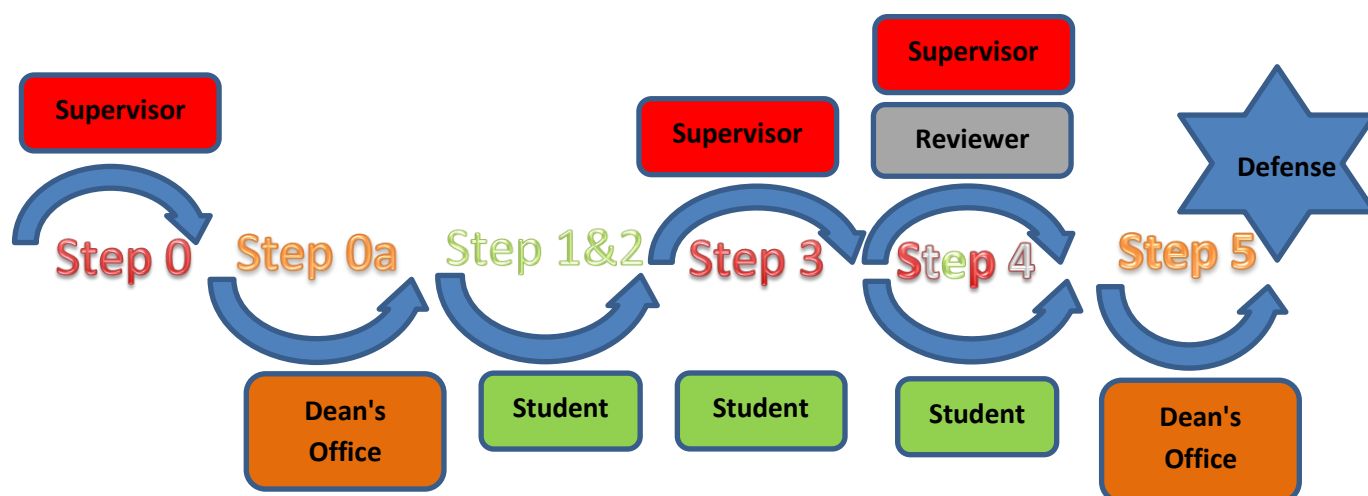


# Instruction for registering diploma theses in the Archive of Diploma Theses by Students

18.12.2020  
USOS 6.6.0

The procedure of registering a diploma thesis in the Archive of Diploma Theses (APD):



Step	Who	Task
0	Supervisor	<p>Inform the dean's office about the planned defences for which he/she acts as the Supervisor on a template printed from the APD certified with a signature:</p> <ol style="list-style-type: none"> <li>thesis title in the original language with the student's full name and their index number;</li> <li>the members of the examination board: <ul style="list-style-type: none"> <li>supervisor's full name and academic title or degree;</li> <li>reviewer's full name and academic title or degree;</li> <li>Board chairperson's full name and academic title or degree;</li> </ul> </li> <li>planned date of the diploma examination.</li> </ol>
0a	Dean's Office	<p>According to the information concerning planned defences as described in Step 0, enter the following data into the USOS system:</p> <ol style="list-style-type: none"> <li>thesis title in the original language with the student's full name and their index number;</li> <li>the members of the examination board: <ul style="list-style-type: none"> <li>Supervisor's full name and academic title or degree;</li> <li>Reviewer's full name and academic title or degree;</li> <li>Board chairperson's full name and academic title or degree;</li> </ul> </li> <li>planned date of the diploma examination.</li> <li>in the field: "Thesis Status in the Archive of Diploma Theses": <b>"For modification (student is to submit a summary via APD or USOSweb)"</b> instead of: "Not for modification", in the field: "Archive in APD?" enter: "Archive" instead of: "Do not archive".</li> </ol>
1	Student	<p>Prior to the examination enter the following into the APD system:</p> <ol style="list-style-type: none"> <li>thesis language;</li> <li>thesis title in Polish if the thesis has been written in another language - up to 300 characters;</li> </ol>

# Instruction for registering diploma theses in the Archive of Diploma Theses by Students

18.12.2020  
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		<p>3) a concise summary of the thesis both in Polish and in the original language if the thesis has been written in a language other than Polish - up to 4000 characters;</p> <p>4) keywords in Polish -up to 1000 characters;</p> <p>The Department Board may require the student to include English translations of the thesis</p>
2	Student	<p>title and the abstract. In that case the student has to enter translations of the parts described in points 2), 3) and 4) into the APD system.</p> <p>Enter the electronic copy of the thesis in a single PDF file into the APD system prior to the exam (if the thesis contains attachments, they should be entered into the APD system as single compressed files (.rar, .7z, .gzip, .pdf, .zip)).</p>
3	Supervisor	Send student's thesis to be verified by anti-plagiarism software. Download verification results. Approve thesis data (or requests correction) – back to Step 1.
3	Student	May download anti-plagiarism verification results.
4	Student	After getting the Supervisor's approval of his/her thesis in the APD system, and before taking the diploma examination, submits to the Dean's Office one copy of the dissertation (printed double-sided from the APD system, font up to 12 points, line spacing no wider than 1.5 point) with attachments, bound in a thin cardboard cover with a paper spine in the colour specific for the department as described in the University's Visual Identification System.
4	Supervisor Reviewer	In the APD system complete and approve the form of diploma examination grade. The form constitutes a review authored by both the Supervisor and the Reviewer.
5	Dean's Office	Issues a diploma examination Protocol.

