

Instructions in cases when violations of academic integrity are detected in student works of the Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture"

1. The instructions apply to cases where violations of academic integrity are detected at the Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture" (Hereinafter – College):
 - 1.1. In the study papers submitted as part of the study course;
 - 1.2. Qualification Papers.
2. If, when performing an electronic examination of academic integrity of **student works submitted within the framework of College study courses**, an opinion is received that the work contains signs of plagiarism:
 - 2.1. After receiving an opinion on the signs of plagiarism in the study work, the responsible person passes the information to the lecturer of the study course;
 - 2.2. The lecturer of the study course negotiates with the student, if necessary requesting a written explanation, and decides on the further course of action in the evaluation of the work;
 - 2.3. If an agreement is not possible, the lecturer of the study course informs the Deputy Director in the course of studies of the College (hereinafter – Deputy Director) about the need to resolve the situation in the Ethics Commission;
 - 2.4. The lecturer of the study course and the student each prepare a written explanation, which are submitted to the Ethics Commission, which decides on the admission or suspension of the student from taking the study course.
3. If, when performing an electronic examination of academic integrity of **Qualification Papers of College students**, an opinion is received that the Paper contains signs of plagiarism:
 - 3.1. After receiving an opinion on signs of plagiarism in a student's Qualification Paper, the responsible person passes the information to the Deputy Director;
 - 3.2. The Deputy Director instructs the director of the relevant study program together with the supervisor of the student's Qualification Paper to evaluate the Paper;
 - 3.3. The director of the study program, together with the supervisor of the Qualification Paper, prepares a written opinion on whether the Paper contains plagiarism and submits it to the Deputy Director.
 - 3.4. After receiving the opinion, the Deputy Director invites the student, whose Qualification Paper contains plagiarism, to get acquainted with the expert's written opinion and to provide a written explanation;
 - 3.5. After receiving the student's explanation, the Ethics Commission is convened, which decides on the admission or suspension of the student from defending the Qualification Paper.
4. Based on the decision of the Ethics Commission, the College Director can decide on the student's exmatriculation.