

**REGULATIONS ON THE USE OF PLAGIARISM DETECTION TOOLS AND
PLAGIARISM DETECTION PROCEDURE AT THE UNIVERSITY OF LATVIA**

As amended by 19.03.2024.

Amendments: UL Ordinance No. 1-4/125 of 19.03.2024.

I. General Provisions

1. The Regulations establish the procedure for the use of plagiarism/similarity detection tools and plagiarism detection at the University of Latvia (hereinafter - UL).
2. The plagiarism check is aimed at ensuring academic integrity at the UL in compliance with the Regulations on Academic Integrity at the UL:
 - 2.1. in the implementation of studies;
 - 2.2. for final and doctoral theses defence;
 - 2.3. for scientific articles and research papers written by UL personnel.
3. The UL academic and general staff, in compliance with the procedures and within the scope of their authority, shall be responsible for the appropriate use of plagiarism detection tools, checking in-text citations and references, monitoring the procedure for detecting plagiarism and, if plagiarism is detected, deciding on the sanctions to be imposed.
4. The plagiarism/similarity detection tools (hereinafter referred to as "detection tools") are:
 - 4.1. Turnitin - a similarity detection tool available in the UL e-studies environment and in the Turnitin online platform with authorised access, approved by the Academic Department (hereinafter - AD) or the UL Press;
 - 4.2. UCPCS - Unified Computerised inter-university Plagiarism Control System, where the Dean of the respective faculty approves access for the examination of final theses, the AD – for the examination of doctoral theses, qualification theses of residents and research prepared by the UL personnel, the UL Press – for the examination of submitted publications.
5. If, during the plagiarism detection, a UL employee is required to perform duties or make decisions that may affect (or appear to affect) the interests of the employee, their family, relatives or business associates, the UL employee shall, within one working day, inform their superior of their decision to refrain from performing such duties or taking decisions.

6. The results of the plagiarism check, and the documents related to the plagiarism detection procedure are restricted information.
7. UL personnel (employees and students) may lodge a complaint against the decision taken within the framework of these Regulations in accordance with the procedure established by the UL internal normative acts. If the adopted decision is an administrative act, it may be appealed against in accordance with the procedure and within the time limit established by the Law on Higher Education Institutions.

II. Use of detection tools

8. The AD manages and coordinates the use of detection tools and advises delegated persons on the use of detection tools and the procedure for detecting plagiarism at the UL.
9. Information Technology Department (ITD) shall:
 - 9.1. ensure the functioning of the UCPCS and Turnitin;
 - 9.2. provide faculty members with access to Turnitin in the UL e-studies environment for reviewing students' academic assignments in the respective e-courses;
 - 9.3. provide access to the final theses in the UCPCS to the persons delegated by the Deans of the respective faculties;
 - 9.4. provide access to the UCPCS and the Turnitin online platform for persons delegated by the AD for the examination of final and doctoral theses;
 - 9.5. provide access to the UCPCS and the Turnitin online platform for reviewing other types of work;
 - 9.6. provide advice to the persons responsible for examining the originality of the texts as delegated by the Deans and by the AD:
 - 9.6.1. on the operation of the detection tools;
 - 9.6.2. on the technical arrangements for the examination of final and doctoral theses.
10. The Deans are responsible for updating the list of delegated persons referred to in § 9.3 and for reporting the information to the ITD. When updating the list, the Dean of the respective faculty shall indicate whether the person is granted access to upload student paper and has the right to consult the results of the examination.
11. The person delegated by the Dean shall inform the ITD as to against which higher education institutions works, including those of the UL faculties, the UCPCS is to compare the final theses.
12. If the plagiarism check is to be performed in the cases referred to in § 9.5 of this Regulation:

- 12.1. a representative of the academic or general staff shall inform the administrative head of the institution in writing;
 - 12.2. if the detection tool is to be used:
 - 12.2.1. for the study process or for scientific activities, the head of the institution shall submit an application (see Annex 1, Annex 2) to the AD via the ECM Namejs;
 - 12.2.2. if the detection tool is to be used for the preparation of a publication in the UL Press or another UL institution providing publishing services outside the UL Press, the head of the UL institution shall submit an application (see Annex 2) to the UL Press via ECM Namejs;
 - 12.3. The AD or the UL Press prepares a request in the IT service system, indicating the name and surname of the delegated person, e-mail, LUIS username, the respective UL institution and the period of access to be granted;
 - 12.4. upon request from the AD or the UL Press, the ITD grants a member of academic or general staff access to the UCPCS and/or the Turnitin online platform.
- 12.¹ A representative of the academic or general staff, upon receiving access to UCPCS, which is a full-text database, signs a certificate of compliance with information security (Annex 3) ECM Namejs.
13. It is the user's responsibility, when accessing Turnitin, to ensure that only the works that are to be indexed are included in the comparison database (UCPCS automatically indexes all uploaded works). The indexed works will not be deleted from the databases of the UL systems.
 14. The UL does not grant students access to detection tools.