## 1. Logging in to the Archive of Diploma Theses (APD)

To log in to the Archive of Diploma Theses (APD) go to:

<https://apd.uni.wroc.pl>

After you open the page, click in the upper-right corner: **Login** (Figure 1):

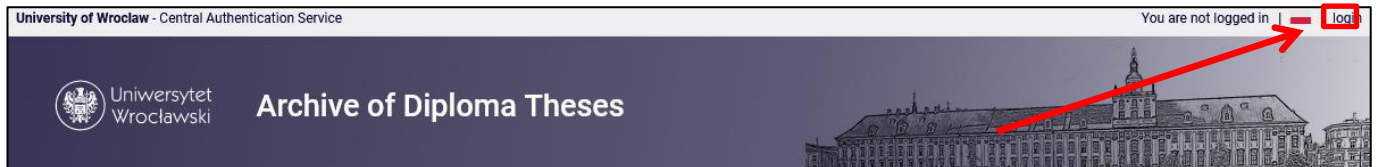


Figure 1

The Central Authentication System page will open. Type in your username and password in appropriate fields. Login and password are the same as those used to log in to the USOSweb system (Figure 2):

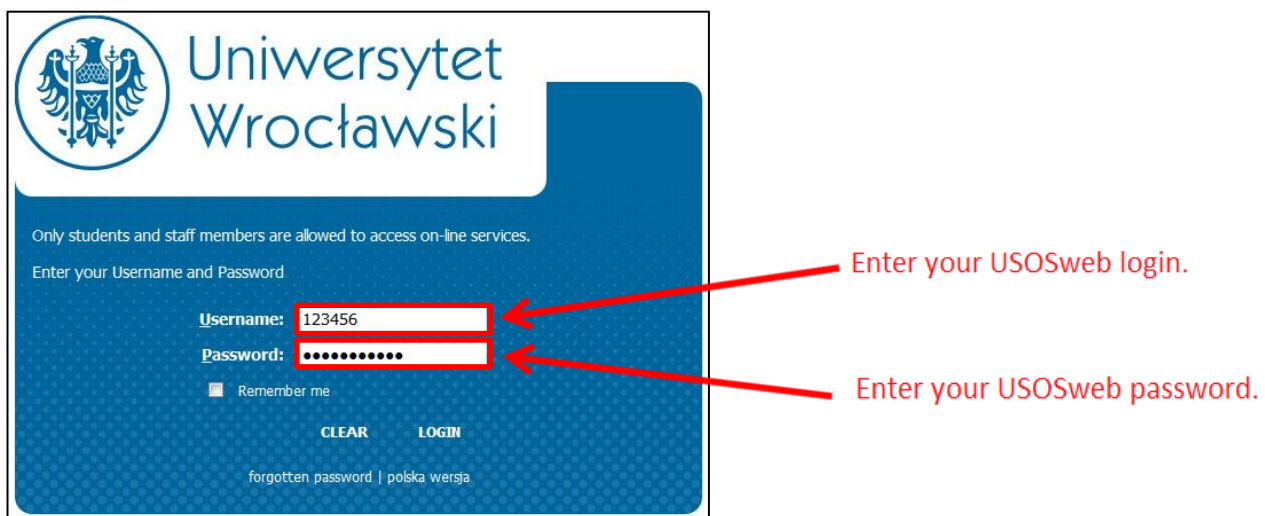


Figure 2:

## 2. My theses and tasks:

After logging in to the APD, My theses and tasks page will appear. It can be found under My thesis tab in the top menu.

In the left column there is a list of theses whose author is the Student. A thesis will appear in the menu once it is registered in the USOS system by the Dean's Office (Figure 3).

In the right column there is a list of tasks to be performed where the student is required to complete all information (Figure 3):

