

**RULES FOR THE VERIFICATION OF THESES
WITH THE USE OF THE SINGLE
ANTI-PLAGIARISM SYSTEM (JSA)**

1. These Rules establish procedures and principles for the functioning of an anti-plagiarism procedure and the use of a single anti-plagiarism system, hereinafter referred to as the JSA.
2. The anti-plagiarism procedure applies to all bachelor's, engineering and master's theses prepared at the University, subject to point 3. In order for a thesis to be further processed, it is necessary to complete the anti-plagiarism procedure.
3. Theses having the status of "CLASSIFIED THESIS" shall not be entered to the National Repository of Written Theses (ORPPD), but shall be subject to a review with the use of the JSA system in order to determine the Percentage Similarity Distribution (hereinafter: PRP) to the theses contained in the JSA database.
4. A student, in order to include a thesis in a category of classified theses as defined in the rules on the protection of classified information, may apply to the Dean for Student Affairs, and in the Branch, to the Dean of the Branch.
5. The reference sources for the JSA system are: legal acts, Polish and worldwide Internet, the National Repository of Written Theses (ORPPD) and the database of the institution.
6. The JSA detects:
 - a) clones of diploma theses,
 - b) borrowing of the extracts in one or more reference sources,
 - c) fragments semantically similar to the source texts (independently of the word order in the phrase),
 - d) change in the style of writing,
 - e) characters from an alphabet other than the examined language,
 - f) hidden special characters,
 - g) graphic elements (for example, manipulations consisting in changing text into image),
 - h) microspaces and other likely manipulations of font with the aim to hide borrowing.
7. The JSA system begins examining a thesis by extracting only the unformatted text and graphics, and objects other than text are skipped by the algorithm of the system. The next step in the check process is searching for parts of theses similar to the verified content in reference source indexes (comparative databases). A content verification is performed for each pair of documents. Stylometry is also used to determine whether the thesis has been written independently.
8. The text of the thesis in its final version is uploaded into the Diploma Theses Archive (APD). The text of the thesis in the form of an electronic file uploaded to the APD and a paper printout submitted to the Dean's Office must be identical. Detailed requirements concerning the scope of information to be entered into the APD system and the form of submission of theses are laid down by the Dean for Student Affairs/Dean of the Branch.

9. The text of the thesis uploaded into the APD is automatically forwarded to the JSA system. The system should perform the check and provide a general and detailed report for review within the time specified by the JSA administrator.
10. For each examined thesis, the JSA generates two reports: General similarity report and detailed similarity report with a view of the sources of similarity, stylometry and manipulation procedures performed on the text as part of deliberate editorial procedures. Reports are available in the APD for the Supervisor's and Reviewer's evaluation.
11. In order to interpret the similarity, the report uses a PRP indicator that displays values in three colours:
 - a) **green** – indicates that the degree of similarity does not exceed the tolerance established at the University,
 - b) **orange** – indicates that the degree of similarity established at the University has been exceeded and it is necessary to check the details of the results in the content of the thesis,
 - c) **red** – indicates that the level of tolerance and the degree of similarity established at the University has been significantly exceeded and it is necessary to check the details of the results in the content of the thesis.
12. The JSA defaults to values that represent ranges. They do not constitute any reference standards, nor are they regulated by law, and therefore the University has the right to adjust the values for the different tolerance thresholds.
13. When the JSA anti-plagiarism report is generated, the Supervisor analyses the results, and in particular determines whether:
 - a) the PRP ratio for the so-called "lead score" (> 10 words in a phrase) is less than 40%,
 - b) no manipulation was attempted in the text of the examined thesis to hide plagiarism and to falsify PRP ratio.
14. Each time, regardless of the PRP result, the Supervisor should verify if the fragments of the thesis marked by the system in reference databases colours are assigned with appropriate footnotes. In the event of a copyright infringement, including the use of manipulations in the thesis which impede the anti-plagiarism testing, the Supervisor shall refer the matter in writing to the Rector of the Wroclaw University of Economics and Business.
15. The thesis requires a detailed assessment of the Supervisor in view of the existence of unauthorised borrowing and manipulation of the text, in particular where:
 - a) the PRP ratio exceeds 40%,
 - b) the thesis contains long text fragments identified by the JSA as "similar",
 - c) there is a large number of borrowings from one source,
 - d) editorial features of the tested thesis indicate "mechanical" borrowing,
 - e) the subject of the tested thesis is consistent with the potential source of the borrowing,
 - f) attempts in the editing procedures have been detected intending to fraud the JSA system,
 - g) the JSA indicates other attempts to fraud the system.
16. The JSA Similarity Report Analysis is performed by the Supervisor, who should make one of the following decisions within a maximum of 3 days of the report being generated:
 - a) The thesis shows no copyright infringement and the PRP ratio is less than 40% (**green color**)- thesis authorised for the diploma examination,

