The procedure for registering diploma theses in the Archive of Diploma Theses (APD) by Supervisors and Reviewers



Step	Who	Task
0	Supervisor	<ul> <li>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: <ol> <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: <ol> <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> </ol> </li> </ol></li></ul>
0a	Dean's Office	<ul> <li>According to the information concerning planned defenses as described in Step 0, enter the following data into the USOS system: <ol> <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: <ol> <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> </ol> </li> <li>planned date of the diploma examination.</li> <li>in the field: "Thesis Status in the Archive of Diploma Theses": "For modification (student is to submit a summary via APD or USOSweb)" instead of: "Not for modification", in the field: "Archive in APD?" enter: "Archive" instead of: "Do not archive".</li> </ol></li></ul>

# 20.06.2023 USOS 6.8.1

#### Instruction for Registering Diploma Theses in the Archive of Diploma Theses by Supervisors and Reviewers

·	1	-
		Prior to the examination enter the following into the APD system:
		1) thesis language;
		2) thesis title in Polish if the thesis has been written in another language - up to 300
		characters;
1	Student	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;
		4) keywords in Polish -up to 1000 characters;
		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 parts
		described in points 2), 3) and 4) into the APD system.
		Copyright statement approval.
2	Student	Enter the electronic copy of the thesis in a single PDF file into the APD system prior
1	otadent	to the exam (if the thesis contains attachments, they should be entered into the APD
		system as single compressed files (.tar.gz, .rar, .7z, .gzip, .pdf, .zip)).
		system as single compressed mes (.tar.gz, .rar, .rz, .gzip, .pur, .zip)).
		Determining whether the diploma thesis is to be available in library.
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.
_	Supervisor	
4	Reviewer	In the APD system complete and approve the form of diploma examination grade. The
	Neviewer	form constitutes a review authored by both the Supervisor and the Reviewer.
E	Members	
5.		Fill in and approve the diploma examination Protocol.
	of the Board	

#### 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:

<u>In the left column there is a list of theses</u> grouped according to the role played by the logged-on user. The theses can therefore be grouped into Supervisor, Reviewer or Committee member. A thesis appears in the menu once it is registered in the USOS system by the Dean's Office.

In the right column there is a list of tasks to be performed:

- In the case of the Supervisor the tasks can include **Accept data** or **Write a review** (Figure 3). The list of **Theses for approval** includes dissertations the student (author) has sent to be approved.
- The tasks for the reviewer can include "Write a review".
  - The list of **Theses to be reviewed** includes dissertations which have been approved by the supervisor and forwarded to be reviewed. The thesis remains on the list until the reviews has been entered.

If the user does not have any tasks to complete the right column remains empty.





In each group three latest theses will be displayed. To see more dissertations, click on the name of your role (e.g. Supervisor) or the task (e.g. Write a review) (Figure 3). A page containing a detailed list of all dissertations linked to a given role or task will appear (Figure 4):

My theses - Advisor				
Type of theses: diploma, Thesis delivery year: all, Ex	am year: <mark>al</mark>	l, Your role: <mark>advisor</mark> .		
D Filter type	Û			
<ul> <li>Filter by the date of exam by calendar years</li> <li>Filter by the date of submission by academic years</li> </ul>				
I ≤ Elements 120 of 24 > >				
all   2020   2019   2018   2017   2016 all   bachelor   master				
Thesis title 🔊		Authors	Supervisors	<ul> <li>① Date of defence ▲▼</li> <li>Date of submission ▲▼</li> </ul>
Przykładowa praca magisterska Tu wpisz tytuł pracy w języku angielskim [27] Faculty of Chemistry				Nov. 13, 2020 no data
				Sept. 15, 2020 no data
				July 24, 2020 no data
				July 1, 2020
				no data

Figure 4

To go to the page containing information about a chosen thesis or to go to the page where you can perform a task (approve a thesis or enter a review), click the dissertation title (Figure 5):

My theses - Advisor				
Type of theses: diploma, Thesis delivery year: all, Ex	kam year: <mark>all</mark> , '	Your role: advisor.		
□ Filter type	Ū			
$\textcircled{\sc 0}$ Filter by the date of exam by calendar years $\bigcirc$ Filter by the date of submission by academic years				
Thesis title A		Authors	Supervisors	Date of defence     Date of submission
Przykładowa praca magisterska Tuwnicz bruk pracu w jazyku angielskim [27] Faculty of Chemistry				Nov. 13, 2020 no data
				Sept. 15, 2020 no data
				July 24, 2020 no data
				July 1, 2020 no data
[27] Faculty of Chemistry				



To go back to the previous page click **MY DISSERTATIONS** in the top menu and click the dissertation title in **My** tasks, in Accept data (Figure 6):

My theses and tasks	
This page contains an overview of the tasks waiting for you, y proposed topics of theses. Tasks and theses are grouped acc activity to be performed.	your theses, upcoming exams and cording to your role and the type of
	More 🗸
My home page in the catalogue	
Diploma theses	My tasks
2 Advisor	E Accept data
	Przykładowa praca magisterska
	Show all
	Write review
Show all	Show all
<u>•</u> ) Reviewer	
Show all	
🕰 Board member	
Show all	

Figure 6

You will be re-directed to the page for approving dissertation data.