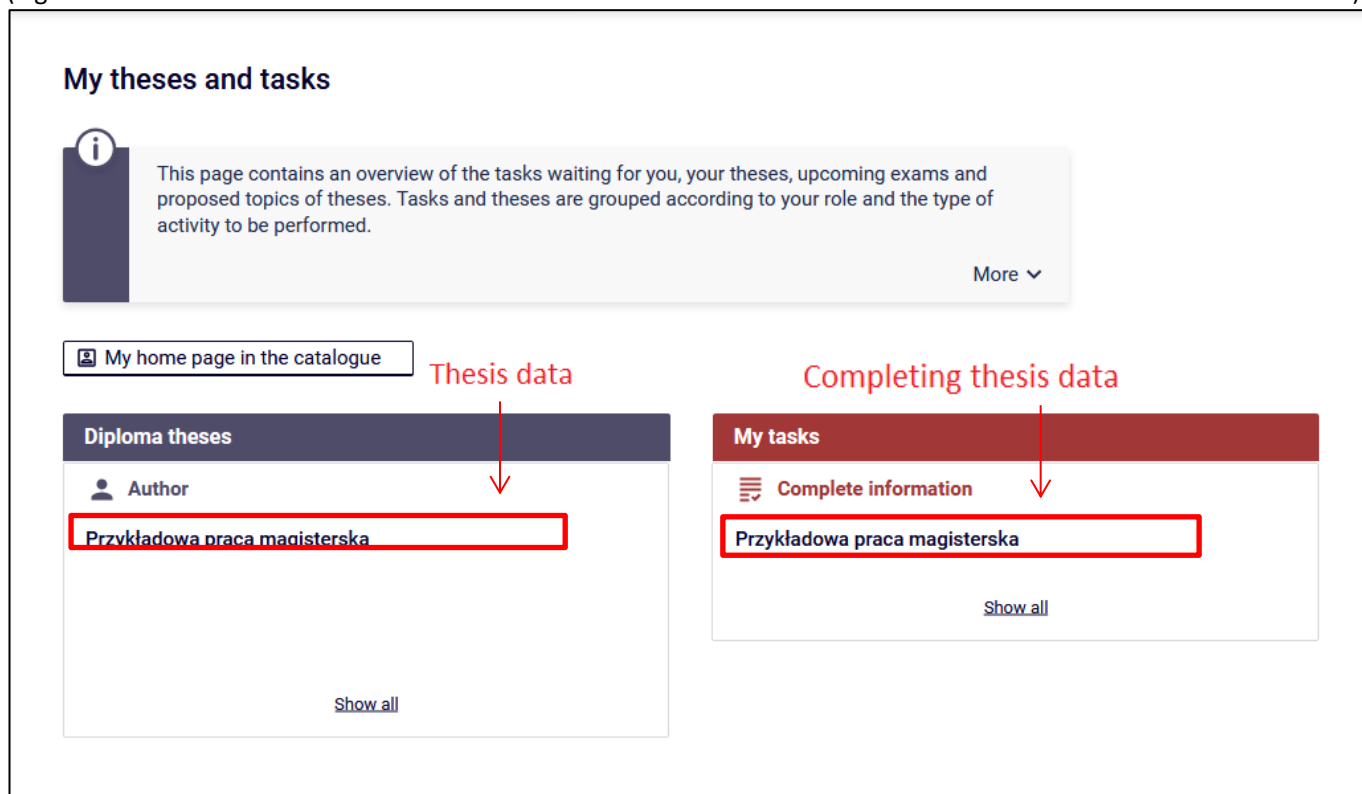


Figure 3

## 3. Provide information about thesis

By clicking on the thesis title in **My tasks** (Figure 3), in **Complete information** go to Edit thesis information (Figure 4):

**Przykładowa praca magisterska**  
Master thesis

← back to previous page

**Status**

1 2 3 4 5

Thesis author  
Entering thesis data

Go to file upload

Thesis information Files Anti-plagiarism Reviews

**Thesis information**

Save thesis information

Language of the thesis: -- language not given --

Title: Przykładowa praca magisterska

Author: Magisterium na WCh for study program CH-K-S2  
Date of defence: Nov. 13, 2020, 9 a.m.

Dissertation advisor:

Organizational unit: Faculty of Chemistry

Abstract:

Limit 4000, entered 0 characters

Keywords:

Limit 1000, entered 0 characters

Reviewers:

Status: Author of the thesis should type data

Archiving status: To be archived

Save thesis information

Figure 4

First select the language in which the thesis is written (Figure 4). Depending on the language complete appropriate fields:

- The title in Polish, if the dissertation has been written in a language other than Polish,
- A summary of the thesis in the original language, if the dissertation has been written in a language other than English and in Polish,
- Key words in the original language, if the dissertation has been written in a language other than English and in Polish.

The Department Board may require the student to include English translations of the thesis title and the abstract. In that case the student has to enter translations of the following into English:

- dissertation title,
- abstract,
- keywords.

After completing the information save changes by clicking the **Save thesis information**.

Examples of completed information has been shown in Figure 5:

Przykładowa praca magisterska  
Master thesis

← back to previous page

Status

1 Thesis author Entering thesis data 2 3 4 5

Go to file upload ⓘ

Thesis information Files Anti-plagiarism Reviews

Thesis information

Save thesis information

Language of the thesis: Polish [PL] ⓘ

Title: Przykładowa praca magisterska Tu wpisz tytuł pracy w języku angielskim  
Limit 1000, entered 40 characters

Author: Magisterium na WCh for study program CH-K-S2  
Date of defence: Nov. 13, 2020, 9 a.m.

Dissertation advisor: ⓘ

Organizational unit: Faculty of Chemistry

Abstract: Tu wpisz streszczenie pracy w języku polskim.  
Limit 4000, entered 45 characters  
 Tu wpisz streszczenie pracy w języku angielskim.  
Limit 4000, entered 48 characters

Keywords: Tu wpisz słowa kluczowe pracy w języku polskim.  
Limit 1000, entered 47 characters  
 Tu wpisz słowa kluczowe pracy w języku angielskim.  
Limit 1000, entered 50 characters

Reviewers: ⓘ

Status: ⓘ Author of the thesis should type data

Archiving status: ⓘ To be archived

Save thesis information

Figure 5

After you click **SAVE THESIS INFORMATION** a message asking you to confirm the selected operation will be generated (Figure 6). To confirm the operation, click **OK**:

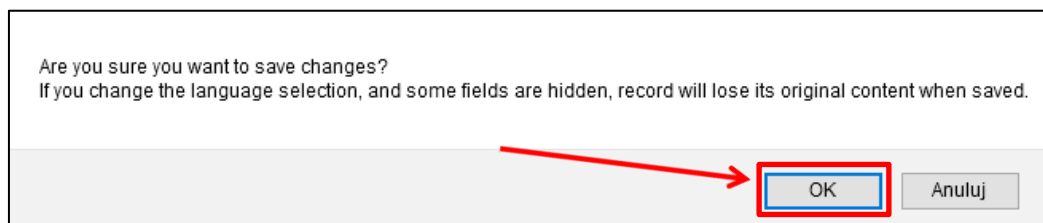


Figure 6

### 3. Adding attachments

After completing information about the thesis, add an attachment with the dissertation. In order to do so click **GO TO FILE UPLOAD** (Figure 7):



Przykładowa praca magisterska  
Master thesis

Status

1 Thesis author  
Entering thesis data 2 3 4 5

Go to file upload

Thesis data has been saved

Thesis information Files Anti-plagiarism Reviews

Thesis information

Save thesis information

Language of the thesis: Polish [PL]

Title: Przykładowa praca magisterska  
Tu wpisz tytuł pracy w języku angielskim  
Limit 1000, entered 40 characters

Author: Magisterium na WCh for study program CH-K-S2  
Date of defence: Nov. 13, 2020, 9 a.m.