III. Performing originality checks on study papers and handling instances of alleged malpractice

15. All credit-bearing assignments within the study programme (study paper, internship report, etc.) are subject to a text originality check. Other assignments subject to a text originality check shall be selected by the teaching staff.
16. Texts are run through plagiarism detection by a member of the teaching staff in the UL e-studies environment using the Turnitin tool available there.
17. After the examination, the teaching staff evaluates the results and examines the in-text citations and references. If plagiarism is detected, the teaching staff member shall prepare a written report in accordance with the Regulations on Academic Integrity at the UL within three working days and submit it to the Dean of the respective faculty.

18. Upon receipt of a report from a member of the teaching staff on plagiarism in a student's work, the Dean shall invite the concerned student to familiarise themselves with the report and request a written explanatory statement to be submitted within three working days before making a decision. If the student fails to submit an explanatory statement within the stipulated time, they shall be deemed to have refused to provide an explanatory statement.
19. The decision on the gravity of the breach and the consequences thereof shall be made by the person responsible in compliance with the UL Regulations on Academic Integrity and other UL laws and regulations.

IV. Plagiarism detection for final and doctoral theses

20. ITD shall ensure:
 - 20.1. automatic screening of all final theses submitted by students for defence - bachelor's theses, master's theses, diploma theses, and qualification theses - in the UCPCS by cross-checking the theses against the papers submitted at the respective faculty and against the theses of the universities indicated by the given faculty and accumulated in the UCPCS repository;
 - 20.2. automated transmission of the final thesis checks results to the person delegated by the Dean of the respective faculty within two working days after the upload of the final theses in the UL Information System (hereinafter - LUIS);
 - 20.3. access to the summaries of the UCPCS checks to the AD for the final theses where signs of plagiarism have been detected.
21. The automatic check of the final theses in the UCPCS is performed when the student has uploaded the final thesis to LUIS and the person delegated by the Dean of the respective faculty has indicated the final thesis as submitted in the system. The automatic check of the final thesis in Turnitin is performed when the student has uploaded is performed to e-studies in the unified final thesis management course "Submission and defence of final theses" of the corresponding academic year.
22. The check of the residents' qualification theses takes place both in the UCPCS and Turnitin, when the AD delegate uploads the thesis to the UCPCS and Turnitin online platform before submitting it to the reviewers.
23. When the doctoral thesis is received by the AD delegate for submission to the Doctoral Council for defence, it is run through both the UCPCS and Turnitin. The AD delegate uploads the thesis to the UCPCS and Turnitin online platform and, after checking, submits it to the respective Promotion Council.

V. Procedure to be followed when the tools detect signs of an alleged breach in the final or doctoral thesis before the defence

24. If, upon examination, a violation of academic integrity (plagiarism in compliance with the Regulations on Academic Integrity at the University of Latvia) is detected in the final thesis, the competent person delegated by the Dean of the respective faculty shall inform the Dean within two working days upon receipt of the results of the examination.
25. The Dean shall, within one working day, instruct two experts in the field who are not directly involved in the development of the thesis to evaluate the thesis.
26. The two experts evaluate the work within two working days, reviewing the results provided by the detection tools, checking in-text citations and references, and issue a joint written statement.
27. Where the experts have confirmed the presence of plagiarism, the Dean of the faculty shall invite the respective student or degree candidate to read the expert opinion the day after having received the opinion and shall request a written explanation within three working days. If the student or degree candidate fails to submit an explanation within the time limit, they shall be deemed to have refused to provide an explanation.
28. The Dean, guided by the expert opinion and in compliance with the Regulations on Academic Integrity at the UL, shall, within three working days after receiving the student's explanation or refusal to provide an explanation:
 - 28.1. decide on the consequences of a serious breach;
 - 28.2. The Dean shall make a proposal to the UL Rector or the person authorised by the Rector to issue a warning of expulsion or to expel a student for violation of the UL internal rules set for students.
29. Proceeding from the expert opinion, the Final Examination Board shall suspend the student from the examination with a corresponding entry in the record, and the UL Rector or the person authorised by the Rector upon the proposal of the Dean of the respective faculty shall decide on the student's exmatriculation.
30. Where, on completion of the check, signs of plagiarism are detected in the qualification work of a resident, the person delegated by the AD shall, after obtaining the results of the examination, inform the Residency Programme Director within two working days of the results of the examination in the UCPCS and Turnitin. The Programme Director, in collaboration with the Head of the relevant sub-programme, shall assess the student's work by reviewing the results provided by the detection tools, checking in-text citations and references, decide on the presence of plagiarism and proceed accordingly.

