UNIVERSITY "HAXHI ZEKA" IN PEJA

REGULATION ON ANTI-PLAGIARISM PROCEDURES WITH THE ANTI-PLAGIARISM SYSTEM (APS)

Peja

Janar, 2022

Based on Article 48, paragraph 1.8 of the Statute of the UHZ, the Senate of the University "Haxhi Zeka" in Peja, in the meeting held on 20.01.2022, issued the following:

Regulation on Anti-Plagiarism Procedures with the Anti-Plagiarism System (APS)

Art.1
Aim

This regulation defines the methods and technical procedures for verifying the check against plagiarism for the academic staff and students of the University "Haxhi Zeka" in Peja (UHZ) using the anti-plagiarism system of UHZ: *sap.unhz.eu.*

Art.2
Purview

The provisions of this Regulation are applicable to all students of the University "Haxhi Zeka" in Peja and to the academic staff in quality of mentors for students' thesis at bachelor, master and doctoral level (for doctoral level after the accreditation of the program) in cases of anti-plagiarism control using the UHZ anti-plagiarism system - *sap.unhz.eu.*

Art. 3
Definitions

1. The terms used in the text of this Regulation shall have the following meaning:

    1.1. **"Anti-plagiarism system"** – means *sap.unhz.eu;*
    1.2. **"Thesis"**- all thesis in bachelor, master and doctoral level;
    1.3. **"General report"**- means the report generated by the system *sap.unhz.eu* and provides general information for similarities level of thesis;
    1.4. **"Detailed report"** – means the report generated by the system and offers detailed information about the sources of similarities of the thesis;
    1.5. **"Mentor"**- is the professor that will supervise the thesis of the student for all abovementioned level of study;
    1.6. **"The main similarity index is smaller (<) than 40%, for bachelor level and smaller than (<) se 30% for master level** - means the results of the report according to article 5 paragraph 4-point a);
    1.7. **"The main similarity index is higher than (>) 40%, for bachelor level and higher than (>) 30% for master level**– means the means withdrawing and improving the thesis topic, according to article 5 paragraph 4-point b).

Art. 4
Anti-plagiarism check, a condition for thesis defense

1. The thesis is presented for defense by the student only after the positive anti-plagiarism verification of UHZ.

2. Thesis written in English and Bosnian are also verified by UHZ anti-plagiarism system, and verification of these thesis with positive anti-plagiarism results, is also a condition before thesis defense.

3. The detailed technical procedure for using the anti-plagiarism system of sap.unhz.eu. by mentors and students is specified in Annex no. 1 of this Regulation.

Art 5
Anti-plagiarism control procedure of thesis written in Albanian, Bosnian and English

1. On mentor's request, the student uploads to the electronic anti-plagiarism system a fully proofread and editable version of the thesis *sap.unhz.eu*

2. The thesis is uploaded to the electronic anti-plagiarism system before being sent to the Evaluation Commission established by the Faculty Council.

3. After uploading the thesis in the anti-plagiarism system, for the student and the mentor automatically will be generated and sent it to their e-mail an electronic report.

4. The mentor should look at the results of the anti-plagiarism check system *sap.unhz.eu* and depending on the similarity index he/she makes a decision on the further procedure of the thesis based on the following principles:

   a) In cases when the similarity index is smaller than (<) se 40%, for bachelor level and smaller than (<) se 30% for master level, the mentor should:

      - approve the results of the report by presenting the thesis together with the similarity report to the Faculty Council and the Evaluation Committee once it has been established, or

   b) in cases when the similarity index is higher than (>) 40%, for bachelor level and higher than (>) se 30% for master level, the mentor should:

      - withdraw the thesis that should be corrected by the student by eliminating unauthorized plagiarising or manipulation with thesis text; or

      - if the mentor believes that improving the thesis will not change the outcome of the anti-plagiarism test, he proposes to the Faculty Council that to the student should be assigned another thesis.

5. Improved thesis should be reloaded into the electronic anti-plagiarism system before the Evaluation Committee is established. For this purpose, after that the student has made the changes, the thesis mentor opens the possibility of re-uploading the thesis in the system.

6. After the approval of the thesis, re-verified by the mentor, the mentor himself or the Student Affairs Officer sends the thesis together with one of the reports mentioned in points 4 and 5 of this article (Short report with graphics), to the Evaluation Commission, established by the Faculty Council according to the procedures provided in the Regulation for Studies (Bachelor, Master and Doctorate).

7. Other thesis defense procedures should be settled according to the Regulations of Studies (Bachelor, Master and Doctorate).

