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WYŻSZA SZKOŁA HANDLU I USŁUG  
W POZNANIU

Approved by the resolution  
of the  
Senate of the University of Commerce and  
Services (WSHIU) in Poznań  
of 30 September 2019  
No. 48/2019

# **ANTI-PLAGIARISM REGULATIONS**

## **OF THE UNIVERSITY OF COMMERCE AND SERVICES IN POZNAŃ**

## **Art. 1**

1. These Regulations shall lay down the rules for the use of the Uniform Anti-plagiarism System for the purpose of anti-plagiarism control of written assignments as part of the services provided by the Information Processing Centre (PIB) under the supervision of the Minister of Science and Higher Education.
2. The requirement of anti-plagiarism control shall apply to diploma theses.
3. Legal basis: Art. 76 sec. 4, Art. 188 sec. 4, Art. 351 sec. 1, Art. 356 sec. 1 of the Act of 20 July 2018 - the Law on Higher Education and Science (consolidated text: Journal of Laws 2018, item 1668, as amended).

## **Art. 2**

1. The condition for the submission of the diploma thesis to the Uniform Anti-plagiarism System by the supervisor is the completion of a Statement of Original Work (Appendix 1 to the Anti-plagiarism Regulations) by the student. The student shall submit the Statement to the supervisor together with the diploma thesis saved on an electronic medium (CD).

## **Art. 3**

The terms used in the Regulations shall be construed as follows:

1. The Uniform Anti-plagiarism System (hereinafter referred to as UAS) is a system used to check diploma theses for plagiarism and is designed to support verification activities of the thesis supervisor;
2. The University shall be: The University of Commerce and Services with its registered office at ul. 28 czerwca 1956 217/219, operating pursuant to Act of 20 July 2018 - the Law on Higher Education and Science (consolidated text: Journal of Laws 2018, item 1668, as amended);
3. The System Administrator shall be an employee of the University employed as a Technical Specialist, appointed for the administrative management of the UAS, who assigns and manages roles and grants access rights;
4. A supervisor shall be a person who, in accordance with the regulations governing the operation of the University, uses UAS to check diploma theses;
5. Diploma theses shall be texts created by students, connected with the completion of an appropriate stage of education.

#### **Art. 4**

1. The use of UAS requires:

- a standard computer workstation;
- Internet connection;
- an active business e-mail account (the account may be created independently or by the System Administrator).

2. System location: <https://jsa.opi.org.pl>

3. UAS includes a module with instructional materials as well as a *helpdesk* created for asking questions.

4. Should a need arise to make changes to one's personal data, it must be reported to the System Administrator by sending information to the following e-mail address: [admin@akademikupiecka.pl](mailto:admin@akademikupiecka.pl).

#### **Art. 5**

##### **Rules for the use of the Uniform Anti-plagiarism System**

1. The supervisor shall log into the UAS with a login and password;
2. The supervisor shall create a survey, i.e. complete the thesis metric and add the file(s) to the system;
3. The student shall have no access to the Uniform Anti-plagiarism System;
4. The system shall check the diploma thesis for borrowings, manipulation of the text and presence of a foreign style;
5. After examining the diploma thesis, the supervisor shall have access to the system report which he/she can use.

#### **Art. 6**

##### **Procedure following the receipt of the survey report in the Uniform Anti-plagiarism System**

1. The result of analysis of the thesis by the UAS is the similarity score percentage (PRP), which contains similarity indices determining the degree of conformity of the analysed text with the texts with which it was compared in the analysis.
2. For the interpretation of the PRP, the assumption shall be made that the analysis is based on 10-word phrases, assuming similarity thresholds according to the following scheme:

**ORPPD:**

- increased threshold with a percentage similarity of  $\geq 40\%$
- high threshold with a percentage similarity of  $\geq 60\%$  **Internet:**
  - increased threshold with a percentage similarity of  $\geq 40\%$
  - high threshold with a percentage similarity of  $\geq 60\%$  **Legal**

**database:**

- increased threshold with a percentage similarity of  $\geq 40\%$
- high threshold with a percentage similarity of  $\geq 60\%$

**University Database\***

- - increased threshold with a percentage similarity of  $\geq 40\%$
- high threshold with a percentage similarity of  $\geq 60\%$

*\*The possibility of creating a University database.*

3. The PRP threshold does not provide the supervisor with unambiguous information on the permissible degree of borrowing. The supervisor must pay special attention to PRP exceeding 50%.

4. If, as a result of examining the survey report, the diploma thesis is considered to be independent, in the conclusions of the report, the supervisor shall mark the *checkbox* stating that the thesis does not show any significant similarities and shall apply for its approval for the diploma examination.

5. If the supervisor considers that, despite exceeding the permissible values of similarity indices, the diploma thesis does not contain unacceptable borrowings, the project or thesis may be qualified for the diploma examination.

6. In case the diploma thesis is found to contain unauthorised borrowings intentionally made by the author, and, after all possible attempts have been exhausted, the supervisor shall request the Rector to investigate the case of the borrowings found. The thesis shall not be approved for the diploma examination, and the Rector shall refer the case, with regard to the author of the thesis, to an investigation within 14 days from the date of the information being provided. The investigation procedure shall be conducted in accordance with Art. 287, section 2, items 1-5 of the Act of 20 July 2018 - the Law on Higher Education and Science.

7. In order to document the anti-plagiarism control of the diploma thesis, the supervisor, no later than 14 days before the planned diploma examination, shall submit to the Dean's Office:

1. The printout of the approved general report;
2. The copyright statement;
3. The thesis saved on an electronic medium.

8. The student's file should only contain the last approved report.

9. Theses in the revision process to not require documentation.

10. The supervisor shall make the thesis available to the reviewer for substantive evaluation.

#### **Art. 7**

1. Diploma theses containing information covered by protection under the Law on Protection of Classified Information shall not be subject to verification by the UAS.

2. All diploma theses, with the exception of those containing information covered by protection under the Law on Protection of Classified Information, shall be added by the University staff immediately after passing the diploma examination to the National Repository of Written Diploma Theses (ORPPD).

3. In matters not regulated by these Regulations, decisions shall be made by the Rector or a person authorised in consultation with the thesis supervisor.

#### **Art. 8**

These Regulations were adopted at the meeting of the Senate of the University on 30 September 2019.

#### **Art. 9**

These Regulations shall come into force on 1 October 2019.