#### 3. Supervisor - approval of the dissertation

To verify the data entered by the student and the attachments, click the thesis title next to the task **Accept data** (to see the full list of dissertations for approval, click **Accept data**) (see Figure 6). The page containing detailed information about the dissertation, as entered by the student, will appear (Figure 7):

- the title in Polish and the title in the original language, if the dissertation has been written in a language other than Polish,
- a summary of the thesis in Polish and in the original language, if the dissertation has been written in a language other than Polish,
- keywords in Polish and in the original language, if the dissertation has been written in a language other than Polish,
- attachment/s containing the electronic version of the dissertation.

The Department Board may require the student to include the title and abstract of the dissertation in English. In such case the APD system will show, as entered by the student, **the English translation of**:

- dissertation title,
- abstract,
- keywords.

To open an attachment with the dissertation or the attachments to the dissertation click on the attachment titles in the **Files** section (Figure 7):



Figure 7

#### Anti-plagiarism check.

PLEASE NOTE! Unless the dissertation has been verified against plagiarism it cannot be forwarded for a review. To scan the file containing thesis text by the **Unified Anti-plagiarism System** (JSA) use the option **Examination management**(Figure 8):

← back to previous page					
Status					
1-2-3		Oata acce			
Forward to data correction				Forward to writing	ng review 🚺
Create new set of files and forward to	correction (i)				
Thesis information Files	Anti-plagiarism	Reviews			
Unified Anti-plagiarism	n System				
UWr-27-123456-2020.pdf No examinations have been Version of the thesis: 1 (not approved)	requested yet	Examination ma	agement		

Figure 8

Then use the option **REQUEST AN EXAMINATION** (Figure 9):

← t	pack to thesis	
ist o	fsets	
	Last set	
1	ن UWr-27-123456-2020.pdf No examinations have been requested yet	Request an examination

Figure 9

Message in Figure 10 will be displayed once a verification request has been successfully sent:

		ified Anti-plagiarism System examination ykładowa praca magisterska
		← back to thesis
	Lis	t of sets
$\left( \right.$		Anti-plagiarism request sent
		Last set
	1	UWr-27-123456-2020_1.pdf Pending Examination can take from a few minutes up to even a few hours. Thesis supervisors will be notified via e-mail once the report is ready.
		Check examination status
Í		



Please note that this report may not be available immediately. The report shall be available between 7 and 14 days. While waiting for the report the information visible is **Pending ...** (Figure 11):

•	- back to thesis
.ist	of sets
0	Anti-plagiarism request sent
	Last set
1	UWr-27-123456-2020_1.pdf Pending commencer a few minutes up to even a few hours. Thesis supervisors will be notified via e-mail once the report is ready.



While waiting for the report to be generated you can use the **Check Examination Status** button (Figure 12). However, it is not necessary. The report will be made available without any action on the user's part.

Przy	fied Anti-plagiarism System examination /kładowa praca magisterska ← back to thesis
	t of sets
LIS	
$\langle \rangle$	Anti-plagiarism request sent
	Last set
	⊎ UWr-27-123456-2020_1.pdf
1	Pending Examination can take from a few minutes up to even a few hours. Thesis supervisors will be notified via e-mail on the report is ready.
	Check examination status
	Check examination status

Figure 12

The status **Examination in Progress** means that the thesis is currently examined by the anti-plagiarism software (Figure 13):

← bac	ck to thesis
List of s	sets
$\diamond$	Examination status updated
	Last set
Ex	Last set JWr-27-123456-2020_1.pdf amination in progress mination and take from a few minutes up to even a few hours. Thesis supervisors will be notified via e-mail once the report is ready.

Figure 13

The status Examination Completed means that the general report is ready to be downloaded. The supervisor

must also generate a detailed report (Figure14):

←	back to thesis		
ist o	of sets		
		Last set	
1	UWr-27-123456-2020.pdf Examination completed submitted on 2020-12-18 by General report [download] size: 212.5 KB   received on 2020-12-18 Generate detailed report Update thesis data in reports		

Figure 14

This action has to be confirmed (Figure 15):

A detailed report will be generated. This opera Are you sure you want to continue?	tion may take a few minutes to complete.
	OK Anuluj



Once the detailed report has been generated, it needs to be downloaded. It will also be available to the doctoral applicant (already at step 3) and the reviewer (at step 4). The generation of a detailed report is mandatory. In order to save the reports as PDF files, use the [download] button.

The button **Update thesis data in reports** updates the data in the reports, i.e. first name, author's/supervisor's/reviewer's name, title of the dissertation, titles before the name (if these data have been changed in the USOS system). The button will no longer be available once the result of the survey has been accepted.

In order to accept the result of the examination (general report) you have to click the Accept Examination Result

#### buton (Figure 16):

÷	- back to thesis
ist	of sets
	Last set
1	UWr-27-123456-2020.pdf Examination completed submitted on 2020-12-18 hv General report [download] size: 212.5 KB [receiver on 2020-12-21] Detailed report [download] size: 463.2 KB [receiver on 2020-12-21] Update thesis data in reports Update examination status and reports Accept examination resu

Figure 16

This operation needs to be confirmed (Figure 17):



Figure 17

The status **Result Accepted** means that both the general report and the detailed report have been accepted. (Figure 18):

← 1	back to thesis	
List o	f sets	
<b>⊘</b>	Examination result accepted General report updated Detailed report updated	
	Last se	t
1	UWr-27-123456-2020.pdf Result accepted stormated on 2020-128 toy General report [download] size 318 88 (neewed on 2020-1221) Detailed report [download] size 430 78 (neewed on 2020-1221)	



When the **Update examination status and reports** button is selected, the Uniform Antiplagiarism System is asked for the current status of the survey and the status and general report file (and detailed report if generated) is saved (Figure 19).

