

ANTI-PLAGIARISM RULES AND REGULATIONS

§ 1

General provisions

1. The anti-plagiarism regulations define the mode and rules of operation of the anti-plagiarism procedure at the University of Rzeszow (hereinafter referred to as UR or the University) and apply to all theses (bachelor's, engineering, master's) and doctoral dissertations produced at the University.
2. IT tool for verifying work for violation of regulations on Copyright and Related Rights is the Unified Anti-Plagiarism System (JSA), referred to in Article 351 of the Act of July 20, 2018. Law on Higher Education and Science (i.e., Journal of Laws of 2021, item 478, as amended), hereinafter referred to as the Law on Higher Education and Science. JSA is a system that checks papers for borrowings, manipulation on the text and the presence of foreign styles in the paper, using full access to the Repository of Written Dissertations (ORPPD), the Database of Advancement Proceedings (BPA), the Polish Internet search engine NEKST, the database of legal acts, elements of the world Internet (Wikipedia) and ultimately the internal database of the university.
3. The Virtual University online system (hereinafter referred to as the WU system) is integrated with the JSA, the National Repository of Written Dissertations, hereinafter referred to as the ORPPD, and the university's Dean's Office system.
4. The University's JSA operation is supervised by the University System Administrator, who is a UCI employee designated by the head of the University Computerization Center (UCI). The administrator manages roles and assigns privileges to the system.
5. In order to grant authorization to use JSA, the dean of the college, with regard to thesis evaluation, and the vice-rector of the college, with regard to dissertations, provide the University System Administrator with the data of the promoters (name, surname, academic title, e-mail address and contact phone).
6. Each written work before its author is admitted to the diploma examination (defense) is subject to review by the JSA, subject to § 2 paragraph 25.

§ 2

Circulation and verification of the thesis

1. No later than 6 weeks before the scheduled date of the diploma exam, the dean's office employee enters the student's account into the university's dean's office system

information on the topic of the thesis, including in English, and the name of the thesis supervisor and reviewer.

2. The student, having agreed on the final content of the thesis with the thesis supervisor, uploads an electronic version of the written thesis in the WU system under the **Thesis** tab no later than 3 weeks before the scheduled date of the thesis exam.
3. Posting the thesis means completing all the necessary data (the language of the thesis, abstract and keywords in Polish) and uploading an electronic version of the thesis text with a completed and signed statement of the thesis' independence attached on the last page, the model of which is specified in Appendix No. 2 to the Ordinance introducing the Anti-plagiarism Regulations.
4. The work, merged into one file, the size of which must not exceed 20 MB, should be uploaded in one of the formats: *pdf, *doc, *docx, *odt.
5. In the case of diploma theses consisting of an additional artistic part of the work, subject to documentation, the electronic version of the artistic work is not subject to uploading to the WU system. The student is required to submit the paper version and the electronic version of the artistic thesis, on a CD or DVD, directly to the dean's office of the relevant college no later than 3 weeks before the scheduled examination date.
6. The promoter, immediately after receiving an e-mail from the WU system, checks the correctness of the thesis and the statement attached by the student, referred to in paragraph 3. In order to review its content, he logs into the WU system and from the menu: Thesis - **Promoter - Seminar Groups**, after selecting the appropriate list of seminarians, has an active button available in the **Details** column that allows downloading the student's thesis. Access to the thesis is also provided from the menu: Thesis - **Promoter - List of students**.
7. The promoter may determine the correctness and completeness of the work, changing the status to *Meets formal requirements* or send back the file of the work with comments for improvement by the student.
8. After marking the status *Meets formal requirements*, the work is automatically checked in JSA.
9. At each stage of the revision of the work, the student is informed by e-mail about the need to improve it and has the opportunity to check its current status in the WU system.
10. After the thesis is checked in JSA and reports are generated, both the Thesis **Status** and **JSA Status** change to *Checked in the system*.
11. The survey result report consists of the following sections:
 - 1) Text analysis, used to assess whether potential manipulations have been made on the text of the work under examination to detect plagiarism. Text analysis looks at special characters or characters outside the language of the work, unrecognized words, a passage of a different style, and the length of words in the examined work. Special attention should be paid to the graph of word length distribution (purple color) and doubts should be raised by high values on the scale at the beginning and end of the graph.

- 2) Overall results, which determine an indicator called Percent Similarity Size (PRP). The Percent Similarity Size presents the level of similarity from all reference bases. The result is presented by four blocks and was determined for phrase values of 5, 10, 20 and 40 words in the shortest passage considered.

$$\text{PRP} = \frac{Y}{X} \times 100\%, \text{ where:}$$

Y - the number of characters from all similar passages,

X - the number of all characters in the examined work.

- 3) Reference comparison databases determine the PRPs for the fragments found in each comparison database (ORPPD, Internet, legislation database, university database) along with their sources.

12. JSA presents PRP values in three colors: green, orange and red, which correspond to the set tolerance level of each indicator. Next to each source, the length of the longest similar passage and the number of phrases calculated for each PRP are shown.

The green color indicates that the similarity scale does not exceed the tolerance level.

The orange color indicates that the tolerance level has been exceeded - the PRP value is elevated and it is recommended to check the details of the results in the body of the work.

Red color means that the tolerance level and warning level of increased tolerance have been exceeded, the PRP value is high and it is necessary to check the details of the result in the body of work.

