

**Ordinance No. R-61/2020**

**of the Rector of Lublin University of Technology**

**of 10 September 2020**

***on introducing the Rules and Regulations for the operation of the Antiplagiarism System***

***at Lublin University of Technology***

Pursuant to Article 23(1) in conjunction with Article 76(4) of the Act of 20 July 2018 - the Higher Education and Science Law (consolidated text, Journal of Laws of 2020, item 85, as amended),  
 I hereby order as follows.

**§ 1.**

1. The Rules and Regulations of the Antiplagiarism System specifying the fundamental rules of operation of the system at Lublin University of Technology and the procedure for verifying diploma theses with the use of the Academic Thesis Archiving System, the Antiplagiarism System and the Unified Anitiplagiarism System referred to in Article 351 (1) of the Higher Education and Science Law.
2. The Rules and Regulations referred to in section 1 is appended hereto.

**§ 2.**

Ordinance No. R-58/2019 of the Rector of Lublin University of Technology of 30 September 2019 on introducing the Rules and Regulations for the operation of the Antiplagiarism Systemat Lublin University of Technology shall be vacated.

**§ 3.**

The Ordinance shall become effective upon adoption.



*Appendix*

*to Ordinance No. R-61/2020*

*of the Rector of Lublin University of Technology*

*of 10 September 2020*

**Rules and Regulations for the operation of the Antiplagiarism System**

**§ 1.**

1. These Rules and Regulations specify the fundamental operation rules of the antiplagiarism system at Lublin University of Technology and the procedure for verifying all diploma theses produced at the University: Bachelor’s (BA and BSc) and Master’s, hereinafter referred to as “theses”. The procedure may also apply to credited assignments as to which there is a suspicion of a copyright violation, and to academic papers.
2. The verification consists of identifying borrowings from other texts in the content of the thesis and stating whether the verified thesis does not make use of other texts in violation of their copyright based on the Internet and comparison databases, including the National Repository of Written Theses (NRWT) and the legal acts database (LAD).
3. The operation of the Unified Anitiplagiarism System (UAS) at the University is supervised by the University UAS administrator appointed by the Rector of Lublin University of Technology.
4. The Academic Thesis Archiving System (ATAS) is managed by faculty operators appointed by faculty deans.
5. The University administrator of the ATAS system appointed by the Rector keeps a register of faculty ATAS operators and is responsible for their training, and also supervises the operation of the Antiplagiarism system integrated with the ATAS system.
6. The operation costs of the ATAS system shall be borne by the basic organisational units (faculties) in charge of the respective majors.

**§ 2.**

1. After a student's thesis is approved by the supervisor, the student uploads the text of the diploma theses to the ATAS system in one of the formats: odt, doc, docx, pdf or rtf in a single file, not password-protected.
2. In order to introduce the thesis to the ATAS system, the student logs in to the identified domain using the password and login assigned in the HMS university management system, completes all the required data: thesis title, type, language and name of the supervisor, and uploads the abstract in Polish and English with keywords and an electronic version of the final diploma thesis to the system.
3. Before the student is able to use the ATAS system, he/she must complete and sign a statement, the template of which constitutes Appendix No. 1 hereto.
4. In the case of theses written by more than one author, one of the students uploads the thesis to the system in consultation with the university system administrator. All authors of the thesis must accept the statement referred to in section 3.
5. For the purpose of accepting the document, all co-authors must log in to the ATAS system.
6. The supervisor is informed by email of adding the student’s diploma thesis to the system. At this stage the supervisor decides on the preliminary approval of the thesis or requests its revision. If revision is requested, the student is obligated to upload to the system a new version of the thesis taking into consideration the supervisor's notes.
7. After the diploma thesis is approved in the ATAS system, the supervisor submits it for antiplagiarism analysis using the Antiplagiarism and UAS systems in order to verify the originality of the thesis.
8. The verification with the Antiplagiarism and UAS systems covers the whole text of the diploma thesis.

