself and one's work;
 - 2.1.5. unauthorized obtaining of examination questions or examination tasks;

- 2.1.6. interfering with the academic work of the academic staff or students;
 - 2.1.7. other deliberate activities that impede or interfere with the process of studies and academic work at the UL.
- 2.2. Should the student violate the Regulations, a member of academic staff of the UL may make a critical remark or reprimand the student or file a complaint alleging a violation of the Regulations with the dean of the respective faculty (Annex 2);
- 2.2.1. issue a diminished grade in the assignment or examination;
 - 2.2.2. ask the student to repeat the examination (on a different topic or do a different assignment)
 - 2.2.3. not admit the student to the final examination — require that the student repeats the course in whole or in part;
 - 2.2.4. annul the grade for the course if the violation has been detected prior to the registration for the next semester;
 - 2.2.5. recommend to the dean of the faculty to advise the UL administration to issue a warning letter or to exmatriculate the student;
- 2.3. On the basis of a report from the academic staff of the UL on the violation of these Regulations in addition to other consequences mentioned in other regulatory enactments of the UL, the dean of the respective faculty may impose the following measures:
- 2.3.1. annul the grade for the course if the violation has been detected before the end of the next semester;
 - 2.3.2. advise the administration of the UL to issue a warning to the student or to exmatriculate the student.
- 2.4. All infringements of academic integrity shall be registered in LUIS, in the personal file of the student.
- 2.5. In cases where the student is found to have committed an academic integrity infraction, viz. he or she has used unauthorized aids or has committed plagiarism, the student is suspended from the examination with a respective entry in the examination record and the administration of the UL on an advice from a member of academic staff or the dean of the faculty decides on disciplinary penalty.
- 2.6. Student has the rights to explain the circumstances and attempt to justify the conduct to the academic staff of the UL and the dean of the respective faculty in the order stipulated by the UL.
- 2.7. Student may appeal against the decision regarding the violation of these Regulations in the order stipulated by regulatory enactments of the UL.

3. Academic integrity of the academic and general staff at the UL

3.1. Academic staff of the UL

- 3.1.1. supervising research of students (especially the development of the Bachelor's or Master's thesis, Diploma paper or Doctoral thesis), shall ensure tutorials and provide timely feedback;
- 3.1.2. shall assess the work of students impartially according to criteria set at the UL, mainly focusing on the content of the assignment, not the amount of the work or its formatting, and avoiding conflict of interest;
- 3.1.3. shall not permit use of unauthorized aids, plagiarism and other unauthorized conduct during examinations;
- 3.1.4. have the right to receive student's explanation regarding his/her conduct;

- 3.1.5. shall inform the dean of the respective faculty about the student's violation of the principles of academic integrity (the template of the report is in Annex 2) and mark this in the examination record;
- 3.1.6. shall not solicit or receive gifts, services or additional payment for carrying out their professional duties (incl. tutorials);
- 3.1.7. shall not use resources of the UL for professional activities which are not related to their work at the UL;
- 3.1.8. shall not use the results of student research and unpublished data without giving them appropriate credit;
- 3.1.9. shall deter plagiarism or self-plagiarism
- 3.1.10. shall strictly follow the observance of copyright in the academic activities;
- 3.1.11. shall use comprehensive literature and sources, refer to other specialists in the field and use not exclusively sources written by oneself, shall not underestimate research of other scientists;
- 3.1.12. shall not involve students in the resolution of conflicts if any arising among UL academic and general staff;
- 3.1.13. shall develop original tasks for examinations and regularly update them;

3.2. General staff and administration of the UL shall foster the observance of the principles of academic integrity in their activities and shall comply with the following rules:

- 3.2.1. dean of the faculty shall assess a report (Annex 2) on the violation of academic integrity within three working days upon its receipt and issue an appropriate decision;
- 3.2.2. general staff and administration of the UL violate the principles of academic integrity if they:
 - 3.2.2.1. unreasonably punish or ignore the academic staff of the UL, researchers or students, who report on violations of academic integrity;
 - 3.2.2.2. make reporting on violations complicated, troublesome or even impossible, thus facilitating academic misconduct by ignoring or concealing the fact of violation; permit unfair assessment of the violation;
 - 3.2.2.3. hide or falsify information about study results and other records to obtain higher ratings or to avoid negative publicity;
 - 3.2.2.4. fail to observe confidentiality when processing expert reports and other assessments of academic activities;
 - 3.2.2.5. permit conflict of interest

3.3. Rector of the UL or a person authorized by the Rector imposes disciplinary action in compliance with regulatory enactments of the UL and the Republic of Latvia upon a member of the academic or general staff, who has violated these regulations.

