

**Rector's Regulation**

Jelgava

28.11.2022

No. 4.3.-8/226

***Regarding individual examination of final theses  
in the Inter-university Unified Computerised Plagiarism Control System***

In accordance with the Order of the Vice-Rector of Studies “*On submission procedure of electronic copies of theses and their control in the online plagiarism control system*” and the Order of the Rector “*On Academic Integrity Violations in Final Theses*”, which stipulate that all final theses (hereinafter referred to as “FT”) shall be checked for the presence/absence of plagiarism, Latvia University of Life Sciences and Technologies (hereinafter referred to as the “LBTU”) offers students the opportunity to individually check their FT in the Inter-university Unified Computerised Plagiarism Control System (hereinafter referred to as the “System”) before submitting them to the faculty in the following procedure:

1. Individual checking of FT is a chargeable service – EUR 15 (incl. VAT) for a one-off check of one thesis. The FT is checked after prepayment of the service.
2. The check allows the FT to be individually checked and compared with final theses of the LBTU and other higher education institutions already accumulated in the System database, as well as with resources freely available on the Internet. Until all FT for the current academic year are included in the System’s database, this individual check does not guarantee that there will be no future matches with the most recent FT, which are yet to be included in the System within the stipulated deadlines. The dataset for text comparison is selected manually in the System, so the full responsibility for the FT submitted for checking lies with the author of the thesis.
3. The student submits his/her completed FT in electronic form to the Studies Centre’s Chief Officer:
  - 3.1. by sending an email to [lasma.dauvarte@lbtu.lv](mailto:lasma.dauvarte@lbtu.lv);
  - 3.2. the file is in .pdf format with the name *Surname\_Name\_MatriculationCertificateNo*;
  - 3.3. attached to the e-mail is the payment order to the LBTU account with the reference to *the Study Centre for the individual check of a FT*.
4. The Chief Officer of the Studies Centre:
  - 4.1. shall, within three working days of the submission of the FT, check the FT in the System;
  - 4.2. prepare an electronic reply to the student on the outcome of the check. If the check reveals more than 10% identical text matches with other FTs in the System or on the Internet, the student’s submitted FT e-file will be marked with the–matching text fragments and the supervisor will be informed of the result of the check.
5. The Resource Accounting Centre is to ensure record-keeping of service payment for the Studies Centre.

6. The Rector's regulation No 4.3.-8/43 "Regarding individual examination of final theses in the Inter-university Unified Computerised Plagiarism Control System" as of April 19, 2016 is declared as lost its force.
7. The regulation shall be sent to: Studies Centre, Resources Accounting Centre, faculties, departments and institutes, and one copy in the file.

**Rector**

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