**§ 3.**

1. The result of the analysis of the thesis with the Antiplagiarism system is a similarity report containing calculated similarity coefficients representing the degree of overlap between the analysed text and the sources with which it has been compared as part of the analysis, the list of sources where fragments identical to passages in the analysed diploma thesis were found, and the text of the analysed thesis with marked fragments identical to other texts from the resources mentioned in § 1 section 2.
2. Three similarity coefficient values are determined:
   1. similarity coefficient 1 (SC1) specifies the proportion of the analysed thesis consisting of phrases of 5 or more words found in the resources referred to in § 1 section 2, excluding fragments of legal acts found in the LAD – the coefficient is used primarily to verify the linguistic independence of the author of the thesis;
   2. similarity coefficient 2 (SC2) specifies the proportion of the thesis consisting of phrases found in resources referred to in § 1 section 2, excluding fragments of legal acts from the LAD, with a length of 25 words or more – this is a tool for detecting unauthorised borrowings;
   3. the LAD similarity coefficient (LAD SC) determines the part of the analysed thesis containing only phrases from legal acts found in the LAD with a length of at least 8 words.
3. After generating the similarity report, the supervisor analyses it, determining in particular whether:
   1. similarity coefficient 1 does not exceed 50%;
   2. similarity coefficient 2 does not exceed 5%.
   3. there have been attempts to conceal the presence of unauthorised borrowings – an alert is generated. The presence of an alert in the analysed document points to characters from non-Latin alphabets, spaced out letters, microspaces and white spaces. The function of the alert is to draw the supervisor's attention to the reasons for using the mentioned characters, which might point to an attempt to obtain false coefficient values in the similarity report.
4. The supervisor is obligated to familiarise him/herself with the results of the similarity report for each supervised thesis. The results of the report are compiled in the antiplagiarism analysis document generated by the Antiplagiarism system (Appendix No. 2 hereto).

**§ 4.**

1. The result of the thesis verification with the UAS system available within the ATAS consists of a general antiplagiarism analysis report with several sections, including the analysis specification, text analysis and the percentage similarity rate (PSR).
2. The “text analysis” section is used to assess whether the text has been tampered with in order to conceal plagiarism. The text analysis takes into consideration the character and word count in the thesis, the number of special characters and characters in a language other than that of the thesis, the number of unrecognised words in the thesis, the number of fragments in a different style and the word length distribution providing the result for the analysed thesis in comparison to the NRWT database.
3. The “percentage similarity rate” section specifies the degree of similarity between the analysed text and the sources with which it has been compared as part of the analysis, contains the list of sources where fragments identical to passages in the analysed diploma thesis were found, and the text of the analysed thesis with marked fragments identical to other texts from the reference databases mentioned in § 1 section 2.
4. There are four types of PSR coefficients determining the rate of borrowings from reference databases differing in terms of the length of the phrases included in the calculation of the PSR:
5. PSR coefficient No. 1 specifies the proportion of the analysed thesis consisting of phrases with a length of 5 words or more found in the reference databases referred to in § 1 section 2;
6. PSR coefficient No. 1 specifies the proportion of the analysed thesis consisting of phrases with a length of 10 words or more found in the reference databases referred to in § 1 section 2;
7. PSR coefficient No. 1 specifies the proportion of the analysed thesis consisting of phrases with a length of 20 words or more found in the reference databases referred to in § 1 section 2;
8. PSR coefficient No. 1 specifies the proportion of the analysed thesis consisting of phrases with a length of 40 words or more found in the reference databases referred to in § 1 section 2;
9. After generating an UAS antiplagiarism report, the supervisor analyses it, determining in particular whether
10. PSR coefficient 1 is lower than 50%;
11. PSR coefficient 2 is lower than 40%;
12. PSR coefficient 3 is lower than 30%;
13. PSR coefficient 4 is lower than 20%;
14. the text of the analysed thesis has been tampered with in order to conceal plagiarism or falsify PSR coefficient values.
15. The supervisor is obligated to familiarise him/herself with the results of the UAS antiplagiarism report for each supervised thesis. The results of the antiplagiarism analysis are compiled in the general UAS report and the detailed report from the antiplagiarism analysis generated by the system and available in the ATAS.
16. With each antiplagiarism analysis using the UAS system, the supervisor may obtain detailed information on the related antiplagiarism analysis by logging in to the UAS system using his/her individual login assigned by the University UAS system administrator.