Dissertation advisor:

Organizational unit: Faculty of Chemistry

Abstract: Tu wpisz streszczenie pracy w języku polskim.  
Limit 4000, entered 45 characters  
Tu wpisz streszczenie pracy w języku angielskim.  
Limit 4000, entered 48 characters

Keywords: Tu wpisz słowa kluczowe pracy w języku polskim.  
Limit 1000, entered 47 characters  
Tu wpisz słowa kluczowe pracy w języku angielskim.  
Limit 1000, entered 50 characters

Reviewers:

Status: Author of the thesis should type data

Archiving status: To be archived

Save thesis information

Figure 7

The following message will appear (Figure 8):

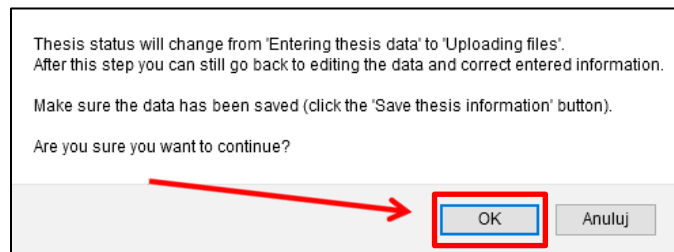


Figure 8

Click **OK**.

To add attachments click **Add files** (Figure 9):

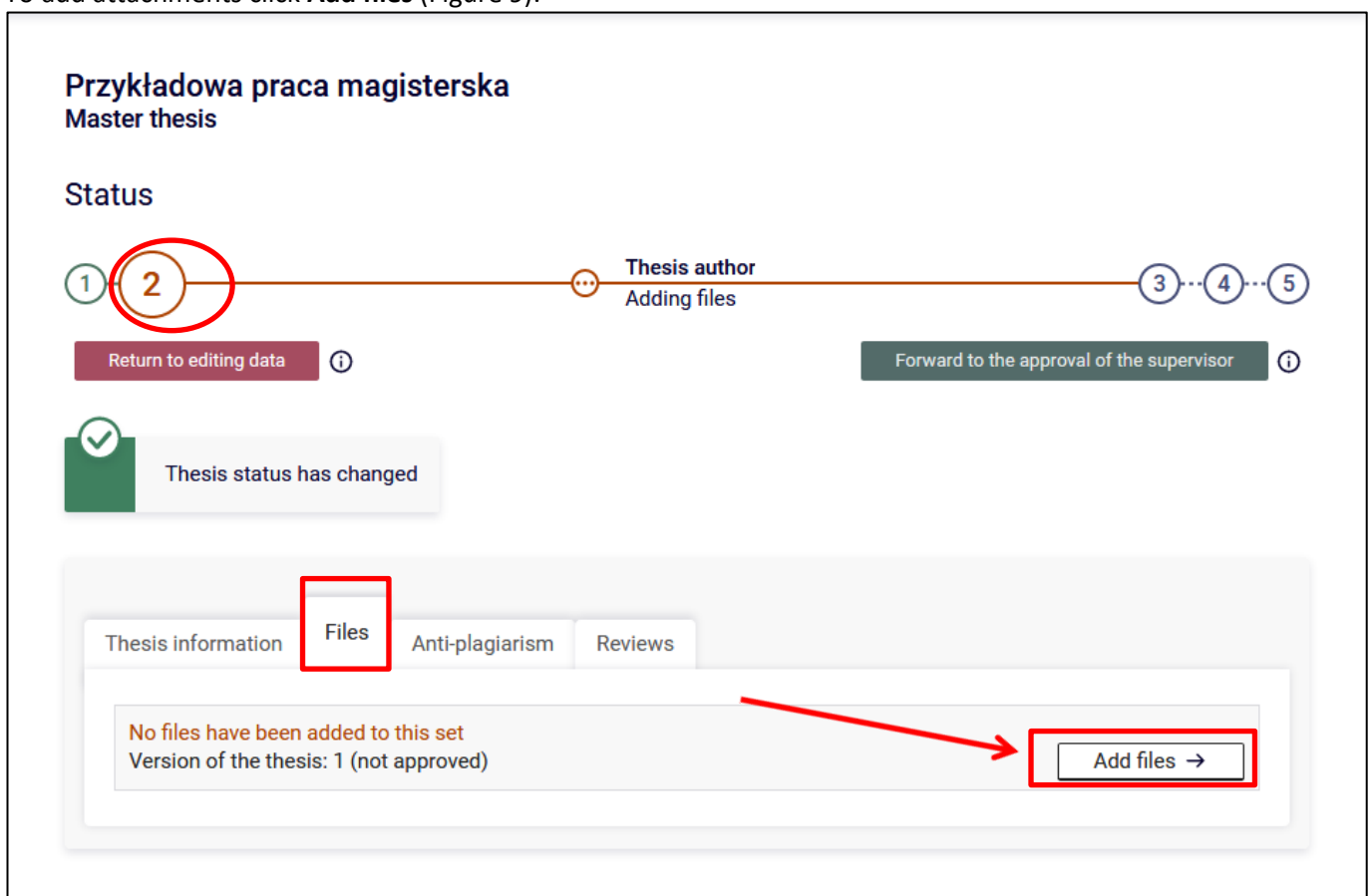


Figure 9

To add a file (Figure 10) with the thesis choose its type: **Thesis** and click **Browse ...** and select a file saved on a disk **in pdf format**.

