

# **Procedure for Submission and Storage of Electronic Versions of Student Qualification Papers, Bachelor's Theses, Master's Theses or Other Final Theses in the Institutional Open Access e-Resource Repository of Rīga Stradiņš University**

Version 2

Issued in compliance with  
Section 17<sup>1</sup>, Paragraph Two of the Law on Higher Education Institutions and  
Paragraph 27 of the Regulations on Writing and Defence of Qualification Paper,  
Student's Research Paper, Bachelor's Thesis and Master's Thesis

## **1. General Provisions**

- 1.1. The Procedure for Submission and Storage of Electronic Versions of Student Qualification Papers, Bachelor's Theses, Master's Theses or Other Final Theses in the Institutional Open Access e-Resource Repository of Rīga Stradiņš University (hereinafter - the Procedure) shall lay down uniform rules for submission, storage and access to Rīga Stradiņš University (hereinafter - the University) undergraduate and graduate (first and second cycle) student final theses (hereinafter - the Final Theses) in electronic format in the University open access system on the *DSpace* platform (hereinafter - the Repository).

## **2. Procedure for submitting electronic versions of Final Theses**

- 2.1. All Final Theses in electronic format shall be stored in the Repository with unrestricted or restricted user access rights. The administration of the Repository shall be provided by the Library. Data security, as well as technical means for placing, storing and using the theses shall be provided by the Information Technology Department.
- 2.2. The deadlines for uploading the Final Theses shall be set by the decision of the Faculty Council.
- 2.3. The University Student Portal shall provide students with the possibility of uploading their Final Theses, an e-service that shall be activated for students in their last or penultimate semester (if provided for in the study programme plan) starting from the start date of the semester. As soon as the access is activated, the student shall upload the electronic version of the Final Thesis at any time, but not later than the deadline set by the decision of the relevant Faculty Council.
- 2.4. In cases where a student's poster presentation, oral presentation, scientific publication or participation in the Vertical Integration Project is considered as a developed and defended Final Thesis of the student, the validated Thesis does not need to be uploaded.
- 2.5. The Final Thesis upload form shall be offered in Latvian or English, depending on the language of the study programme.
- 2.6. The Final Thesis upload e-service shall be personalised and the basic information fields listed below are automatically filled in the form:
  - 2.6.1. author (surname, first name, unique number);
  - 2.6.2. name of the study programme, in which the thesis was developed;
  - 2.6.3. type of the Final Thesis (Bachelor's Thesis, Master's Thesis, Qualification Paper, Student's Research Paper, etc.);

- 2.6.4. deadline for submission (dd.mm.yyyy);
  - 2.6.5. language of the thesis;
  - 2.6.6. title in the language of the thesis;
  - 2.6.7. title in English, if the thesis is in Latvian;
  - 2.6.8. title in Latvian, if the thesis is in English;
  - 2.6.9. title of the thesis in any other language of the European Union Member State (if applicable);
  - 2.6.10. thesis supervisor (first name, surname);
  - 2.6.11. second thesis supervisor or advisor (if applicable).
- 2.7. When uploading the Final Thesis, the student shall complete the mandatory fields in the Final Thesis upload form listed below:
    - 2.7.1. abstract in Latvian. For students whose language of study is English, the field is optional;
    - 2.7.2. abstract in English;
    - 2.7.3. abstract in any other language of the European Union Member State (if applicable);
    - 2.7.4. keywords in Latvian. For students whose language of study is English, the field is optional;
    - 2.7.5. keywords in English;
    - 2.7.6. keywords in any other language of the European Union Member State (if applicable);
    - 2.7.7. indicate their preference about the availability of the Final Thesis in the Repository after defending the Final Thesis.
  - 2.8. The Final Thesis shall be uploaded as a single document in PDF (*Portable Document Format*). At the student's choice, appendices related to the topic of the Final Thesis, if not included in the main body of the thesis, can be uploaded separately in PDF format in the space provided. If the appendix related to the topic of the Final Thesis is in audio or video format, it shall be uploaded to *Panopto* and a link shall be added to the e-service. Appendices of an administrative nature not related to the topic of the Final Thesis (authorisations for the data use, consents to conduct research, decisions by the Ethics Committee, etc.) shall be uploaded separately in PDF format in the space provided.
  - 2.9. The amount of each file to be uploaded must not exceed 25 MB. If it is necessary to upload a larger file, the student should contact the Information Technology Department (IT Support Service: 16 Dzirciema iela, Room G-115, telephone: +371 67061515, e-mail [it@rsu.lv](mailto:it@rsu.lv)).
  - 2.10. The system shall generate the file name for the Final Thesis automatically.
  - 2.11. The student shall be allowed to upload the Final Thesis several times during the assigned time period. Only the last uploaded version of the Final Thesis shall be saved.
  - 2.12. If the student uploads the Final Thesis and “saves” it, it shall be available to the student for further revisions, as well as to the pre-defence committee.
  - 2.13. If the student uploads the Final Thesis, ticks the automatically prepared statements and “saves and submits”, then it is the final version of the Final Thesis and can no longer be

edited. The statements regarding legality, integrity of the Final Thesis and access rights to it shall be attached to the Final Thesis upload form. No other additional evidence is required.

- 2.14. Once uploaded, the electronic version of the Final Thesis without editing rights shall be available on the e-services portal or the Academic Portal, depending on the task to be performed, to the author, the thesis supervisor and advisor, the reviewer(s), the members of the pre-defence and defence committees, the student contact person, as well as to the office administrator of the department where the Final Thesis is being developed and the University Library staff member, who check the originality (plagiarism) of the thesis content.

### **3. Procedure for the storage of, and access to electronic versions of Final Theses**

- 3.1. If the Final Thesis is successfully defended, the electronic version of the Final Thesis shall be sent to the Repository for storage no earlier than 14 calendar days and no later than 30 calendar days after the registration of the graduation decree in the Student Information System (hereinafter - the SIS).
- 3.2. The electronic version of the Final Thesis stored in the Repository and its metadata shall be made available to an authorised user of the University or to a user who is not authorised by the University (hereinafter collectively referred to as - the repository users) in accordance with the student's ticked option regarding the availability of the Final Thesis in the University's open access e-resources repository after defending the Final Thesis.
- 3.3. If the student has given his/her consent, a repository user may access the full electronic version of the Final Thesis in the Repository by one of the following actions:
- 3.3.1. creating a free-form application on the University website [help.rsu.lv](http://help.rsu.lv) under the section "Library applications" or by choosing "ask a question [help.rsu.lv](http://help.rsu.lv)" on the website of the University Library website <https://www.rsu.lv/biblioteka>;
  - 3.3.2. creating and sending a free-form application by e-mail to [biblioteka@rsu.lv](mailto:biblioteka@rsu.lv);
  - 3.3.3. activating the "*Request a copy*" in the Repository next to the full electronic version file of the selected Final Thesis and filling in the application form provided.
- 3.4. If the student has not given his/her consent, the electronic version of the Final Thesis in the Repository and its metadata shall not be accessible to the repository users.
- 3.5. If the Final Thesis is classified as "Secret", the student does not have to submit the electronic version of the Final Thesis and it does not go to the Repository accordingly. The student shall submit such Final Thesis in accordance with separate rules.
- 3.6. The electronic versions of all undefended Final Theses shall be deleted from the e-services portal within 30 calendar days after the registration of the decree on exclusion from the list of students in the SIS due to not defending of the Final Thesis.

### **4. Final provisions**

- 4.1. The submission of Final Theses in doctoral studies - doctoral thesis and research projects in medical residency shall be regulated in accordance with other internal laws and regulations.

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