



LATVIJAS REPUBLIKAS IZGLĪTĪBAS UN ZINĀTNES MINISTRIJA  
**RĪGAS TEHNISKĀ KOLEDŽA**

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## **Internal rules**

# **RULES ON ACADEMIC INTEGRITY**

Riga

07.12.2023., No.1.1.-2/27

Issued in accordance with  
Part (3<sup>5</sup>), Section 30 of the  
Education Law.

## **1. General conditions**

1.1. The purpose of the Riga Technical College Regulations “Rules on Academic Integrity” (hereinafter - Regulations) is to promote awareness of academic integrity at the Riga Technical College (hereinafter - RTC) and to prevent violations thereof.

1.2. The Regulations are binding to all RTC staff, which include:

- 1.2.1. academic staff;
- 1.2.2. visiting academic staff (visiting lecturers, visiting professors, visiting assistants) who have an employment relationship with RTC;
- 1.2.3. RTC Vocational Secondary School teachers;
- 1.2.4. general staff;
- 1.2.5. RTC students in short-cycle vocational higher education programs and students in RTC secondary vocational education programs (hereinafter referred to as “learners”).

1.3. RTC staff are obliged to observe the Regulations and the general principles of academic integrity in all their work, studies, teaching and communication:

- 1.3.1. Loyalty to promote RTC's visibility, authority in society, preserve traditions, conserve resources, and respect the performance of assigned duties and instructions.
- 1.3.2. Integrity and fairness to promote RTC's credibility by being honest, sincere, conscientious and by one's actions.
- 1.3.3. **Tolerance and collegiality** to ensure that relationships between staff members are based on tolerance of others' views, respect, helpfulness, cooperation, trust, understanding and support.
- 1.3.4. Objectivity and collegiality, so that decisions are based on objective and verified information, based on the facts and evidence gathered.
- 1.3.5. **Accountability for performance** for staff members to carry out their duties responsibly, using their knowledge, skills, abilities and experience to achieve the highest professional results.
- 1.3.6. Confidentiality of information coming to their knowledge in the performance of their duties.

## **2. Academic integrity violations**

2.1. A person may be found guilty of violating academic integrity if he/she is involved in any breach of academic integrity, whether written or oral:

- 2.1.1. Cheating - using, falsifying or attempting to use materials, teaching aids, information or other aids in assignments, tests, examinations or other work without permission.
- 2.1.2. Misleading - knowingly giving false information about the work performed.
- 2.3.1. Complicity - aiding or attempting to aid another person in any academically dishonest activity.
- 2.1.4. Plagiarism - intentional or careless passing off of another person's work as one's own. This includes submitting a work that is wholly or partly a work of another person, or using another person's ideas, concepts or work without specifically acknowledging the sources. Plagiarism also includes the use of Internet sources, books or other published work without providing references.

## **3. Academic integrity among RTC learners**

3.1. Learners shall observe the principles of academic integrity. The following actions are considered a breach of academic integrity:

- 3.1.1. Cheating or using unauthorized aids.
- 2.1.3. Plagiarism or use or attempted use of unauthorized aids, including submitting results of a collective work in one's own name.
- 3.1.3. Offering or receiving of anything of value, material or otherwise, in return for doing or not doing an act in the interests of another learner or another person.
- 3.1.4. Making false statements about oneself and one's work, including falsifying documents.
- 3.1.5. Unauthorized obtaining of test questions or test items.
- 3.1.6. Complicity in a breach of academic integrity, including passing on the results of one's own independent work to others for further use.

## **4. Academic integrity in the conduct of RTC's academic, teaching and general staff**

4.1. RTC's academic staff, visiting academic staff, teaching staff shall observe the principles of academic integrity and shall perform their duties on the basis of the following:

- 4.1.1. Evaluation criteria shall be defined at the beginning of the course/subject/module and specified in the description and published on the RTC's e-platform in Moodle.
- 2.1.4. Students' work shall be evaluated objectively, in accordance with internal normative documents and evaluation criteria.
- 3.1.4. Use of unauthorized aids and other unauthorized activities during exams shall not be tolerated.
- 4.1.4. When supervising learners' work, guidance and timely feedback shall be provided to ensure the quality of the work.
- 4.1.5. One shall not accept gifts or other benefits from the learner or persons close to the learner if this may influence the evaluation decision or satisfy other interests of the learner.
- 4.1.6. Learners' work and unpublished data shall be used only with appropriate acknowledgment or reference.
- 4.1.7. One shall treat learners and colleagues with respect and professionalism, without judging on personal likes or dislikes.
- 4.1.8. One shall not question or deny the competence of others.
- 4.1.9. One shall not tolerate plagiarism.

4.1.10. One shall not involve learners in resolving disagreements between RTC academic staff, teaching staff and general staff.

4.2. RTC's academic staff, visiting academic staff, teaching staff and general staff shall observe the principles of academic integrity. They are breached if:

4.1.2. One influences and unreasonably ignores other RTC staff members, including learners, who report breaches of academic integrity.

2.2.4. One fails to respect confidentiality in the compilation of assessments and other academic work.

4.2.3. One fails to respect confidentiality and data protection when disclosing data to third parties.

## **5. Review of academic integrity violations and decision-making**

5.1. Signs of a breach of academic integrity by a learner may be identified by a lecturer, teacher, member of the general staff, other learners who have access to information about a possible breach.

5.2. In assessing a breach of academic integrity by a learner, the lecturer/teacher may:

5.2.1. Give a verbal warning.

5.2.2. Lower the mark in a test or independent work.

5.2.3. Ask the learner to repeat the test.

5.2.4. Not admit the learner to the final examination.

5.2.5. Cancel the grade if the violation is detected before the beginning of the next semester.

5.2.6. Report the offense in writing to the Head of the Study Department with a proposal for the student's expulsion.

5.3. All qualification papers shall be checked for originality of content using the Unified Inter-University Computer-based Plagiarism Checker. If a breach of academic integrity is detected, the learner has the right to explain his/her actions to the lecturer/teacher, who may take a decision to:

1.3.5. Reprimand.

5.2.3. Instruct the learner to remedy breaches of academic integrity in his/her qualification work.

5.3.3. Suspend the learner from the defense of the qualification work by making an entry in the examination report and proposing to the Head of the Study Department to expel the learner.

5.4. Upon receipt of a report of a breach of academic integrity, the Head of the Study Department shall, within 3 working days, assess the report, taking into account the circumstances of the breach, the learner's explanation and any other relevant information available.

5.5. The Head of the Study Department may uphold the decision by informing the RTC's Director or may propose the establishment of a committee to investigate the offense in more depth.

## **6. Additional conditions**

6.1. The learner has the right to appeal against the decision and to submit an application to the RTC's Director within three working days.

6.2. The student's application shall be examined within five working days and a decision shall be taken by a committee appointed by the Director.

6.3. Violations of academic integrity of RTC's academic, teaching and general staff shall be reviewed by the Ethics Committee.

## **7. Closing provisions**

7.1. The Regulations shall be available to all RTC's staff. It shall be published on RTC's website: [www.rtk.lv](http://www.rtk.lv)

7.2. The Ethics Committee shall regularly review the content of the Regulations and, where necessary, make proposals to the RTC's Director for amendments thereto.

7.3. The Regulations shall enter into force upon signature.

Agreed with \_\_\_\_\_ Acting Director K.Rūtiņa \_\_\_\_\_

Head of Study Department \_\_\_\_\_ I.Klotiņa

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