## PLEASE NOTE!

In accordance with directive No. 111/2015 of the Rector of the University of Wrocław of 21 October 2015, the file name should follow the format:

**UWr-JJ-AAAAAA-YYYY.pdf**

where

**JJ** is the code of the Department:

21-Department of Philology

22-Department of Historical and Pedagogical Sciences

23-the Department of Law, Administration and Economics

24-the Department Physics and Astronomy

25-Department of Biological Sciences

26-Department of Social Sciences

27-Department of Chemistry

28-Department of Mathematics and Computer Science

29-Department of Biotechnology

30-Department of Earth Sciences and the Environmental Management

76- Interdepartmental Studies of Environmental Protection

77- College of Interdepartmental Individual Studies in Arts and Social Sciences

**AAAAAA** is the student's number

**YYYY** is the year of when the file with the thesis was posted

**.pdf** -the extension must be written in lowercase

**Files attached to the thesis**  
Przykładowa praca magisterska

[← back to thesis](#)

**List of sets**

**i** 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 ▾](#)

**i** The mechanism of checking the compatibility of a thesis uploaded to APD with a printed version is enabled!  
[More ▾](#)

No	Set elements	Approved
1	no files in the set	NO

**Add file** ⓘ **Add URL** ⓘ **Add a description of the physical location of the thesis** ⓘ

**Kind:** Thesis ▾  
Maximum amount in a set: 1  
Maximum file size: 20.0 MB  
Legal extensions: .pdf  
Name: required to match a pattern [file naming rules]

**File:** Przeglądaj... Nie wybrano pliku.  
Authors' personal numbers (PESEL) in the file name will be automatically replaced with their USOS identifiers.

**Language:** Polish [PL] ▾

**Description:**  
  
Limit 300, entered 0 characters

**Add to the set**

Figure 10

A short description of the attachment may also be included.

Adding the attachment should be confirmed by clicking **Add to the Set** (Figure 11):

### Files attached to the thesis

Przykładowa praca magisterska

[← back to thesis](#)

### List of sets

*i*

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 ▾

*i*

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

More ▾

No	Set elements	Approved
1	no files in the set	NO

Add file ⓘ

Add URL ⓘ

Add a description of the physical location of the thesis ⓘ

Kind:

Thesis ▾

Maximum amount in a set: 1  
Maximum file size: 20.0 MB  
Legal extensions: .pdf  
Name: required to match a pattern [file naming rules]

File:

Przeglądaj...

UWr-27-123456-2020.pdf

Authors' personal numbers (PESEL) in the file name will be automatically replaced with their USOS identifiers.

Language:

Polish [PL] ▾

Description:

Limit 300, entered 0 characters

Add to the set

Figure 11

Each added attachment will be displayed on the attachment list. It can be deleted from the list using the **Delete** button (Figure 12):

### Files attached to the thesis

Przykładowa praca magisterska

[← back to thesis](#)

#### List of sets

**i** 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 ▾

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

More ▾

**✓** File "UWr-27-123456-2020.pdf" has been added to set 1

No	Set elements	Approved
1	<p>📎 <b>UWr-27-123456-2020.pdf</b>   (no description given) kind: Thesis   size: 165.6 KB   language: Polish [PL]   submitted on 2020-12-18 13:29 by [user]   <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link for single use</a></p>	NO

Add file ⓘ Add URL ⓘ Add a description of the physical location of the thesis ⓘ

Kind: Thesis  
Maximum amount in a set: 1  
Maximum file size: 20.0 MB  
Legal extensions: .pdf  
Name: required to match a pattern [file naming rules]

File: [Przeglądaj...](#) Nie wybrano pliku.  
Authors' personal numbers (PESEL) in the file name will be automatically replaced with their USOS identifiers.

Language: Polish [PL]

Description:   
  
Limit 300, entered 0 characters

Add to the set

Figure 12

If, in addition to the dissertation, you want to add an attachment, use **Other**, then click **Browse** and select a file from the disk (Figure 13).

**PLEASE NOTE! All attachments (with the exception of the attachment with the dissertation) must be compressed into a single archive file (.rar, .7z, .gzip, .zip).**

**Files attached to the thesis**  
Przykładowa praca magisterska

← back to thesis

**List of sets**

**i** 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 ▾

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

**✓** File "UWr-27-123456-2020.pdf" has been added to set 1

No	Set elements	Approved
1	<b>UWr-27-123456-2020.pdf</b>   (no description given) kind: Thesis   size: 165.6 KB   language: Polish [PL]   submitted on 2020-12-18 13:29 by <span></span>   Edit   Delete   Link for single use	<b>NO</b>

Add file ⓘ Add URL ⓘ Add a description of the physical location of the thesis ⓘ

**Kind:** Other  
Maximum amount in a set: no limit  
Maximum file size: 200.0 MB  
Legal extensions: .zip, .rar, .gzip, .7z

**File:** Przeglądaj... Załącznik.zip  
Authors' personal numbers (PESEL) in the file name will be automatically replaced with their USOS identifiers.

**Language:** Polish [PL]

**Description:**  
Limit 300, entered 0 characters

**Add to the set**

Figure 13

After you have added all the attachments, click **Back to Thesis** to return to the description page (Figure 14):

**Files attached to the thesis**  
Przykładowa praca magisterska

← back to thesis

**List of sets**

**i** 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](#) ▾

**i** The mechanism of checking the compatibility of a thesis uploaded to APD with a printed version is enabled! [More](#) ▾

**✓** File "Załącznik.zip" has been added to set 1

No	Set elements	Approved
1	<p>📄 <b>UWr-27-123456-2020.pdf</b>   (no description given) kind: Thesis   size: 165.6 KB   language: Polish [PL]   submitted on 2020-12-18 13:29 by <a href="#">[user]</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Link for single use</a></p> <p>📄 <b>Załącznik.zip</b>   (no description given) kind: Other   size: 604.0 KB   language: Polish [PL]   submitted on 2020-12-18 13:42 by <a href="#">[user]</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Link for single use</a></p>	NO

Figure 14

To return to the page for adding attachments, click **Edit files** (Figure 15):

It is also possible to go back to editing information about thesis (title, abstract, keywords) by clicking **RETURN TO EDITING DATA** (Figure 15):



