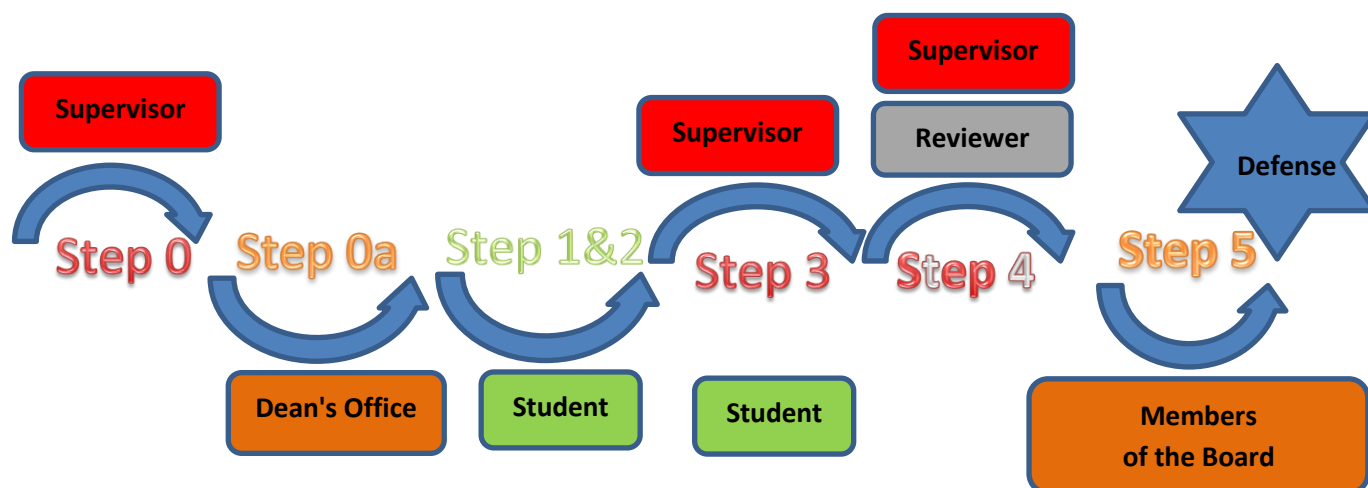


# Instruction for Registering Diploma Theses in the Archive of Diploma Theses by Supervisors and Reviewers

20.06.2023  
USOS 6.8.1

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



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 defenses 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>

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

20.06.2023  
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<b>1</b>	<b>Student</b>	<p>Prior to the examination enter the following into the APD system:</p> <ol style="list-style-type: none"> <li>1) thesis language;</li> <li>2) thesis title in Polish if the thesis has been written in another language - up to 300 characters;</li> <li>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;</li> <li>4) keywords in Polish -up to 1000 characters;</li> </ol> <p>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.</p> <p>Copyright statement approval.</p>
<b>2</b>	<b>Student</b>	<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 (.tar.gz, .rar, .7z, .gzip, .pdf, .zip)).</p> <p>Determining whether the diploma thesis is to be available in library.</p>
<b>3</b>	<b>Supervisor</b>	<p>Send student's thesis to be verified by anti-plagiarism software. Download verification results. Approve thesis data (or requests correction) – back to Step 1.</p>
<b>3</b>	<b>Student</b>	<p>May download anti-plagiarism verification results.</p>
<b>4</b>	<b>Supervisor Reviewer</b>	<p>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.</p>
<b>5.</b>	<b>Members of the Board</b>	<p>Fill in and approve the diploma examination Protocol.</p>

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

20.06.2023  
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## 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):

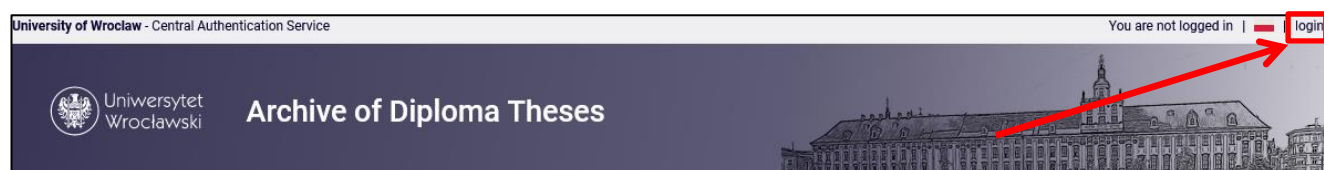


Figure 1

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):

