

**Ordinance No. R-61/2020**  
**of the Vice-Chancellor of the Lublin University of Technology**  
**of 10 September 2020**

*on the introduction at the Lublin University of Technology*  
*of the Regulations for the Operation of the Anti-plagiarism System*

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

**§ 1**

1. This is to introduce the Regulations for the Operation of the Anti-plagiarism System which specify the basic principles of the functioning of the system at the Lublin University of Technology, and the procedure for checking diploma theses using the Academic Thesis Archiving System, the Anti-plagiarism System and the Uniform Anti-plagiarism System referred to in Article 351 (1) of the Law on Science and Higher Education.
2. The Regulations referred to in Para. 1 constitute an Appendix hereto.

**§ 2**

Ordinance No. R-58/2019 of the Vice-Chancellor of the Lublin University of Technology of 30 September 2019 on the introduction of the Regulations for the Operation of the Anti-plagiarism System at the Lublin University of Technology shall be repealed.

**§ 3**

The Ordinance shall enter into force on the date of its signature.

*Prof. Zbigniew Pater, PhD Eng.*

*Appendix*  
*to Ordinance No. R-61/2020*  
*of the Vice-Chancellor of the Lublin University of*  
*Technology of 10 September 2020*

**Regulations for the Operation of the Anti-plagiarism System**

**§ 1**

1. These Regulations outline the basic principles of the operation of the anti-plagiarism system at the Lublin University of Technology, and the procedure for checking all Bachelor's, Engineer's and Master's theses, developed at the

University, hereinafter referred to as “theses”. The procedure can also be applied to theses submitted to obtain credits so long as any copyright infringement is suspected, and to theses of scientific character.

2. The thesis shall be checked in terms of identifying any borrowings from other texts in the content of the thesis, and determining whether other texts have been used in the thesis in violation of their authorship based on the Internet resources and comparative databases, including the National Repository of Written Dissertations (ORPPD) and the Legal Acts Database (BAP).
3. The functioning of the Uniform Anti-plagiarism System (JSA) at the University shall be supervised by the University JSA Administrator appointed by the Vice-Chancellor of the Lublin University of Technology.
4. The Academic Thesis Archiving System (ASAP) shall be operated by faculty operators appointed by the respective Deans of the faculties.
5. The University administrator of the ASAP system, appointed by the Vice-Chancellor, shall maintain a register of departmental ASAP operators and shall be responsible for their training, as well as supervise the functioning of the Anti-plagiarism System integrated with the ASAP system.
6. The costs of operating the ASAP system shall be borne by the basic organisational units (Faculties) responsible for the conduction of individual courses of study.

## § 2

1. After the thesis has been approved by the Supervisor, the student shall enter the text of the diploma thesis into the ASAP system in one of the following formats: odt, doc, docx, pdf or rtf, merged into one file which is not secured by a password.
2. In order to enter the thesis into the ASAP system, the student shall log into the indicated domain, using the password and login assigned in the Dean’s Office HMS System, fill in all the necessary data: the title and type of thesis, the language of the thesis and the Supervisor, and shall enter, together with the key words, the abstract of the thesis in Polish and English, and the electronic version of the final text of the thesis, into the system.
3. Before the student uses the ASAP system, he/she shall complete and sign a statement, the model of which is attached as Appendix No. 1 hereto.
4. In the case of collaborative theses, the thesis shall be entered into the system by one of the students in consultation with the university system administrator. All authors of the thesis must accept the statement referred to in Par. 3.
5. In order to accept the document, the co-authors of the thesis shall log into the ASAP system.
6. The Supervisor shall be notified by e-mail that the student has uploaded

his/her diploma thesis into the system. At this stage, the Supervisor shall decide about the initial acceptance of the content of the thesis or about sending it for correction. In the latter case, the student shall enter into the system a new version of the thesis taking into consideration the Supervisor's remarks.

7. After the acceptance of the thesis content in the ASAP system, the Supervisor shall submit it for an authentication analysis by means of the Anti-plagiarism and JSA systems in order to verify the originality of the thesis.
8. Verification with the Anti-plagiarism and JSA systems covers the whole text of the thesis.

### § 3

1. The result of checking the thesis through the Anti-plagiarism System shall be provided in the form of a similarity report containing the calculated similarity coefficients presenting: the degree of consistency of the analysed text with the sources against which it was compared in the conducted analysis, a list of sources in which fragments identical to fragments of the examined thesis were found, as well as the text of the examined thesis with marked fragments found in the identical form in other texts of the resources listed in § 1(2).
2. Three similarity coefficient values are defined:
  - 1) Similarity Coefficient 1 (WP1) indicates the proportion of the thesis consisting of phrases of 5 words or longer found in the resources referred to in § 1(2), excluding excerpts from legal acts found in BAP – this coefficient is used primarily to test the author's linguistic independence;
  - 2) Similarity Coefficient 2 (WP2) indicates the proportion of the thesis consisting of phrases found in the resources referred to in § 1(2), excluding excerpts of legal acts from BAP, with a length of 25 words or more – this coefficient is used for detecting unauthorised borrowings;
  - 3) the Similarity Coefficient – Legal Acts Database (WP BAP) determines the proportion of the thesis consisting exclusively of legal act phrases found in BAPs of at least 8 words in length.
3. The Supervisor, after generating the similarity report, shall analyse it and, in particular, shall determine whether:
  - 1) Similarity Coefficient 1 does not exceed 50%;
  - 2) Similarity Coefficient 2 does not exceed 5%;
  - 3) attempts have been made to conceal the presence of unauthorised borrowings – “alert”. An “alert” in the analysed thesis indicates the occurrence of characters from non-Latin alphabets, disjunctions between letters, micro spacing and white spaces. The purpose of the alert is to draw the Supervisor's attention to the appropriateness of using these characters, whose presence may indicate an attempt to falsify the similarity coefficient values in the similarity report.

