

Approved by a resolution
of the Senate
of the University of Commerce and Services
in Poznań
of 30.09.2019.
No. 48/2019

ANTIPLAGIARISM REGULATIONS

UNIVERSITY OF COMMERCE AND SERVICES

IN POZNAN

§1

1. The Regulations specify the rules for using the Single Anti-Plagiarism System for the purpose of anti-plagiarism control of written work as part of the services provided by the Information Processing Centre PIB under the supervision of the minister responsible for higher education.
2. The obligation of anti-plagiarism control applies to diploma dissertations.
3. Legal basis: art.76 para. 4, art.188 para. 4, art.351 para. 1, art.356 para. 1 of the Act Law on Higher Education and Science of 20 July 2018 (consolidated text: Dz. U. 2018,item.1668 as amended).

§2

1. In order for the thesis supervisor to submit the thesis to the Single Anti-Plagiarism System, the student has to fill in the statement concerning the thesis (Annex 1 to the Anti-Plagiarism Regulations). The student submits the statement to the Supervisor together with the diploma paper saved on an electronic carrier (CD).

§3

The terms used in the Regulations should be understood as follows:

1. the Single Anti-Plagiarism System (hereinafter referred to as SAPS) is a system used to check diploma theses for the possibility of plagiarism and is intended to support the thesis supervisor's verification activities;
2. the University is: The Higher School of Commerce and Services with its seat at 217/219 28 June 1956r Street, operating on the basis of the Act of 20 July 2018. - Law on Higher Education and Science (consolidated text: Dz.U.2018, item 1668 as amended);
3. System Administrator is an employee of the University in the position of Technical Specialist, designated to provide administrative support for the SAPS assigning roles, managing roles and granting access rights;
4. a Supervisor is a person who, in accordance with the rules binding at the University, uses the SAPS to check diploma theses;
5. thesis are the texts created by students, connected with the completion of the relevant stage of education.

§4

1. In order to use the SAPS, it is necessary to have:

- a standard computer station;

- Internet connection;
 - active business e-mail account (account can be created by oneself or by the System Administrator).
2. system location: <https://jsa.opi.org.pl>
 3. The SAPS includes a module with instructional material as well as a helpdesk for questions.
 4. In case of necessity to change one's personal data, one should report this fact to the System Administrator by sending information to the following e-mail address: admin@akademikupiecka.pl

§5

Rules of using the Single Anti-Plagiarism System

1. A person with the role of a promoter logs in to SAPS using a login and password;
2. The promoter sets up the examination, i.e. fills in the thesis metric and adds a file (or files) to the system;
3. The student does not have access to SAPS;
4. The system checks the thesis for borrowing, manipulation on the text and the presence of a foreign style in the thesis;
5. The Supervisor, having examined the thesis, has access to a report in the system to work on.

§6

Procedure to be followed upon receipt of an examination report in the Uniform Single Anti-plagiarism System

1. The result of the analysis of the thesis by SAPS is a percentage similarity score, which contains similarity coefficients defining 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 percentage similarity score, it is assumed that 10-word phrases form the basis of the analysis, with the assumption defining similarity thresholds according to the following scheme:

NRWD:

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

Internet:

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

Regulatory database:

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

University database*

- Threshold enhanced with a percentage similarity of $\geq 40\%$
- High threshold for percentage similarity of $\geq 60\%$

**The possibility to create a University database.*

3. The amount of threshold in the National Repository of Written Dissertations does not constitute unequivocal information for the promoter about the degree of permissibility of borrowing. Promoter must pay special attention to PRP exceeding 50%.

4. If as a result of inspecting the report of the examination result the thesis is recognized as independent, the promoter in the conclusions of the report ticks the checkbox informing that the thesis does not have significant similarities and applies for admitting it to defence.

5. If the supervisor decides that the thesis, despite exceeding the acceptable value of coefficients, does not contain inadmissible borrowing, the thesis or dissertation may be qualified for the defence.

6. In the event of establishing that the diploma paper contains unauthorized borrowings made by its author in an intentional way and after having exhausted all possible attempts, the Supervisor applies to the Rector for investigating the matter of the borrowings found. The dissertation is not allowed to be defended, and in the case of its author, within 14 days from the date of receiving the information, the rector refers the case to an explanatory proceeding. The explanatory proceedings shall be conducted in accordance with the procedure set out in art.287.2 points 1-5 of the Act of 20 July 2018. - Law on Higher Education and Science.

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

1. a printout of the accepted general report;
 2. a statement concerning copyrights;
 3. the dissertation saved on an electronic carrier.
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8. Only the last, accepted report should be placed in the student's portfolio.
 9. Thesis in the process of revision do not need to be documented.
 10. The Promoter makes the thesis available to a reviewer for substantive assessment.

§7

1. Diploma theses containing information subject to protection under the Law on the Protection of Classified Information are not subject to examination in SAPS.
2. All diploma theses, with the exception of theses containing information subject to protection under the law on protection of classified information, are added by the University staff immediately after passing the diploma examination to the National Repository of Written Dissertations (NRWD).
3. In matters not regulated by these regulations, decisions are made by the Rector or a person authorised to do so in consultation with the thesis supervisor.

§8

The Regulations were adopted at the meeting of the University Senate on 30.09.2019.

§9

The Regulations enter into force on 1 October 2019.