LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES
ACADEMIC INTEGRITY POLICY

1. The aim of the Academic Integrity Policy is to ensure high academic, scientific and general integrity in the academic environment of the Latvian University of Life Sciences and Technologies (hereinafter referred to as "LBTU").

2. The Academic Integrity Policy defines the basic principles of academic integrity, types of violations thereof and LBTU's internal normative documents for the implementation of the policy.

3. **Academic integrity**:

    3.1. The exercise of academic work with the highest standards of professionalism and accuracy, objectivity and truthfulness, moral and ethical principles, integrity, including the prevention of plagiarism, truthful reporting and accuracy in academic publications, and in communication and publicity activities.

    3.2. Adherence to ethical and professional principles, standards and practices, and a consistent value system to guide decision-making and actions in education, research and academia.

    3.3. Academic integrity – behaviour that includes objectivity, responsibility, mutual respect and trust, excludes deception and fraud, and promotes the quality and prestige of Latvian education and science.

    3.4. Research that is honest, reliable, impartial, fair, independent and open, with responsible data management.

4. The principles of academic integrity shall be observed by LBTU scientific staff, academic and general staff, students, audiences and administration of the university (hereinafter referred to as "staff").

5. Principles of academic integrity which LBTU staff follow in their activities.

Principles of academic integrity	Requirements
Responsibility	Members of personnel take responsibility and evaluate potential risks to society, humanity or the nature for their actions and behaviour both in their professional activities, studies and scientific activities at LLU or outside it.
Respect	Members of personnel maintain good governance practice in establishing open, democratic and equal relationships, facilitating cooperation within the community of LLU to be mutually responsible for good quality education and research activities. Members of personnel treat each other with respect.
Honesty	Members of personnel show that they are honest when performing their work and study process duties in accordance with their professional competence. Members of personnel keep their promises and deadlines, provide timely feedback.
Truthfulness	The compliance of individuals or institutions with ethical and professional principles, standards and research practices. Systematic behaviour characterized by truthfulness and openness.

Principles of academic integrity	Requirements
Objectiveness	Members of personnel observe objectivity during assessment of abilities, efforts, preparedness of others; members of personnel avoid personal interests and external influences interfere when making decisions (assignments are evaluated objectively according to the criteria defined by LLU, conflicts of interest are not permitted). The objectivity of research activities shall be ensured.
Fairness	A fundamental principle of ethics which must be observed in communication with all those involved in education, research or academic environment based on objective, respectful and tactful approach towards others, free from discrimination or dishonesty.
Trust	Members of personnel shall maintain mutual trust in compliance with the protection of intellectual property and the protection of the rights of data subjects.

6. Types of violations of the principles of academic integrity which LBTU staff do not tolerate in their activities.

Types of violation	Description of violation
Copyright infringement	Intentional use of any copyrighted material, as well as copying, duplication of computer programmes, as well as reproduction of other creative and innovative results, schemes, architectural designs, videos, audiovisual materials presenting them as one's own
Document conversion	Document conversion with a text recognition programme without reference to the author.
Counterfeiting	A deliberate attempt to use false or fictitious data, interpretation of false information or theory
Damage	Deliberate damage to the results of a trial or experiment, damage to experimental equipment, damage to library books, unauthorized use and damage to academic and other resources (computer programmes, e-resources).
Breach of confidentiality	Disclosure of confidential personal or institutional information without appropriate permission; non-compliance with the requirements of discretion, anonymity and confidentiality of assessments.
Corruption	Offering someone any item of value, a financial or other advantage with the aim to encourage them to perform or not to perform activities in favour of a student or another person.
Fraud	Actions for the purpose of obtaining an unfair advantage by violating of academic rules include the conduct of a student, researcher or academic staff member when he / she deliberately attempts to use information, research or other materials, teaching assignments and exercises belonging to another person without permission and present them as one's own whether receiving the payment for it or not.
Deception	Providing false information, giving false information about oneself and one's work, referring to non-existent data, works and research findings.
Unfairness	Any form of joint dishonest activities with a colleague or student, including co-authorship, concealment of cooperation or other unfair, unethical or unprofessional conduct.

Types of violation	Description of violation
Unauthorized aids	Additional materials, a device or a deliberate action that are used without permission and impedes or interferes with the objective assessment of knowledge and skills.
Cheating	Unauthorized use of any information resource in examinations.
Plagiarism	Presentation of work / ideas borrowed from other sources without appropriate reference to these sources; submission of another author's work (exam assignments, homework, course project, bachelor, master or doctoral theses) presenting them as one's own; a duplicate publication that is created "by reworking or borrowing content from the authors' own previous work without reference to it" which is **self-plagiarism**.
Falsification	Falsification of data, information or references in any academic work; falsification of research activities and data with the aim to publish them as original research; fabrication of data, experiments or other significant information during the initiation, execution or report of a research.
Counterfeit	Unauthorized acquisition of examination questions / assignments, experimental or research results, falsification of documents, data or any other information with the intention of giving a misleading impression.

7. In order to promote an internal culture based on the protection against misconduct at LBTU, the staff, within the scope of their competence, shall:

   7.1. take preventive actions to promote awareness of academic integrity by the use of the course "Academic Integrity" created in the LBTU e-learning system;

   7.2. cooperate with the LBTU management in identifying and preventing breaches of academic integrity.

8. LBTU staff shall comply with LBTU internal normative documents in the implementation of the academic integrity policy.

   8.1. Academic integrity regulations:

   8.2. the Order of the Vice-Rector for Studies "*On submission procedure of electronic copies of theses and their control in the online plagiarism control system*";

   8.3. the Order of the Rector "*On violations of academic integrity in final theses/doctoral theses*".

9. LBTU uses the following tools to check for plagiarism in staff-produced work:

   9.1. *Ouriginal by Turnitin* – a tool for checking the originality of the content of written works, integrated into the LBTU e-study system;

   9.2. *Unified Computer Plagiarism Control System of Latvian universities* – a system for checking plagiarism/self-plagiarism in final theses;

   9.3. *Crossref Similarity Check* – a tool for checking plagiarism/self-plagiarism in scientific publications.

10. Staff shall be equally responsible for upholding the principles of academic integrity and for the consequences of any breach.