

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	The thesis is submitted only in electronic form in the APD system. The student contacts the IRO to complete the formalities.
	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.

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

 Author

APD test

[Show all](#)

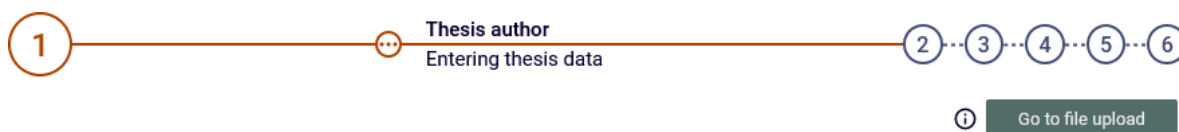
My tasks

 Complete information about thesis

APD test

[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.



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

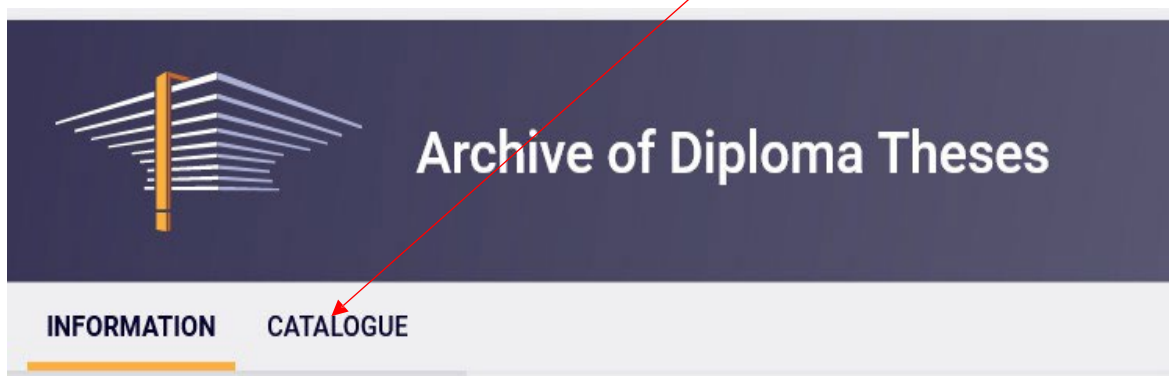
In this tab you should:

- 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.



- 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.



Thesis information Files Anti-plagiarism Reviewers Reviews Changes history

Save thesis information

Language of the thesis: English [EN]

Title: APD test
Limit 1000, entered 0 characters

Author: magister for study program S2-MSG_ANG
Date of defence: not given

Dissertation advisor:

Organizational unit: Poznań University of Economics and Business

Abstract:
Limit 4000, entered 0 characters

Keywords:
Limit 1000, entered 0 characters

Reviewer:

Status: Author of the thesis should type data

Archiving status: To be archived

Save thesis information

I hereby state that the following thesis was written individually.
I also state that:
1. the following thesis does not infringe the copy rights of any third party as defined in the Act of 4th February 1994 on copy right (consolidated text Journal of laws of 2018, item 1191 as amended);
2. the following thesis does not contain information or data acquired illegally and in particular classified by another entity or being a trade secret, for the use of which I was not given permission,
3. the following thesis was not submitted to obtain a degree earlier at any other University or College.
I also state that the contents of the printed copies and the electronic version are the same.

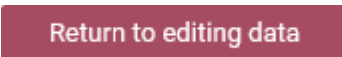
Save thesis information

After entering the indicated data, save them with the key:

Go to file upload


go to the next step with the key: (top right corner).

