

	ORDER NO	Day of
<b>WEST POMERANIAN BUSINESS SCHOOL IN SZCZECIN RECTOR'S ORDINANCE</b>	7/2019	24/04/2019
<b>Concerning:</b>		
<b>Antiplagiatory procedure at the WPBS</b>		
<ol style="list-style-type: none"> <li>1. The antiplagiatory procedure at WPBS applies obligatorily to all diploma thesis at bachelor and master level (diploma projects and master's theses). Passing of the procedure is a condition for thesis admission to the diploma exam.</li> <li>2. Pursuant to art. 76. Par. 4 of the Act on higher education and science of 20 July 2018, as amended. d., the thesis is verified in the <b>UNIFORM ANTIPLAGIATORY SYSTEM</b>. A positive result of the verification, the rules of which are described in this antiplagiatory procedure, is a condition for the admission of the student to the diploma examination.</li> <li>3. Pursuant to Article 347 of the Law on Higher Education and Science of July 20, 2018, as amended. d., the defended thesis is placed in the NATIONAL REPOSITORY OF WRITTEN DIPLOMA THESES.</li> <li>4. The student is obliged to submit the text of the diploma thesis in an electronic version on a CD - <b>a file saved as a PDF with a capacity not greater than 15 MB</b>, at least 20 days before the scheduled date of the diploma examination. In case of a larger thesis capacity, the text should be divided into max. 4 files up to a maximum of 15 MB each.</li> <li>5. For each thesis checked, <b>UNIFORM ANTIPLAGIATORY SYSTEM</b> generates a similarity report, indicating the borrowing of texts from the databases: ORPD, Internet, Database of Legal Acts, University Base.</li> <li>6. The Report provides 4 indicators: <ol style="list-style-type: none"> <li>a) Percentage of text similarity for 40 words in the phrase;</li> <li>b) Percentage of text similarity for 20 words in the phrase;</li> <li>c) Percent of textsimilarity for 10 words in the phrase;</li> <li>d) Percentage of text similarity for 5 words in the phrase;</li> </ol> </li> <li>7. The following tolerance thresholds for the overall result are adopted: <ol style="list-style-type: none"> <li>a) <b>similarity of the text for 40 words in the phrase – max. 25%;</b></li> <li>b) <b>similarity of the text for 20 words in the phrase – max. 30%;</b></li> <li>c) <b>similarity of the text for 10 words in the phrase – max. 35%;</b></li> <li>d) <b>similarity of the text for 5 words in the phrase – max. 40%.</b></li> </ol> </li> <li>8. The following tolerance tresholds for database results are adopted: <ol style="list-style-type: none"> <li>a) <b>For ORPD base – max. 20%;</b></li> <li>b) <b>For Internet base – max. 30%;</b></li> <li>c) <b>For Legal Acts base – max. 40%;</b></li> <li>d) <b>For Univeristy base – max. 30%.</b></li> </ol> </li> <li>9. <b>The process of the thesis verification in the UNIFORM ANTIGLAGIATORY SYSTEM is the responsibility of the supervisor</b>, but it is allowed to send the thesis to the UAS by the dean's office staff.</li> <li>10. Verification proces consists of following phases: <ol style="list-style-type: none"> <li>a) The supervisor opens the verification, i.e. fills up the thesis certificate and adds the file (or thesis files) to the system;</li> <li>b) The system examines the thesis in terms of borrowings, text manipulation and the presence of a foreign style;</li> <li>c) The supervisor, after the thesis examination, has an access to the system's Report, which allows the supervisor to continue the work;</li> <li>d) <b>After analyzing the parameters and possibly converting the result, the supervisor accepts the final report in the system;</b></li> <li>e) The supervisor (or dean's office) collects and prints a general report in the form of a pdf file, which justifies the student's admission or non-admission to the final defense;</li> <li>f) Report, referred to in point e, is attached to the student's University file.</li> </ol> </li> <li>11. The student is not admitted to the UAS system, i.e. he does not have an access to the report in the system. Examination of the Similarity Report, allowing to determine if the thesis meets the criteria listed in point 6-8, is made by the Supervisor.</li> </ol>		

12. If, as a result of an examination of the similarity Report in terms of the criteria referred to in point 6-8, the thesis will be considered as unmistakable, the thesis will be admitted to the defense.
13. If, as a result of an examination of the similarity Report in terms of criteria referred to in point 6-8, the thesis will be considered as requiring additional assessment from the point of view of the existence of unacceptable borrowings, the thesis will not be admitted to the final diploma exam, and the student is asked to correct the thesis. In this case, each subsequent version of the thesis is subject to re-verification in UAS.
- 14. If, as a result of the examination, the supervisor deems that the work is a plagiarism, the thesis is not admitted to the diploma examination and disciplinary proceedings are initiated against its author, in accordance with the provisions of the Act on Higher Education and Science of July 20, 2018. with later d.**
15. At the request of the WPBS lecturers, semester-related papers in selected subjects may be subject to the antiplagiatory procedure. The person conducting the course decides about the mode and manner of conducting the antiplagiatory control.
16. If, as a result of the examination referred to in point 15, it indicates that semester work is a plagiarism, it means the student has not credited the course in a given academic year (the necessity of a conditional entry with the resulting financial consequences) and annotation attached to the student's file.
17. In the event of repeated plagiarism committed by a given student, disciplinary proceedings are initiated in accordance with the relevant provisions of the Act on Higher Education and Science of July 20, 2018, as amended. d.

**Valid from:** April 24, 2019r.

**Valid to:** further notice

**Remarks:**

This ordinance abolishes ordinance No. 11/2015.

**Signature:**

REKTOR  
Zachodniopomorskiej Szkoły Biznesu  
  
prof. dr hab. Aneta Zelek