

RULES FOR THE VERIFICATION OF DIPLOMA THESES BY MEANS OF A SINGLE ANTI-PLAGIARISM SYSTEM

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, applicable as of June 1, 2020.
2. The anti-plagiarism procedure applies to all bachelor's, engineering and master's diploma theses written at the university, subject to the provisions of paragraph 3. In order for a diploma 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 Diploma 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 diploma theses contained in the JSA database.
4. A student, in order to include a thesis in a category of classified theses within the meaning of the rules on the protection of classified information, may apply to the Dean of Student Affairs, and in the case of 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 Diploma Theses (ORPPD) and the database of the institution.
6. The JSA detects:
 - clones of diploma theses,
 - borrowing of the extracts in one or more reference sources,
 - fragments semantically similar to the source texts (independently of the word order in the phrase),
 - change in the style of writing,
 - characters from an alphabet other than the examined language,
 - hidden special characters,
 - graphic elements (for example, manipulations consisting in changing text into image),
 - 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 process of testing is searching for parts of theses being similar to the tested 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 without help.
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 of Student Affairs/Dean of the Branch.

9. The text of the thesis uploaded into the APD is automatically directed to the JSA system. The system should perform the testing 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 colors:
 - **green** – indicates that the degree of similarity does not exceed the tolerance established at the University,
 - **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,
 - **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 analyzes the results, and in particular determines whether:
 - the PRP ratio for the so-called “leading score” (> 10 words in a phrase) is less than 40%,
 - 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 colors 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 Wrocław University of Economics and Business.
15. The thesis requires a detailed assessment of the Supervisor in view of the existence of unauthorized borrowing and manipulation of the text, in particular where:
 - the PRP ratio exceeds 40%,
 - the thesis contains long text fragments identified by the JSA as “similar”,
 - there is a large number of borrowings from one source,
 - editorial features of the tested thesis indicate “mechanical” borrowing,
 - the subject of the tested thesis is consistent with the potential source of the borrowing,
 - attempts in the editing procedures have been detected intending to fraud the JSA system,
 - 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:
 - The thesis shows no copyright infringement and the PRP ratio is less than 40% (**green color**) – thesis authorized for the diploma examination,
 - 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:

- a) direct the thesis for corrections by notifying the student and the respective Dean's Office. The student corrects the thesis after which he/she reloads the thesis into the APD and repeats the procedure for testing the thesis in the JSA,
 - b) authorize the thesis for the diploma examination by justifying his/her decision in detail on a printout from the JSA.
 - The thesis shows no copyright infringement, but the PRP ratio exceeds 60% **(red color)** – it is mandatory for the Supervisor to direct the thesis to the Thesis Verification Committee, 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 President of the Committee is the Proxy of the Rector for Quality Assurance. The Committee for particular programs of study shall be composed of the persons listed in Annex no. 8 to the Regulation of the Rector.

19. Operating mode of the Thesis Verification Committee

- The Supervisor shall transfer by e-mail to the head of the Dean's Office (in the Branch, to the head of the Dean Office of the Branch) information on any diploma thesis with a PRP ratio exceeding 60%. **Student's first name and surname, student number, and field of study shall be provided in the application.**
- The head of the Dean's Office shall immediately inform the Educational Quality Center by sending information at the address: cjk@ue.wroc.pl, and in the Branch, the Office of the Branch, to an employee designated by the Dean of the Branch.
- The Educational Quality Center, and in the Branch, the Branch Office, takes over the anti-plagiarism process.
- An employee from the Education Quality Center, and in the Branch, an employee of the Branch Office, download from the APD system – a thesis in an electronic format, a general and a detailed report, creating a so-called set for analysis.
- The set for analysis shall be sent by e-mail to the Coordinator of the anti-plagiarism committee for a field of study concerned together with a Protocol form, attached as Annex no. 1 to these Regulation.
- The Committee Coordinator shall, within 2 working days of the receipt of the set for analysis, appoint a Jury composed of at least three members, at the same time appointing the Head of the Jury. The composition of the Committee shall be public.
- A Proxy of the Rector for Education Quality Assurance may, following a request of the Committee Coordinator for a given field of study, appoint an additional person for the Jury being a specialist of diploma theses, other than those referred to in Annex no. 8 to this Regulation.
- Within 7 business days of receiving the set for analysis, the jury prepares a Recommendation for the Supervisor, issuing one of the recommendations:
 - a) the diploma thesis must be directed to its author in order to be corrected,
 - b) the Supervisor may accept the thesis and authorize it for the diploma examination,
 - c) The Supervisor should submit a written application to the Rector of the Wroclaw University of Economics and Business, due to the suspicion of plagiarism of the author of the thesis.

A protocol with the signatures of the members shall be forwarded to the Education Quality Center 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 Committee to the Education Quality Center.

- The Education Quality Center and, in the Branch – the Branch Office, shall, upon receipt of the protocol, forward the information with a copy of the protocol of the Jury to the

Supervisor of the diploma thesis and to the attention of the Head of the Dean's Office, in a Branch – to the Head of the Dean's Office in the Branch.

- The Supervisor, having read the recommendation of the Jury, is required to take the measures set out in the protocol.
 - If the Jury recommended directing 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.
 - 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:
 - a) not authorizing 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 subject,
 - b) authorizing the thesis for the diploma examination by additionally completing the *“Protocol from the control of originality of a diploma thesis based on the results of the JSA report,”* attached as Annex no. 2 to this Regulation.
20. The employees of the Dean's Office and, in the Branch – the Dean's Office of the Branch, verify the completeness of documentation. If there is no justification on the JSA printout (concerns theses where the PRP ratio ranges between 40% and 60%) or a lack of protocol attached as Annex no. 3 to the Regulation (concerns theses where the PRP ratio was above 60%), the employee of the Dean's Office shall not accept the diploma thesis.

List of annexes to the Regulation:

- Annex no. 1 – Protocol of the Thesis Verification Committee
- Annex no. 2 – Protocol from the control of originality of a diploma thesis based on the results of the JSA report