

Regulations on Academic Integrity at the National Defence Academy of Latvia

I. General rules

1. The Regulations on Academic Integrity (hereinafter – the Regulations) at the National Defence Academy of Latvia (hereinafter – NDAL) determine what academic integrity is, the values of academic integrity, actions related to academic integrity, types of violations of academic integrity and the procedure for responding to infractions of the established Regulations.

2. The purpose of the Regulations is to promote and reinforce adherence to academic integrity at the NDAL

3. These regulations apply to all members of the NDAL institution, including its management, students, course participants (those enrolled in career and qualification programmes implemented by NDAL), academic and administrative staff, as well as other individuals involved in or cooperating with the educational process at NDAL

4. Anyone affiliated with NDAL adheres to academic integrity when operating within NDAL, as well as outside of NDAL.

II. Adherence to and promotion of academic integrity

5. Academic integrity is honest and responsible conduct in studies, research, and teaching, and includes respect for the work and ideas of others, avoidance of plagiarism, provision of truthful and accurate information, and fair treatment in the academic environment.

6. Adherence to academic integrity in the NDAL is an essential part of the educational and research process, which contributes to ensuring equal conditions to all parties.

7. The NDAL affiliated parties have a responsibility to promote awareness of academic integrity and reduce violations within the NDAL.

8. NDAL measures for ensuring academic integrity:

8.1. basic principles and procedures for assessing the acquisition of study programs, career and qualification courses are readily available in course, career and qualification course descriptions;

8.2. comprehensive and in-depth provision of sufficient information resources in the NDAL library that are appropriate to the specifics of the sector to promote academic writing knowledge, skills and competencies;

8.3. collecting and analyzing violations of academic integrity for the purpose of further improving the educational and scientific process;

8.4. educating NDAL students, unenrolled attendees, academic, administrative staff and other persons who participate and cooperate in the educational process at NDAL about the values of academic honesty and types of violations of academic honesty.

III. Values of academic integrity

9. In its activities, everyone affiliated with the NDAL adheres to the values of academic integrity identified by the International Center for Academic Integrity, which NDAL describes as follows:

9.1. honesty – compliance with and respect for the norms set out in the internal regulations of NDAL, including the values of NDAL and the basic principles of its main activities. Each party affiliated with the NDAL acts honestly, showing openness, responsibility and conscientiousness, does not tolerate deception, fraud, including distorting facts and data, does not appropriate the intellectual property of other persons, as well as promotes the development of education and science with their actions;

9.2. trust – mutual reliance of the NDAL parties on honest behavior in the educational and scientific process and compliance with the NDAL activities as an educational institution within its legal framework;

9.3. fairness – the ability of parties of the NDAL to distance themselves from subjective opinions, as well as, while respecting diversity, make judgments and decisions based on facts and adherence to common principles;

9.4. respect – respectful attitude in the communication and performance of work within the NDAL, including academic works (work developed and tasks completed by academic staff, students, unenrolled attendees and other persons who participate and collaborate in the educational process at NDAL, in the process of study, scientific and pedagogical activities, for example, final theses, practice reports, reports, essays, presentations, publications, research, projects, teaching materials, etc. - hereinafter - academic works), correctly indicating references, respecting different opinions;

9.5. responsibility – NDAL members' conscious attitude towards their actions, performing their work, including academic work, with honor and at a high quality, promoting the prestige of NDAL in the larger society and the academic environment;

9.6. courage – the NDAL affiliated parties' ability to act and defend democratic values and principles, humane norms and ethical principles,

including in situations when difficult, unpopular decisions must be made, being aware of the possible risks, thus assuming responsibility.

IV. Types of academic integrity violations

10. A violation of academic integrity is considered to be intentional:

10.1. cheating – deceptive actions, including the use of unauthorized materials, aids, forgery or use in the performance of a task, carried out with the aim of unfairly obtaining an advantage in the academic environment;

10.2. deception – intentional provision of false information, unjustified actions with data, including falsification of data, with the aim of completing a task, so that the recipient of the information becomes confident in the veracity of the work;

10.3. participation in a violation – intentional assistance to another person in unfair academic conduct, for example, passing test answers to another person, writing academic papers on behalf of another person, etc.;

10.4. plagiarism – a situation when the thoughts, statements, ideas, discoveries of another person or group of persons are used, presenting them as one's own. This can happen both by quoting directly and indirectly, but without referring to the real source, for example, the author's publication or document. This also applies to self-plagiarism, when an author uses their own previously published work without indicating that it was published previously.

11. Types of plagiarism:

11.1. complete plagiarism – a person presents another author's full-length work as their own in their own name;

11.2. direct plagiarism – a person uses large fragments of another author's work in their academic work without citing a reference;

11.3. paraphrasing without citing a reference – a person uses another author's text by changing words, making changes to the sentence structure, transforming keywords, without citing a reference;

11.4. self-plagiarism – a person uses their own works without citing them, including submitting the same academic work to different instances, study courses, etc., indicating that it is a newly created work without citing the original;

11.5. false and incorrect source citation – a person refers to non-existent sources or uses incorrect references in their academic work;

11.6. misappropriation of authorship – inaccurate or incomplete indication of the authors of an academic work (a collective work for which not all authors are indicated or a person who did not participate in the development of the work is indicated as the author);

11.7. machine translation without references – a person indicates the translated information (works by other authors, information available on the web, etc.) as their own original work.

