

## PROCEDURE OF THESIS SUBMISSION FOR PLAGIARISM CONTROL AT DAUGAVPILS UNIVERSITY

1. In order to ensure a unified DU study final thesis plagiarism control system, the submission and storage of the electronic version of the final study thesis (qualification thesis, diploma thesis, bachelor's or master's thesis, hereinafter – final thesis) in the Daugavpils University Information System (hereinafter - DUIS) is compulsory for all DU students.
2. All these are stored electronically in DUIS with limited access rights to DUIS users.
3. The student prepares the electronic copy of the final thesis as one PDF (Portable document format) file and uploads it to DUIS using their username and password.
4. The PDF copy must be saved with a name consisting of the DU identifier (two-letter code – DU), underscore symbol, year of defence of the final thesis (4 digits), underscore symbol, name, underscore symbol, surname, underscore symbol and identifier of scientific work – bakdarbs (bachelor's thesis), magdarbs (master's thesis), kvaldarbs (qualification thesis). Example: DU\_2014\_gunars\_mednis\_magdarbs. The file name must not contain diacritical marks (palatalization marks, length marks) and Cyrillic characters.
5. The administration of the faculty determines the deadline for uploading final theses for each study program (no later than 5 working days before the defence of the final thesis) according to the list of Final/State examinations.
6. After uploading the electronic copy, the student submits the final thesis in paper format prepared in accordance with the methodological instructions to the Student Service Centre of the Department of Studies (with the signatures of the student and the supervisor) by the final thesis submission deadline. The employee of the Student Service Centre of the Department of Studies must make sure that the thesis is uploaded in DUIS, when accepting the final thesis in paper format.
7. WCopyFind program is used to compare theses by comparing matching strings of symbols in the selected documents. Deans of faculties must log in to the WCopyFind program during Final/State examinations, receive the results of the comparison of theses in each study program of the faculty, and send the information to study program directors.

8. If signs of plagiarism are found in the process of comparing the final theses (see: <http://www.plagiarism.org/>), the dean of the faculty establishes an Expert Commission and approves it by order within two working days. The Expert Commission consists of the director of the study program, director of the study field, head of the department/director of the institute. The Expert Commission reviews the report within three working days and submits proposals on the student's responsibility to the dean of the faculty. Meetings of the Expert Commission are recorded; the minutes are written by the secretary of the department/institute.