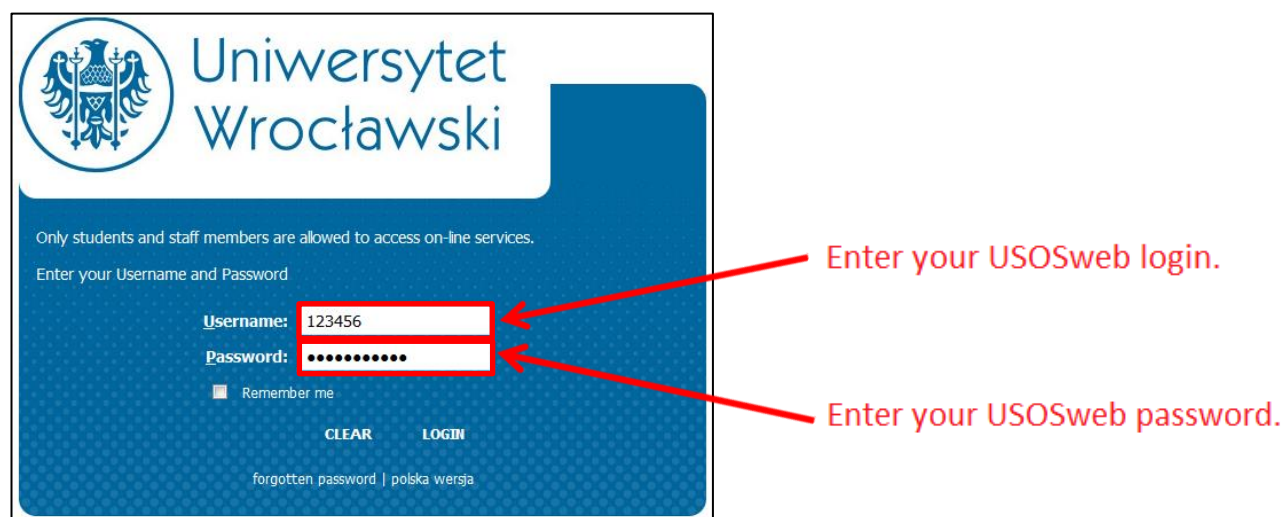


Figure 2

## 2. My theses and tasks:

In the left column there is a list of theses 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.

