

**LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES
ACADEMIC INTEGRITY REGULATIONS**

1. GENERAL PROVISIONS

- 1.1. The Academic Integrity Regulations have been developed in accordance with the laws and regulations of the Republic of Latvia and the Academic Integrity Policy of the Latvian University of Life Sciences and Technologies (hereinafter referred to as “LBTU”).
- 1.2. The aim of the Regulations is to determine compliance with the principles of academic integrity at LBTU, which promotes public confidence in the quality of education and the results of scientific research, and ensures quality management at LBTU.
- 1.3. The principles of academic integrity shall be observed by LBTU scientific staff, academic and general staff, students, audiences and other learners, and the administration of the university (hereinafter referred to as “staff”).
- 1.4. The staff shall be obliged to observe the principles of academic integrity in their academic and scientific activities, to prevent violations of these principles in their own and colleagues' actions, thus promoting an internal culture based on the protection against misconduct at LBTU.
- 1.5. Breaches of academic integrity are considered to be:
 - 1.5.1. plagiarism/self-plagiarism in academic and research work;
 - 1.5.2. unfair action of staff in the study, academic and research process.
- 1.6. Staff shall be aware of the possible consequences of a breach of academic integrity.

2. OBSERVING AND PROMOTING ACADEMIC INTEGRITY

- 2.1. Understanding and adhering to the principles of academic integrity and checking for plagiarism/self-plagiarism in the content of academic/scientific work throughout the study and research process shall be essential for fostering an academic culture.
- 2.2. In order to promote staff awareness of the principles of academic integrity and the types of violations, as well as to reduce the spread of violations, a self-study course entitled “Academic Integrity” is available in the LBTU e-study system.
- 2.3. The normative documents related to LBTU academic integrity and information regarding their availability in the LBTU e-study system shall be presented by:
 - 2.3.1. Director of the Study Programme – to students;
 - 2.3.2. Head of the LBTU Doctoral School – to doctoral students;
 - 2.3.3. Heads of Structural Units – to scientific, academic and general staff.
- 2.4. Academic staff shall be obliged to observe the principles of academic integrity in their study courses and to prevent any breach of these principles, either by themselves or by their students.
- 2.5. It shall be the responsibility of the research supervisor to ensure that the principles of academic integrity are upheld in the conduct of scientific research and the dissemination of results.
- 2.6. The following methods shall be used to check the content of academic and scientific works:
 - 2.6.1. *Ouriginal by Turnitin*, a plagiarism prevention tool integrated into the LBTU e-learning system;
 - 2.6.2. *Unified Computer Plagiarism Control System of Latvian Universities* – a system for checking plagiarism/self-plagiarism in final theses;

- 2.6.3. *Crossref Similarity Check*, a tool used to check plagiarism in scientific publications.
- 2.7. The Study Centre annually collects information on the detected violations of academic integrity in the final theses and publishes it on the LBTU intranet.
- 2.8. If the editorial boards of LBTU scientific articles, while editing articles and other publications before their publication, detect incidences of plagiarism or other violations of academic integrity, they shall not allow such materials to be published.

3. ACADEMIC INTEGRITY IN RESEARCH

- 3.1. LBTU scientists shall follow the Code of Conduct for Scientists approved by the Latvian Academy of Sciences.
- 3.2. Violation of the principles of academic integrity, which is not acceptable in research at LBTU, is considered to be:
 - 3.2.1. falsifying or fabricating study results and/or data;
 - 3.2.2. referring to non-existent papers, data or studies;
 - 3.2.3. use of information, data, published and unpublished research compiled by others, including students, without reference to them;
 - 3.2.4. selective interpretation of research results;
 - 3.2.5. plagiarism or self-plagiarism in scientific publications;
 - 3.2.6. filing a patent application for another person's invention;
 - 3.2.7. other dishonest, unethical or unprofessional conduct.
- 3.3. If academic integrity violations are detected in the actions of other LBTU scientific staff, the staff shall report them to the LBTU Ethics Committee (report form attached).

