**Archive of Diploma Theses (APD)**

**Instructions for students**

Archive of Diploma Theses (APD) is an USOS app that helps to coordinate the submission, review, anti-plagiarism verification, archiving of the final thesis and the process of final examination procedures.

The process of APD.

| Stage in APD | Person/unit responsible | Activity |
|---|---|---|
| Stage outside APD | International Relations Office (IRO) | Submitting to the USOSadm the dissertation topic and supervisor's data. |
| Stage 1 Entering thesis data | Student | Entering thesis data: <br> - title of the thesis in the language of the thesis, <br> - language of the thesis, <br> - title in a foreign language, <br> - summary, <br> - key words. |
| Stage 2 File upload | Student | Uploading the electronic version of the work with attachments to the module APD. |
| Stage 3 Acceptance of data | Supervisor | Acceptance of data and content of the thesis or submission for correction (back to Stage 1 or 2). |
| | Supervisor | Plagiarism control (positive result - approval of the thesis, negative result – back to Stage 1 or 2). |
| Stage 4 Issuing opinions | Student | Possibility to download and print the diploma thesis |
| | Supervisor | Appointing a reviewer, issuing reviews. |
| | Programme Director | Reviewer approval. |
| Stage 5 Review | Reviewer | Issuing a review. |
| Stage outside APD | IRO | Checking documents, thesis control numbers. Supplementing the data necessary to conduct the final examination. Printing Thesis identification form. |
| Stage 6 Thesis ready for final exam | Head of the exam committee | Supplementing data from the final examination. |
| Stage outside APD | IRO | Printouts of documents after the final examination. |

## 1. Logging in to APD

Access to the APD system is possible at: https://apd.ue.poznan.pl/ or at PUEB website: under tab: Studenci/Archiwum Prac Dyplomowych (APD). Please remember to choose the English version of the website 

Choose  and give your NIU/UID number and password to USOSweb, and then press:  .

## 2. The list of thesis and tasks

After logging in, you will see a tab:  , in which there is information on your thesis on the left and your tasks on the right.



On the thesis page, you will see a process progress bar, which will show the next stages of the thesis. Each stage is assigned a person who must perform the indicated actions at a given stage.

## 3. Entering thesis data.

The first stage of adding the diploma thesis in the APD system is to complete the information about the thesis after clicking:


 .

In this tab you should:

1) Choose the language of the thesis,

2) Correct the thesis title if necessary,

3) If the thesis has been written in Polish its title in English should be provided,

4) Write a summary (abstract) of the thesis,

Important notice!

Providing an abstract is necessary to place the diploma thesis in the APD system. It is recommended to enter a short description of the thesis topic in this tab (it may be a fragment of the introduction to the diploma thesis).

**The summary of the thesis will be visible in the public catalog of diploma theses, available to all APD users - its content should be agreed with the thesis supervisor.**
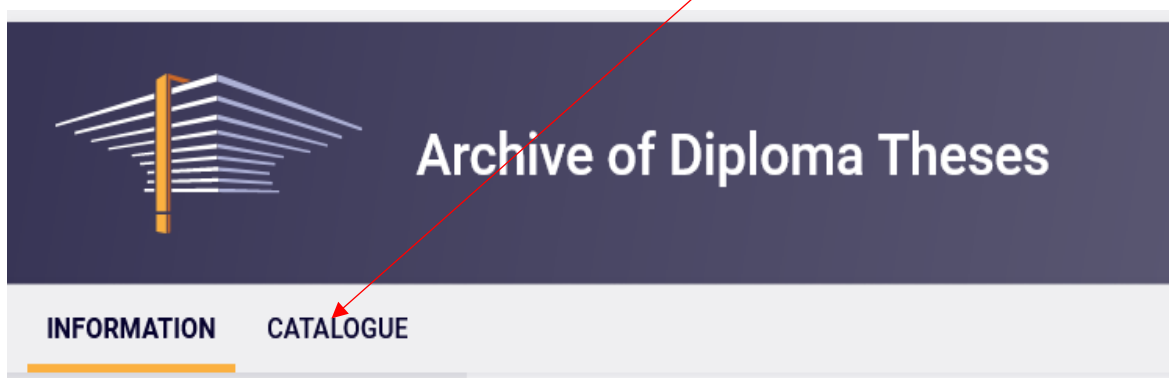


5) enter keywords - provide at least three keywords defining the subject of the diploma thesis, they should be agreed with the thesis supervisor,

6) approve the statement on self-preparation of the work.

After entering the indicated data, save them with the key: **Save thesis information** and

go to the next step with the key: **Go to file upload** (top right corner).

