

REGULATION OF VICE-RECTOR FOR STUDIES

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Jelgava

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On submission procedure of electronic copies of theses And their control in the online plagiarism control system

According to Item 4.4. of *the LLU Regulation of Procedures for Thesis Writing and Final Examination*, as well as the signed agreement of creation and application of inter-university cooperation on online plagiarism detection system, the following procedure for submission of Bachelor, Master theses, qualification theses, Diploma theses / Diploma projects (hereinafter referred to as final theses or FT) and doctoral theses:

1. An electronic format file of a thesis shall be prepared in accordance with the following requirements:
 - 1.1. all sections of the thesis (the title page, abstracts/summaries, List of Contents, an introduction, the body with figures and tables, conclusions and recommendations, Bibliography and supplements) should be included in one file;
 - 1.2. the format of a file – **PDF** (*Portable Document Format*);
 - 1.3. watermarks and advertisements of converting software are not allowed in the *PDF* file;
 - 1.4. the file text should not be in the form of a scanned image;
 - 1.5. the file should not be protected (locked) with a password;
 - 1.6. Latin letters should be used in the file name without diacritical marks (lengthening and softening marks) and punctuation marks;
 - 1.7. The file name should include: the surname and name of a student and the matriculation number, *for example*, **Ozolins_Janis_TF13094.pdf**.
2. **Students** who are allowed to take the final examination:
 - 2.1. upload their electronic FT copy at a faculty's stated date in **LLU IS**.
 - 2.2. The FT file is uploaded in LLU IS by using his/her user's account and password. In addition, FT abstract / summary is written in the English language and Latvian language in LLU IS in the appropriate fields. The size of an abstract is limited to **850 characters** (with spaces) to ensure the entry of the bibliographical description and classification in the library's information system. The text of the abstract / summary in LLU IS may differ from TF abstract / summary;
 - 2.3. The FT file may be uploaded repeatedly in LLU IS before the submission of the hard copy at the faculty;
 - 2.4. When an electronic copy has been uploaded, the bound copy printed from a computer is submitted to the secretary of the final examination commission. A student's signature on the title page of the printed out TF and the statement of academic integrity verifies the appropriateness of an electronic version to the printed version.
 - 2.5. **Doctoral students** prepare an electronic copy of a doctoral thesis according to the requirements set out in Item 1 and send it to the e-mail lasma.dauvarte@llu.lv before the submission of the doctoral thesis to the chief specialist with decision bodies of the Administration Centre.

3. **The technical secretary** of the final examination commission:
 - 3.1. sends FT submission deadlines of each study programme until December 1 of the respective year to e-mail: lasma.dauvarte@llu.lv. (Supplement 1);
 - 3.2. the hard copy/ies of FT is not accepted if a student has not uploaded FT file in LLU IS;
 - 3.3. checks if FT files are possible to open, and it refers to all the necessary sections mentioned in Item 1.1.;
 - 3.4. confirms in LLU IS that FT file is possible to open and it corresponds to the requirements set out in Item 1;
 - 3.5. checks if there is a student's signature on the FT printed copy's title page and the statement of academic integrity verifying correspondence of the printed copy to its electronic version.
4. A chief specialist of the Studies Centres:
 - 4.1. scans the uploaded FT files of students in LLU IS and doctoral theses of doctoral students in the inter-university system of online plagiarism;
 - 4.2. takes measures according to the rector's regulation *On Academic Integrity Violations in Students' Theses / Doctoral Theses* if identical texts with other works of a doctoral student, a supervisor and a promotion board of a scientific branch if identical texts with other works are detected in doctoral students' FT;
 - 4.3. having completed scan of all the electronic copies prepares FT online plagiarism detection reports for each faculty and sends electronically to a faculty's dean and directors of study programmes;
 - 4.4. prepares and issues a certification to a doctoral student after completion of scanning of an electronic copy of each doctoral thesis.
5. The board of a faculty shall make amendments to its regulation of procedure for writing FT in order to include the following requirements:
 - 5.1. students submit FT (a printed copy and by uploading FT file in LLU IS) not later than two weeks before the final examination (the defence).
 - 5.2. students also prepare a shortened version of an abstract / summary (up to 850 characters) for the bibliographical description in the library's information system.
6. LLU Fundamental Library compiles the bibliographical database of successfully defended Master theses ensuring their bibliographical description and classification in the library's information system.
7. Supervision of implementation of the regulation is the responsibility of deans of faculties.
8. It is announced that the Vice-rector's for Studies regulation No 2.4.-5/16 "On Procedure of Submission, Storage and Accessibility of Electronic Copies of Theses" as of February 27, 2015, has lost its force.
9. The regulation shall be sent to all faculties, departments/institutes, promotion boards of scientific branches, Studies Centre, Administration Centre (T. Tabunova), Student Self-government, the library, System department of IT and Research Facilities Centre, and one copy should be included in the file.

Vice-rector for Studies

A. Laizāns

**Activity Plan of Examination Commissions
201__./201__academic year**

Faculty/ Study programme	Expected number of students		Name, surname, telephone number of the commission's secretary		Pre-defence, date	Submission of theses to secretary, date	Defence of theses, date
	Full- time	Part- time					
Faculty of Agriculture							
Agriculture, Bachelor							
Total:							
Faculty of Engineering							
Agricultural Engineering, Bachelor							
Total:							
Forest Faculty							
Forest Science, Bachelor							
Total:							
Faculty of Environment and Civil Engineering							
Civil Engineering. Prof. bachelor							
Total:							
Faculty of Food Technology							
Food Technologies, 2nd level							
Total:							
Faculty of Veterinary Medicine							
Food Hygiene, Prof. master.							
Total:							
Faculty of Economics and Social Development							
Business Studies, 1st level							
Total:							
Faculty of Information Technologies							
Computer Control and Computer Science							
Total:							