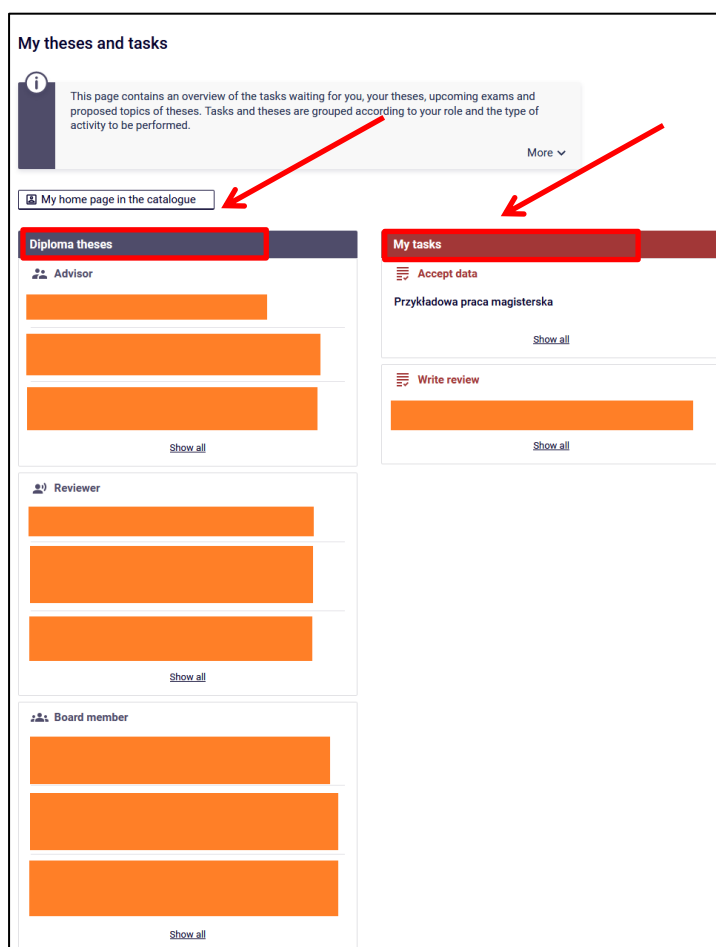


Figure 3

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

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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**, Exam year: **all**, Your role: **advisor**.

**Filter type**

- ☒ Filter by the date of exam by calendar years
- ☐ Filter by the date of submission by academic years

Elements 1..20 of 24

all | 2020 | 2019 | 2018 | 2017 | 2016  
all | bachelor | master

Thesis title ▲▼	Authors	Supervisors	Date of defence ▲▼ Date of submission ▲▼
Przykładowa praca magisterska <small>Tu wpisz tytuł pracy w języku angielskim</small> [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

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**, Exam year: **all**, Your role: **advisor**.

**Filter type**

- ☒ Filter by the date of exam by calendar years
- ☐ Filter by the date of submission by academic years

Elements 1..20 of 24

all | 2020 | 2019 | 2018 | 2017 | 2016  
all | bachelor | master

Thesis title ▲▼	Authors	Supervisors	Date of defence ▲▼ Date of submission ▲▼
Przykładowa praca magisterska <small>Tu wpisz tytuł pracy w języku angielskim</small> [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

Figure 5

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

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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):

