

Draft

Order No. 108/2021
of the Rector of the Wrocław University of Environmental and Life Sciences
of June 16, 2021

**on the rules of verifying the originality of dissertations and handling the diploma
awarding process in the University Study-Oriented System**

Pursuant to Article 23 (1) and (2) (2), Article 76 (4) of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2021, item 478 as amended) and § 8 (2) and (3) (2) of the Statute of the Wrocław University of Environmental and Life Sciences constituting an attachment to Resolution No. 56/2019 of June 28, 2019 of the Senate of the Wrocław University of Environmental and Life Sciences on the adoption of the Statute of the Wrocław University of Environmental and Life Sciences as amended, the following is ordered:

§ 1

1. The Wrocław University of Environmental and Life Sciences, hereinafter referred to as the “University”, establishes the rules of verifying the originality of dissertations (engineering, bachelor’s, master’s theses) in the Unified Anti-Plagiarism System (the “UAS”) and handling the diploma awarding process in the University Study-Oriented System (the “USOS”).
2. The procedure referred to in point 1 covers all theses/dissertations written during the first- and second-cycle studies.
3. Access to the UAS and the Dissertation Archive (the “DA”) is granted to authorized employees of the University.

§ 2

1. Before the anti-plagiarism procedure is initiated, the dean’s office employee enters the following data into the University Study-Oriented System:
 - 1) study programme, dissertation code, major/specialization code, unit code;

- 2) title of dissertation;
 - 3) date of approval of dissertation subject;
 - 4) name(s) and surname of dissertation supervisor;
 - 5) name(s) and surname of dissertation reviewer(s);
 - 6) date of submission of dissertation.
2. After data referred to in point 1 are entered into the system, a student is required to (i) fill in a form in the DA with detailed dissertation data (such as language of dissertation, its title in the English language, summary of dissertation in Polish and English, keywords), (ii) upload the file dissertation, (ii) approve the required declaration of originality and non-infringement of copyrights and (iii) submit dissertation to its supervisor for approval.
- 3.—A dissertation supervisor verifies its content, and then checks the result of anti-plagiarism reports (in a general and detailed version), which are automatically generated from the UAS through the DA interface. The general report covers a metric, basic text analysis, general and detailed result of the check as well as the definition of individual entries. Furthermore, the detailed report contains: (i) similarity coefficients showing the degree of compliance of an analysed text with sources it was compared to as part of the analysis, (ii) a list of sources where fragments identical to sections from the dissertation were found, and (iii) the dissertation text with selected fragments that might constitute potential borrowings or fragments of another style.
- 4.—After anti-plagiarism check is run, a dissertation supervisor approves the report and submits the dissertation for a review.

§ 3

1. Verification of the originality of dissertations is based on an analysis of the Percentage Similarity Index (the “PSI”), i.e. a parameter indicating the level of similarity of analysed dissertation to other documents held in comparative databases (the National Repository of Dissertations & Theses (the “NRDT”), Internet resources, legal acts); there are four types of PSI that determine the level of borrowings from reference databases differing in the length of phrases taken into account when calculating the PSI:

- 1) the PSI 1 determines what part of dissertation subject to analysis consists of phrases with 5 or more words found in reference databases,
 - 2) the PSI 2 determines what part of dissertation subject to analysis consists of phrases with 10 or more words found in reference databases,
 - 3) the PSI 3 determines what part of dissertation subject to analysis consists of phrases with 20 or more words found in reference databases,
 - 4) the PSI 4 determines what part of dissertation subject to analysis consists of phrases with 40 or more words found in reference databases,
2. Once the reports referred to in point 1 are generated, a dissertation supervisor determines whether:
- 1) the PSI 1 is less than 50%,
 - 2) the PSI 2 is less than 40%,
 - 3) the PSI 3 is less than 30%,
 - 4) the PSI 4 is less than 20%,
 - 5) attempts were made to manipulate the dissertation text in order to hide plagiarism and falsify the PSI values.
3. The dissertation supervisor, on the basis of the General Report and the Detailed Report generated in the DA, assesses whether the dissertation does not contain unauthorized borrowings or whether proper borrowings (quotations) do not raise doubts as to their originality.