←	back to thesis	
st o	of sets	
2	Examination result accepted General report updated Detailed report updated	
	Last set	
	ل UWr-27-123456-2020.pdf	
1	Result accepted submitted on 2020-12-18 by updated on 2020-12-21 General report [download] size: 211.8 KB (received on 2020-12-21) Detailed report [download] size: 460.7 KB (received on 2020-12-21)	Update examination status and reports

Figure 19

When the Supervisor after reading the result of the detailed comparisons shown in the report from the antiplagiarism study states that the thesis does not show any significant similarities detected during the verification by the Uniform Anti-Plagiarism System and hereby requests to admit the thesis to the defence, he should approve the **Supervisor statements** (Figure 20):

Thesis information	Files	Anti-plagiarism	Reviews	
Unified Anti-p	lagiaris	sm System		
⊎ UWr-27-123	456-2020	.pdf		
Result accepted	ł			
General repor	t <b>(downlo</b> a	ad]		
Detailed repo	rt <b>[downlo</b>	ad]		
Version of the thesis:	l		Examination management	
Supervisor st	atemer	nts		
anti-plagiarism ex	amination,	I conclude that the	nyself with the result of detailed comparisons shown in the rep esis does not show any significant similarities detected during and I hereby request to admit the thesis to the defence.	
				Approve
			DT APPROVED	

Figure 20

This operation needs to be confirmed (Figure 21):



Figure 21

By selecting the show option, the Supervisor can see the content of the approved statement (Figure 22 and 23):









After the entered data and the attached files containing the dissertation have been verified the Supervisor may (Figure 24):

Allow the Student to modify the dissertation data, to delete and upload a new file with the dissertation (Student should retake step 1 and step 2) - to do this, click the red button FORWARD TO DATA CORRECTION. The Student is once again granted the possibility to edit the data of which he/she shall be notified by a automated message.

#### **ATTENTION!**

If a dissertation has been sent to undergo a check <u>by anti-plagiarism system</u>, the FORWARD TO DATA CORRECTION button <u>will not be active</u>. In that case you can use the CREATE NEW SET OF FILES AND FORWARD TO CORRECTION button.

After the new set of files has been created and the thesis has again gone through anti-plagiarism system, it will no longer be possible to use the CREATE NEW SET OF FILES AND FORWARD TO CORRECTION button, and in particular, check the dissertation once again by an anti-plagiarism system. A paper may be checked by an anti-plagiarism system at most two times!

• Accept the changes entered by the Student and forward the dissertation for a review - to do that click the button Forward to writing review. The Reviewers will receive an automated message and at the same time they will be assigned a task to complete a review in APD.



Figure 24

#### 4. The Supervisor and the Reviewer-providing reviews

When the Supervisor clicks **Forward to writing review**, he/she will need to confirm this step (Figure 25):

Thesis status will change from 'Approval by supervisor' to 'Writing reviews'. WARNING! After making this step it will no longer be possible to check the thesis with an anti-plagiarism system, as well as a want to check the thesis or accept the results, do so now.	ccept the examination result. If you
Are you sure you want to continue?	OK Anuluj



Reviewers are requested to provide a review in the APD system (Figure 26):

My theses and tasks	3		
	theses. Tasks and theses are groupe	you, your theses, upcoming exams and ed according to your role and the type o	
		M	1ore 🗸
Diploma theses		My tasks	
-		Przykładowa praca magister	rska
			Show all
	Show all		

Figure 26

To enter the review, click the thesis title next to the **Write review** task (to see the full list of dissertations awaiting reviews, click the task Write a review) (Figure 27):

My theses and tasks	
This page contains an overview of the tasks waiting for you proposed topics of theses. Tasks and theses are grouped at activity to be performed.	
	More 🗸
I My home page in the catalogue	
Diploma theses	My tasks
😩 Advisor	Write review
	Przykładowa praca magisterska
	Show all
Show all	



A page with details of the dissertation shall appear. To complete the review, click the red icon next to the Reviewer's name in the **Reviews** section below the details of the dissertation (Figure 28). To open the attachment with the dissertation or its attachments click on attachment names [Załączniki] in **Files** (Figure 29):

← back to previous page						
Status						
1-2-3-4			ervisor and reviewer	S		-(5
Create new set of files and forward t	o correction (i)		Thesis is ready f	or defence - end thesis	service process	0
Thesis information Files	Anti-plagiarism Re	eviews				
0	author					
reviewer	e					
reviewer						

Figure 28

← back to previous p	bage
Status	
1-2-3-4	5 Thesis is ready for defence
Thesis information	Files Anti-plagiarism Reviews ORPPD
original file UWr-27-12	ion L (no description give) 3456-2020 pdf   und: Thesis   size: 105 5 KB   language: Polish [PL]   submitted on 2020-12-18 13:29 by (no descriptions with)
	0 KB   language: Polish [PL]   submitted on 2020-12-18 14:03 by

Figure 29

Draft of the Review will be displayed. To edit the review click Edit answers (Figre 30):

