

## **ANTI-PLAGIARISM PROCEDURE**

### **§1. The scope of the procedure**

1. The anti-plagiarism procedure applies to all theses submitted at WSB University. Theses successfully meeting the requirements of the anti-plagiarism procedure is a condition of their approval for defence. The aim of applying the anti-plagiarism procedure is the prevention of infringing copyright and the unauthorized use of others' intellectual property.
2. The procedure defines the principles and the mode of:
  - 1) the verification of theses submitted at WSB University in terms of their authors' confirmation that the author has submitted his/her own work, by means of the Unified Anti-Plagiarism System, hereinafter called UAS,
  - 2) approving theses for defence or rejecting them, on the basis of the results of the above verification,
  - 3) sanctions applied to students who have tried to commit plagiarism.

### **§2. Key definitions**

1. **The anti-plagiarism system** – an IT tool enabling the control of documents in terms of their similarity to texts contained in its database and Internet resources. The University uses the Unified Anti-Plagiarism System UAS available on <https://jsa.opi.org.pl>.
2. **System operator** – the person entering the text of the thesis into the system. Operators can be authorized employees of the Dean's Office, academic teachers who are not supervisors, and the supervisors of theses.
3. **System administrator** – the person controlling the execution of the anti-plagiarism procedure.
4. **Percentage Degree of Similarity (PDS, PRP in Polish)**– this is the percentage share of characters from all the similar excerpts in the overall number of characters in the thesis under analysis. In the default settings of the system, the analysis involves PDS 5, PDS 10, PDS 20 and PDS 40.

PDS 5 means that to calculate the number of characters in the excerpts quoted, excerpts which are not shorter than 5 words per fragment (shorter phrases, of three or four words, are not taken into consideration). PDS 10 is calculated for excerpts not shorter than 10 words (excerpts of nine or fewer words, including those which were taken into account in PDS 5, will not be taken into consideration). The next two PDS indices are calculated in a way similar to the ones described above, taking into consideration phrases which are at least 20 words long (for PDS 20) and 40 words long (for PDS 40) respectively.

### **§3. People responsible for the performance of the tasks included in the procedure**

1. The system operator is responsible for:
  - 1) entering theses submitted by students into the system,
  - 2) analyzing and printing similarity reports generated by the system,
  - 3) possible contact with supervisors (in the case the supervisor is not the system operator) in order to inform them about the report results.
2. The system administrator is responsible for:
  - 1) creating system operators' accounts in the UAS,
  - 2) training new system operators,

- 3) preparing reports on the use of the anti-plagiarism system.

#### **§4. The procedure:**

1. Every thesis is subject to the procedure.
2. A thesis can be scanned by means of the anti-plagiarism system, either by the supervisor before it is submitted at the Dean's Office, or after being submitted, at the Dean's or the reviewer's request.
3. For every thesis entered into the system, the system generates a similarity report which contains:
  - 1) the Percentage Degree of Similarity, that is the parameter indicating the degree of similarity between the thesis under analysis and other theses in the Polish National Repository of Written Theses as well as documents from other comparison sources (the Internet, legal documents, university reference databases), expressed as a percentage,
  - 2) a detailed analysis of the text, including special characters or characters from a language other than that of the thesis, unrecognized words or excerpts of another style.
4. The Supervisor decides whether:
  - 1) the Percentage Degree of Similarity 5 is higher than 50%
  - 2) the Percentage Degree of Similarity 10 is higher than 40%
  - 3) the Percentage Degree of Similarity 20 is higher than 30%
  - 4) the Percentage Degree of Similarity 40 is higher than 20%.
5. At the same time, the Supervisor analyses the results of the anti-plagiarism test made by the UAS system in terms of text statistics, in particular:
  - 1) excerpts written in a different style,
  - 2) unrecognized words highlighted by the system,
  - 3) special characters or characters from a language other than that of the thesis.
6. The Supervisor, on the basis of the complete results of the anti-plagiarism analysis, accepts the report on the analysis by the UAS system, where he or she decides whether the thesis does not display significant similarities detected in the verification process and allows the thesis to be submitted for the final examination (defence).
7. The Supervisor submits the printed general report on the anti-plagiarism analysis or information about the approval of the thesis by the UAS system to the Dean's Office relevant for that thesis. Such a thesis is then regarded as approved for the final examination (defence).
8. When the Supervisor finds that a thesis contains unauthorized borrowings, he or she requests that the student remove the instances of manipulation from his or her thesis.
9. Within one analysis, the Supervisor can make three attempts at scanning a student's thesis.
10. When the Supervisor finds that the thesis contains unauthorized borrowings and bears some marks of plagiarism in spite of changes made by the student, he or she addresses his/her written judgement on the matter to the Dean.
11. Having become familiar with the Supervisor's opinion, the Dean can make a decision not to approve the thesis for defence and file a motion to the Rector to start disciplinary proceedings towards the author of the thesis who tried to commit plagiarism. Disciplinary proceedings are initiated in accordance with Art. 312, section 3 of the law of 20 July 2018, the Law on Higher Education and Science, applying the procedure specified by the law.
12. The Dean's Office employee, depending on the Supervisor's decision, adds the general similarity report, declarations and decisions concerning the thesis, issued by the Supervisor and the Dean to the student's personal file.

13. The system operator does not add theses which have not passed through the anti-plagiarism procedure successfully, that is, which have been returned for correction or not approved for defence to the database of the system,

#### **§5. Procedure documents**

1. The Study Regulations
2. The diploma-awarding regulations.