4. ACADEMIC INTEGRITY IN STUDENT CONDUCT

- 4.1. The student shall observe the principles of academic integrity during his/her studies and shall not contribute to its violation by his/her actions. This means that the student shall not:
 - 4.1.1. use unauthorised aids during study;
 - 4.1.2. copy work/tests of other students;
 - 4.1.3. submit work that has been plagiarised or self-plagiarised;
 - 4.1.4. pass off collectively produced work (data) as his/her own;
 - 4.1.5. use the services of ghostwriters (relatives, friends, acquaintances, professionals, companies, etc.) for the development of academic works and does not pass them off as his/her own;
 - 4.1.6. take any action to obtain unauthorised access to course examination papers, nor distribute self-completed examination papers to others;
 - 4.1.7. deliberately take actions that impede or disrupt the study process;
 - 4.1.8. film or record lessons without the consent of the teaching staff;
 - 4.1.9. offer material or financial benefits to others in academic interests;
 - 4.1.10. use his/her position or personal circumstances to influence colleagues and teaching staff and to obtain favourable treatment or unequal treatment for himself/herself or another person;
 - 4.1.11. give false information about himself/herself or other students and teaching staff;
 - 4.1.12. spread false information about LBTU outside the study process;
 - 4.1.13. make false statements in student surveys;
 - 4.1.14. conceal or hide information about another person's breach of academic integrity;
 - 4.1.15. engage in any other dishonest, unethical or unprofessional conduct.

- 4.2. Upon detecting violations of academic integrity in the actions of other students or teaching staff, report them to the Director of the Study Programme, the management of the faculty or the LBTU Ethics Committee (report form attached).

5. ACADEMIC INTEGRITY IN THE CONDUCT OF ACADEMIC STAFF

5.1. Academic staff shall:

- 5.1.1. develop and regularly update their study course programmes;
 - 5.1.2. not change the terms of obtaining credit points for the study course during the implementation of the course;
 - 5.1.3. not change the conditions for evaluating the study results during the implementation of the course;
 - 5.1.4. assess students' submissions in a timely and objective manner;
 - 5.1.5. when supervising students' work, provide advice and timely feedback to ensure the quality of their work;
 - 5.1.6. read and take into account the evaluations and opinions expressed in student surveys;
 - 5.1.7. correctly use references in his/her developed materials related to lectures and practical work;
 - 5.1.8. not use the results of work or unpublished data produced by others without proper acknowledgement or reference;
 - 5.1.9. prevent plagiarism in students' work;
 - 5.1.10. treat students and colleagues with respect;
 - 5.1.11. not express negative personal attitudes towards colleagues and students;
 - 5.1.12. not solicit or accept gifts, favours or additional remuneration for the performance of his/her duties;
 - 5.1.13. not use LBTU resources for activities that are not related to work at LBTU;
 - 5.1.14. not engage in any other dishonest, unethical or unprofessional conduct.
- 5.2. Upon detecting violations of academic integrity in the actions of students or colleagues, report them to the Director of the Study Programme, the management of the department/faculty or the LBTU Ethics Committee (report form attached).

6. ACADEMIC INTEGRITY IN THE CONDUCT OF GENERAL STAFF AND UNIVERSITY ADMINISTRATION

6.1. General staff and university administration shall:

- 6.1.1. promote the principles of academic integrity;
- 6.1.2. not ignore reports of breaches of academic integrity;
- 6.1.3. not express negative or discriminatory personal attitudes towards colleagues and students;
- 6.1.4. be impartial in their decision-making;
- 6.1.5. prevent the concealment or falsification of data to avoid negative publicity;
- 6.1.6. treat students and colleagues with respect;
- 6.1.7. avoid conflicts of interest;
- 6.1.8. not solicit or accept gifts, favours or additional remuneration for the performance of his/her duties;
- 6.1.9. not use LBTU resources for activities that are not related to work at LBTU;
- 6.1.10. does not engage in any other dishonest, unethical or unprofessional conduct.

- 6.2. Upon detecting violations of academic integrity in the actions of students or colleagues, report them to the Director of the Study Programme, the management of the department/faculty or the LBTU Ethics Committee (report form attached).