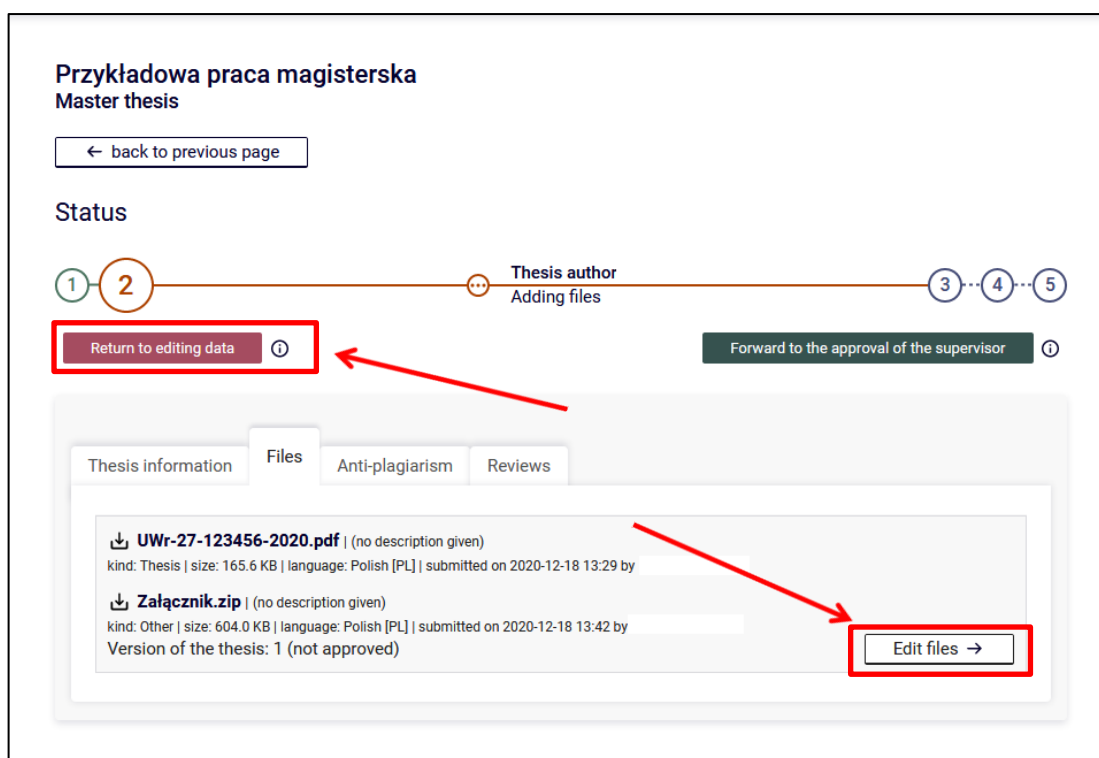


Figure 15

After completing information and adding attachments containing the thesis it should be forwarded for approval by the Supervisor. To do so, click: **FORWARD TO THE APPROVAL OF THE SUPERVISOR** (Figure 16):

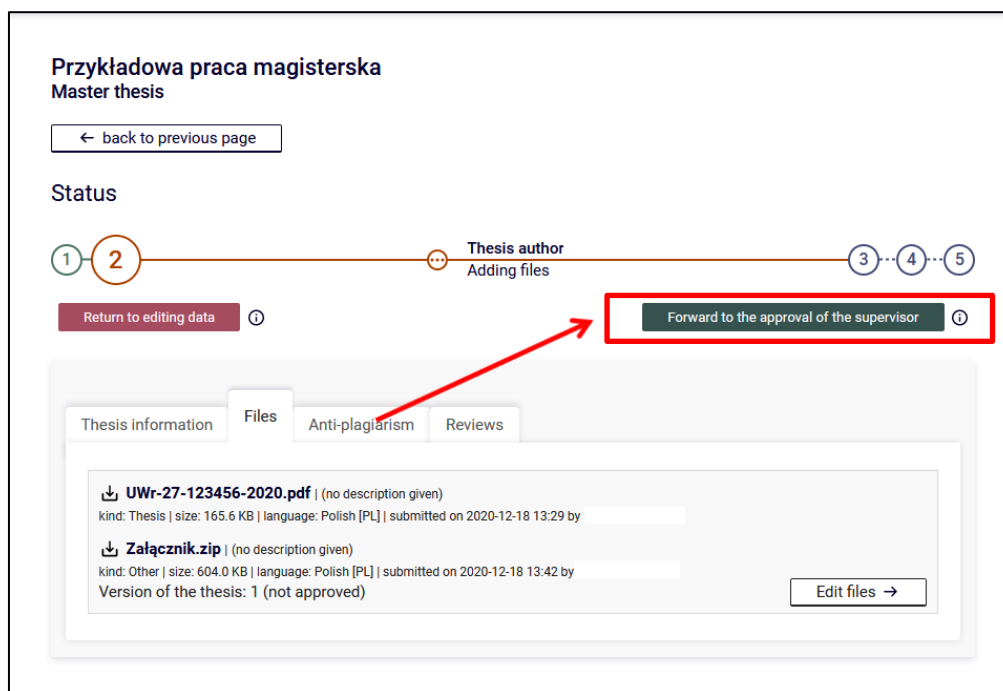


Figure 16

This step cannot be cancelled, therefore it requires conformation (Figure 17):

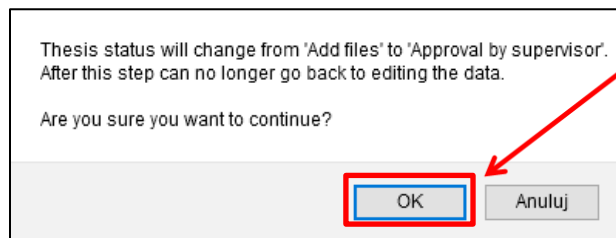


Figure 17

Once approved, click the OK button and the status of the dissertation will change to: **Supervisor** Data acceptance (Figure 18):