V. Academic integrity in the conduct of NDAL students and unenrolled attendees

12. The following are considered dishonest actions by students and unenrolled attendees of the NDAL:

12.1. committing corrupt acts (offering material values or other benefits) in academic interests;

12.2. using or attempting to use unauthorized materials, aids in the educational process;

12.3. unauthorized acquisition and distribution of test papers (questions, assignments);

12.4. participating in a violation of academic integrity, including submitting academic papers and test papers on behalf of another person and plagiarism in academic papers, passing off the academic work of another person or persons, including collective work, as one's own;

12.5. providing false information in academic papers - falsifying data, results and other types of information.

VI. Academic integrity in the conduct of academic staff

13. The following are considered to be dishonest actions of the academic staff of the NDAL:

13.1. requesting and accepting material valuables or other benefits for the performance of official duties;

13.2. failure to inform students and unenrolled attendees in a timely manner about the assessment criteria and procedure, based on what is reflected in the study course descriptions and career and qualification course programs, and biased assessment;

13.3. unreasonable requirements regarding the volume of the subject matter to be learned and the time for its acquisition;

13.4. allowing unauthorized activities – materials, aids, plagiarism in the educational process;

13.5. academically inappropriate psychological and emotional behaviour, including belittling and questioning of competence, which affects the well-being of the NDAL members and the prestige of the NDAL;

13.6. misappropriation of the intellectual property of other persons and its use in academic activities without references;

13.7. unjustified involvement of representatives of the NDAL in resolving mutual disagreements.

VII. Academic integrity in the conduct of administrative staff

14. The following are considered to be dishonest actions by the administrative staff of the NDAL:

14.1. ignoring reports of violations of academic integrity and not forwarding them for consideration on the merits;

14.2. ignoring or concealing the facts of violations of academic integrity, allowing unequal treatment;

14.3. failure to comply with confidentiality and data protection;

14.4. questioning the studies, scientific and pedagogical activities of the NDAL members in the academic environment and at publicity events.

VIII. Review and decision-making on violations

15. The NDAL members report violations of academic integrity by submitting a report on a violation of academic integrity to the NDAL Vice-Rector.

16. The report shall include the following information:

16.1. name and surname of the violator;

16.2. type of violation;

16.3. description of the event;

16.4. evidence (if any).

17. The composition of the Academic Integrity Commission of the NDAL (hereinafter referred to as the Commission) shall be determined by the order of the Rector of the NDAL, which shall consist of no less than three members of the Commission and the Secretary of the Commission (without voting rights).

18. The appointed member of the Commission shall notify the Rector of the NDAL that he/she cannot participate in the consideration of the case if he/she is directly or indirectly interested in the outcome of the case or other circumstances are known that raise doubts about his/her objectivity.

19. Tasks of the Commission:

19.1. to review reports on violations of academic integrity;

19.2. to request information and explanations necessary for the review of the specific case mentioned in the report;

19.3. if a report of plagiarism is received, the commission requests that the work be checked in the plagiarism and text originality checking system used by the NDAL;

19.4. when assessing a violation of academic integrity and making a decision, the commission takes into account:

19.4.1. the significance of the violation of academic integrity:

19.4.1.1. a minor violation without malicious intent and one that does not cause significant consequences for the academic activity of the person or does not cause damage to the NDAL;

19.4.1.2. a violation that, regardless of the extent and intent, causes negative consequences for the academic activity of the person or causes damage to the NDAL;

19.4.1.3. a violation committed with malicious intent and one that causes significant negative consequences for the academic activity of the person or causes significant damage to the NDAL;

19.4.2. previous violations of academic integrity committed by the person;

19.4.3. provide opinions and proposals to the management of the NDAL on appropriate action in the event of a violation of academic integrity.

20. The work of the Commission takes place in meetings and is recorded in the minutes.

21. The Commission meeting is held no later than five working days after the date of issuance of the order of the Rector of the NDAL, the decision of the Commission is prepared within 30 calendar days from the date of issuance of the order of the Rector.

22. The Commission shall make a decision by open voting.

23. The Commission's decision shall be drawn up in writing and the report submitter, the person involved in the violation, and the Rector of the NDAL shall be informed of this decision.

24. The Commission's decisions is not subject to appeal or dispute.

25. The Commission shall indicate in its decision:

25.1. the name of the Commission and information about the members of the Commission who examined the specific case;

25.2. the place and date of the decision;

25.3. the documents, explanations and evidence submitted;

25.4. the decision.

26. The decision of the Commission shall be attached to the file of the person involved in the violation of academic integrity.

27. The Rector of the NDAL shall decide on further action upon receipt of the Commission's decision.

28. The members of the Commission shall be independent, objective and honest in the performance of their duties.