



RĪGAS STRADIŅA
UNIVERSITĀTE

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INTERNAL REGULATORY ENACTMENT

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Procedure for Submission, Storage, and Access of Electronic Versions of Student Final Theses in the Rīga Stradiņš University's Institutional Open Access E-Resource Repository

Version 3

Issued in accordance with
Section 17¹, Paragraph Three of the Law on Higher Education Institutions and
Paragraph 27 of the Regulations on Writing and Defence of Qualification Paper,
Student's Research Paper,
Diploma Paper, Bachelor's Thesis and Master's Thesis

1. General provisions

- 1.1. The Procedure for Submission, Storage and Access of Electronic Versions of Student Final Theses in the Rīga Stradiņš University's Institutional Open Access E-Resource Repository (hereinafter – the Procedure) shall lay down uniform rules for submission of electronic versions of the Rīga Stradiņš University (hereinafter – the University) Student Qualification Paper, Research Paper, Diploma Paper, Bachelor's Thesis and Master's Thesis (hereinafter jointly referred to as - Final Theses) for their upload in the e-service, as well as their storage and access procedure in the University's Institutional open access e-resource repository *DSpace* platform (hereinafter - the Repository).
- 1.2. 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.
- 1.3. The Procedure shall not apply to submission of a second Final Thesis in the study programmes with a double degree or qualification.

2. Procedure for submitting electronic versions of student Final Theses

- 2.1. 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) beginning with the start date of the semester.

- 2.2. As soon as the access to the e-service is activated, the student may upload the electronic version of the Final Thesis at any time, but not later than by the deadline set according to the decision of the relevant Faculty Council.
- 2.3. In cases where a student's poster presentation, oral presentation, scientific publication or participation in the Vertical Integration Project is recognised as equivalent to a developed and defended Final Thesis of the student, the recognised Thesis shall not be uploaded.
- 2.4. The Final Thesis upload e-service shall be offered in Latvian or English, depending on the implementation language of the study programme.
- 2.5. The Final Thesis upload e-service shall be personalised, and the basic information fields listed below are automatically filled in from the University's systems:
 - 2.5.1. author (surname, first name, unique number);
 - 2.5.2. name of the study programme, in which the thesis was developed;
 - 2.5.3. type of the Final Thesis (Bachelor's Thesis, Master's Thesis, Qualification Paper, Student's Research Paper, etc.);
 - 2.5.4. deadline for submission (dd.mm.yyyy);
 - 2.5.5. language of the thesis;
 - 2.5.6. title in the language of the thesis;
 - 2.5.7. title in English, if the thesis is in Latvian;
 - 2.5.8. title in Latvian, if the thesis is in English;
 - 2.5.9. title of the thesis in any other language of the European Union Member State (if applicable);
 - 2.5.10. thesis supervisor (first name, surname);
 - 2.5.11. second thesis supervisor or advisor (if applicable).
- 2.6. When uploading the Final Thesis, the student shall complete the mandatory fields in the Final Thesis upload e-service listed below:
 - 2.6.1. abstract in Latvian. For students whose language of study is English, the field is optional;
 - 2.6.2. abstract in English;
 - 2.6.3. abstract in any other language of the European Union Member State (if applicable);
 - 2.6.4. keywords in Latvian. For students whose language of study is English, the field is optional;
 - 2.6.5. keywords in English;
 - 2.6.6. keywords in any other language of the European Union Member State (if applicable);
 - 2.6.7. reads and accepts the statement of the legality and integrity of the thesis preparation;
 - 2.6.8. reads and accepts the statement of having read the plagiarism detection tool regulations;
 - 2.6.9. indicates their preference about the access of the Final Thesis in the Repository after defending the Final Thesis (agrees, disagrees).

- 2.7. 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 in the e-service. Appendices of an administrative nature (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.
- 2.8. 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: Riga, 16 Dzirciema iela, Room G-115, telephone: +371 67061515, e-mail it@rsu.lv).
- 2.9. The University system shall generate the file name for the Final Thesis automatically.
- 2.10. 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 is saved.
- 2.11. If the student uploads the Final Thesis and “saves” it, it shall be available to the student for further revisions in the Final Thesis upload e-service.
- 2.12. If the student uploads the Final Thesis, accepts the automatically prepared statements and “saves and submits”, then it shall be the final version of the Final Thesis, and the Final Thesis upload e-service shall no longer be available for editing.
- 2.13. Statements (on legality and integrity of the thesis preparation; plagiarism detection tool regulations; access rights) are included in the Final Thesis upload e-service. No other additional statements are required.
- 2.14. Once uploaded, the electronic version of the Final Thesis without editing rights shall be available on the e-services portal or in 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 defence committees, the student contact person, as well as to the office administrator of the structural unit where the Final Thesis is being developed, and the University Library staff, who additionally check the originality (plagiarism) of the thesis content.

3. Procedure for the storage and access of electronic versions of student Final Theses

- 3.1. The administration of the Repository shall be provided by the Library. Data security, as well as technical means for automatic depositing, storing and access of Final theses in the Repository shall be provided by the Information Technology Department.
- 3.2. If the Final Thesis is successfully defended by a student, the electronic version of the Final Thesis shall be sent by the University system automatically to the Repository for storage no earlier than 14 calendar days and no later than 30 calendar days after the registration of the ex-matriculation decree on the award of the diploma in the Student Information System (hereinafter - the SIS).
- 3.3. 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 jointly referred to as - repository users) in accordance with the student's confirmed option regarding the availability of the Final Thesis in the Repository.

- 3.4. If a student has given their consent in the Final Thesis upload e-service statement, a repository user may access the full electronic version of the Final Thesis in the Repository by carrying out one of the following actions:
- 3.4.1. creates a free-form request on the University website help.rsu.lv under the section "Library requests" or by choosing "Ask your question via help.rsu.lv!" on the University Library home page <https://www.rsu.lv/biblioteka>;
 - 3.4.2. creates an access request in the Repository on the University's internet page help.rsu.lv under section "Library requests";
 - 3.4.3. creates and sends a free-form application by e-mail to biblioteka@rsu.lv;
 - 3.4.4. In the Repository, when clicking on the name of the file containing the full electronic version of the Final Thesis, fills in the offered access request form.
- 3.5. If a student has not given consent in the Final Thesis upload e-service statement, the repository users will only have access to the metadata of the Final Thesis. Upon such event, the repository user may still request access to the full electronic version of the Final Thesis by carrying out any of the activities described under Paragraph 3.4. When the Library receives the request in the RSU user support system, it contacts the author of the thesis and requests permission for a repository user to individually access the full electronic version of the Final Thesis.

4. Final provisions

- 4.1. With enforcement of this Procedure, 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 (approved by the University Rector's decree No 1-PB-2/1/2024 dated 2 January 2024) shall become null and void.

Rector

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