

**Annex No. 1 to Resolution No. 3/I/25/S of the Senate
of Powiślański University dated January 17, 2025**

ANTI-PLAGIARISM REGULATION

§ 1

1. The Anti-Plagiarism Regulation defines the procedure and rules for the functioning of the anti-plagiarism process at Powiślański University.
2. The procedure applies to all diploma theses completed in first-cycle and second-cycle studies (hereinafter referred to as "theses").
3. A positive result of the anti-plagiarism procedure is one of the conditions for allowing a thesis to be defended.

§ 2

1. Diploma theses are verified for the independence of their authors using the **Uniform Anti-Plagiarism System** (hereinafter referred to as "UAS"), made available by the Minister of Science and Higher Education pursuant to Article 351 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571).
2. The UAS analyzes the thesis for borrowings, text manipulation, and the presence of foreign writing styles.
3. Theses containing information subject to protection under classified information regulations are not subject to verification in the UAS.
4. Theses containing trade secrets are subject to anti-plagiarism analysis. Their content is stored in the UAS database along with the anti-plagiarism report. Supervisors have access to the content of such theses in the system.

§ 3

1. The administrator of the UAS is the Director of Documentation.
2. The UAS Administrator is responsible for creating user accounts in the UAS, managing roles, and granting access rights to the system.
3. The system operators are those authorized to handle the UAS, designated the Vice-Rector for Teaching: the Director of the Dean's Office, Heads of Dean's Offices, and their deputies.
4. The Vice-Rector for Teaching provides the UAS Administrator with a list of system operators for the purpose of creating accounts and assigning access rights.

5. The supervisor's account is created in consultation with the system operator, based on the assignment of supervisory duties by the Vice-Rector for Teaching to the UAS Administrator.
6. Upon the supervisor's request, the system operator sends an electronic request to the UAS Administrator to create an account for the reviewer.
7. The supervisor may grant the reviewer access to the analysis in the UAS system if the reviewer holds the "Supervisor" role.
8. Supervisors inform students during diploma seminars about the anti-plagiarism policy implemented at the University.
9. The Information Processing Center provides training materials and information about upcoming training sessions for thesis supervisors on the website: <https://szkolenia.opi.org.pl/>.
10. System users are required to be familiar with the training materials published on the UAS portal at <https://JSA.opi.org.pl>.

§ 4

1. In order to assess the independence of the thesis preparation, the student submits the thesis in electronic form to the supervisor.
2. The supervisor submits the approved thesis for analysis in the UAS system in accordance with the Procedure for Submitting Theses for Analysis and the UAS Regulations available at <https://JSA.opi.org.pl>.
3. After the thesis is analyzed, the supervisor receives a notification from UAS via the PSW domain email, indicating that the thesis has been analyzed, and proceeds in accordance with § 5 of this Regulation. The system automatically grants the supervisor access to the analysis.
4. After approving the analysis and generating the report, the supervisor informs the author that the thesis has been approved and is ready to be submitted to the Dean's Office within the deadline set in the study regulations and diploma regulations applicable to the given field of study, in compliance with the following guidelines:
5. The final version of the thesis, i.e., accepted by the supervisor and subjected to the anti-plagiarism procedure mentioned in point 2, must be submitted by the student in electronic form (PDF format) to the appropriate email address based on the study location:
 - **Kwidzyn** – dziekanat@psw.kwidzyn.edu.pl,
 - **Gdańsk** – dziekanat_psw_gdansk@powislanska.edu.pl,
 - **Toruń** – dziekanat_psw_torun@powislanska.edu.pl,
 - **Kościerzyna** – dziekanat_psw_koscierzyna@powislanska.edu.pl.

Along with the declaration referred to in point 6 (required under separate regulations), while ensuring the protection of personal data and appropriate security of the personal data contained in the submitted documents.