31. Where, on completion of the check, signs of plagiarism are detected in the doctoral thesis, the person delegated by the AD shall inform the Promotion Council within two working days of receipt of the results of the check from the UCPCS and Turnitin. The Promotion Council shall assess the respective doctoral thesis by reviewing the results provided by the detection tools, checking in-text citations and references, and decide on the presence of plagiarism and proceed accordingly.

VI. Handling plagiarism in the defended final thesis

32. Upon receipt of a wet-signed or securely electronically signed application containing a time-stamp from an individual or a written application from a law enforcement or academic institution substantiating the presence of alleged plagiarism in the defended thesis (including the qualification paper of a resident), the Dean of the respective faculty shall:
 - 32.1. delegate a responsible person to ensure communication between the Faculty Administration, the Faculty Council, and the UL Administration, including the AD, the ITD, the Legal Department, the Archives, and other UL institutions, as appropriate;
 - 32.2. appoint a responsible Final Examination Board to assess the presence of plagiarism in the defended final thesis (including the qualification thesis of a resident) on its merits.
33. The person delegated by the Dean of the respective faculty shall:
 - 33.1. request the IT service system to perform the final thesis check in the UCPCS within three working days and to provide information on the results;
 - 33.2. address a request to the AD in compliance with the procedure referred to in § 12 of the Regulations to grant expedited access to the Turnitin online platform without delay, but no later than within three working days;
 - 33.3. perform the final thesis check on the Turnitin online platform;
 - 33.4. within three working days, examine the results of the checks referred to in § 33.1 and 33.3 of the Regulations and prepare a written report to the Chair of the Final Examination Board appointed by the Dean.
34. Within four weeks of receipt of the report referred to in § 33.4 of the Regulations, the Final Examination Board shall make a substantive assessment of the alleged plagiarism in the final thesis:
 - 34.1. refer the work to two experts in the field who were not directly involved in the development of the said final thesis;

- 34.2. the two experts evaluate the thesis within a week, reviewing the results provided by the detection tools, checking in-text citations and references, and issue a joint written statement;
 - 34.3. if the experts do not detect a violation of academic integrity in the final thesis, the opinion is sent to the Chair of the Final Examination Board and the Dean, who informs the author of the alleged plagiarism of this opinion;
 - 34.4. if the experts have confirmed the presence of plagiarism, the Chair of the Final Examination Board shall convene a meeting of the Board within one week of receiving the opinion;
 - 34.5. the supervisor of the thesis, the reviewer(s), and other experts, if relevant, may be invited to the meeting to express their views and clarify the facts;
 - 34.6. the author of the final thesis is granted an opportunity to comment on the alleged plagiarism in the submission or the received statement;
 - 34.7. the report on the seriousness of the breach and its consequences is adopted on the basis of the expert statement and in compliance with the Regulations on Academic Integrity at the UL;
 - 34.8. in the event of a significant or serious breach, a recommendation on further action is submitted to the Faculty Council.
35. Faculty Council:
- 35.1. on the basis of the report of the Final Examination Board and the Administrative Procedure Law, shall decide by public vote whether plagiarism has been established in the final thesis;
 - 35.2. shall specify one of the following conclusions in its decision:
 - 35.2.1. the final thesis contains minor signs of plagiarism, and the respective decision of the Faculty Council to award the degree and/or qualification is valid;
 - 35.2.2. the final thesis contains plagiarism (a substantial or serious breach according to the Regulations on Academic Integrity at the UL), and the respective decision of the Faculty Council to award the degree and/or qualification is revoked.
36. The Chair of the Faculty Council, within three working days, shall inform the Dean and the Rector of the decision revoking the earlier decision of the Faculty Council on the award of the degree and/or qualification.

37. The Rector shall, based on a decision of the Faculty Council annulling the earlier decision on the award of the degree and/or qualification, issue an order revoking the diploma in question.