§ 4

1. If the Reports referred to in § 3 (3) do not raise any objections, a dissertation supervisor approves them and submits the dissertation for review.
2. A dissertation supervisor and reviewer(s) are required to enter a dissertation review into the DA and to approve them.
3. An authorized employee of the dean's office is obliged to print a certified review and add it in the student's personal file.
5. The student may take a degree examination provided that he/she receives positive reviews of his/her dissertation from the supervisor and reviewer(s).

§ 5

1. If the Reports referred to in § 3 (3) show that the indicators mentioned in § 3 (2) have been exceeded, a dissertation supervisor may either approve it (if the analysis shows that it does not infringe intellectual property rights) or order the DA administrator to withdraw a given dissertation and oblige the student to correct it.
2. The student, having consulted his/her dissertation with a supervisor, corrects the dissertation, which is then subject to the anti-plagiarism procedure again.
3. The student may correct his/her dissertation no more than two times.
4. If conclusions from in the last report on the anti-plagiarism check show that a dissertation contains unauthorized borrowings or modifications referred to in § 3 (3) , a supervisor transfers all documents along with an opinion constituting an attachment hereto, to the dean who then notifies the Rector of this situation. The Rector decides to refer the case for examination by a disciplinary commission for student affairs, through a disciplinary spokesman for students.

§ 6

Access to the similarity report is given to a dissertation supervisor and its author, a reviewer, authorized employees of the dean's offices, employees of the Educational System Sections of the University Centre for Information Technology and the Centre for Student Affairs; in the event of the copyright infringement referred to in § 5 (4), also access to this report is also given to competent deans, the vice-rector for student affairs and education, and authorized members of disciplinary committees and disciplinary spokesmen.

§ 7

Before the student takes a degree exam, the dean's office employee is obliged to check if:

- 1) the student's data required pursuant to an order of a minister responsible for higher education and science on the manner of keeping a record of university education are entered into the USOS;
- 2) a dissertation and the related data are held in the DA;

- 3) a dissertation held in the DA was approved by its supervisor;
- 4) reviews of a supervisor and a reviewer(s) are held in the DA;
- 5) reviews referred to in point 4 were approved and authenticated in the USOS;
- 6) a dissertation in the electronic version contains unique page control numbers assigned in the DA.

§ 8

1. An authorized employee of the dean's office prints from the USOS certified review printouts to be included in the student's personal file before the student is allowed to take a degree examination.
2. During a degree examination, an examination board chairman fills in a degree examination protocol in the USOS with the following information:
 - 1) questions asked during a degree examination;
 - 2) dissertation final grade;
 - 3) degree examination final grade;
 - 4) final result of the studies.
3. The completed degree examination report, approved by examination board members in the USOS and prepared in the form of a certified printout, is stored in a student's personal files.
4. After passing a degree examination, the dean's office employee generates a diploma number in the USOS and prepares documents confirming the graduation in accordance with the requirements of applicable law. Furthermore, the dean's office employee makes a note about submitting the dissertation in an electronic form and storing it in the DA. Such a note contains data to help find the dissertation quickly and it goes to the student's personal file.

§ 9

1. Deans are entrusted with the task of executing this Order.
2. The Vice-Rector for Student Affairs and Education is entrusted with the task of supervising the execution of this Order.

§ 10

1. The Order becomes effective on the day of its signature.
2. Regulation No. 421/2020 of the Rector of the Wrocław University of Environmental and Life Sciences of December 28, 2020 on the rules for verifying the originality of dissertations and master's thesis and handling the diploma process in the University Study-Oriented System is hereby repealed.

Rector

Professor Jarosław Bosy, PhD, Eng.