6. The declaration referred to in paragraph 5, the template of which constitutes Annex No. 1 to this Regulation, must be signed electronically by the student using the trusted ePUAP profile. The signed document, saved in PDF format, must be submitted together with the thesis to the appropriate email address based on the study location:

- **Kwidzyn** – dziekanat@psw.kwidzyn.edu.pl,
- **Gdańsk** – dziekanat_psw_gdansk@powislanska.edu.pl,
- **Toruń** – dziekanat_psw_torun@powislanska.edu.pl,
- **Kościerzyna** – dziekanat_psw_koscierzyna@powislanska.edu.pl

.while ensuring compliance with data protection regulations and appropriate security of personal data contained in the submitted documents.

7. The diploma thesis and the declaration must be labeled with the student's full name and student ID number.
8. The text of the thesis subjected to the anti-plagiarism procedure and the text of the electronic file submitted to the Dean's Office (as per paragraph 5) must be identical. The author of the thesis is responsible for their consistency.
9. The identity of the texts is verified by the system operator.
10. If the system operator identifies discrepancies between the texts, the thesis is returned to the student.

§ 5

1. For each analyzed thesis, a report with the results of the analysis is generated.
2. The result of the anti-plagiarism analysis does not constitute a final determination of whether the thesis is a plagiarism. The sole person responsible for making this determination is the supervisor.
3. The supervisor may analyze the thesis up to three times within a single evaluation process.
4. After the report is generated in the UAS system, the supervisor analyzes it and classifies the thesis as:
 - a) a "thesis raising no doubts," which requires no further verification actions, or
 - b) a "thesis raising doubts," which requires further verification actions if the conditions specified in paragraph 5 apply.
 - c) The general results specify a metric called the Similarity Percentage Index (SPI). The SPI indicates the level of similarity across all reference databases. The result is presented in four blocks and determined based on phrase lengths of 5, 10, 20, and 40 words in the shortest considered fragment.

$$SPI = \frac{Y}{X} \times 100\%, \text{ where:}$$

Y – the number of characters from all similar fragments,

X – the total number of characters in the analyzed thesis.

- b) The reference comparison databases determine the SPI (Similarity Percentage Index) for the identified fragments in each respective database (ORPPD, Internet, Legal Acts Database, University Database), along with the sources of origin for these fragments.

5. The UAS system displays the SPI values using three colors: green, orange, and red, which correspond to the configured tolerance levels for each index. For each source, the system shows the length of the longest similar fragment and the number of matching phrases calculated for each SPI:

- a) Green indicates that the similarity scale does not exceed the tolerance level.
- b) Orange indicates that the tolerance level has been exceeded – the SPI value is elevated, and it is recommended to examine the detailed result data in the content of the thesis.
- c) Red indicates that both the tolerance level and the warning threshold for elevated tolerance have been exceeded – the SPI value is high, and it is necessary to examine the detailed result data in the content of the thesis.

6. A diploma thesis is considered a “thesis raising doubts” from the perspective of unauthorized borrowings or intentional text alterations intended to conceal plagiarism, particularly when:

- a) The general result of the Similarity Percentage Index (SPI), using a phrase length of 25 words and a sensitivity coefficient of 0.6, reaches the following thresholds:
 - I. Elevated SPI threshold:
 - General result: 25%
 - ORPPD: 15%
 - Internet: 15%
 - Legal Acts Database: 15%
 - University Database: 15%
 - II. High SPI threshold:
 - General result: 35%
 - ORPPD: 35%
 - Internet: 35%
 - Legal Acts Database: 35%
 - University Database: 35%

SPI thresholds are considered supporting indicators, not decisive factors in the assessment of the thesis. They serve to support a broader analysis of the thesis in conjunction with the evaluation of other features of the report.

- b) There is a large number of special characters or characters outside the language of the thesis, as well as unrecognized words.
- c) There is a large number of fragments written in a different style.
- d) The distribution of word lengths in the thesis significantly deviates from the average word length distribution in theses from the ORPPD database.

7. The supervisor has 3 days from the moment the report is generated to inspect it and determine whether the thesis meets the criteria specified in section 5.
8. The supervisor approves the final report of the analysis in accordance with § 7.
9. The supervisor may exclude fragments from the report that were unjustifiably marked as borrowed, providing appropriate comments.
10. Upon a justified request from the supervisor, and with the approval of the Vice-Rector for Teaching, the system administrator may exclude certain fragments in UAS that are frequently identified as borrowings in submitted theses.