Review data         Thesis suthor:       Prox/sladowa praca magisterska         Thesis suthor:       Tu wpisz slowa kluczowe pracy w języku polskim.         Question set:       [1] Ocena pracy dyplomowej (econzje)         Reviewer:       Alma Bleriko         Version of the thesis:       1         Image:       The slowa state of the thesis:         Image:       The slow state of the thesis:         Image:       The slow state of the slow state slow state of the slow state of the slow st	← back to thesis	
Thesis author:       Iu wpisz słowa kluczowe pracy w języku polskim.         Guestion set:       Ill Ocena pracy dyplomowej (recenzje)         Reviewer:       Alina Bieńko         Version of the thesis:       1         Reviewer:       Alina Bieńko         Version of the thesis:       1         Reviewer:       Clarge         Version of the thesis:       1         Review in test format       Clarge         Version of the thesis:       1         Review in test format       Clarge         Version of the thesis:       1         Version of the thesis:       2         Version of the thesis:       1         Version of the thesis:       2         Version of the thesis:       1         No answer is given	Review data	
Keywords:       Tu wpiaz słowa kluczowe pracy w języku polakim.         Question set:       [1] Ocena pracy dyplomowej (recenzje)         Reviewer:       Alina Bieńko         Version of the thesis:       1         Terme in tert format       © Ctange         Printable version ( no description given)       ctange         organizacija ( no description given)       organizacija ( no description given)         organizacija ( no description given)       ctange         Zalącznik zije ( no description given)       ctange         organizacija ( no description given)       ctange         Version of the review       ctange         Version of the review       ctange         Printable version ( no description given)       ctange         Version of the review       ctange         Version of the review       ctange         Printable version ( no description given)       ctange         Version of the review       ctange         Printable version ( no description given)       ctange         Version of the review       ctange         Printable version ( no description given)       ctange         No answer is given       ctange         No answer is given       ctange         No answer is given       ctange	Thesis title:	Przykładowa praca magisterska
Keywords:       Tu wpiaz słowa kluczowe pracy w języku polakim.         Question set:       [1] Ocena pracy dyplomowej (recenzje)         Reviewer:       Alina Bieńko         Version of the thesis:       1         Terme in tert format       © Ctange         Printable version ( no description given)       ctange         organizacija ( no description given)       organizacija ( no description given)         organizacija ( no description given)       ctange         Zalącznik zije ( no description given)       ctange         organizacija ( no description given)       ctange         Version of the review       ctange         Version of the review       ctange         Printable version ( no description given)       ctange         Version of the review       ctange         Version of the review       ctange         Printable version ( no description given)       ctange         Version of the review       ctange         Printable version ( no description given)       ctange         Version of the review       ctange         Printable version ( no description given)       ctange         No answer is given       ctange         No answer is given       ctange         No answer is given       ctange	Thesis author:	
Question set:         [1] Ocena pracy dyplomowej (recenzje)           Reviewer:         Alina Bieńko           Version of the thesis:         1           thetew in text format         ©           Printable version [ no description given]         ©           organization of the thesis:         1           The event in text format         ©           Change         Change           It is a that ched to the reviewed thesis version         It is a that ched to the reviewed thesis version           It is a that ched to the reviewed thesis is the 1656 K8 [ language. Polich [PL] submitted on 2020-12-18 13.29 by         It is a that ched to the review (the the bisser the is a the thesis is		Tu wniez słowa kluczowa pracy w jazyku polekim
Reviewer:       Alina Bienko         Version of the thesis:       1         Review in text format       Change         Itelever in text for the dissertation correspond in the subject laid out in the title?       Change         Itelever in text for the dissertation correspond to the subject laid out in the title?       Change         Itelever in text format       Change       Change         Itelever in text format       Change       Change         Ite context of the di		
Version of the thesis:       1         texter in text tormat       Image         text text text text		
Letterwin text format       Change         Letterwin text format       Change         Liles attached to the reviewed thesis version       Printable version [ (no description given)]         organization       Operation (no description given)         organization       Construction (no description given)         organization       Description given)         where other [ size: 664.0 KB   language. Polith [PL]   submitted on 2020-12-18 14:03 by         Version of the treeview       PDF preview       Approve review         Print of the review       Review is not yet ready for approval: There are on answers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9       Review is not yet ready for approval: There are on answers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9         O       Copy       Edit enswers       Review is not yet ready for approval: There are on answers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9         O       Copy       Edit enswers       Review is not yet ready for approval: There are on answers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9         O       Copy       Edit enswers       Review is not yet ready for approval: There are on answers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9         O       Copy       Edit enswers       Review is not yet ready for approval: The answer is given         1       Does the content of the dissertation correspond to the subject laid out in the title?       Review is not yet ready for approval: The answer is given<	Reviewer:	Alina Bieńko
iles attached to the reviewed thesis version          Printable version 1 (to description given)         organization: UV: 27-123456-2020 pdf [kind: Thesis   size: 165.6 KB   language: Polish [PL] submitted on 2020-12-18   3.29 by         >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Version of the thesis:	1
Printable version ( (no description given) original file: UW:-27-123456-3202.pdf ( kind: Thesis   size: 165.6 KB   language: Polish [PL]   submitted on 2020-12-18 13.29 by Załącznik.zip ( (no description given) kind: Other   size: 604.0 KB   language: Polish [PL]   submitted on 2020-12-18 14.03 by Version of the thesis: 1 Review is not yet ready for approval: There are no answers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9 Crade not selected CopyEdit answers Copy	teview in text format	✓ Change
Review is not yet ready for approval: There are no answers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9 Grade not selected         Copy	original file: UWr-27-123456-2020,p <b>Załącznik.zip</b>   (no descrip kind: Other   size: 604.0 KB   langua	df   kind: Thesis   size: 165.6 KB   language: Polish [PL]   submitted on 2020-12-18 13:29 by tion given)
no answer is given           2.         Assessment of layout, content distribution, chapter order, completeness of theses etc.           no answer is given         in oanswer is given           3.         Substantive evaluation           no answer is given         in oanswer is given           4.         Does the dissertation present a new approach, and to what extent?           no answer is given         in oanswer is given           5.         Selection and use of sources           no answer is given         in oanswer is given           6.         Evaluation of formal aspects (language, writing technique, table of content, references)           no answer is given         in oanswer is given           7.         Use of the dissertation (publication, dissemination, source material)           no answer is given         in oanswer is given           7.         Use of the dissertation assemination, source material)           7.         Use of the dissertation (publication, dissemination, source material)           7.         Isonamer is given           8.         Other comments           9.         Iconsider the dissertation as           10.         no answer is given	There are no answe	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9
