**R-0161- 116/22**

**Order No. 116/22**

of September 30, 2022, of the Rector of the University of Economics in Katowice on the procedure for assessing the authorship of dissertations and doctoral dissertations written at the University of Economics in Katowice

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pursuant to art. 23 (1), in connection with Art. 76 (4) and Art. 188 (4) of the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended), and § 15 of the Statute of the University of Economics in Katowice, **I** **hereby order** as follows:

1. **GENERAL PROVISIONS**
2. This order specifies the range and schedule of activities applicable to students, staff and candidates for a doctoral degree at the University of Economics in Katowice (hereinafter referred to as the “University”) in terms of assessing the authorship of dissertations and doctoral theses.
3. The anti-plagiarism procedure is used to assess the authorship of students' dissertations and theses developed at the University, using the Uniform Anti-Plagiarism System, (hereinafter referred to as “JSA”), referred to in Art. 351 of the Law on Higher Education and Science (hereinafter referred to as the “Law”).
4. The procedure applies to all dissertations and doctoral theses developed at the University, with the exception of works containing information protected under provisions of the protection of classified information, which are not subject to examination in JSA. Dissertations subject to confidentiality clause due to the inclusion of information that constitutes a business secret are subject to anti-plagiarism examination by the JSA system.
5. Works excluded from the obligation to assess the authorship via JSA in (3) shall be checked by the Supervisors, according to their knowledge and publicly available comparative materials (publications, books, theses, dissertations, doctoral theses, etc.). In this case, a Supervisor prepares an Opinion on the dissertation’s authorship, the template being specified in Appendix No. 1 to this Order.
6. The Resemblance Percentage (hereinafter referred to as “PRP”) presents the level of similarity gathered from all JSA reference databases.
7. Approval of a dissertation by its Supervisor equals admission to the dissertation's defense and constitutes a condition for further actions related to the final examination or the awarding of a doctoral degree.
8. **RULES FOR DISSERTATIONS’ SUBMISSION FOR ASSESMENT OF THE AUTHORHIP**
9. A student submits the final and previously approved version of the dissertation for assessment of the authorship to their Supervisor via email (from the account in @edu.uekat.pl domain) in a file saved in one of the following formats: txt, pdf, doc, docx, odt, rtf or any other extension compatible with the requirements for attaching the file in JSA.
10. The file name should include and be written as follows: surname.name.degree and study-form.study-program (in lowercase).
11. In the case of conducting final examination utilizing IT technologies off-site of the seat of the University or its branch office, the provisions of (1) shall apply accordingly.
12. A student shall submit the Declaration on the authorship along with their dissertation. The template of the Declaration is attached as Appendix No. 2 to this Order.
13. The dissertation's Supervisor is obliged to check its authorship using JSA system within 7 days of receiving the dissertation, but no later than June 30 (for theses submitted by the 1st deadline) and September 30 (for theses submitted by the 2nd deadline).
14. **ASSESSING THE AUTHORSHIP OF A DISSERTATION**
15. A dissertation's Supervisor registered in JSA with "Supervisor" privileges registers the dissertation’s assessment in the system, enters data into metric, saves the dissertation metric in the JSA system and then sends an electronic version of the dissertation to JSA for assessment and analysis.
16. A Supervisor may exclude parts of the thesis from the assessment when, in their opinion, such parts do not provide sufficient similarity to the source or have their justification in the dissertation.
17. A Supervisor may, without the assessment's results, return a dissertation to a student for further revision.
18. If a revised dissertation is re-submitted to a Supervisor, the provisions of paragraph (1) apply accordingly.
19. The Chair of the University Committee for Education may submit a request to the Rector to exclude permanent elements of a thesis from the JSA system, as well as to determine other parameters in JSA.
20. A Supervisor, after assessing the authorship of a dissertation referred to in § 3:
21. requests thesis’ admittance to the final examination by approving it in JSA, which equals no objections from the Supervisor as to the authorship of the thesis, or
22. undertakes investigations if the threshold is exceeded i.e., there is an increase in the value of the PRP index or objections regarding authorship of the dissertation.
23. In the case of admitting a dissertation to the final examination, a Supervisor applies the procedures set forth in the Rector's Order on the “Rules of organization of diploma examinations and issuance of diplomas at the University of Economics in Katowice”.
24. In the case referred to in (1)(2):
25. a Supervisor provides the Dean with an electronic version of the detailed Probability Report and a signed general version of the Report with justification,
26. the Dean shall immediately notify the Rector on suspicion that a student has committed the act referred to in Art. 287, (2) (1)-(5) of the Law. The Dean shall inform the student of the decision made. The original of decision shall be kept in the student's files,
27. the Rector orders an investigation in accordance with Art. 312, (3) of the Law.
28. **ASSESSING THE AUTHORSHIP OF A DOCTORAL THESIS**
29. The procedure described in this Order applies accordingly to the assessment of the authorship of doctoral dissertations prepared at the University subject to the following rules:
30. the assessment of the authorship shall be made before a dissertation is submitted for review, and in the case of theses that have been already reviewed, before the dissertation's defense,
31. the declaration referred to in § 2 (3) shall be submitted by a doctoral student according to the template attached as Appendix No. 3 to this Order.
32. Until the creation of a database for documents in promotion proceedings, doctoral dissertations are evaluated based on reference databases of the JSA system.
33. **FINAL PROVISIONS**

As of the entry into force of this Order, Order No. 43/19 of May 13, 2019, on the procedure for assessing the authorship of dissertations and doctoral dissertations written at the University of Economics in Katowice

The Order comes into force on October 1, 2022.

**Rector**

**Prof. Celina M. Olszak, Ph.D., D. Sc.**