

## **ANTI-PLAGIARISM REGULATIONS**

1. The Regulations shall determine the rules of operation of the anti-plagiarism procedure and the manner of using the Uniform Anti-plagiarism System hereinafter referred to as "JSA", referred to in art. 351 of the Law on Higher Education and Science (i.e. Journal of Laws of 2020 item 85), used to counter copyright and related rights violations. Instructions and tutorial videos on the registration and the use of "JSA" are available on the University website <https://jsa.opi.org.pl>
2. The anti-plagiarism procedure applies to diploma theses and doctoral dissertations, and a positive result of this check is a prerequisite for admission of the thesis to diploma examination/defence and admission to the further stages of the procedure for granting the degree of doctor.
3. The administrator of the JSA on behalf of the University is an employee of the IT Department. The administrator creates accounts, manages users, assigns them appropriate roles along with permissions.
4. The supervisor of a thesis and the supervisor of a doctoral dissertation is a user of "JSA", he/she adds the work to the system, conducts examination of the work, has access to the work and the results of its examination.
5. After receiving the electronic version of the thesis and doctoral dissertation from the author, the thesis supervisor registers the examination and fills in the specification by adding the file to the "JSA" system and starts the examination. Then analyses the report from the test sample, accepts, prints and signs the general report of the anti-plagiarism examination.
6. For each thesis and doctoral dissertation, one examination is created (where the specification with the thesis metadata is filled in), within which further examination attempts can be performed. Access to the work and results is only available to the supervisor.
7. The supervisor may exclude in the work under examination passages that unjustifiably have been identified as borrowed by preparing appropriate explanations, and then recalculate the result.

8. The examination of a thesis/doctoral dissertation using the JSA consists of analysing the submitted files containing the content of a written thesis or doctoral dissertation for copyright violations and determining the similarity factor with the documents found in all reference databases connected to the JSA.
9. Based on the analysis of the report, the supervisor makes a decision on admission or non-admission of a thesis for review and defence, and in the case of a doctoral dissertation to the next stages of the proceedings:
  - a) if, after analysis of the report, the thesis supervisor assesses that the thesis does not contain unauthorised borrowings (plagiarism) or correctly marked borrowings (quotations) contained in it do not raise doubts as to the independence of the thesis, the thesis may be admitted for review and defence, and in the case of a doctoral dissertation for further stages of the proceedings.
  - b) in the case where the work is characterised by high similarity rates, but does not bear the signs of plagiarism (e.g. excessive number of quotations indicates a low degree of independence) the thesis supervisor may decide to send back the work for revision.
  - c) if the thesis supervisor finds that the work bears signs of plagiarism, it is not allowed for evaluation by the supervisor and a reviewer. The thesis supervisor sends an opinion on this matter to the Dean.  
  
Then the documentation is sent to the Rector, who recommends conducting an investigation on the basis of art. 312 section 3 of the Law on Higher Education and Science.
10. The author of the work shall submit the final version of the work to the supervisor in the form of a computer printout and an electronic file in PDF or Word format provided on CD or DVD. The CD / DVD must be marked accordingly (name of the author of the work, student id number in the case of a diploma thesis, signature of the author of the work).
11. The author of the diploma thesis submits to the dean's office within the specified period:
  - a) general report of the anti-plagiarism examination signed by the thesis supervisor,

- b) thesis in a single printed copy and on an electronic medium (PDF format), approved by the supervisor,
- c) declaration, the template of which is appendix 1 to the Anti-plagiarism Regulations.

12. The author of the doctoral dissertation submits to the dean's office within the specified period:

- a) general report of the anti-plagiarism examination signed by the supervisor,
- b) work approved by the supervisor in five printed copies and two copies on electronic medium (PDF and WORD format),
- c) declaration, the template of which is appendix 1 to the Anti-plagiarism Regulations.

13. The content of the work in the form of a computer printout and in the form of an electronic file must be identical. The author of the work is responsible for the compatibility of both versions.

14. After the defence, the diploma thesis is added by an authorised employee of the dean's office to the Polish National Repository of Written Theses (ORPPD) via the POLON system.

Appendix 1 to the Anti-plagiarism Regulations

**DECLARATION**

I hereby declare that my work entitled

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has been created under the substantive supervision of the supervisor .....

- a) was prepared by me myself,<sup>1</sup>
- b) does not infringe copyright within the meaning of the act of 4 February 1994 on copyright and related rights (i.e. Journal of Laws of 2019 item 1231) and personal property protected by law,
- c) does not contain data and information that I obtained illegally,
- d) was not the basis for awarding a university diploma or a professional title or a scientific degree - neither to me nor to another person,
- e) I declare that the content of the work submitted by me for the defence, contained on the electronic medium submitted, is identical to its printed version.

Furthermore, I acknowledge that:

- a) my diploma thesis / doctoral dissertation<sup>2</sup> will be checked for plagiarism in the Unified Anti-plagiarism System on the basis of the current regulations,
- b) after obtaining a positive result of the diploma examination, it will be added to the Polish National Repository of Written Theses in the Integrated Information System on Higher Education and Science POL-on conducted by the Minister of Science and Higher Education (not applicable for doctoral dissertations).

**Date and legible signature of the author of the work:** .....

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<sup>1</sup> Taking into account the substantive contribution of the supervisor

<sup>2</sup> delete as appropriate