USOS – 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: - language of the thesis, - topic in a foreign language, - summary, - 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	Downloading, printing and submitting the paper version to IRO (the paper version is valid for graduates of the year 2020/2021).
	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 **login** and give your NIU/UID number and password to USOSweb, and then press: **LOGIN**.

2. The list of thesis and tasks

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

My theses and tasks

This page contains an overview of the tasks waiting for you, your theses, upcoming exams and proposed topics of theses. Tasks and theses are grouped according to your role and the type of activity to be performed.

More ∨

My home page in the catalogue

Diploma theses	My tasks
👤 Author	☰ Complete information about thesis
APD test	APD test
Show all	Show all

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.

① ⋯ Thesis author
Entering thesis data ⋯⋯⋯ ② ⋯ ③ ⋯ ④ ⋯ ⑤ ⋯ ⑥

ⓘ Go to file upload

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:

Complete information about thesis

.

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.

Archive of Diploma Theses

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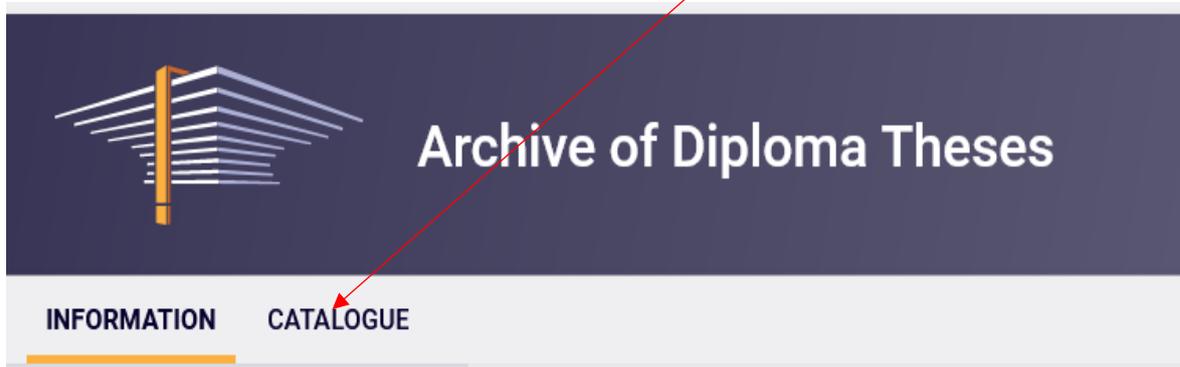
5) enter keywords - provide at least three keywords defining the subject of the diploma thesis, they should be agreed with the thesis supervisor,

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.

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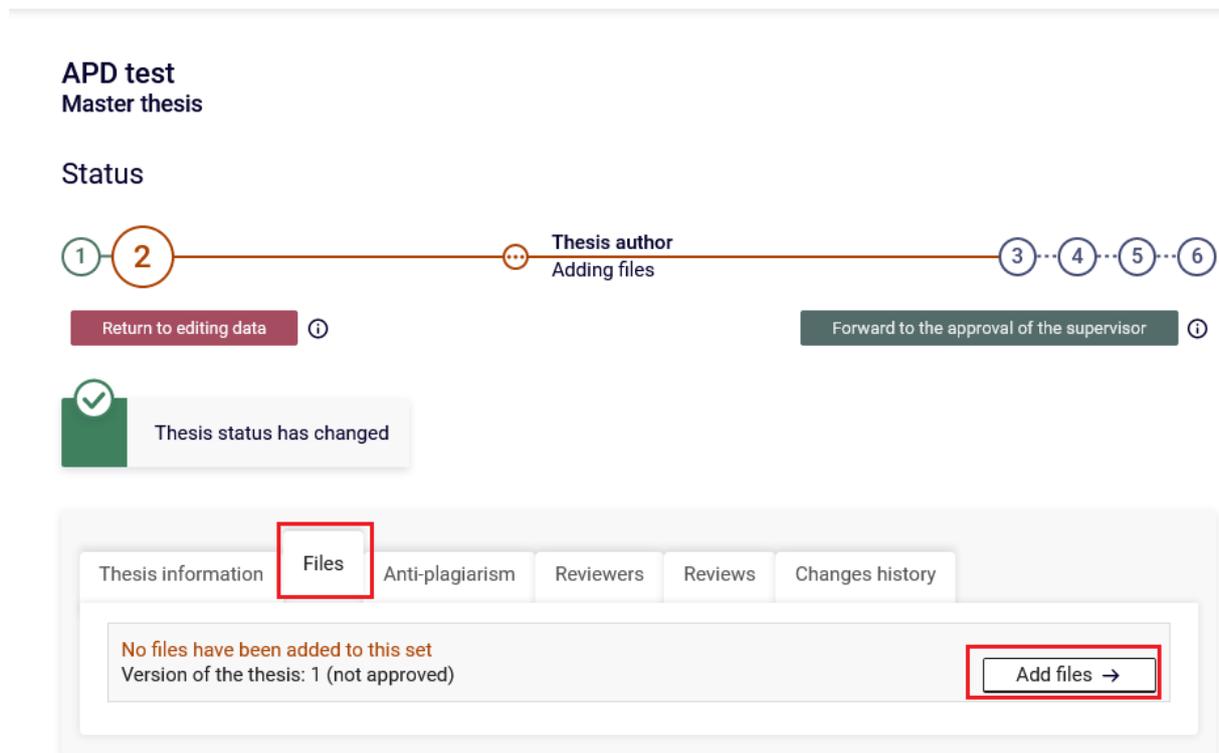
APD test
Master thesis

Status

Thesis author
Adding files

Return to editing data   Forward to the approval of the supervisor

Thesis status has changed

| Thesis information | Files | Anti-plagiarism | Reviewers | Reviews | Changes history |

No files have been added to this set
Version of the thesis: 1 (not approved)   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.

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 all the files at the top of the page: ← back to thesis

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

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

Forward to the approval of the supervisor .

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**

When the thesis in the APD system is at **stage 4** (after the supervisor approves the final version of the thesis), within the set time limit, the student is obliged to submit one copy of the thesis to IRO.
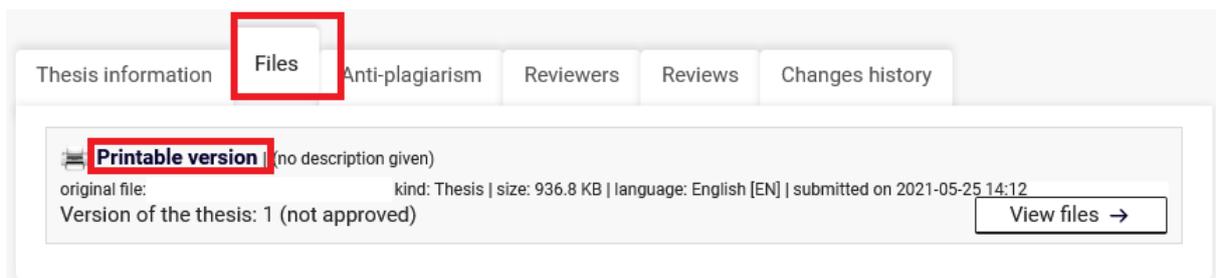
To download the work, click: **Printable version** |

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

IMPORTANT NOTICE!

In order for the electronic version of the work to be compatible with the paper version submitted to IRO, it must be printed directly from the APD system.

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**"

APD test
Master thesis

Status

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.