**After entering all the data, save them and then proceed to adding the file with the diploma thesis.**

After saving the thesis data, it is not possible to change the abstract, keywords and language in

which the thesis was written, to do so, select the option **Return to editing data** (top left

corner).

4. **Uploading thesis**

At this stage, the diploma thesis file should be uploaded to the APD system.

Important notice!

The name of the diploma thesis file in PDF format must contain the author's name, then -
without spaces - numbers identifying the author's album number, and then - without spaces -
a short description of the type of work (lic - bachelor, inż - engineer, mgr - master), e.g.
**kowalski22136mgr**.

To add a file, go to the tab: **Files** and choose option: **Add files →** .



The electronic version of the diploma thesis should be uploaded to the APD system in the form

of one file, in PDF format, with a size not exceeding 20 MB.

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## Files attached to the thesis
**APD test**

← back to thesis

## List of sets

ⓘ Files are grouped into sets.
Some types of theses permit to archive more than one set of files - consecutive sets correspond to consecutive versions of the thesis.

More ⌄

ⓘ The mechanism of checking the compatibility of a thesis uploaded to APD with a printed version is enabled!

More ⌄

| No | Set elements | Approve |
|----|--------------|---------|
| 1 | no files in the set | **NO** |

Add file ⓘ

| Kind: | Thesis ⌄ |
| | ~~Maximum amount in a set: 1~~ |
| | Maximum file size: 20.0 MB |
| | Legal extensions: .pdf |
| File: | Przeglądaj...  Nie wybrano pliku. |
| | Authors' personal numbers (PESEL) in the file name will be automatically replaced with their USOS identifiers. |
| Language: | English [EN] ⌄ |
| Description: | |
| | Limit **300**, entered **0** characters |
| | Add to the set |

Click when you have added the file at the top of the page: ← back to thesis

**At this stage, the student can edit / add / change the uploaded file all the time.**

If the upload process has been completed, select the option:

Forward to the approval of the supervisor .

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The supervisor may accept the thesis or send it for correction. If the supervisor sends the thesis for correction, the student's APD account will again contain information about the task to be performed. In addition, information about the task to be performed in APD will be sent to the PUEB student e-mail address.

## 5. Printing out the thesis

From the academic year 2021/2022, there is no obligation to print the diploma thesis. The student submits the diploma thesis only in electronic form in the APD system.

Only students who graduated in the 2020/2021 academic year are required to submit to International Relations Office a paper copy of the diploma thesis printed from the APD system, unless they were directed by the relevant Programme Director to repeat the last semester of studies or repeat the subject in the 2021 academic year / 2022.

When the thesis in the APD system is at **stage 4** (after the supervisor approves the final version of the thesis) the student can download and print it.
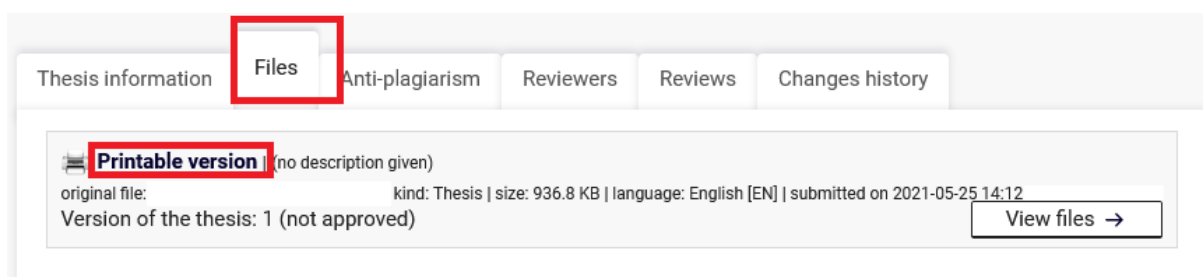


To download the work, click: **Printable version** |

After clicking **Printable version** | a dialog box for downloading the thesis file in PDF format will open.

## 6. Thesis' reviews

At this stage, in the APD system, it is possible to get acquainted with the reviews of the work made by the supervisor and the reviewer/reviewers.

To see the entered reviews, go to the tab "**Reviews**"

The red review icon displayed next to the name of the supervisor or reviewer means that there is no review, the green icon means that a review has been entered.

After saving the last review, the system automatically approves the thesis. The thesis is shown as "Defense Ready" in the task information and progress bar. At this stage, the process of handling work in the APD service is finally closed.

To view the entered review, click on the green icon. This will take you to the thesis review window. The review can be downloaded and saved as a PDF file.