

REGULATION OF VICE-RECTOR FOR STUDIES

Jelgava

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No. 2.4.-8/56

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

According to the *LBTU 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 **LBTU IS**.
 - 2.2. The FT file is uploaded in LBTU 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 LBTU 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 LBTU library's information system. The text of the abstract / summary in LBTU IS may differ from TF abstract / summary;
 - 2.3. The FT file may be uploaded repeatedly in LBTU IS before the submission of the hard copy at the faculty;
 - 2.4. **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@LBTU.lv before the submission of the doctoral thesis to the chief specialist with decision bodies of the Administration Centre.
3. Faculty sends FT submission deadlines of each study programme until December 1 of the respective year to e-mail: lasma.dauvarte@lbtu.lv. (Supplement 1)
4. **The person in charge of the faculty who will accept finished FT from the students:**
 - 4.1. checks if FT files are possible to open, and it refers to all the necessary sections mentioned in Item 1.1.;

- 4.2. confirms in LBTU IS that FT file is possible to open and it corresponds to the requirements set out in Item 1;
- 4.3. checks if there is a student's signature on the FT. Signature confirms correspondence of the finished FT to its electronic version.
5. The staff member of the Studies Centres:
 - 5.1. scans the uploaded FT files of students in LBTU IS and doctoral theses of doctoral students in the inter-university system of online plagiarism;
 - 5.2. takes measures according to the rector's regulation *On Academic Integrity Violations in Students' Theses / Doctoral Theses* if identical texts with other works;
 - 5.3. having completed scan of all the electronic copies prepares FT online plagiarism detection reports for each faculty, places them on the LBTU intranet and sends electronically to a faculty's dean and directors of study programmes;
 - 5.4. prepares and issues a certification to the LBTU chief specialist with decision-making institutions after completion of scanning of an electronic copy of each doctoral thesis.
6. The board of a faculty shall make amendments to its regulation of procedure for writing FT in order to include the following requirements:
 - 6.1. students submit FT (a printed copy and by uploading FT file in LBTU IS) not later than two weeks before the final examination (the defence).
 - 6.2. students also prepare a shortened version of an abstract / summary (up to 850 characters) for the bibliographical description in the library's information system.
7. LBTU Fundamental Library compiles the bibliographical database of successfully defended FT ensuring their bibliographical description and classification in the library's information system.
8. Supervision of implementation of the regulation is the responsibility of deans of faculties.
9. It is announced that the Vice-rector's for Studies regulation No 2.4.–5/53 "On Procedure of Submission, Storage and Accessibility of Electronic Copies of Theses" as of October 4, 2017, has lost its force.
10. 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 LBTU Fundamental 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 person who will accept finished FT from the students	Pre-defence, date	Submission of FT to faculty, date	Defence of FT, date
	Full time.	Part time				
Faculty of Agriculture						
Agriculture, Prof. 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 Quality and Innovations, Bachelor						
Total:						
Faculty of Veterinary Medicine						
Veterinary Medicine, prof.						
Total:						
Faculty of Economics and Social Development						
Economics, Bachelor						
Total:						
Faculty of Information Technologies						
Computer Control and Computer Science, Bachelor.						
Total:						