VII. Handling plagiarism in the defended doctoral thesis

38. Upon receipt of a wet-signed or securely electronically signed application containing a time-stamp from an individual or a written application from a law enforcement or academic institution substantiating the presence of alleged plagiarism in the defended doctoral thesis, the Dean of the respective faculty shall:
 - 38.1. delegate a responsible person to ensure communication between the Faculty Administration, the respective Promotion Council, and the UL Administration, including the AD, the ITD, the Legal Department, the Archives, and other UL institutions, as appropriate;
 - 38.2. appoint the responsible Promotion Council to assess the presence of plagiarism in the defended thesis on its merits.
39. The person delegated by the Dean of the respective faculty shall:
 - 39.1. request the IT service system to carry out the examination of the thesis within three working days and to provide information on the results;
 - 39.2. address a request to the AD in compliance with the procedure referred to in § 12 of the Regulations to grant expedited access to the Turnitin online platform without delay, but no later than within three working days;
 - 39.3. check the thesis on the Turnitin online platform;
 - 39.4. within three working days, examine the results of the checks referred to in § 39.1 and 39.3 of the Regulations and prepare a written report to the Chair of the Promotion Council.
40. The Promotion Council shall, within six weeks of receipt of the report referred to in § 39.4, assess the alleged plagiarism in the doctoral thesis on its merits;
 - 40.1. it shall refer the work to two experts in the field who were not directly involved in the development of the said doctoral thesis;
 - 40.2. the two experts evaluate the thesis within three weeks, reviewing the results provided by the detection tools, checking in-text citations and references, and issue a joint written statement;
 - 40.3. if the experts do not detect a violation of academic integrity in the doctoral thesis, the opinion is sent to the Chair of the Promotion Council and the Dean, who informs the author of the application about the alleged plagiarism of this opinion;

- 40.4. if the experts have confirmed the presence of plagiarism, the Chair of the Promotion Council shall convene a meeting of the Promotion Council within one week of receiving the opinion;
- 40.5. the supervisor of the doctoral thesis, the reviewer(s), and other experts, if relevant, may be invited to the meeting to express their views and clarify the facts;
- 40.6. the author of the doctoral thesis is granted an opportunity to comment on the alleged plagiarism in the submission or the received statement;
- 40.7. on the basis of the expert opinion and in accordance with the Regulations on Academic Integrity at the UL and the Administrative Procedure Law, the Promotion Council shall, by public vote, adopt a decision on the gravity of the infringement;
- 40.8. the decision shall specify one of the following:
 - 40.8.1. the doctoral thesis contains minor signs of plagiarism in accordance with the Regulations on Academic Integrity at the UL, and the decision of the Promotion Council on the award of the degree is valid;
 - 40.8.2. the doctoral thesis contains plagiarism (a substantial or serious violation according to the Regulations on Academic Integrity at the UL), and the decision of the Promotion Council to award the degree is revoked;
- 40.9. the Chair of the Promotion Council shall inform the Dean of the respective faculty and the Rector within three working days of the decision revoking the doctoral degree previously awarded in the promotion procedure.
41. The Rector, based on a decision of the Promotion Council annulling the earlier decision on the award of a doctoral degree, shall issue an order revoking the award of the doctoral degree in question.

VIII. Plagiarism detection in research papers produced by UL staff and handling signs of alleged misconduct

42. ITD shall provide the opportunity to check the originality of the text of scientific articles, studies or projects produced by academic staff by granting access to Turnitin online platform in compliance with the procedure referred to in § 12 of the Regulations.
43. Access to the Turnitin online platform may be granted to a representative of the academic staff elected at the UL and to a representative of the general staff delegated by the Head of the UL institution. ITD grants concurrent access to the Turnitin online platform to a maximum of five representatives of a single UL institution.
44. The heads of the UL institutions are responsible for updating the access lists. Where cancellation or change of access rights is necessary, the head of the UL institution shall

inform the AD or the UL Press, which in turn shall prepare a request for change of access rights and register it in the IT service system.

45. Authors or co-authors of scientific articles and studies have the right to submit their work for checks if they choose.
46. Upon receipt of a wet-signed or securely electronically signed application containing a time-stamp from an individual or a written application from a law enforcement or academic institution substantiating the presence of alleged plagiarism in the scientific article or study, the Head of the respective UL institution shall initiate the review.
47. The scientific articles or studies shall be verified in Turnitin by uploading them to the online platform of the Turnitin by the person referred to in § 43 of the Regulations.
48. The person referred to in § 43 of the Regulations shall evaluate the results of the examination and, in the event of a reasonable suspicion of plagiarism, prepare a written report in accordance with the Regulations on Academic Integrity at the UL within three working days, which shall be submitted to the Head of the UL institution.
49. Before taking a decision, the author or co-author of a scientific article or study shall explain their actions to the Head of the UL institution.
50. The decision on the seriousness of the breach and its consequences shall be made by the head of the institution or the collegial body in compliance with the Regulations on Academic Integrity at the UL and other regulatory enactments of the UL.

IX. Transitional Regulations

51. ITD ensures the automatic check of final theses referred to in § 21 of the Regulations in e-studies in the unified final thesis management course "Submission and defence of final theses" from October 6, 2025.
52. Until the completion of the task referred to in § 51 of these Regulations, the check of final theses can be carried out:
 - 52.1. in the e-studies course designed for the development of the final theses of each study program, the person delegated by the Dean of the faculty creates a task in the corresponding e-course in which the students upload the final theses;
 - 52.2. on the Turnitin online portal, the person delegated by the Dean of the faculty will upload them for verification.