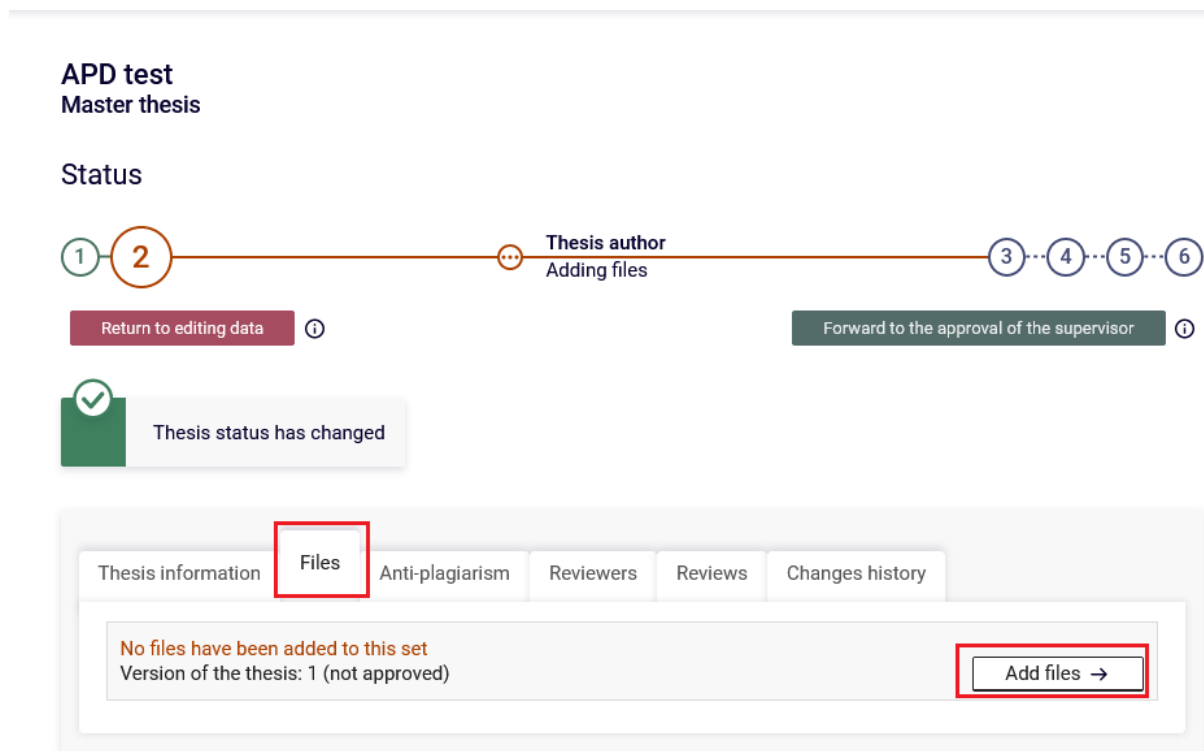
After entering all the data, save them and then proceed to adding the file with the diploma thesis.

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  (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: .



The screenshot displays the APD test Master thesis interface. At the top, it shows the title "APD test Master thesis" and the "Status" section. A progress bar with six steps is visible, with step 2, "Thesis author Adding files", highlighted. Below the progress bar, there are two buttons: "Return to editing data" (top left) and "Forward to the approval of the supervisor" (top right). A green notification box with a checkmark states "Thesis status has changed". Below this, a tabbed interface is shown with the "Files" tab selected and highlighted with a red box. The "Files" tab content shows a message: "No files have been added to this set" and "Version of the thesis: 1 (not approved)", with an "Add files →" button highlighted by a red box.

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	Approved
1	no files in the set	NO

Add file ⓘ

Kind:	<div style="border: 2px solid red; padding: 2px;">Thesis ▾</div> <p><small>Maximum amount in a set: 1 Maximum file size: 20.0 MB Legal extensions: .pdf</small></p>
File:	<input type="button" value="Przełączaj..."/> Nie wybrano pliku. <small>Authors' personal numbers (PESEL) in the file name will be automatically replaced with their USOS identifiers.</small>
Language:	English [EN] ▾
Description:	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p><small>Limit 300, entered 0 characters</small></p>

[← back to thesis](#)

Click when you have added all the files at the top of the page:

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

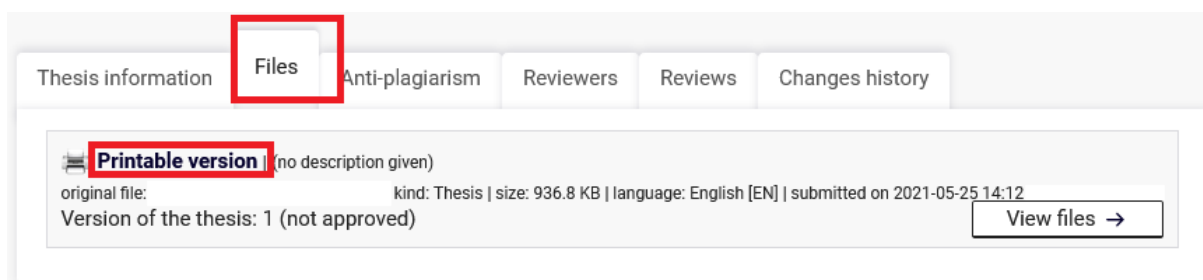
If the upload process has been completed, select the option:

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



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

	author
prof. dr hab. i reviewer	
dr hab reviewer	

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.