Art 6
Application of anti-plagiarism system for thesis in the Faculty of Arts

1. This regulation is applicable appropriately to the Faculty of Arts taking into account the specifics of the programs.

2. The regulation is applicable for thesis in Music Education programs and similar programs.

Art 7
Entry into force

This Regulation enters into force on the day of approval by the Senate of the University

Prof. Dr. Armand Krasniqi

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Chairman of the Senate of the University "Haxhi Zeka" in Peja

Manual of use of the Antiplagiarism System

Access to the Anti-Plagiarism System (APS) is done at the link sap.unhz.eu or through the University website as in the picture below:

After clicking on the link, it will open the Anti-Plagiarism System (APS) page as follow:

Access to the system is done through the **_same credentials_** as for University Management System (UMS). for the username the student should write his personal number and the password is the same as the password for UMS.

After logging in the home page of APS it will appear, as in the photo below:

In the home page it will appear the list of documents that the student has uploaded in the system for anti-plagiarism check, that present:

✓ **Number of documents sent to check**: The student has placed the document in the control system and this document has been sent to the professor and is under awaiting review by the professor;

- ✓ **Number of documents returned for review:** After reviewing the document, the professor returns the document to the student for improvement with comments on the document;

- ✓ **Number of approved documents:** The document uploaded by the student has been approved by the professor

- ✓ **Number of refused documents:** The document was refused by the professor with comments on the document.
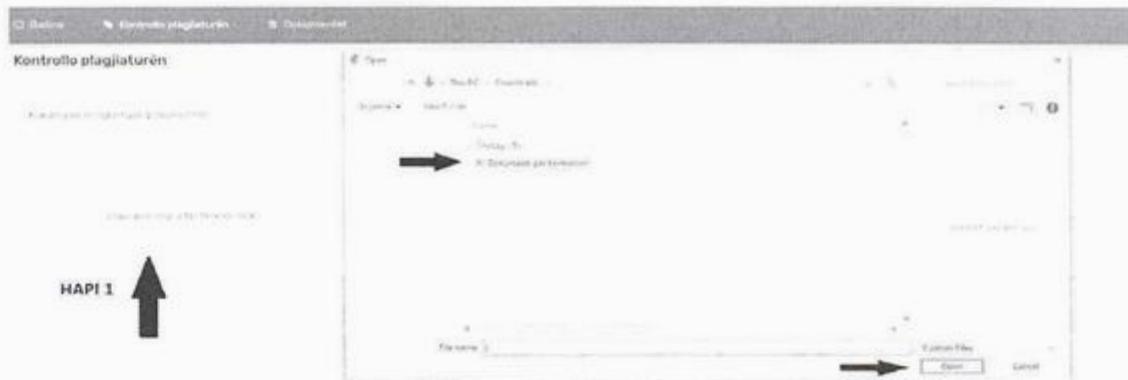
To upload a document in APS for plagiarism check he must click on the menu **PLAGIARISM CHECK.**

| 🖵 Ballina | 🗐 Kontrollo plagjiaturën | 🗎 Dokumentet |

After this the window for plagiarism check will open and the student can upload the document in the system and choose the search options.
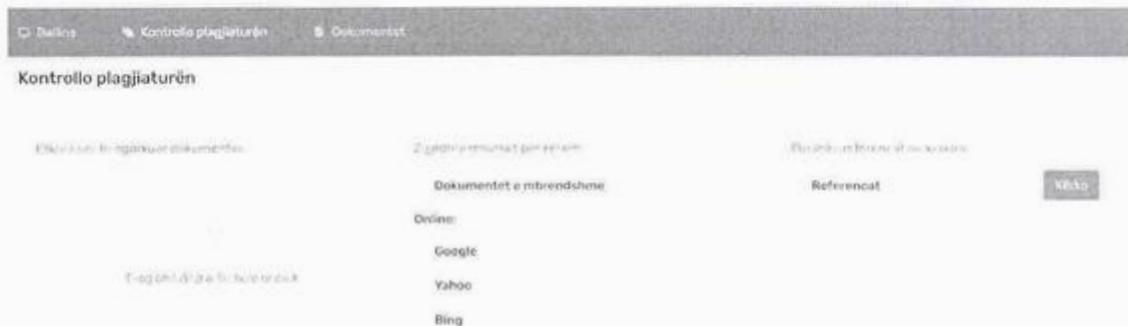
Step 1: Click to upload your document for check in PD, .docx, etc.

Step 2: Select search resources by selecting all options

Step 3: Click the Search button to begin the search

Zgjodhni resurset per kërkim

☑ Dokumentet e mbrendshme

Online:

☑ Google

☑ Yahoo

☑ Bing

HAPI 2

Përshini referencat ne kerkim

☑ Referencat

Kërko

HAPI 3 ⬆

After clicking the **Search** button, the APS search process will start. The student has to wait until the search is completed (see the picture below where the system is checking for plagiarism) and then send it to the professor. Depending on the size of the document, the search procedure may take time and the student can close the account. The APS continues the check and the student can return to the system after the check is completed.

Kontrollo plagjiaturën

After completing the check, the following page appears, where you have to click the **Send to Professor** button to send the document to the professor. The **Cancel Search** button is also displayed if you want to cancel your document search.

