

Anti-Plagiarism Policy at the Warsaw University of Life Sciences

§ 1

1. The Policy defines the procedure for checking diploma theses and doctoral dissertations at the Warsaw University of Life Sciences with the use of the Uniform Anti-Plagiarism System, hereinafter referred to as the anti-plagiarism procedure.
2. The anti-plagiarism procedure covers all written diploma theses and written doctoral dissertations.
3. The works referred to in para. 2, are checked in the anti-plagiarism procedure by the Uniform Anti-Plagiarism System in order to counteract infringements of copyright and related rights to the extent made available by the minister responsible for higher education and science. The work is subject to verification in the JSA system and is referred to as the examination. Rules and technical standards for using the system are available in the JSA regulations at www.jsa.opi.org.pl.

§ 2

1. Whenever this Policy refer to:
 - 1) JSA - it should be understood as the Uniform Anti-Plagiarism System,
 - 2) SGGW, University - it should be understood as the Warsaw University of Life Sciences,
 - 3) Thesis - it should be understood as a written diploma thesis or a written doctoral dissertation,
 - 4) Author of the Thesis - it should be understood as the author of a written diploma thesis or the author of a written doctoral dissertation,
 - 5) Supervisor - it should be understood as a diploma thesis supervisor or a doctoral dissertation supervisor.

§ 3

1. Under the anti-plagiarism procedure, the following persons are responsible for its implementation:
 - 1) Rector's Plenipotentiary for the Operation of the Anti-Plagiarism System,
 - 2) Administrator of the Unified Anti-Plagiarism System,
 - 3) Supervisors

in the manner and on the terms set out in para. 2 - 4 and § 4.

2. The Rector's Plenipotentiary for the Operation of the Anti-Plagiarism System is responsible for supervision and coordination of activities regarding correct implementation of the anti-plagiarism procedure. The Plenipotentiary is appointed by the Rector for the term of office of the University Authorities.
3. The JSA Administrator is designated by the Rector in writing. In order to carry out the anti-plagiarism procedure, the Administrator should:
 - 1) manage the JSA accounts of users involved in anti-plagiarism procedure,
 - 2) create the JSA user accounts
 - 3) manage any permissions to the JSA user accounts, in accordance with the system documentation,
 - 4) introduces texts that are excluded in the examined Theses.
4. Supervisors manage the research described in the supervised theses.

§ 4

1. The Author of the Thesis submits the Thesis to the Supervisor in accordance with the principles set out in the internal normative acts of the Warsaw University of Life Sciences, including in particular: in the case of diploma theses - in accordance with the binding ordinance of the Rector of the Warsaw University of Life Sciences on the introduction of 'Guidance for the preparation of diploma thesis at the Warsaw University of Life Sciences', and in the case of doctoral dissertations - in accordance with the **Regulations for the conduct** of proceeding for the award of a doctoral degree at the Warsaw University of Life Sciences. The Supervisor and the Author of the Thesis agree on the data carrier on which the electronic version of the Thesis should be provided in order to be examined by the JSA, with regard to sec. 2.
2. the electronic version of the thesis should be in a form of a single uniform study as set out in documents referred to in para. 1, and save on an IT data carrier as a one file in one of the following file formats: DOC/.DOCX (Microsoft Word), .RTF (Rich Text Format), .PDF (Portable Document Format), .TXT (text file), .ODT (Open Office Document). The size of the file with the Thesis cannot exceed 20MB. The Supervisor should confirm the acceptance of the Thesis to the Author in writing.
3. After the Author has submitted the Thesis, the Supervisor, based on the given powers by JSA system, should:
 - 1) register the Thesis for the examination along with the required metric;
 - 2) upload the Thesis;
 - 3) launch the examination of the thesis. The verification in the JSA system is carried out within the period indicated in the system documentation, i.e. up to 24 hours from the launch of the examination. Upon completion of the examination, the Supervisor should be provided with the report.

4. The Supervisor, after receiving the report on the examination referred to in para. 3, analyzes the report taking into account all the elements indicated by JSA, i.e. the analysis of manipulation in the text, stylometry and the percentage of the probability, including a comparison of fragments of the Thesis with the indicated sources of borrowings. JSA is a tool supporting the Supervisor in assessing the autonomy of the Thesis. Upon reading and analyzing the report, the Supervisor accepts the Thesis in terms of compliance with the copyright and related rights, including in terms of autonomy of the Thesis provided by the Author.
5. After receiving the report, the Supervisor may exclude fragments in the examined thesis that were unjustly indicated as borrowings, providing them with appropriate comments and calculating the result again. It can only be done before accepting the report.
6. In case the results of the report and its analysis do not raise the Supervisor's doubts related to the extent of borrowings or manipulations in order to hide the Thesis dependence, the Supervisor should accept the report, then print the "General Report" and make appropriate markings regarding the results of the examination in the "Conclusions" section of the report.
7. If the Supervisor, after reading the results of the report and its analysis, states that the Thesis is not autonomous or the text has been manipulated to hide the lack of the Thesis autonomy, the Supervisor prints the JSA "Detailed Report" and makes appropriate markings in the "Conclusions" section of the report.
8. The signed report referred to in para.. 6 or 7. and the electronic version of the thesis, on the data carrier indicated in para.. 1, should be submitted by the Supervisor to: in the case of diploma thesis, to the Dean of the Faculty, and in the case of doctoral dissertation to the Author of the Thesis. The report signed by the Supervisor should be attached to the files of the Author of the Thesis.
9. If the Supervisor concluded that the Thesis submitted by the Author of the Thesis is not autonomous, the Dean of the Faculty in the case of a diploma thesis or the Chairperson of the Discipline Council in the case of a doctoral dissertation. should be informed respectively. The Dean or the Chairperson of the Discipline Council may submit a request to the Rector in order to examine the Thesis's autonomy or manipulations in the text to hide the lack of the Thesis autonomy by the University Disciplinary Committee for Students or the University Disciplinary Committee for Doctoral Students.