§ 6

1. If manipulation of the text is detected, the thesis may be returned for correction within a deadline specified by the supervisor.
2. The corrected version submitted by the student is added as another attempt within the same analysis. The additional assessment must be carried out within 7 days from the submission date.
3. A maximum of three attempts can be made within one analysis. Any further verification requires creating a new analysis.
4. If the corrected version again includes borrowings that do not constitute plagiarism but their excessive number still indicates a low level of independence in the thesis, the decision on whether to allow the thesis for defense rests with the supervisor.

§ 7

1. If the supervisor's analysis of the report does not raise any doubts concerning the extent of borrowings or text manipulations intended to conceal plagiarism, the diploma thesis may be deemed a "thesis not raising doubts". In this case, the supervisor approves the report.
2. After approving the final report, the system operator is notified electronically of the acceptance. The supervisor generates a general report and submits the signed version to the appropriate dean's office, depending on the location. The author of the thesis

then proceeds with the next steps of the diploma process in accordance with the relevant regulations.

3. If, as a result of the analysis, the thesis is classified by the supervisor as a "thesis raising doubts", the supervisor conducts a detailed evaluation of the thesis in UAS.

In such a case, the supervisor prints the "Detailed Report", makes the appropriate markings in the "Conclusions" section of the report, and submits it to the system operator along with the thesis evaluation protocol.

4. To document the plagiarism check, a printout of the approved report is added to the student's file. Theses that are in the process of being corrected do not need to be documented. Only the final, approved report should be placed in the student's file.
5. If it is found that:

- a) the thesis contains unauthorized borrowings constituting plagiarism;
- b) the thesis includes intentional text distortions indicating an attempt to conceal unauthorized borrowings; the supervisor does not allow the thesis for defense and submits a notification to the Rector of the University for review in accordance with Article 287(2)(1)-5 of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571).

§ 8

1. The reviewer has access to the report (general and detailed) available in the UAS system.
2. Reviews of diploma theses are public. They are made available for inspection by the operator upon request of the interested party.

§ 9

All diploma theses, except for those containing information protected under the regulations on classified information, which therefore cannot be verified in UAS, are added immediately after the diploma examination to the National Repository of Written Diploma Theses, maintained in the POL-on system. The theses are uploaded to the National Repository of Written Diploma Theses by Dean's Office staff (depending on location). The system operator supervises the correctness and timeliness of the uploaded theses.

Katarzyna Strzała-Osuch, PhD, Professor of PSW

Rector

**Annex No. 1 to the Anti-Plagiarism Regulations
at Powiślański University**

DECLARATION

Being aware of the legal liability, I hereby declare that this diploma thesis has been written independently by me and does not contain content obtained in a manner inconsistent with the applicable regulations. This means that, apart from necessary consultations, I did not use assistance from other persons in writing this thesis, and in particular, I did not commission its preparation (or any part thereof) to other persons, nor did I copy it (or any part thereof) from others. I also declare that this thesis has not been previously submitted as part of any procedure for obtaining a professional title at any higher education institution.

At the same time, I acknowledge that if this declaration proves to be untrue, the decision to award me the bachelor's/master's degree will be revoked. Pursuant to the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws 2025, item 24), I consent to the use of my thesis for scientific and educational purposes. I confirm that I prepared this thesis independently and did not infringe upon the personal or property copyrights of any third parties protected under the provisions of the aforementioned act.

All directly quoted texts of other authors cited in the thesis have been properly documented as permitted quotations. Any data, statements, or opinions of other authors cited indirectly have been properly referenced.

I further declare that, in accordance with the applicable legal provisions regarding civil and criminal liability for copyright infringement, the submitted thesis has not been previously published or evaluated and that the content of the thesis submitted in electronic form is identical to the content reviewed and approved by the supervisor in the Unified Anti-Plagiarism System.

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