<ul> <li>Assessment of layout, content distribution, chapter order, completeness of theses etc.</li> <li>no answer is given</li> <li>Substantive evaluation</li> <li>no answer is given</li> <li>Does the dissertation present a new approach, and to what extent?</li> <li>no answer is given</li> <li>Selection and use of sources</li> <li>no answer is given</li> <li>Evaluation of formal aspects (language, writing technique, table of content, references)</li> <li>Use of the dissertation (publication, dissemination, source material)</li> <li>no answer is given</li> <li>Other comments</li> <li>Iconsider the dissertation as</li> <li>no answer is given</li> </ul>	There are no answe Grade not selected	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9
no answer is given         3.       Substantive evaluation         no answer is given         4.       Does the dissertation present a new approach, and to what extent?         no answer is given         5.       Selection and use of sources         no answer is given         6.       Evaluation of formal aspects (language, writing technique, table of content, references)         7.       Use of the dissertation (publication, dissemination, source material)         7.       Ver comments         7.       Iso answer is given         7.       Use of the dissertation (publication, dissemination, source material)         7.       Iso answer is given         7.       Iso answer is given         7.       Use of the dissertation (publication, dissemination, source material)         7.       Iso answer is given	There are no answe Grade not selected	answers PDF preview Approve review Clear
<ul> <li>Substantive evaluation</li> <li>no answer is given</li> <li>Does the dissertation present a new approach, and to what extent?</li> <li>no answer is given</li> <li>Selection and use of sources</li> <li>no answer is given</li> <li>Evaluation of formal aspects (language, writing technique, table of content, references)</li> <li>ro answer is given</li> <li>Use of the dissertation (publication, dissemination, source material)</li> <li>no answer is given</li> <li>Other comments</li> <li>no answer is given</li> <li>I consider the dissertation as</li> <li>no answer is given</li> </ul>	There are no answe Grade not selected Copy Edit a 1. Does the content of th	answers PDF preview Approve review Clear
no answer is given           Does the dissertation present a new approach, and to what extent?           no answer is given           Selection and use of sources           no answer is given           valuation of formal aspects (language, writing technique, table of content, references)           valuation of formal aspects (language, writing technique, table of content, references)           valuation of formal aspects (language, writing technique, table of content, references)           valuation of formal aspects (language, writing technique, table of content, references)           valuation of formal aspects (language, writing technique, table of content, references)           valuation of formal aspects (language, writing technique, table of content, references)           valuation of formal aspects (language, writing technique, table of content, references)           value of the dissertation (publication, dissemination, source material)           value of the dissertation (publication, dissemination, source material)           value of the dissertation as	There are no answer Grade not selected     Copy Edit a     Does the content of th no answer is given	e dissertation correspond to the subject laid out in the title?
<ul> <li>4. Does the dissertation present a new approach, and to what extent?</li> <li>in answer is given</li> <li>5. Selection and use of sources</li> <li>in answer is given</li> <li>c. Evaluation of formal aspects (language, writing technique, table of content, references)</li> <li>in answer is given</li> <li>7. Use of the dissertation (publication, dissemination, source material)</li> <li>in answer is given</li> <li>8. Other comments</li> <li>in answer is given</li> <li>9. I consider the dissertation as</li> <li>in oanswer is given</li> </ul>	Copy Edit a Does the content of th no answer is given Assessment of layout,	e dissertation correspond to the subject laid out in the title?
<ul> <li>no answer is given</li> <li>Selection and use of sources</li> <li>no answer is given</li> <li>Evaluation of formal aspects (language, writing technique, table of content, references)</li> <li>no answer is given</li> <li>Use of the dissertation (publication, dissemination, source material)</li> <li>no answer is given</li> <li>Other comments</li> <li>no answer is given</li> <li>I consider the dissertation as</li> <li>no answer is given</li> </ul>	Copy Edit a     Copy Edit a     Does the content of th     no answer is given     Assessment of layout,     no answer is given	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9 answers PDF preview Approve review Clear e dissertation correspond to the subject laid out in the title? content distribution, chapter order, completeness of theses etc.
<ul> <li>Selection and use of sources</li> <li>no answer is given</li> <li>Evaluation of formal aspects (language, writing technique, table of content, references)</li> <li>no answer is given</li> <li>Use of the dissertation (publication, dissemination, source material)</li> <li>no answer is given</li> <li>Other comments</li> <li>no answer is given</li> <li>I consider the dissertation as</li> <li>no answer is given</li> </ul>	Copy Edit a Copy Edit a Copy Edit a Copy Edit a Copy Edit a Copy Assessment of layout, no answer is given Substantive evaluation	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9 answers PDF preview Approve review Clear e dissertation correspond to the subject laid out in the title? content distribution, chapter order, completeness of theses etc.
<ul> <li>no answer is given</li> <li>Evaluation of formal aspects (language, writing technique, table of content, references)</li> <li>no answer is given</li> <li>Use of the dissertation (publication, dissemination, source material)</li> <li>no answer is given</li> <li>Other comments</li> <li>no answer is given</li> <li>I consider the dissertation as</li> <li>no answer is given</li> </ul>	Copy Edit a Copy Edit a Copy Edit a Copy Edit a Copy Copy Edit a Copy Copy Copy Edit a Copy	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9 answers PDF preview Approve review Clear e dissertation correspond to the subject laid out in the title? content distribution, chapter order, completeness of theses etc.
<ul> <li>Evaluation of formal aspects (language, writing technique, table of content, references)</li> <li>no answer is given</li> <li>Use of the dissertation (publication, dissemination, source material)</li> <li>no answer is given</li> <li>Other comments</li> <li>no answer is given</li> <li>I consider the dissertation as</li> <li>no answer is given</li> </ul>	<ul> <li>There are no answer grade not selected</li> <li>Copy Edit at a content of the no answer is given</li> <li>Assessment of layout, no answer is given</li> <li>Substantive evaluation no answer is given</li> <li>Does the dissertation no answer is given</li> </ul>	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9 answers  PDF preview Approve review Clear e dissertation correspond to the subject laid out in the title? content distribution, chapter order, completeness of theses etc. n present a new approach, and to what extent?
