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**Issued in accordance with**  
Clause 4.1.3 of the Study Regulation of the  
College of Law

## **REGULATION ON ACADEMIC INTEGRITY AND PLAGIARISM PREVENTION**

### **1. General Terms and Conditions**

- 1.1. The Regulation on Academic Integrity and Plagiarism Prevention (hereinafter – the Regulation) defines the duties of students and academic staff to observe academic integrity and to prevent plagiarism in their work, as well as stipulates the basic principles and the procedure of the administration, academic and general staff for identifying and preventing plagiarism in students', academic staff members' scientific research papers and other forms of publication.
- 1.2. The Regulation is an internal regulatory enactment binding on all employees and students of the College of Law.
- 1.3. Terms used in the Regulation:
  - 1.3.1. academic integrity – a set of core values that include honesty, respect, trust, fairness, objectivity and courage, promoting a responsible attitude to the study process and scientific activities, eliminating fraud and deception;
  - 1.3.2. plagiarism – the use of other person's work, part of the work, the content of which is sufficiently original and not well known, as well as the use of other types of original ideas, claiming to be one's own and not providing the precise reference to the corresponding author;
  - 1.3.3. work – the result of scientific research published by the academic staff in a scientific article or other way; as well as the student's independent written work (homework, report, essay, study paper, internship report, qualification paper);
  - 1.3.4. reference – information indicating where the work or a fragment of the work has been taken from;
  - 1.3.5. citation – direct use of another author's text;
  - 1.3.6. source – an edition (book, periodical, internet material, audio or video recording, etc.) containing the component to be described (used).

### **2. Goals and Objectives of the Regulation**

- 2.1. The goal of the Regulation is to create an objective, open, supportive, respectful and responsible academic work environment at the College of Law.
- 2.2. The Regulation is based on common values, morals, ethics and principles.
- 2.3. The objective of the Regulation is to encourage the members of the College of Law and students to be fair, honest and responsible in carrying out their duties, to adhere to the fundamental principles of integrity in the study process, academic and scientific work, and communication.

### **3. Academic Integrity**

- 3.1. The principle of academic integrity is to strengthen a fair and responsible academic and scientific culture in the study process and scientific activities in the academic and scientific environment.
- 3.2. Unauthorised and dishonest conduct is regarded to be counteraction for the work of the staff of the College of Law, deception, fraud and lying, deliberate damage to academic and scientific resources, unauthorised use, and deliberate failure to provide data and information.
- 3.3. Academic integrity requires following formal rules, regulations, rules of procedure, acting impartially, ethically, and honestly.
- 3.4. The general and academic staff members, students of the College of Law are required to cooperate with the Director of the College of Law, his or her deputies, and the head of organisational unit in the event of a breach of integrity of the academic staff.
- 3.5. Academic integrity in the environment of the academic and general staff requires obeying the following activities in the academic environment:
  - 3.5.1. treating students and colleagues with respect, not evaluating them according to personal preferences, avoiding intrigues, preserving and enhancing the traditions of the College of Law;
  - 3.5.2. not requiring and accepting gifts, services or additional remuneration for performance of one's duties;
  - 3.5.3. not involving students in resolving mutual disagreements;
  - 3.5.4. observing copyright in the academic activities;
  - 3.5.5. preventing plagiarism;
  - 3.5.6. evaluating work of students objectively;
  - 3.5.7. providing tutorials and timely feedback when supervising works of students;
  - 3.5.8. at the start of a study course, defining assessment criteria, test forms and attendance requirements;
  - 3.5.9. not allowing for unauthorised use of supplementary aids and other unpermitted behaviour during examinations;
  - 3.5.10. using comprehensive, contemporary and topical literature and sources in the study course, references to other sources if they are not one's own, acknowledging scientific work of other scientists;
  - 3.5.11. taking into account opinions expressed in the study course evaluation questionnaires;
  - 3.5.12. notifying the head of the organisational unit, deputy director or director about academic integrity breaches;
- 3.6. Academic integrity in scientific research activities of the College of Law requires obeying the Scientist's Code of Ethics approved by the Latvian Academy of Sciences.
- 3.7. The following activities shall be considered as breaches of the principles of academic integrity in the study process and scientific research activities of the College of Law:
  - 3.7.1. submission of plagiarism by claiming to be one's own work;
  - 3.7.2. non-observation of the anonymity and confidentiality requirements;
  - 3.7.3. reference to non-existing data, information, works and research;
  - 3.7.4. forgery of results, data and information of research;
  - 3.7.5. use of data and information, databases, published research of other persons, for example, other researchers or students, without relevant reference;
  - 3.7.6. resubmission of once submitted research report;
  - 3.7.7. providing incorrect data and information about oneself or other researchers, including falsification of documents;
  - 3.7.8. misappropriation of other person's research, review, or other activity;
  - 3.7.9. subjective, selective interpretation of the research results without providing reliable research;
  - 3.7.10. cheating and using unauthorised aids in tests;