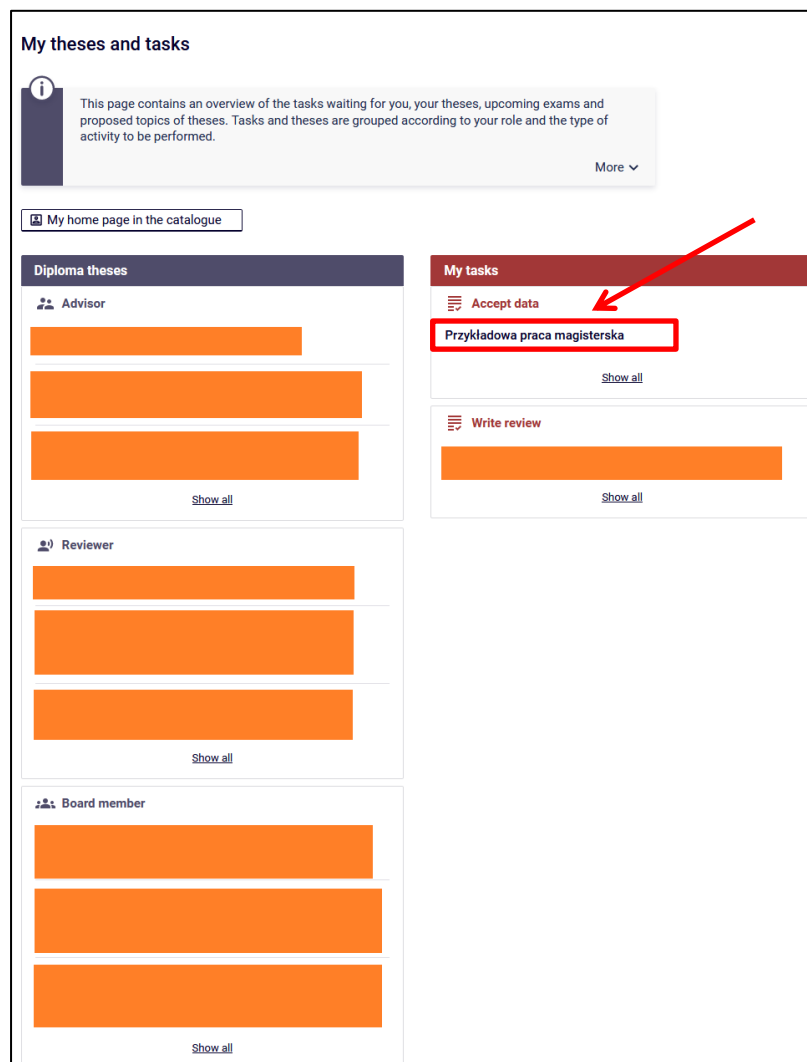


Figure 6

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):