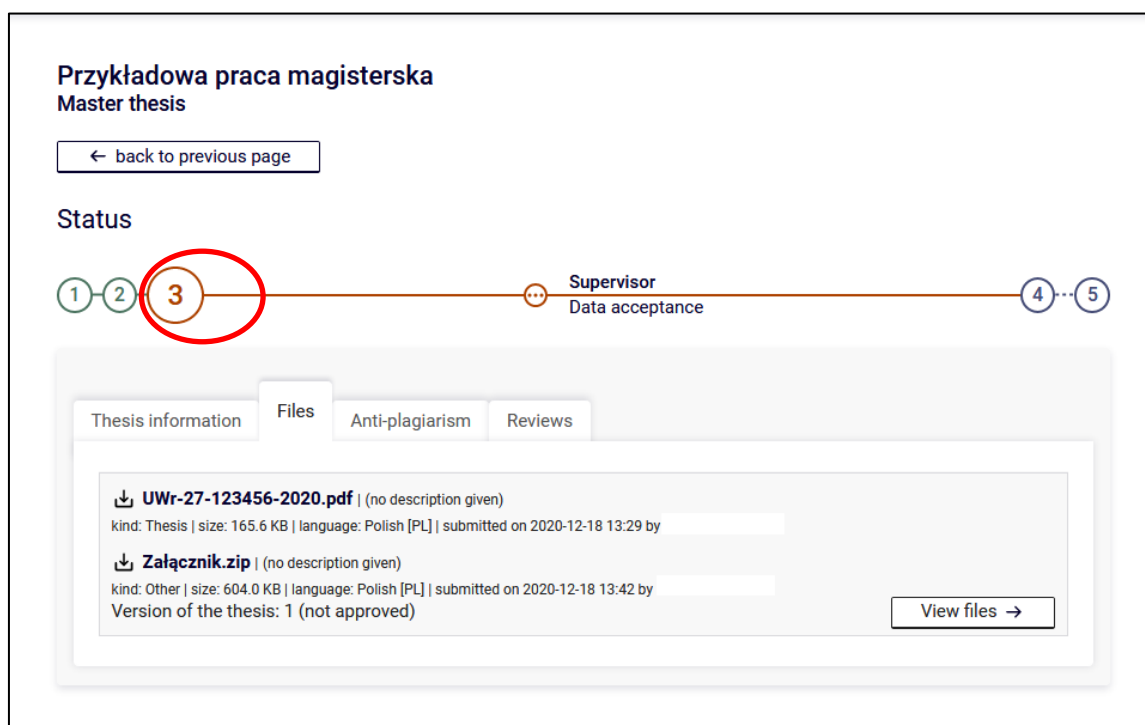


Figure 18

The Supervisor will be send an automated email informing her/him the thesis has been forwarded for approval.

## 3. Verification of thesis by the Supervisor

The Supervisor verifies information entered by the student and the attached files (the dissertation file is forwarded by the Supervisor to be scanned by anti-plagiarism software; verification results are made available to the Supervisor):

- Once the data is approved by the Supervisor, the Reviewers can enter their reviews in the APD system.
- If the data entered by the student is incorrect, the Supervisor withdraws the dissertation and sends it back to the student for re-edition. In that case the Student is asked to modify the dissertation data and to delete and upload a new file with the dissertation (Student should retake step 1 and step 2).

The student is automatically informed by e-mail of approval of the thesis or its withdrawal for re-edition.

After the dissertation has been sent by the Supervisor to be verified, the anti-plagiarism software generate reports.

The reports from the anti-plagiarism systems are made available to the student (Figure 19):

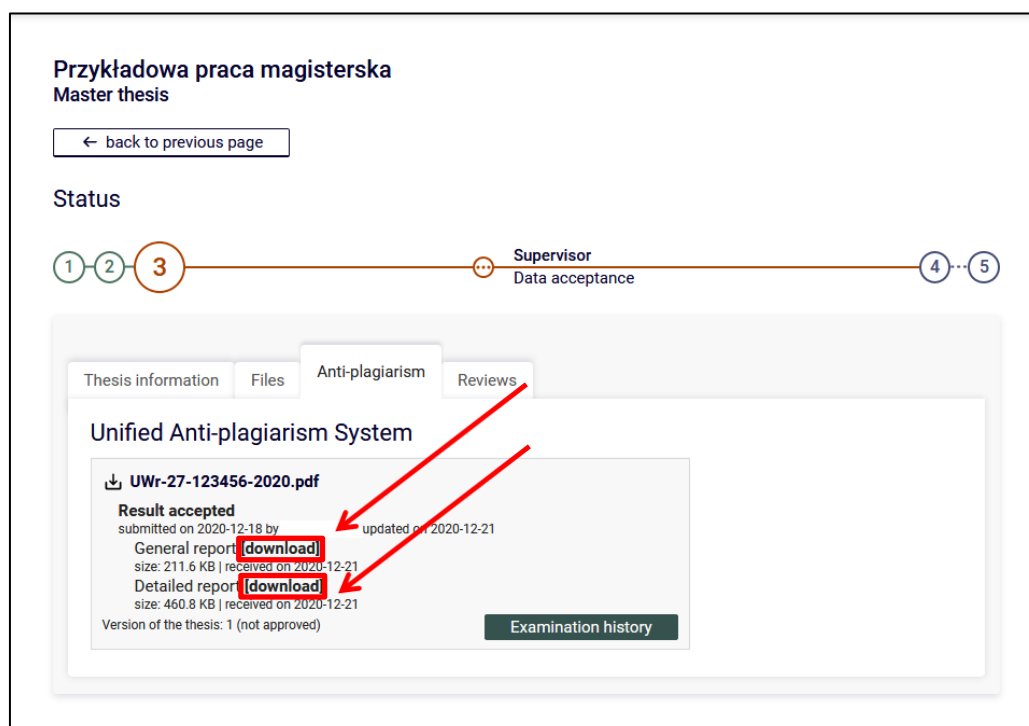


Figure 19

## PLEASE NOTE!

It is not necessary for the student to present the reports from the system to the Dean's office!