- 3.7.11.unpermitted obtaining of examination questions or examination tasks;
  - 3.7.12.offering financial, material or other benefits in exchange for the performance of any act in the interest of the student, academic or general staff;
  - 3.7.13.providing false data, information about oneself, other students, or resubmitting one's work without making significant improvements;
  - 3.7.14.submission of a custom-made or purchased work claiming to be one's own;
  - 3.7.15.formal participation in a group's work, internship by not contributing to aim achievement and task fulfilment;
  - 3.7.16.submission of results of one's individual or group work to other persons, impersonating another student at the examination;
  - 3.7.17.signing instead of another student in other documents, untrue completion of the study process evaluation questionnaire;
  - 3.7.18.hindering or delaying work of the academic staff or students, including late arrival for lectures or leaving lectures without academic staff member's permission;
  - 3.7.19.failure to submit the required documents (internship agreements, reports, etc.) in due time, thus violating the discipline of the study process organisation;
  - 3.7.20.demonstration of disrespect or distribution of untrue information about the members of academic staff, students, administration or general staff;
  - 3.7.21.not keeping one's word (promising to attend the tutorial but not attending, etc.);
  - 3.7.22.other deliberate actions that delay or hinder the study process and academic work.
- 3.8. A member of the academic staff of the College of Law can make an oral reprimand to a student for a breach of academic integrity or impose a disciplinary punishment on a student. However, the special Regulation provides for the prosecution of students.
- 3.9. The administration of the College of Law violates the principles of academic integrity if it:
- 3.9.1. makes notification about such breaches complicated, encumbering or even impossible by ignoring or concealing facts of breaches and admits discrimination in evaluation of the breaches, punishes with no reason academic staff or students;
  - 3.9.2. conceals or falsifies data and information to obtain a higher rating or avoid negative publicity;
  - 3.9.3. does not observe confidentiality and admits a conflict of interests.
- 3.10. When evaluating the breach of academic integrity, the degree of its severity shall be taken into account.
- 3.11. Having received a statement on the breach of academic integrity, such a statement is evaluated within three working days and a decision is made.
- 3.12. The decision on the breach of academic integrity may be challenged within three working days after receipt of the decision in writing.
- 3.13. The contested decision on the breach of academic integrity shall be evaluated by the committee consisting of the Director or one of his/her deputies, representatives of the academic staff members and representatives of the student self-government.

#### **4. Plagiarism and its Types**

- 4.1. Plagiarism is regarded to be:
- 4.1.1. Literal copying. Full or partial word-for-word reproduction without permission or reference to the original source.
  - 4.1.2. Substantial copying. Incorporation, in whole or in part, of research material, processes, tables, graphs, diagrams without the permission or reference to the original source.
  - 4.1.3. Paraphrasing. Reproduction, which is not literal copying, of other author's original idea, which is not generally known, without the permission of the author, or reference to the original source.
  - 4.1.4. Text redrafting. Resubmitting the student's own work as a brand new work.

- 4.1.5. Providing inappropriate information about the cited source.
- 4.2. Types of plagiarism:
- 4.2.1. Absolute plagiarism or deception. The author of the work submits plagiarism – a work written by another author(s) in his/her own name.
  - 4.2.2. Literal plagiarism. The author of the work copies fragments, one or more paragraphs or parts of them from another text, making it his/her own, without reference to the original sources.
  - 4.2.3. Unethical plagiarism. The author of the work submits the work in his/her own name, which has been co-authored by another author or authors and they are not mentioned as co-authors.
  - 4.2.4. Deception. The author of the work indicates the other student(s) who have not participated in the development of the work as authors of the work.
  - 4.2.5. Copying. Multiple submissions of the work, although the author(s) warrant that the work has not been submitted elsewhere for publication or evaluation.
  - 4.2.6. Paraphrasing. The author of the work takes the work of another author, retains the original content, paraphrases it a bit, changes keywords, or even does not change them, and presents it as his/her own work.
  - 4.2.7. Wrong sources. The work makes reference to non-existent sources or artificially enlarges the list of references without including them in the text.

## **5. Plagiarism Control**

- 5.1. The work is considered plagiarism if at least one of its types is discovered and can be proven.
- 5.2. If the work is classified as plagiarism, it is the responsibility of the academic staff member not to grade the work and notify about it the Study Department and administration.
- 5.3. In case of suspicion of plagiarism of the work, the academic staff member has the right to administer an oral examination for the student. The student shall be informed about the aim of the oral examination before the oral examination.
- 5.4. If plagiarism is suspected at the state final examination, further action shall be determined by the State Final Examination Regulation and the Study Regulation.
- 5.5. If suspicion of plagiarism arises in any other verifiable manner, further action shall be determined by the Study Regulation.
- 5.6. A single computerized control system for plagiarism is used to test the work done by students of the College of Law.
- 5.7. Plagiarism by academic staff members shall be prevented and controlled by the administration of the College of Law.