Kontrollo plagjiaturën

Dërgo tek profesori   Anulo kërkimin
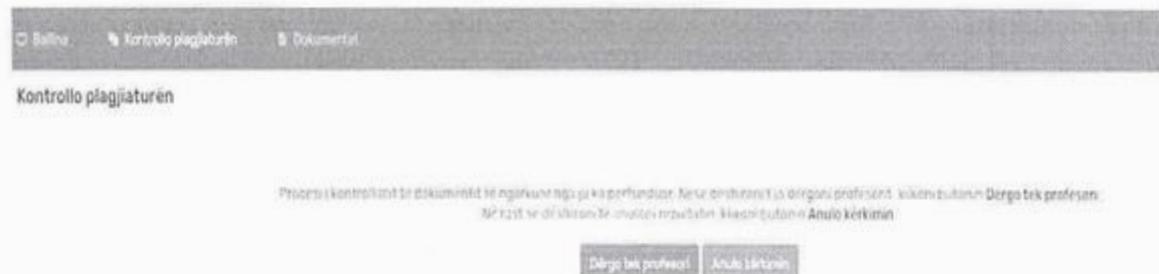
After clicking the **Send to Professor** button, the page as in the picture below appears where you have to choose the professor's name, the type of document (thesis, seminary work, scientific paper), enter the title of the document and click the **SAVE AND SEND** button to send it to the professor.

At the end appears the confirmation that the document has been successfully sent to the professor.

Kontrollo plagjiaturën

Dokumenti: "Punim diplome – Titulli i punimit të diplomës" është dërguar me sukses tek profesori

Kthehu tek faqja kryesore

In his account the professor receives the document uploaded by the students with plagiarism check results. In this document is shown the percentage of similarities from internal and online resources. The professor has the possibility through the system to approve or deny the document and also the possibility to return the document to the student with the necessary comments.

When the professor APPROVES the document, then he draws the plagiarism report from the system with the search results, which looks as in the picture below:

Raporti i plagjiaturës

Të dhënat e studentit dhe të dokumentit të kontrolluar

Emri mbiemri (Nr. Personal) i studentit:	
Niveli:	Bachelor
Fakulteti:	Fakulteti i Edukimit
Departamenti:	Programi Fillor
Emri mbiemri i profesorit:	
Titulli i dokumentit:	Punimi i diplomës Test Test

Shkalla e plagjiaturës krahasuar me dokumentet e brenshme %: 20.00

Shkalla e plagjiaturës krahasuar me dokumentet online %: 10.00
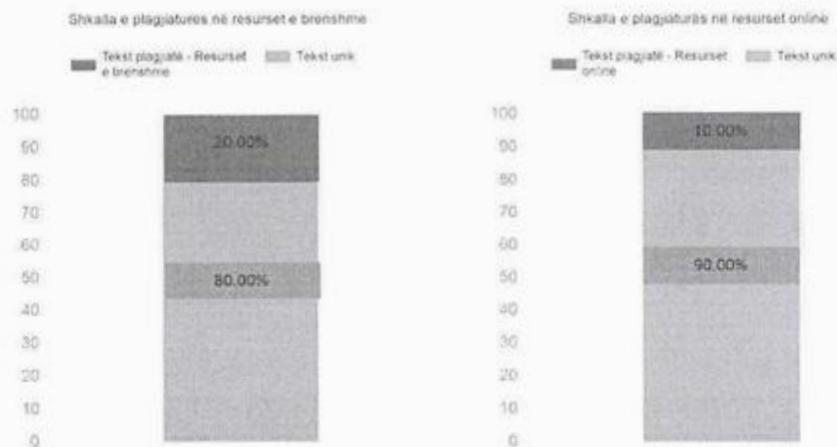
In the **Documents** menu, the student can see all the documents uploaded in the control system and sent it to the professor. For each document are presented the data to which professor the document was sent, the date of submission, the date of review and the status of the document. The status of the document indicates whether the professor has REJECTED the document and in the **Details** button you can see the comments of the rejection of the document given by the professor.

If the document has been approved by the professor, then the **APPROVED** status is displayed and, in the Details menu, you can see any possible comments of the professor.

If the status appears **RETURNED FOR CHANGE**, in the **Details** button you can see the professor's comments on the reason for returning the document.

Statusi

○ E kthyer për ndryshim   **Detajet**

After clicking the button **Details**, the page with the comment on the document given by the professor appears. The student, at the button **Check the new document**, after the improvements has the opportunity to place the improved document.

Titulli: Punim diplome - Titulli i punimit të diplomës
Profesori:
Dokumenti: ⬇ Shkarko

                                    Kontrollo dokumentin e ri ⬅

Profesori

Komenti mbi dokumentin:
Të rishqyrtohen kapitulli i III dhe IV sepse shkalla e plagjiaturës është e lartë.

The APS checks the document (see p. 5) and the student must mark the comments about the document with the appropriate changes and by clicking the **SAVE AND SEND** button sends the document to the professor for checking.