The student can read the reports and save them to the hard drive of their computer for their own purposes. Please note that these reports may not be available immediately. The reports shall be available between 7 and 14 days.

## 4. Generate control numbers of the thesis.

The student, within the deadline set by the Dean, and after getting the Supervisor's approval of his/her thesis in the APD system, submits to the Dean's Office one copy of the dissertation (printed double-sided with page numbers from the APD system, font up to 12 points, line spacing no wider than 1.5 point) with attachments, bound in a thin cardboard cover with a paper spine in the colour specific for the department as described in the University's Visual Identification System.

In order to download the thesis along with the control numbers, use the **Printable Version** button (Figure 20).

This generates a file with a dissertation that contains control numbers of the pages.

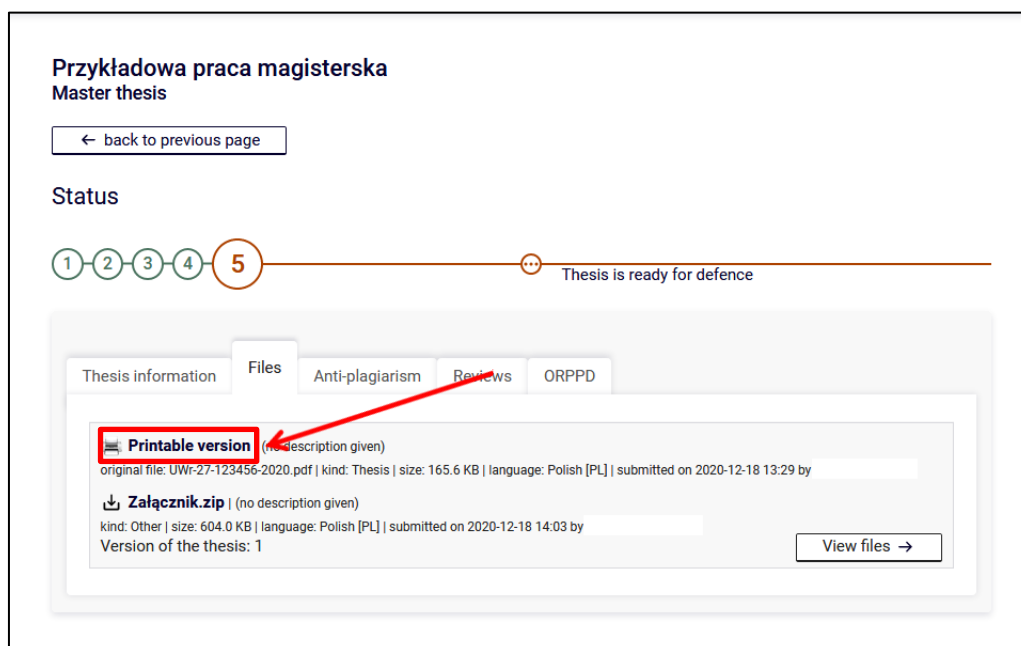


Figure 20

## 5. Reviews

After the approval of the work by the Supervisor the reviews are entered into the system. Completed and approved reviews can be opened by clicking the Review button next to the name of the Supervisor/Reviewer. Review is available when the icon is green (Figure 21):

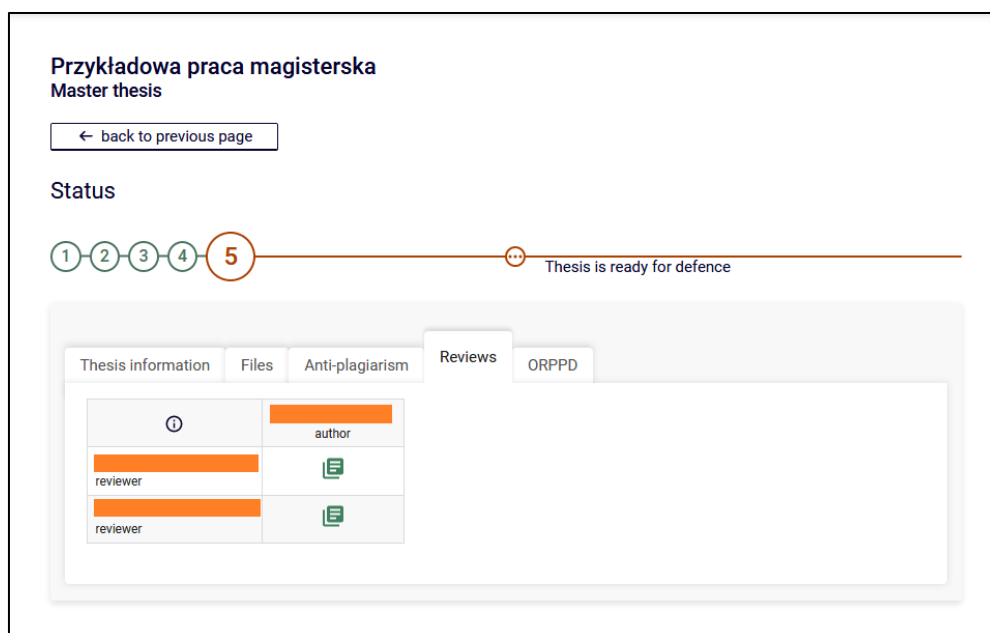


Figure 21