7. DEALING WITH BREACHES OF ACADEMIC INTEGRITY

- 7.1. Each case of academic integrity shall be assessed on an individual basis. When applying the penalty for violation of academic integrity, its impact on the study and research process at LBTU shall be taken into account.
- 7.2. In assessing the breach of academic integrity and deciding on the penalty to be imposed, the following shall be taken into account:
 - 7.2.1. the seriousness of the breach of academic integrity;
 - 7.2.2. the type of examination/work in which the academic misconduct occurred;
 - 7.2.3. the percentage of plagiarism/self-plagiarism in the work and its significance;
 - 7.2.4. plagiarism and other types of violations previously committed by the student/scientist.
- 7.3. Disagreements that have arisen as part of the study process, without observing the principles of academic integrity, are first resolved within LBTU, observing the principle of subordination (teaching staff, Director of the Study Programme, Head of the Institute, Dean, LBTU Ethics Committee).
- 7.4. Cases of violation of academic integrity in the conduct of scientific workers, academic and general staff shall be examined in compliance with the principle of subordination (Head of the Department, Dean, LBTU Ethics Committee), on the basis of the submitted report on violation of academic integrity.
- 7.5. The following penalties may be imposed for the detection of breaches of academic integrity in the conduct of scientific staff or academic and general staff:
 - 7.5.1. issue of a warning or reprimand (to impose a disciplinary sanction in accordance with the LBTU laws and regulations);
 - 7.5.2. prevention of plagiarism/self-plagiarism and other misconduct (e.g. withdrawal of material from a study course, retraction of publications);
 - 7.5.3. release from the position taken.
- 7.6. All breaches of academic integrity shall be recorded in the staff personnel file.

Dealing with breaches of academic integrity in the conduct of students

- 7.7. **During the course of studies**, a member of the LBTU teaching staff, upon detecting any type of academic integrity violation in a student's activity, shall assess it within the framework of his/her course of study and may apply the following sanctions:
 - 7.7.1. give a verbal warning or reprimand;
 - 7.7.2. schedule a resubmission;
 - 7.7.3. assign a different topic or task(s);
 - 7.7.4. change the way knowledge is tested, e.g. from written to oral;
 - 7.7.5. reduce the mark on a paper or test;
 - 7.7.6. cancel the assessment for the course of study;
 - 7.7.7. disallow the taking of exams at the end of the study course.
- 7.8. If necessary, the teaching staff shall report the student's breach of academic integrity to the Dean of the Faculty (report form attached).
- 7.9. The student shall have the right to explain his/her actions to the LBTU teaching staff and the Dean of his/her faculty.

- 7.10. A report of a breach of academic integrity shall be submitted no later than 3 (three) working days after the breach has been identified.
- 7.11. The Dean of the Faculty may, on receipt of a report of a breach of academic integrity, uphold the decision taken by the academic staff, or amend or supplement it. If the breach is serious, a Commission shall be set up:
- 7.11.1. The composition of the Commission shall be approved by the order of the Dean and shall consist of five persons, namely the Dean of the Faculty, the Director of the Institute where the teaching staff member works, the Director of the Study Programme, a representative of the Ethics Committee and a representative of the LBTU student self-government.
- 7.11.2. The Commission shall consider the report of academic integrity within 7 (seven) working days, taking into account the student's explanations.
- 7.11.3. If the Commission confirms that the student has breached academic integrity, the decision shall recommend issuing a warning about exmatriculation or shall exmatriculate the student.
- 7.12. In case of a violation of academic integrity in the **final thesis**, the Rector's Order *on Violations of Academic Integrity in Final/Promotional Theses* shall be followed.
- 7.13. The student may appeal against the decision of the Commission in accordance with the Study Regulations.

*Supplement
to the LBTU Regulation of the Academic Integrity*

Applicant:

(Name, surname)

Employee/Student:

(Structural unit, position/faculty, Matriculation No.)

Contact information:

(Phone No, e-mail address)

Latvia University of Life Sciences and Technologies

(position, name, surname)

Report on violation of academic integrity

Jelgava

_____. _____. 202____.

Violation (the detailed information on violation*):

** also indicate the decision taken if the report is submitted by a member of teaching staff on behalf of the student, in accordance with Clause 7.7 of the Regulations).*

The date when the violation was found: _____. _____. 202____.

I am informed that the Latvia University of Life Sciences and Technologies processes and stores my personal data necessary for the execution of this report in accordance with the requirements of the General Data Protection Regulation and other regulatory enactments.

(signature)*

* A handwritten date and signature is not required if the document is signed with a secure electronic signature containing the time stamp.