**§ 5.**

1. If as a result of the analysis of similarity reports generated by the Antiplagiarism and UAS systems the supervisor concluded that the thesis raises no objections, found no inadmissible borrowings or did not consider them plagiarism and confirmed that they have been properly referenced, the viva voce examination can be planned for the thesis. The supervisor expresses his/her final position by submitting an assessment of the originality of the thesis and its admissibility for the viva voce examination in the ATAS system (Appendix No. 3 to these Rules and Regulations) and by completing the last section of the general UAS antiplagiarism analysis report available in the ATAS system.
2. If as a result of the analysis of the similarity report generated by the Antiplagiarism or the UAS system the supervisor considers that the thesis requires additional assessment with regard to inadmissible borrowings, he/she requests the student to revise the thesis. The supervisor uses the ASAP system to express his/her assessment of the originality of the thesis and its admissibility for the viva voce examination (Appendix No. 2 to the Rules and Regulations), simultaneously not accepting the antiplagiarism analysis report generated by the UAS.
3. The student may subject the revised thesis to the verification procedure two times. Each time the revised text of the thesis is subjected to the full antiplagiarism procedure.
4. If the antiplagiarism procedure ends with a negative result three times, the supervisor expresses his/her final position by submitting an assessment of the originality of the thesis and its admissibility for the viva voce examination in the ATAS system (Appendix No. 2 to these Rules and Regulations) and by completing the last section of the general UAS antiplagiarism analysis report available in the ATAS system.

**§ 6.**

1. If there is a suspicion that the student has appropriated the authorship of a considerable part or other elements of someone else’s work (plagiarism), the supervisor informs the Dean of the Faculty and the Rector of Lublin University of Technology of this fact in order to conduct the explanatory proceedings referred to in Article 312 (3) of the Act of 20 July 2018 – the Higher Education and Science Law (Journal of Laws of 2020, item 85, as amended).
2. In the event that the supervisor accepts the results of the antiplagiarism procedure for the assessed thesis, the student attaches to each printed copy of the thesis (in accordance with the diploma awarding rules applicable at the faculty teaching the major within which the thesis has been written) printouts of four documents connected with the antiplagiarism analysis carried out: the student's statement referred to § 2 section 3, the supervisor's assessment referred to in § 5 section 1, the confirmation of the antiplagiarism analysis in the Antiplagiarim system and the general antiplagiarism analysis report in the UAS system. The documents must be permanently attached to the thesis (i.e. within the binding of each copy) immediately following the title page. Each of the documents should be properly signed: student's statement – by the author of the diploma thesis, confirmation of the antiplagiarism analysis in the Antiplagiarim system – by the author of the thesis (as the person submitting the document) and the supervisor (as the person receiving the document), the supervisor’s assessment and the general antiplagiarism analysis report in the UAS system – by the supervisor of the diploma thesis.
3. After a positive assessment of the diploma thesis, the faculty operator of the ATAS system completes the following data: date of the viva voce examination, final mark and the reviewer’s data, if not provided earlier, and submits the thesis to the archive.

**§ 7.**

1. Access to the similarity report generated by the Antiplagiarism system is granted to the student, the supervisor and the reviewer, if he/she has been included in the antiplagiarism procedure.
2. Access to the general and detailed UAS antiplagiarism analysis report is granted to the student, the supervisor and the reviewer, if he/she has been included in the antiplagiarism procedure.