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

20.06.2023  
USOS 6.8.1

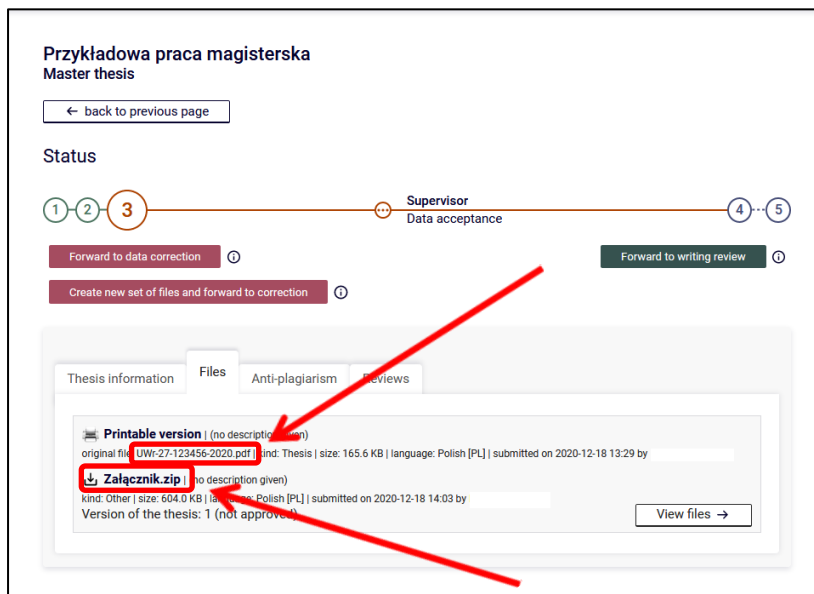


Figure 7

## 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):

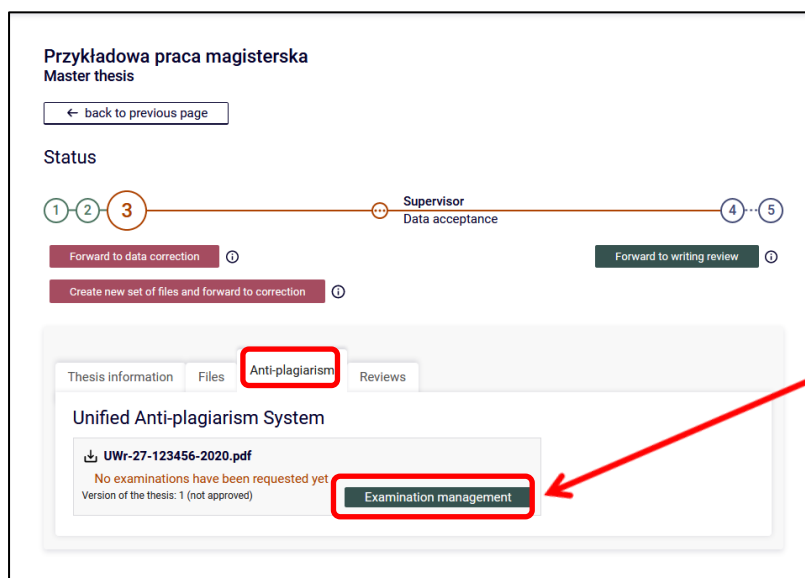


Figure 8



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

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

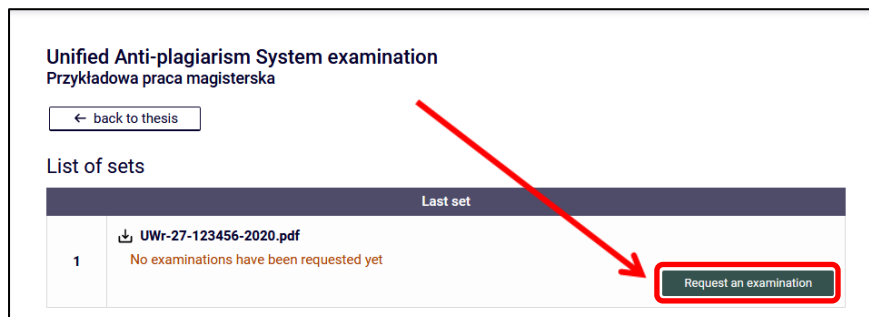


Figure 9

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

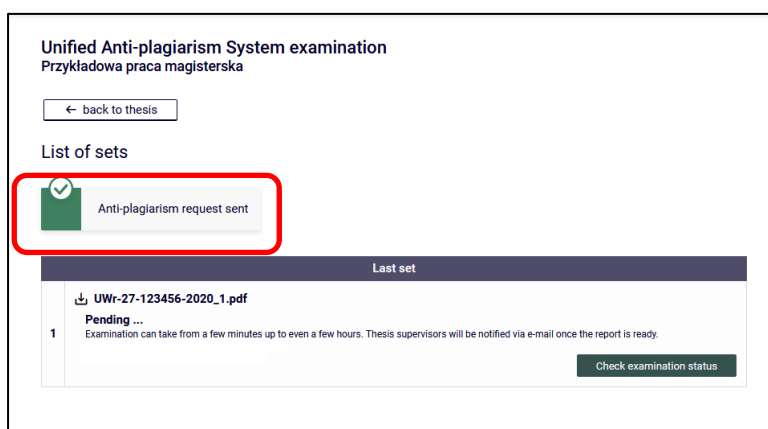


Figure 10

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):

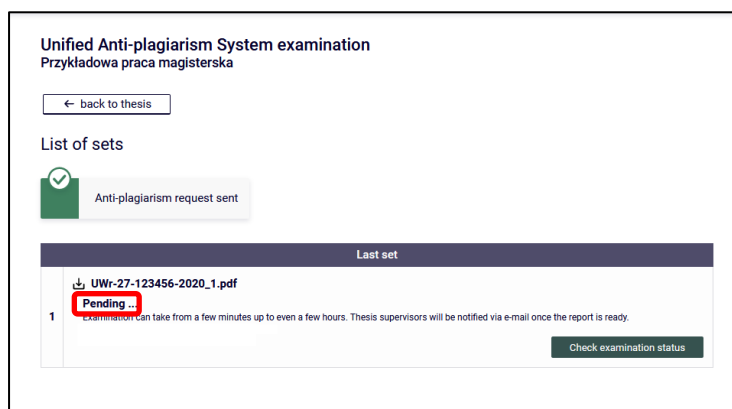


Figure 11

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

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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.

