UBT COLLEGE

REGULATION ON PROCEDURES AGAINST PLAGIARISM AND THE USE OF THE TURNITIN SOFTWARE

Based on the relevant provisions of Law No. 04/L-037 on Higher Education in the Republic of Kosovo, and the provisions of Articles 26 and 27 of the Statute of the UBT College, with the recommendation of the Academic Council, the President of UBT College, at the meeting held in Pristina on _._.2024, approved the following:

REGULATION ON PROCEDURES AGAINST PLAGIARISM AND THE USE OF THE ANTI-PLAGIARISM SOFTWARE

Article 1

Aim

This regulation aims to define the methods and procedures for preventing plagiarism in seminar papers, diploma thesis in Bachelor's and Master's levels, through the use of the *Anti-plagiarism software*.

Article 2
Scope

This regulation will apply to all UBT College students and academic staff serving as thesis supervisors at the Bachelor and Master levels when conducting plagiarism checks using the anti-plagiarism system, as well as to the academic staff's scientific papers that are published at the UBT College International Conference.

Article 3

Definitions

1. The definitions used in this regulation will have the following meanings:

1.1 **Anti-plagiarism software** – refers to *Anti-plagiarism software* like Turnitin or other;

1.2 **Theses /equivalents** – refers to theses at the Bachelor and Master levels;

1.3 **General report** – refers to the report generated by the software management system, which provides detailed information on the sources with which the thesis shows similarity;

1.4 **Supervisor** – is the instructor assigned to supervise the student's thesis at any of the aforementioned levels;

1.5 The main similarity index is less (<) than 15% (excluding in-text citations, bibliography, and small sources up to 1%) for the Bachelor level and less (<) than 10% for the Master level (excluding in-text citations, bibliography, and small sources up to 1%) – refers to the report results according to Article 5, paragraph 4, point a);

1.6 The main similarity index is higher (>) than 15% for the Bachelor level and higher (>) than 20% for the Master level.

Article 4

Anti-plagiarism check as a prerequisite for thesis defence

1. The thesis will be approved only after receiving a positive evaluation from the software system based on the values specified in Article 3, point 1.5 of this regulation.
2. The procedure for using the anti-plagiarism software will be specified in the manual for the use of this system.

Article 5

Procedure for Checking the Thesis

1. After receiving a positive evaluation of the thesis from the mentor, the student uploads the thesis to the anti-plagiarism system, which must be the reviewed version.
2. The thesis is uploaded to the anti-plagiarism system before it is submitted to the Evaluation Committee or before final approval by the mentor.
3. Upon uploading the thesis to Anti-plagiarism software, an electronic report is automatically generated with the relevant findings and sent via email.
4. After receiving this report, the mentor reviews the findings and, depending on the percentage values referred to in Article 3, points 1.5 and 1.6, i.e., the similarity index, decides on the further procedure for the thesis based on the following principles:

   a) when the similarity index is less (<) than 15% (excluding in-text citations, bibliography, and small sources up to 1%) for the Bachelor level and less (<) than 10% for the Master level (excluding in-text citations, bibliography, and small sources up to 1%), the supervisor approves the report results by forwarding the thesis along with the similarity

report to the Faculty Dean's office. For Master's theses, the report and thesis are also sent to the members of the Evaluation Committee.

b) when the similarity index is higher (>) than 15% (excluding in-text citations, bibliography, and small sources up to 1%), and higher (>) than 10% for the Master level (excluding in-text citations, bibliography, and small sources up to 1%), the supervisor must withdraw the thesis for correction by the student to eliminate unauthorized borrowing or manipulation of the thesis text. Approval of the thesis cannot proceed further without meeting the values specified in point (a) of paragraph 4 of Article 5 of this regulation.

5. After the student has made the revisions, the improved version of the thesis must be re-uploaded to Turnitin to review the changes and verify if this version meets the values required for thesis approval.

6. If this version meets the required values, the supervisor approves the thesis and informs the student and the Dean's office (by submitting the thesis and the Turnitin-generated report) to proceed with the further procedures according to the regulation for undergraduate and Master's studies.

Article 6

Part of this regulation is also the manual for using the Turnitin anti-plagiarism software.

Article 7

Entry into force

This Regulation shall enter into force after its approval by the Academic Council of UBT College.

PRISHTINE,

15.09.2024

Prof. Dr. Edmond Hajrizi

Rector of UBT College