*Appendix No. 1*

*for the operation*

*of the Antiplagiarism System*

**Student's statement**

1. I confirm that the diploma thesis entitled ….……………………………………  
   ……………………………………………………………………………………….

verified by the antiplagiarism system

1. has been written by me and does not infringe copyright as defined in the Act of 4 February 1994 on copyright and related rights (consolidated text of the Journal of Laws of 2019, item 1231) and copyright-protected personal rights;
2. does not contain data or information which I obtained without a proper authorisation:
3. has not been used as the basis for conferring a university degree or a professional title to me or any other person;
4. is associated with the completion of studies at Lublin University of Technology.
5. I also consent / do not consent\* to the use of fragments of my diploma thesis in the academic publications of the employees of Lublin University of Technology upon the consent of the Head of the Department ...................................................................................................................................

(name of the department)

according to the rules arising from the Act on copyright and related rights. I further declare that the content of the thesis submitted by me for the viva voce examination saved on the provided electronic data carrier is identical to its printed version.

............................................... ................................................

*(place, date) (student's signature)*

*\* strike out as appropriate*

*Appendix No. 2*

*for the operation*

*of the Antiplagiarism System*

**Confirmation of the antiplagiarism analysis**

The diploma thesis entitled ………………………………………………….

……………………………………………………………………………………….…

……………………………………………………………………………………….…

Author:

……………………………………………………………………………………….…

(first and last name, student's record book number)

……………………………………………………………………………………….…

(Faculty of the University / major)

Supervised by: ………………………………………………………………………

(academic degree/title, first and last name of the thesis supervisor)

has been subjected to antiplagiarism analysis in the Antiplagiarism system on ……………………………… with the following results:

SC 1 …………

SC 2 …………

LAD SC …………

Alerts, if any: ……

The document was downloaded from the Academic Thesis Archiving System, where the file with the diploma thesis and the Similarity Report is stored.

.........................................................

*(date and place)*

……………………………………………

*(place for the signature of the person submitting the document)*

……………………………………………

*(place for the signature of the person receiving the document)*

*Appendix No. 3*

*for the operation*

*of the Antiplagiarism System*

**SUPERVISOR’S ASSESSMENT**

**of the originality of the thesis**

**and its admissibility for the viva voce examination:**   
**Bachelor's (BA/BSc) or Master’s\***

I hereby confirm that I have familiarised myself with the similarity reports generated by Antiplagiarism and UAS systems for the thesis:

First and last name of the author, record book number)

………………………………………………………………..…………………………………………

Title of the thesis:

………………………………………………………………..…………………………………………

………………………………………………………………..…………………………………………

Supervisor:

………………………………………………………………..…………………………………………

Major:

………………………………………………………………..…………………………………………

After the analysis of the report I state as follows:

|  |  |
| --- | --- |
|  | the thesis does not contain unauthorised borrowings and meets the criteria of admissibility for the viva voce examination |
|  | the borrowings found in the thesis are authorised and do not bear features of plagiarism.  Due to the above, I consider the thesis to have been written independently and I admit it for the viva voce examination |
|  | the borrowings identified in the thesis do not point to plagiarism, but their excessive amount raises doubts as to the substantive value of the thesis due to the lack of independence of the author. Due to the above, the thesis should be edited in order to reduce the borrowings  revision 1  revision 2 |
|  | the borrowings found in the thesis are unauthorised and bear features of plagiarism.  Due to the above, I do not admit the thesis for the viva voce examination and proceed to notify the rector in order to carry out the explanatory proceedings referred to in Article 312 (3) of the Act of 20 July 2018 – the Higher Education and Science Law (consolidated text of the Journal of Laws of 2020, item 85, as amended). |
|  | the thesis contains intentional distortions of the text pointing to an attempt to conceal unauthorised borrowings. Due to the above, I do not admit the thesis for the viva voce examination and proceed notify the rector in order to carry out the explanatory proceedings referred to in Article 312 (3) of the Act of 20 July 2018 – the Higher Education and Science Law (consolidated text of the Journal of Laws of 2020, item 85, as amended). |

Grounds:

………………………………………………………………..…………………………………………

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*(date) (supervisor's signature)*

*\* strike out as appropriate*