no answer is given         2         Use of the dissertation (publication, dissemination, source material)         no answer is given         8       Other comments         no answer is given         9       I consider the dissertation as         no answer is given	<ul> <li>There are no answer grade not selected</li> <li>Copy Edit at no answer is given</li> <li>Assessment of layout, no answer is given</li> <li>Substantive evaluation no answer is given</li> <li>Does the dissertation no answer is given</li> <li>Selection and use of set</li> </ul>	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9 answers PDF preview Approve review Clear e dissertation correspond to the subject laid out in the title? content distribution, chapter order, completeness of theses etc. n present a new approach, and to what extent?
<ul> <li>Vse of the dissertation (publication, dissemination, source material)</li> <li>no answer is given</li> <li>Other comments</li> <li>no answer is given</li> <li>I consider the dissertation as</li> <li>no answer is given</li> </ul>	Copy Edit a Copy Edit a Copy Edit a Does the content of th no answer is given Assessment of layout, no answer is given Substantive evaluation no answer is given Selection and use of s no answer is given	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9 answers PDF preview Approve review Clear e dissertation correspond to the subject laid out in the title? content distribution, chapter order, completeness of theses etc. n present a new approach, and to what extent? ources
no answer is given         8.       Other comments         no answer is given         9.       I consider the dissertation as         no answer is given	Copy Edit a Copy Edit a Copy Edit a Does the content of th no answer is given Assessment of layout, no answer is given Substantive evaluation no answer is given Substantive evaluation no answer is given Selection and use of s no answer is given selection and use of s	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9 answers PDF preview Approve review Clear e dissertation correspond to the subject laid out in the title? content distribution, chapter order, completeness of theses etc. n present a new approach, and to what extent? ources
no answer is given         9.       I consider the dissertation as         no answer is given	<ul> <li>Copy Edit a</li> <li>Copy Edit a</li> <li>Does the content of the</li> <li>no answer is given</li> <li>Assessment of layout,</li> <li>no answer is given</li> <li>Substantive evaluation</li> <li>no answer is given</li> <li>Does the dissertation p</li> <li>no answer is given</li> <li>Selection and use of s</li> <li>no answer is given</li> <li>Evaluation of formal a:</li> <li>no answer is given</li> </ul>	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9  answers  PDF preview Approve review Clear e dissertation correspond to the subject laid out in the title? content distribution, chapter order, completeness of theses etc.  present a new approach, and to what extent? ources spects (language, writing technique, table of content, references)
9. I consider the dissertation as no answer is given	<ul> <li>There are no answer Grade not selected</li> <li>Copy Edit at no answer is given</li> <li>Assessment of layout, no answer is given</li> <li>Substantive evaluation no answer is given</li> <li>Does the dissertation no answer is given</li> <li>Does the dissertation no answer is given</li> <li>Selection and use of sino answer is given</li> <li>Selection of formal at no answer is given</li> <li>Evaluation of formal at no answer is given</li> <li>Use of the dissertation</li> </ul>	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9 answers PDF preview Approve review Clear e dissertation correspond to the subject laid out in the title? content distribution, chapter order, completeness of theses etc. n present a new approach, and to what extent? ources spects (language, writing technique, table of content, references)
no answer is given	<ul> <li>Copy Edit a</li> <li>Copy Edit a</li> <li>Does the content of the no answer is given</li> <li>Assessment of layout, no answer is given</li> <li>Substantive evaluation no answer is given</li> <li>Substantive evaluation no answer is given</li> <li>Does the dissertation no answer is given</li> <li>Selection and use of s no answer is given</li> <li>Selection and use of s no answer is given</li> <li>Evaluation of formal as no answer is given</li> <li>Use of the dissertation no answer is given</li> </ul>	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9  answers  PDF preview Approve review Clear e dissertation correspond to the subject laid out in the title? content distribution, chapter order, completeness of theses etc.  present a new approach, and to what extent? ources spects (language, writing technique, table of content, references)
	<ul> <li>Copy Edit a</li> <li>Copy Edit a</li> <li>Does the content of the no answer is given</li> <li>Assessment of layout, no answer is given</li> <li>Substantive evaluation no answer is given</li> <li>Substantive evaluation no answer is given</li> <li>Does the dissertation p</li> <li>no answer is given</li> <li>Selection and use of s</li> <li>no answer is given</li> <li>Evaluation of formal at no answer is given</li> <li>Use of the dissertation no answer is given</li> <li>Use of the dissertation</li> <li>no answer is given</li> <li>Use of the dissertation</li> <li>no answer is given</li> <li>Use of the dissertation</li> <li>no answer is given</li> </ul>	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9  answers  PDF preview Approve review Clear e dissertation correspond to the subject laid out in the title? content distribution, chapter order, completeness of theses etc.  present a new approach, and to what extent? ources spects (language, writing technique, table of content, references)
10. Thesis grade	<ul> <li>Copy Edit a</li> <li>Copy Edit a</li> <li>Does the content of the no answer is given</li> <li>Assessment of layout, no answer is given</li> <li>Substantive evaluation no answer is given</li> <li>Substantive evaluation no answer is given</li> <li>Does the dissertation p</li> <li>no answer is given</li> <li>Selection and use of s</li> <li>no answer is given</li> <li>Evaluation of formal at no answer is given</li> <li>Use of the dissertation no answer is given</li> <li>Use of the dissertation</li> <li>no answer is given</li> <li>Other comments no answer is given</li> </ul>	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9 answers PDF preview Approve review Clear e dissertation correspond to the subject laid out in the title? content distribution, chapter order, completeness of theses etc. n present a new approach, and to what extent? ources spects (language, writing technique, table of content, references) n (publication, dissemination, source material)
	<ul> <li>Copy Edit a</li> <li>Copy Edit a</li> <li>Does the content of the no answer is given</li> <li>Assessment of layout, no answer is given</li> <li>Substantive evaluation no answer is given</li> <li>Substantive evaluation no answer is given</li> <li>Does the dissertation no answer is given</li> <li>Selection and use of s</li> <li>no answer is given</li> <li>Evaluation of formal at no answer is given</li> <li>Evaluation of formal at no answer is given</li> <li>Use of the dissertation no answer is given</li> <li>Other comments no answer is given</li> <li>I consider the dissertation</li> </ul>	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9 answers PDF preview Approve review Clear e dissertation correspond to the subject laid out in the title? content distribution, chapter order, completeness of theses etc. n present a new approach, and to what extent? ources spects (language, writing technique, table of content, references) n (publication, dissemination, source material)
	<ul> <li>There are no answer Grade not selected</li> <li>Copy Edit at</li> <li>Does the content of the no answer is given</li> <li>Assessment of layout, no answer is given</li> <li>Substantive evaluation no answer is given</li> <li>Does the dissertation no answer is given</li> <li>Selection and use of selection and use of selection and use of selection and use of selection of formal at no answer is given</li> <li>Evaluation of formal at no answer is given</li> <li>Use of the dissertation no answer is given</li> <li>Other comments no answer is given</li> <li>I consider the dissertation no answer is given</li> </ul>	ers to questions: 1, 2, 3, 4, 5, 6, 7, 8, 9 answers PDF preview Approve review Clear e dissertation correspond to the subject laid out in the title? content distribution, chapter order, completeness of theses etc. n present a new approach, and to what extent? ources spects (language, writing technique, table of content, references) n (publication, dissemination, source material)