13. In any case, before printing the report, open the text analysis section and verify the borrowing marks and evaluate the PRP value for each block. The result of an anti-plagiarism test does not constitute a determination of whether a work is plagiarized or not. The person who decides whether a work is considered plagiarized is solely the promoter.
14. In a justified situation, the promoter may exclude borrowings from the result with a justification of the reason for exclusion. Exclusion of text fragments from the result of similarity is possible only after direct login to the JSA platform. The comments added during the verification of borrowings will appear automatically. Implementation of modifications on the report in the JSA platform requires approval of the study in JSA, and then setting the status *Accepted* in the WU system.
15. If manipulation is found on the text, hindering the anti-plagiarism examination, the work may be withdrawn for improvement within the deadline set by the promoter.
16. In the situation where the student submits another (revised) version, a file is added to the system with the suffix *_v* and the number of the next version.
17. If, as a result of the visual inspection of the Study Result Report, the work is considered independent, the promoter approves the study by marking the status *Accepted*. Accepting the study will allow the reports to be downloaded by the **JU** System, changing the **JSA Status** field to *Approved* and allowing the promoter's review to be included and issuing a

evaluation. Completion of the stage of work evaluation is the setting of the statute of work on the *Reviewed* and accepting this selection with the *Change Status* button.

18. If there is a suspicion that the thesis contains unauthorized borrowing, the thesis supervisor is obliged to inform the relevant dean and stop the activities in the thesis circulation system. The thesis shall not be allowed to be defended, and against the author of the thesis, within 14 days from the date of transmission of the information, by order of the Rector of UR, the student disciplinary ombudsman shall initiate investigation proceedings. The investigation proceedings shall be conducted in accordance with the procedure set forth in Article 312, paragraph 3 in conjunction with Article 287, paragraph 2, items 1- 5 of the Law.
19. If the promoter's opinion indicates that the work, despite exceeding the permissible value of coefficients, does not contain impermissible borrowings, such work is considered qualified for defense.
20. The printed and approved General Examination Report and the thesis review shall be submitted by the promoter immediately to the appropriate dean's office.
21. Once the thesis has been approved by the promoter and its status has been set to *Opinionated*, the WU system sends an email notification to the reviewer to prepare a thesis review. The thesis review should be prepared immediately.
22. The reviewer, after logging into the WU system from the tab - **Reviewer - Student List**, downloads the file of the student's thesis for evaluation. After *grading*, filling out and attaching the reviewer's evaluation template, set the status of the thesis to *Reviewed* and save the change with the button "*Change Status*." The printed and signed review sheet should be submitted immediately to the appropriate dean's office.
23. Thesis reviews are open to the public, with the exception of thesis reviews containing information covered by legally protected secrets.
24. To document the anti-plagiarism check, a printout of the accepted General Report is attached to the student's file. Work in the revision process does not need to be documented. Only the last accepted report should be placed in the student's file.
25. Works containing information that is subject to protection under the classified information protection information are not subject to screening at the JSA.
26. Works containing company secrets are subject to verification with the JSA. -
27. The student is required to submit the diploma thesis (on paper and electronically on a CD or DVD) to the Dean's Office of the College, together with the statement of independence of the thesis, referred to in paragraph 3, attached on the last page, no later than 2 weeks before the diploma exam.
28. The text of the thesis in the form of computer printout and electronic file must be identical to the version of the thesis accepted in the WU System. The author of the thesis is responsible for the conformity of the version, in accordance with the statement specified in Appendix No. 3 to the Order introducing the Anti-Plagiarism Regulations, which must be submitted with the documentation referred to in paragraph 27.

29. All diploma theses, with the exception of theses containing information subject to protection under regulations on the protection of classified information, are added immediately, after passing the diploma exam, to the ORPPD maintained in the POL-on System. The thesis is submitted by an authorized employee of the dean's office by checking the appropriate box ORPPD **status** in the university's dean's office system.

§ 3

Checking in the anti-plagiarism system of the doctoral dissertation

1. The dissertation must be submitted in the form specified in the Regulations for Conducting Activities in Proceedings for the Award of the Degree of Doctor and the Degree of Doctor Habilitated at the University of Rzeszow.
2. The electronic version of the dissertation should be saved in one of the formats referred to in § 2 paragraph 4 and merged into a single file, the size of which must not exceed 20 MB.
3. A doctoral student/applicant for a doctoral degree shall submit a statement on the independence of the thesis and on the compatibility of the paper version with the electronic version, the model of which is specified in Appendix No. 4 to the Ordinance introducing the Anti-plagiarism Regulations.
4. The written dissertation is checked by the promoter after directly logging into the JSA platform.
5. In order to check your dissertation, you need to do the following:
 - 1) log into the JSA system;
 - 2) Register a new study and fill out a metric;
 - 3) Include a file with the text of the work;
 - 4) send for the study;
 - 5) Analyze the report with the result of the study.
6. A maximum of three attempts can be made per study. Subsequent checking of the work requires setting up a new test.
7. The guidelines in these regulations apply to the analysis of the JSA survey report.
8. The College conducting proceedings for the conferment of a doctoral degree, conducted under the rules referred to in the Law on Higher Education and Science, shall, no later than 30 days before the scheduled date for the defense of the doctoral dissertation, make available in the BIP of the University the dissertation, which is a written dissertation, together with its abstract or a description of the dissertation which is not a written dissertation, and reviews.
9. In the case of a doctoral dissertation, the subject of which is covered by a legally protected secret, only reviews are made available, excluding the content covered by this secret.
10. The documents referred to in paragraph 8 shall be posted in the POL-on system as soon as they become available.

§ 4
Final regulations

1. In matters not regulated in the Anti-plagiarism Regulations, decisions are made by the Rector of UR or an authorized person in consultation with the thesis supervisor.
2. The anti-plagiarism regulations come into effect on December 1, 2021.

Rector of the University of Rzeszow

Prof. Dr. Sylwester Czopek