- b) The thesis shows no copyright infringement and, in the opinion of the Supervisor, has slight defects and the PRP ratio ranges between 40-60% (**orange color**), the Supervisor may:
 - direct the thesis for corrections by notifying the student. The student corrects the thesis and then reloads the thesis into the APD and repeats the procedure for checking the thesis in the JSA,
 - authorise the thesis for the diploma examination by justifying their decision. The supervisor sends, from their assigned business email address to the Education Quality Centre at cjk@ue.wroc.pl (in the Branch – to the Head of the Dean's Office in the Branch) the accepted, generated JSA Summary (General) Report together with the justification of the decision to admit the thesis to defence.
- c) The thesis shows no copyright infringement, but the PRP ratio exceeds 60% (**red colour**) – it is mandatory for the Supervisor to direct the thesis to the Thesis Verification Board, which prepares recommendations for the Supervisor.

17. Each student has the right to double-check a given diploma thesis in the JSA system.

18. The Rector of the Wroclaw University of Economics and Business appoints a Thesis Verification Committee. The Chairperson the Board shall be the Proxy of the Rector for Quality Assurance. The Boards for particular programmes of study shall be composed of the persons listed in Annex No. 8 to the Regulation of the Rector.

19. Operation of the Thesis Verification Board

- a) The supervisor provides information about the diploma thesis with a PRP ratio greater than 60% by email to the head of the Dean's Office (in the Branch - to the head of the Dean's Office). **Student's first name and last name, student number and programme of study shall be provided in the application.**
- b) The head of the Dean's Office shall immediately inform the Educational Quality Centre by sending information at the address: cjk@ue.wroc.pl, and in the Branch, to the Branch Office, to an employee designated by the Dean of the Branch.
- c) The Education Quality Centre, and in the Branch, the Branch Office, takes over the anti-plagiarism procedure.
- d) An employee from the Education Quality Centre, and in the Branch, an employee of the Branch Office, downloads the following from the APD system: a thesis in an electronic format, a general and a detailed report, creating a set for analysis.
- e) The set for analysis shall be sent by e-mail to the Coordinator of the Thesis Verification Board for a given programme of study with a report form, attached as Annex no. 1 to these Rules.
- f) The Board Coordinator shall, within 2 working days of the receipt of the set for analysis, appoint an Evaluation Team composed of at least three members, at the same time appointing the Head of the Team. The composition of the Committee shall be public.
- g) A Proxy of the Rector for Education Quality Assurance may, following a request of the Board Coordinator for a given programme of study, appoint an additional person to the Evaluation Team being a specialist in the field of the thesis, other than one of those referred to in Appendix No. 8 to this Rules.
- h) Within 7 business days of receiving the set for analysis, the Evaluation Team prepares a Recommendation for the Supervisor, issuing one of the recommendations:
 - the thesis must be re-sent to its author in order to be corrected,

- the supervisor may accept the thesis and admit it to the diploma examination,
 - the supervisor should immediately submit a written application to the Rector of the Wroclaw University of Economics and Business due to the suspicion of plagiarism on the part of the thesis author. A report with the signatures of the members shall be forwarded to the Education Quality Centre through the General Registry, and in the Branch, to the Branch Office. The Branch Office shall forward a set of documents from the activities of the Board to the Education Quality Centre.
- i) The Education Quality Centre and, in the Branch, the Branch Office, shall, upon receipt of the report, forward the information with a copy of the report of the Evaluation Team to the Supervisor of the diploma thesis and to the attention of the Head of the Dean's Office and, in the Branch, to the Head of the Dean's Office in the Branch.
- j) The Supervisor, having read the recommendation of the Evaluation Team, is required to take the measures set out in the report.
- k) If the Evaluation Team recommended sending the diploma thesis for corrections, the Supervisor shall inform the student accordingly. After introducing corrections to the thesis, the student has the right to upload the thesis for the second time into the JSA system.
- l) If the second attempt of analysis in the JSA system continues to show the PRP ratio exceeding 60%, then the Supervisor takes one of the following decisions:
- not admitting the thesis for the diploma examination – the decision is recorded in the APD system. At the same time, this means that the student should prepare a new diploma thesis focusing on a different thesis topic,
 - admitting the thesis for the diploma examination by additionally completing the "Report on the check of originality of a diploma thesis based on the JSA report results," attached as Annex No. 2 to this Regulation. This annex should be sent immediately to the Education Quality Centre and, in the Branch, to the Branch Office. The Education Quality Centre and, in the Branch, the Branch Office shall provide Annex No. 2 to the relevant Dean's Office.
20. The employees of the Dean's Office and, in the Branch, the Dean's Office of the Branch, shall verify the completeness of the documentation. If there is not report attached as Annex No. 2 to the Regulation (concerns theses where the PRP ratio after the second check was above 60%), the employee of the Dean's Office shall not accept the diploma thesis.

List of Annexes to the Rules:

- Annex No. 1 – Report of the Thesis Verification Board
- Annex No. 2 – Report on the check of originality of a diploma thesis based on the JSA report results