Figure 30

A page opens where you will be able to enter text under each question.

While editing the review save the changes by clicking **Save**. In addition, every 60 seconds a draft is automatically saved (Figure 31):

Con	tent of the review
0	
	All fields are required
()	Copy Save Last save: 12:10 Save and exit editing Clear
1.	Does the content of the dissertation correspond to the subject laid out in the title? Limit 1000, entered 38 characters
	Tu wpisz odpowiedź na pytanie numer 1.
2.	Assessment of layout, content distribution, chapter order, completeness of theses etc.
	Limit 1000, entered 38 characters
	Tu wpisz odpowiedź na pytanie numer 2.
3.	Substantive evaluation
	Limit 10000, entered 38 characters Tu wpisz odpowiedź na pytanie numer 3.
	ru wposz odpowiedz na pyrame numer 3.
4.	Does the dissertation present a new approach, and to what extent?
	Limit 1000, entered 38 characters
	Tu wpisz odpowiedź na pytanie numer 4.
5.	Selection and use of sources
	Limit 1000, entered 0 characters
6.	Evaluation of formal aspects (language, writing technique, table of content, references)
	Limit 1200, entered 0 characters
7.	Use of the dissertation (publication, dissemination, source material)
	Limit 1000, entered 0 characters
8.	
	Limit 1000, entered 0 characters
9.	l consider the dissertation as
	Limit 1000, entered 0 characters
10.	Thesis grade
	- choose grade -
(i)	Copy Save Last save: 12:10 Save and exit editing Clear



U	
	All fields are required
Ð	Copy Save Last save: 12:10 Save and exit editing Clea
1.	Does the content of the dissertation correspond to the subject laid out in the title?
	Limit 1000, entered 38 characters Tu wpisz odpowiedź na pytanie numer 1.
2.	Assessment of layout, content distribution, chapter order, completeness of theses etc.
	Limit 1000, entered 38 characters Tu wpisz odpowiedź na pytanie numer 2.
	Tu wpisz oopoweuz na pytanie numer z.
3.	ین علی
	Limit 10000, entered 38 characters
	Tu wpisz odpowiedź na pytanie numer 3.
4.	Does the dissertation present a new approach, and to what extent? Limit 1000, entered 38 characters
	Tu wpisz odpowiedź na pytanie numer 4.
5.	Selection and use of sources
	Limit 1000, entered 0 characters
6.	ے۔ Evaluation of formal aspects (language, writing technique, table of content, references)
	Limit 1200, entered 0 characters
-	
7.	Use of the dissertation (publication, dissemination, source material) Limit 1000, entered 0 characters
	ц
8.	Other comments
	Limit 1000, entered 0 characters
9.	ال المحمد الم
	Limit 1000, entered 0 characters
	l.
0.	Thesis grade

To end editing and save the changes click Save and exit editing (Figure 32):

Figure 32

A Review Draft window will open (Figure 33).