4. The Supervisor shall be obliged to familiarise him/herself with the results of the similarity report for each submitted thesis. The results of the report are collated in the anti-plagiarism check confirmation document generated by the Anti-plagiarism System (Appendix No. 2 hereto).

#### § 4

1. The result of checking the thesis through the JSA system available in the ASAP system shall be provided in the form of a general report of an anti-plagiarism check consisting of several sections, including: study metrics, text analysis and percent similarity size (PRP).
2. The “text analysis” section shall be used to assess whether attempts have been made to tamper with the thesis content in order to conceal plagiarism. The text analysis considers the number of characters and the number of words in the thesis, the number of special or non-language characters in the thesis, the number of unrecognised words in the thesis, the number of passages of a different style and the word length distribution showing the result obtained for the examined thesis against the ORPPD data.
3. The “percent similarity size” section shall specify the degree of correspondence between the analysed text and the sources with which it has been compared in the framework of the conducted check. It shall include a list of sources in which fragments identical to fragments of the thesis were found, as well as the text of the examined thesis with marked fragments found in the identical form in other texts of reference databases listed in § 1 (2).
4. Four types of PRPs are defined to determine the level of borrowings from reference databases, differing in the length of phrases considered in the PRP calculation:
  - 1) PRP No. 1 coefficient determines the proportion of the thesis consisting of phrases of 5 words or longer, found in the reference databases referred to in § 1(2);
  - 2) the PRP No. 2 coefficient determines the proportion of the thesis consisting of phrases of 10 words or longer, found in the reference databases referred to in § 1(2);
  - 3) the PRP No. 3 coefficient determines the proportion of the thesis consisting of phrases of 20 words or more, found in the reference databases referred to in § 1(2);
  - 4) the PRP No. 4 coefficient the proportion of the thesis consisting of phrases of 40 words or longer, found in the reference databases referred to in §1(2).
5. Once the JSA anti-plagiarism report has been generated, the Supervisor shall analyse it and, in particular, shall determine whether:
  - 1) PRP No. 1 coefficient is less than 50%;
  - 2) PRP No. 2 coefficient is less than 40%;

- 3) PRP No. 3 coefficient is less than 30%;
  - 4) PRP No. 4 coefficient is less than 20%;
  - 5) attempts were made to tamper with the thesis content in order to conceal plagiarism and to falsify the values of the PRP coefficients.
6. The Supervisor shall familiarise him/herself with the results of the JSA anti-plagiarism check report for each submitted thesis. The results of the anti-plagiarism check are collated in a general report generated by the JSA system and in a detailed report of the anti-plagiarism check, which are available in the ASAP system.
  7. During each individual check through the JSA system, the Supervisor is additionally allowed to obtain detailed information from the anti-plagiarism check performed through this system by individually logging into the JSA system using the login assigned to him/her by the University administrator of the JSA system.

## § 5

1. If, as a result of analysing the similarity reports generated by the Anti-plagiarism and JSA systems, the thesis is deemed by the Supervisor to be unobjectionable, the Supervisor has not found any inadmissible borrowings in the report or considered that the borrowings used are not plagiarised and are correctly marked, the thesis may be authorised for defence. The Supervisor shall take his/her final standpoint by filling the Supervisor's opinion section in the ASAP system, regarding the originality of the thesis and authorising it for defence (Appendix No. 3 hereto), and by filling in the final section of the general report on the anti-plagiarism check through the JSA system, available in the ASAP system.
2. If, as a result of analysing the similarity report generated by the Anti-plagiarism System or the JSA system, the Supervisor finds the thesis requiring an additional assessment on the grounds of inadmissible borrowing, the Supervisor shall submit the thesis for correction. The Supervisor shall express his/her opinion on the originality of the thesis and on authorising it for defence (Appendix No. 2 hereto), while not accepting the report from the anti-plagiarism check generated by the JSA.
3. The student may submit a corrected thesis to the anti-plagiarism check a maximum of two times. Each time the student revises the thesis, it undergoes the full anti-plagiarism procedure again.
4. In the event of the anti-plagiarism procedure being completed three times with a negative result, the shall take his/her final standpoint by filling the Supervisor's opinion section in the ASAP system, regarding the originality of the thesis and authorising it for defence (Appendix No. 2 hereto), as well as by completing the final section of the general report on the anti-plagiarism check through the JSA system, available in the ASAP system.