Plagiarism and its Determination

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:

- 1.1. The sources are not cited:
 - 1.1.1. the author submits in his/her own name the whole work of another (imposture);
 - 1.1.2. the author incorporates big copied fragments (one or several passages or their parts) into his text from another text, without paraphrasing them;
 - 1.1.3. the author tries to hide 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;
 - 1.1.4. the author has preserved the essence of the content of the authentic source, but has slightly paraphrased it and has changed the key words;
 - 1.1.5. the author paraphrases fragments from other authors' works so that the different fragments align with each other, instead of writing an original text;
 - 1.1.6. 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.
- 1.2. The sources are cited, but the text is considered to be plagiarism: submitting written materials without proper attribution or acknowledgement of the source
 - 1.2.1. 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;
 - 1.2.2. the author deliberately provides imprecise or erroneous information about the quoted sources so that it is impossible to find them (deception)
 - 1.2.3. the author provides precise citation 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;
 - 1.2.4. the author applies the method of analysis in his/her research, creating a chain of fragments (quotations and paraphrase) from other works, also copying references to these fragments in other works, however, there is hardly any original text of the author;
 - 1.2.5. in some places the author provides precise reference to the quoted sources but in other places paraphrases the text from other sources without reference;
 - 1.2.6. 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.
2. If assessing individual written assignments of students (homework, essays, course projects, study papers, term papers, reports, final assignments etc.), academic staff of the UL detect signs of plagiarism they identify which parts in the individual written assignment are similar with the work of another author, providing the source (and/or Internet resource) that is similar with the written assignment of the student and the amount to which it is similar, and also draw a report on a case of violation of academic integrity (Annex 2).

3. If a member of the academic staff of the UL in his/her own study course or academic activities notices signs of plagiarism in the academic or scientific works of the UL academic staff, he/she informs about such suspicion the Rector of the UL (filling the application) and supplies evidence. Plagiarism is identified by a commission of experts created by the Rector of the UL and the final decision is passed by the Rector of the UL or an authorized person on the basis of the final statement of this commission.
4. Assessing plagiarism in the assignments of students and deciding on the consequences and responsibility set by these Regulations and other UL regulatory enactments, the following aspects are taken into consideration:
 - 4.1. amount of plagiarized fragments, their number and the importance of these fragments in the work;
 - 4.2. previous cases of plagiarism and other student's past violations of other kind;
 - 4.3. the level of studies and semester, where the student is registered;
 - 4.4. type of the examination assignment.
5. If the violation described in these Regulations is found in the final examination, the regulations about final examinations at the UL are applied.

Reg. No. _____

Report on the 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:

Commentary (detailed information about
the violation)

- use of unauthorized aids in the examination
- plagiarism (Annex 1)
- Impeding and hampering the work of the academic
staff and/or a student
- false declarations
- other deliberate activities that hamper or impede the
process of studies and the academic work at the UL

Date of violation detection (if it can be indicated)

Decision of the academic staff:

- reduction of the grade by 1 unit/_units
- 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;
- admission to the final examination of the study course is not granted - requirement to take the course or
its part repeatedly
- annulment of the grade for the course if the violation has been detected before the registration for the
next semester
- recommendation to the dean of the faculty to advise to the administration of the UL to issue an
exmatriculation warning to the student
- recommendation to the dean of the faculty to advise the administration of the LU to exmatriculate the
student

Name, surname, signature of the
member of the academic staff

Date:

I confirm that I have taken note of
the report:

Date:

Signature of the student:

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 dean of the faculty 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.