By clicking on **Edit answers** you can go back to editing the review until the final conformation of the review.

Cor	ntent of the review						
1	Review is not yet ready for approval:						
	There are no answers to questions: 5, 6, 7, 8, 9 Grade not selected						
0	Copy Edit answers Edit answers Clear						
1.	Does the content of the dissertation correspond to the subject laid out in the title?						
	Tu wpisz odpowiedź na pytanie numer 1.						
2.	Assessment of layout, content distribution, chapter order, completeness of theses etc.						
	Tu wpisz odpowiedź na pytanie numer 2.						
3.	Substantive evaluation						
	Tu wpisz odpowiedź na pytanie numer 3.						
4.	Does the dissertation present a new approach, and to what extent?						
	Tu wpisz odpowiedź na pytanie numer 4.						
5.	Selection and use of sources						
	no answer is given						
6.	Evaluation of formal aspects (language, writing technique, table of content, references)						
	no answer is given						
7.	Use of the dissertation (publication, dissemination, source material)						
	no answer is given						
8.	Other comments						
	no answer is given						
9.	I consider the dissertation as						
	no answer is given						
10.	Thesis grade						
	not given						
()	Copy Edit answers Edit answers Clear						

Figure 33

To finish editing, click **Save and exit editing** (Figure 34) and save changes. **Draft of the Review** shall appear.

	All fields are required						
)	Copy Save and exit editing Clear						
	Does the content of the dissertation correspond to the subject laid out in the title? Limit 1000, entered 38 characters						
	Tu wpisz odpowiedź na pytanie numer 1.						
2.	Assessment of layout, content distribution, chapter order, completeness of theses etc.						
	Limit 1000, entered 38 characters						
	Tu wpisz odpowiedź na pytanie numer 2.						
3.	Substantive evaluation						
	Limit 10000, entered 38 characters Tu wpisz odpowiedź na pytanie numer 3.						
	To the set opporties in a produce numeric.						
4.	Does the dissertation present a new approach, and to what extent?						
	Limit 1000, entered 38 characters Tu wpisz odpowiedź na pytanie numer 4.						
	Tu wpisz oupowiedz na pyranie numer 4.						
i.	Selection and use of sources						
	Limit 1000, entered 38 characters Tu wpisz odpowiedź na pytanie numer 5.						
j.	Evaluation of formal aspects (language, writing technique, table of content, references)						
	Limit 1200, entered 38 characters Tu wpisz odpowiedź na pytanie numer 6.						
	Tu wpisz odpowiedz na pyranie numer o.						
7.							
	Limit 1000, entered 38 characters Tu wpisz odpowiedź na pytanie numer 7.						
3.							
	Limit 1000, entered 38 characters						
	Tu wpisz odpowiedź na pytanie numer 8.						
١.	l consider the dissertation as						
	Limit 1000, entered 38 characters Tu wpisz odpowiedź na pytanie numer 9.						
).							
1							

Figure 34

Con	itent of the review
$\odot$	Review is ready for approval
()	Copy Edit answers 🗐 PDF preview Approve review Clear
1.	Does the content of the dissertation correspond to the subject laid out in the title?
	Tu wpisz odpowiedź na pytanie numer 1.
2.	Assessment of layout, content distribution, chapter order, completeness of theses etc.
	Tu wpisz odpowiedź na pytanie numer 2.
3.	Substantive evaluation
	Tu wpisz odpowiedź na pytanie numer 3.
4.	Does the dissertation present a new approach, and to what extent?
	Tu wpisz odpowiedź na pytanie numer 4.
5.	Selection and use of sources
	Tu wpisz odpowiedź na pytanie numer 5.
6.	Evaluation of formal aspects (language, writing technique, table of content, references)
	Tu wpisz odpowiedź na pytanie numer 6.
7.	Use of the dissertation (publication, dissemination, source material)
	Tu wpisz odpowiedź na pytanie numer 7.
8.	Other comments
	Tu wpisz odpowiedź na pytanie numer 8.
9.	I consider the dissertation as
	Tu wpisz odpowiedź na pytanie numer 9.
10.	Thesis grade
	4 - good
()	Copy Edit answers PDF preview Approve review Clear

When all the answers have been provided click **Approve review** (Figure 35):

Figure 35

It will not be possible to edit the review once approved, therefore this operation needs to be confirmed (Figure 36):



← back to previous pa	ge			
Status				
1-2-3-4-			Supervisor and reviewers Writing reviews	-(
Create new set of files an	d forward to correction	)	Thesis is ready for defence - end thesis service process	
Thesis information	Files Anti-plagiarism	Reviews		
Ū	author			
reviewer				
reviewer				

After the conformation of the review the review icon shall change color from red to green (Figure 37):

Figure 37

After the review has been completed by both the Reviewer and the Supervisor the status of the dissertation shall change automatically to: **Thesis ready for defence** (Figure 38):

atus					
+2-3-4-5	)	(::	Thesis is ready fo	or defence	
Thesis information Fi	iles Anti-plagiarism	Reviews	ORPPD		
Ū	author				
	6				
reviewer	E I				

Figure 38