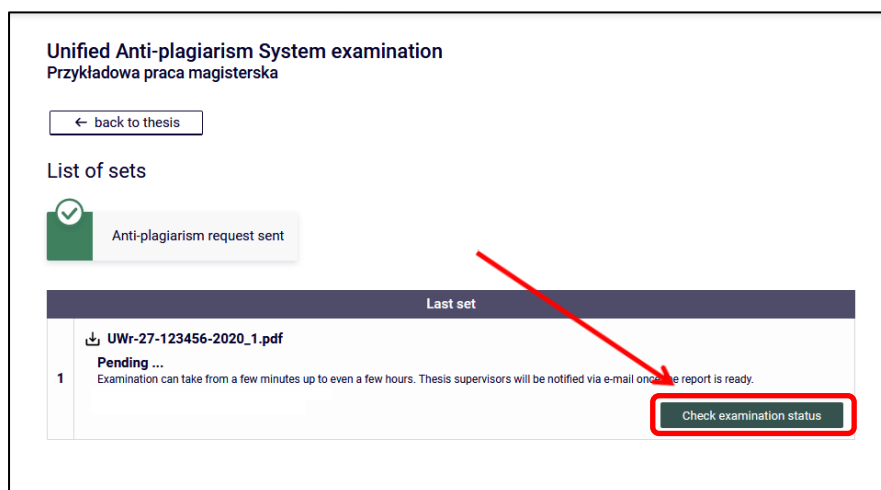


Figure 12

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

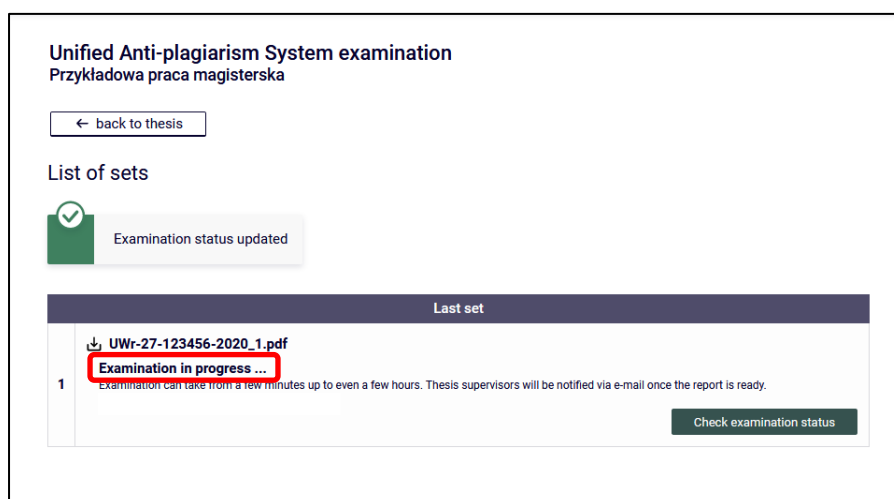


Figure 13

The status **Examination Completed** means that the general report is ready to be downloaded. The supervisor must also generate a detailed report (Figure14):

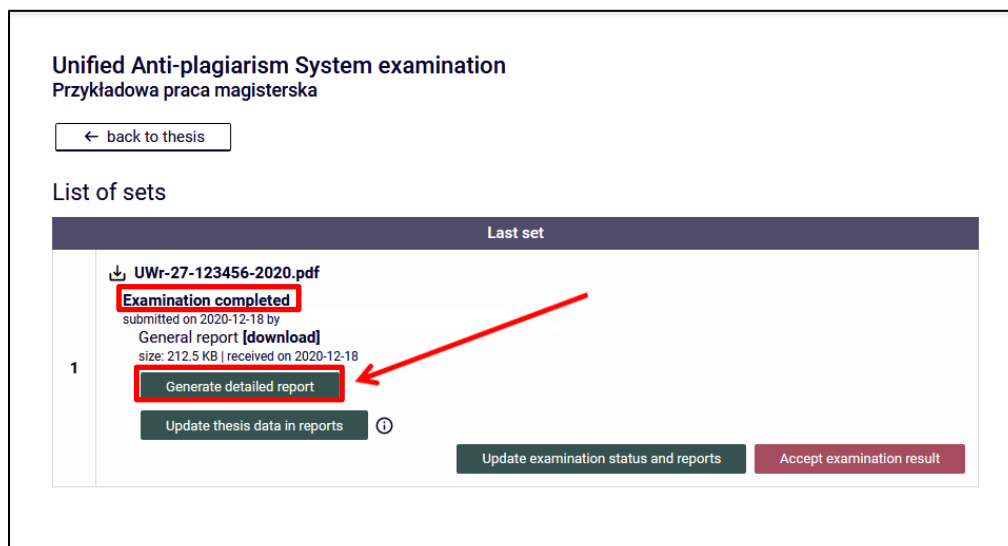


Figure 14

This action has to be confirmed (Figure 15):

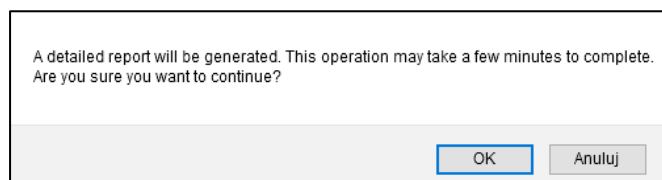


Figure 15

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.