## § 6

1. If there is a concern that a student has attributed authorship of a significant fragment or other elements of someone else's work (plagiarism), the Supervisor shall notify the Dean of the relevant Faculty and the Vice-Chancellor of the Lublin University of Technology of this fact in order to conduct the investigation procedure referred to in Article 312(3) of the Act of 20 July 2018 – Law on Science and Higher Education (Journal of Laws of 2020, item 85, as amended).
2. Once the thesis Supervisor accepts the results of the anti-plagiarism procedure, the student shall attach printouts of four documents connected with the conducted anti-plagiarism analysis to each copy of the thesis prepared in a printed form (in accordance with the graduation rules established at the faculty conducting the course of study under which the thesis was developed): the student's statement referred to in § 2 (3), the Supervisor's opinion referred to in § 5 (1), the anti-plagiarism check confirmation in the Anti-plagiarism System, and the general report on the anti-plagiarism check through the JSA system. These documents must be permanently attached to the thesis (i.e. placed in the binding of each copy), immediately after the title page. Each of the attached documents should be duly signed: the student's statement – by the author of the diploma thesis, the anti-plagiarism check confirmation in the Anti-plagiarism System – by both the author of the thesis (as the person submitting the document) and its Supervisor (as the person accepting the document), the Supervisor's opinion and a general report on the anti-plagiarism check through the JSA system – by the Supervisor.
3. After a successful defence of the thesis, the departmental ASAP system operator shall enter the following data: date of defence, final mark and Reviewer's data, if they were not provided earlier, and shall then place the thesis in the archive.

## § 7

1. The content of the similarity report generated by the anti-plagiarism system can be accessed by the student, the Supervisor and the Reviewer, if they were included in the anti-plagiarism procedure.
2. The general report and the detailed report on an anti-plagiarism check through the JSA system are available to the student, the Supervisor and the Reviewer, if they were included in the anti-plagiarism procedure.

### **Student's Statement**

1. I hereby state that the thesis titled.....

which is being checked in the anti-plagiarism system:

- 1) has been written by me and does not violate any copyright within the meaning of the Act of 4 February 1994 on Copyright and Related Rights (uniform text, Journal of Laws of 2019, item 1231) and personal rights protected by law;
- 1) does not contain any data or information which I have obtained\* in an unauthorised manner;
- 2) did not constitute the basis for conferring upon me or upon any other person a higher education diploma or degree;
- 3) is connected with the completion of my studies at the Lublin University of Technology.

2. I further consent/do not consent\* to using fragments of my thesis in scientific publications by staff of the Lublin University of Technology with the consent of the Head of the Department

(name of the Department)

on the terms and conditions arising from the Act on Copyright and Related Rights. Furthermore, I state that the content of the thesis submitted by me, recorded on the electronic carrier provided, is identical to its printed version.

(place and date)

(Student's signature)

\* delete as appropriate

### Anti-plagiarism check confirmation

The thesis titled: .....

Author:

(student's full name and registration number)

(faculty/major of studies)

Developed under the supervision of: .....  
(scientific degree/title and full name of the thesis supervisor)

was checked through the anti-plagiarism system on (date) .....  
yielding the following results:

Similarity Coefficient 1: .....

Similarity Coefficient 2: .....

Similarity Coefficient (Legal Acts Database): .....

Alert presence: .....

The document was downloaded from the Academic Thesis Archiving System,  
in which the thesis file and the Similarity Report are stored.

*(date and place)*

*(signature of the person submitting the  
document)*

*(signature of the person receiving the document)*



**OPINION  
of the supervisor regarding the thesis originality  
and authorisation of the Bachelor's/Engineer's/Master's\*  
thesis defence**

I hereby state that I have read the similarity reports generated by the anti-plagiarism systems, Antyplagiat and JSA, regarding the following thesis:

Student's full name and registration number:

Thesis title:

Supervisor:

Major of studies:

Having analysed the report, I state the following:

- the thesis does not contain any unauthorised borrowings and satisfies the conditions for authorising its defence;
- the borrowings identified in the thesis are legitimate and do not constitute plagiarism. Therefore, I consider this thesis to have been developed independently and I authorise its defence.
- the borrowings identified in the thesis do not constitute plagiarism, but their excessive amount raises doubts as to its substantive value, due to the author failing to act independently. Therefore, the work should be re-edited in terms of reducing the amount of borrowings  
correction 1  
correction 2;
- the borrowings identified in the thesis are illegitimate and constitute plagiarism. In view of the above, I do not authorise the defence of this thesis and I shall submit a notification to the Vice-Chancellor for the investigation referred to in Article 312(3) of the Act of 20 July 2018 – Law on Science and Higher Education (uniform text, Journal of Laws of 2020, item 85, as amended);
- the work contains intentional distortions of the text indicating an attempt to conceal unauthorised borrowings. In view of the above, I do not authorise the defence of this thesis and I shall submit a notification to the Vice-Chancellor for the investigation referred to in Article 312(3) of the Act of 20 July 2018 – Law on Science and Higher Education (uniform text, Journal of Laws of 2020, item 85, as amended).

Justification:

*(date)*

*(Supervisor's signature)*