

Order Riga

of 6 December, 2011

No 02000-01/115

On the Procedure of Submission and Storage of Electronic Copies of Graduation Papers

In order to develop an integrated RTU plagiarism control system of graduation papers, all RTU students are obliged to submit and store electronic copies of graduation papers (Qualification Paper, all types of Bachelor and Master Papers, Engineering Project, Diploma Project, Diploma Paper, hereafter referred to as graduation paper) in RTU internal university portal ORTUS system (hereafter referred to as ORTUS).

To define the procedures for submission and access to electronic copies of graduation papers:

1. All graduation papers are stored in electronic format in ORTUS with limited access permission for ORTUS users. RTU Department of Information Technology ensures data security and provides technical resources for uploading, storage and usage of the graduation papers.
2. The deadline for uploading graduation papers is set in accordance with submission dates specified by corresponding study programs, but not later than 5 (five) business days before the date of the public presentation of the graduation paper.
3. On issue of the order on approval of the title and the scientific advisor of the graduation paper in RTU Study Management System, the option to upload the electronic copy of the graduation paper is automatically included in ORTUS system interface of the particular student.
4. The text of the electronic copy of the graduation paper the student uploads must be identical to the text of the work in the bound paper format (title page, abstract, full text including appendices).
5. On uploading of the graduation paper, the student prints out and signs a declaration of the author of the graduation paper automatically generated by ORTUS system (hereafter referred to as declaration), stating that electronic copy corresponds to the original version (see appendix). Declaration together with the bound graduation paper has to be submitted to the organizational unit before the specified submission date.
6. While uploading the graduation paper, the student fills in an uploading screen form in the system, which includes copies of abstracts in Latvian and English.
7. The number of times the student is allowed to upload the graduation paper is not limited. The system saves only the last version uploaded. After the student has printed out the declaration attesting that the electronic copy is identical to the original, the system blocks the possibility to upload the paper.
8. Graduation paper is uploaded as a single PDF (Portable Document Format) document. Appendices, which are not included in the body of the paper, at the discretion of the student might be uploaded either as a separate document in PDF or in ZIP format, if there is more than one file.

9. The name of the file which includes the graduation paper must be composed of the student's name, surname and student's identification card number. All symbols should be written without any diacritic marks, for example: Abele_Girts_081RIB297.pdf. The name of an appendix file, if any, should comprise the name of the main document file with the word PIELIKUMS added at the end, for example: Abele_Girts_081RIB297_PIELIKUMS.pdf or Abele_Girts_081RIB297_PIELIKUMS.zip
10. The size of any uploaded file should not exceed 100 MB. If it is necessary to upload files that exceed 100 MB, the student should address the Department of Information Technology for assistance (telephone number 67089999, e-mail: it@rtu.lv).
11. Any technical support in uploading and document conversion into file types specified is provided by the User Support Centre of the Department of Information Technology.
12. On receiving of the bound copy of the graduation paper the official of the responsible organizational unit should check that the paper comprises the signed declaration confirming that the student has uploaded the paper into the system.
13. The full electronic copy of the graduation paper is accessible in ORTUS to the author of the paper and his/her scientific advisor, and also to the academic staff of the respective faculty or institute. The full electronic copy of the paper is accessible to all other ORTUS users on permission of the author of the paper.
14. All bibliographic information and abstracts of all defended graduation papers are in public access at RTU web page after an order on awarding a degree and/or qualification is confirmed in RTU Study Management System.
15. If a graduation paper contains information, which in accordance with procedures established by laws and regulations is classified by the subject (legal or physical entity) as restricted information or a trade secret, the student should specify in the application form that the graduation paper contains restricted information or a trade secret. In this case the electronic copy of the graduation paper is automatically encrypted and placed within a closed section of the system, which cannot be accessed by any ORTUS user. After uploading the graduation paper to the closed section, the student informs the head of the respective organizational unit in writing that his/her graduation paper contains restricted information or a trade secret. Along with the written notification the student submits a written substantiation (if present) from the subject (legal or physical entity) verifying that the graduation paper contains restricted information or a trade secret. The head of the organizational unit makes a decision on granting or rejecting limited access status to the graduation paper in the period of 10 (ten) working days. The person responsible for the student's record management confirms or does not confirm limited access status of the graduation paper in RTU Study Management System based on the resolution of the head of the organizational unit. If the limited access status of the graduation paper is not confirmed in 30 (thirty) working days, the graduation paper is automatically excluded from the closed section of the system and becomes accessible according to the terms and conditions set in Clause 13 of the present regulation.

Declare RTU Order No 02000-01/53 "On the Procedure of Submission and Storage of Electronic Copies of Graduation Papers" of 26 April, 2011, null and void

Vice-Rector for Academic Affairs

U. Sukovskis

Attached: Declaration of the author of the graduation paper, one page

DECLARATION OF THE AUTHOR OF THE GRADUATION PAPER*

I _____ hereby acknowledge that the electronic
(name and surname of the student)
copy of the text of the graduation paper “ _____ ”
uploaded into ORTUS system is identical to the text of the work submitted in the bound
paper format. I hereby acknowledge that the graduation paper is developed independently
and there is no infringement of other party’s intellectual property rights or plagiarism – the
act of taking credit for someone else’s creative work (means of expression, opinions and
ideas). The works of other authors and other data sources used are indicated in the list of
references. The text of the submitted paper neither overall, nor partially in any form has
been submitted to other graduation paper assessment commission.

I agree to make the full text of my paper accessible to all users of ORTUS system. *(This sentence is included in case the student has marked such option in the upload screen form).*

_____._____.20_____.
(date)

(signature)

* Declaration is automatically created upon uploading of the graduation paper