

ORDER OF THE PRO-RECTOR OF STUDIES

04.10.2017

In Jelgava

No. 2.4.-5 / 53

**On the order in which to submit  
electronic copies of final thesis  
and their testing in a plagiarism control system**

In accordance with Paragraph 4.4 *of the Regulations on Final Examinations*, as well as in accordance with the cooperation agreement concluded at the LLU, on the development and use of the unified inter-university computerised plagiarism control system, I determine the following submission procedure for electronic copies of bachelor's, master's, qualification papers, theses / draft theses (hereinafter research papers (RP)) and doctoral theses:

1. The RP electronic format file shall be prepared in accordance with the following requirements:
  - 1.1. All parts of the work (title page, annotations/reports, table of contents, introduction, main text with pictures and tables, conclusions and suggestions, bibliography and appendices) must be included in one file;
  - 1.2. File format - **PDF** (*Portable Document Format*);
  - 1.3. Conversion program watermarks and ad text are not allowed in the *PDF* file;
  - 1.4. The text in the file cannot be a scanned image;
  - 1.5. The file is not password protected (locked);
  - 1.6. The name of the file must use the letters of the Latin alphabet without diacritical marks (lengthening marks, softening marks) or punctuation marks;
  - 1.7. The file name is formed according to the scheme - the student's surname, name and matriculation number, for *example*, **Ozolins\_Janis\_TF13094.pdf**.

**2. Students** who are allowed to take the final examinations:

- 2.1. Upload a copy of their RP in electronic format to **LLU IS** within the term specified by the faculty.
- 2.2. The RP file is uploaded to LLU IS using your user account and password. In addition, an annotation/report of the RP in Latvian and English is entered in the LLU IS input fields provided for this purpose. In order to ensure bibliographic description and classification of master's thesis in the library information system, the permissible amount of each annotation (including spaces) is limited to **850 characters**. The annotation/report text entered at LLU IS may differ from the RP annotation/report text;
- 2.3. Until the RP printed copies are submitted to the faculty, they can be uploaded to LLU IS repeatedly;
- 2.4. After uploading the electronic copy, in accordance with the requirements of the faculty, submit the bound RP computer printout(s) to the technical secretary of the final examinations commission. The student's signature on the printed RP title page and guarantee page also confirms the conformity of the electronic copy of the work to the printout.
- 2.5. **PhD candidates**, before submitting the doctoral thesis to the chief specialist of the Administrative Centre with the decision-making bodies, format the electronic copy in accordance with the requirements referred to in Paragraph 1 and send by email: [lasma.dauvarte@llu.lv](mailto:lasma.dauvarte@llu.lv).

**3. The technical secretary** of the final examination commission:

- 3.1. Sends by email by **1 December** of each year to [lasma.dauvarte@llu.lv](mailto:lasma.dauvarte@llu.lv): planned RP submission

deadlines for the respective study year in each study program (Annex 1);

3.2. The RP hard copy(s) will not be accepted if the student has not uploaded the RP file to the LLU IS;

3.3. Checks whether the RP files uploaded to the LLU IS are openable and contain all the parts of the work referred to in Paragraph 1.1;

3.4. Confirms to the LLU IS that the RP file is openable and complies with the requirements referred to in Paragraph 1;

3.5. Makes sure that the title page and the guarantee page of the printed version of the RP bears the student's signature, which also confirms the compliance of the electronic copy with the submitted printout.

4. The chief specialist of the Study Centre:

4.1. The RP files uploaded by the students are checked by the LLU IS and the doctoral thesis submitted by the doctoral students are checked in the inter-university plagiarism control system;

4.2. Upon establishing the coincidence of the text in the RP of students, measures shall be taken in accordance with the rector's order "On Violations of Academic Integrity in Final Theses / Doctoral Theses".

4.3. Upon establishing the coincidence of the text in the doctoral thesis, informs the PhD candidate, the supervisor of the doctoral thesis and the promotion council of the study field;

4.4. After checking all the submitted electronic copies, prepares the RP plagiarism control reports of each faculty and sends them electronically to the dean of the faculty and the directors of the study programs;

4.5. After the examination of each doctoral thesis (electronic copy), a statement shall be prepared and issued to the candidate for a scientific degree.

5. The faculty council, if necessary, can amend the methodological guidelines for the development of RP to include the following requirements:

5.1. To submit the RP (printed and uploading the RP file to LLUIS) not later than two weeks before the final examination;

5.2. Also to prepare an abbreviated annotation/report (up to 850 characters) for bibliographic description of the work in the library information system.

6. The Fundamental Library of the LLU creates a bibliographic database of successfully defended master's thesis, ensuring their bibliographic description and classification.

7. The deans of the faculties shall supervise the execution of the order.

8. To declare the 27.02.2015 order of the vice-rector for studies No. 2.4.-5/16 *On the procedure for submitting, storing and making available electronic copies of final thesis* invalid.

9. To send the order to the faculties, departments/institutes, study field promotion councils, Language Centre, Study Centre, Administrative Centre (T. Tabunova), Student Self-Government, Library, ITZAC Information Systems Department and one copy in the file.

Vice-Rector for Studies

/Signature/

A. Laizāns

Dauvarte (+371) 20227755

[lasma.dauvarte@llu.lv](mailto:lasma.dauvarte@llu.lv)

**Action plan of VNPK, VPK, VEK and MEK  
201\_/201\_study year**

Faculty/Study programme	Estimated number of students		Name, contact telephone number of the secretary of the commission	Pre-defence, date	Submission of thesis to the secretary, date	Defending final thesis, date
	Full-time 1.	Part-time 1.				
<b>Faculty of Agriculture</b>						
Bachelor of Agriculture						
total:						
<b>Faculty of Engineering</b>						
Bachelor of Agricultural Engineering						
total:						
<b>Faculty of Forestry</b>						
Forestry Bachelor						
total:						
<b>Faculty of Environment and Civil Engineering</b>						
Professional Bachelor in Construction						
total:						
<b>Faculty of Food Technology</b>						
Food Technology Level 2						
total:						
<b>Faculty of Veterinary Medicine</b>						
Professional Master's Degree in Food Hygiene						
total:						
<b>Faculty of Economics and Social Development</b>						
Business Studies Level 1						
total:						
<b>Faculty of Information Technologies</b>						
Computer Control and Computer Science						
total:						