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

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In order to accept the result of the examination (general report) you have to click the **Accept Examination Result** button (Figure 16):

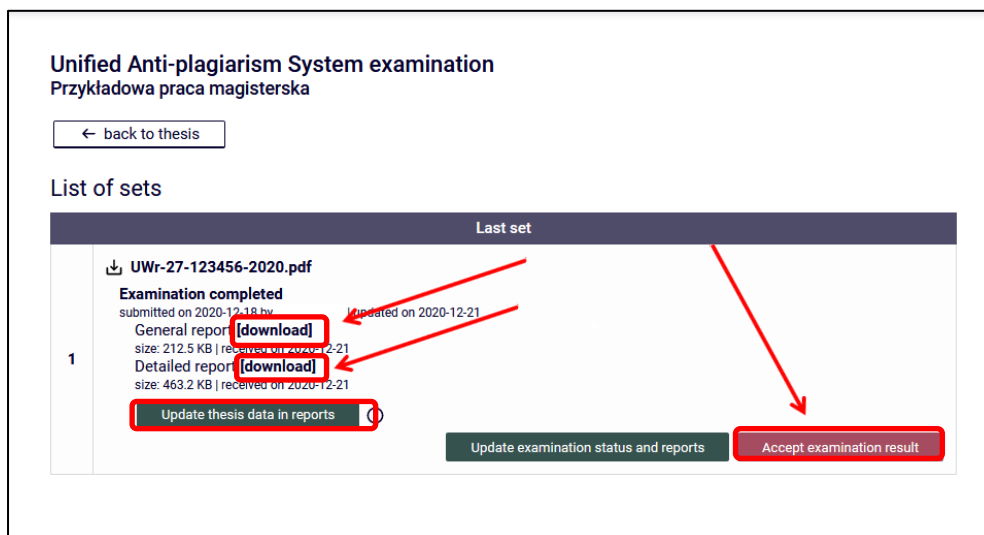


Figure 16

This operation needs to be confirmed (Figure 17):

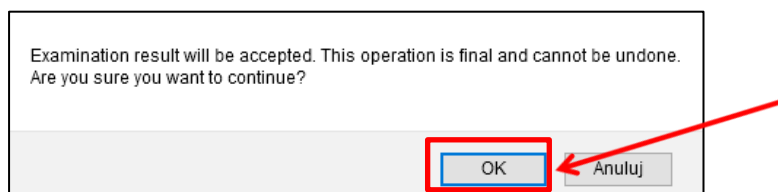


Figure 17

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

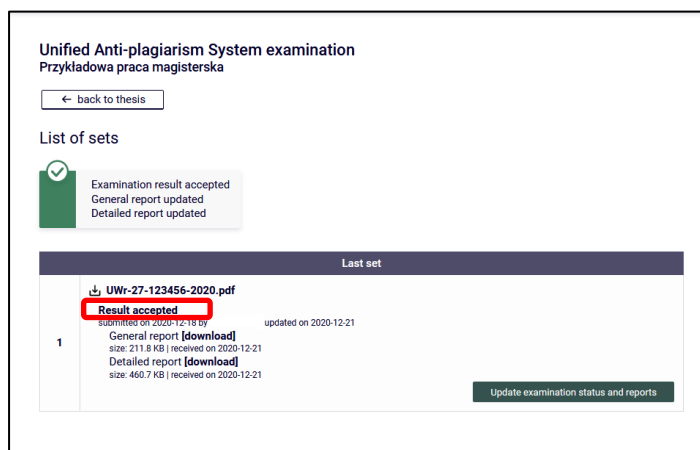


Figure 18

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

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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).

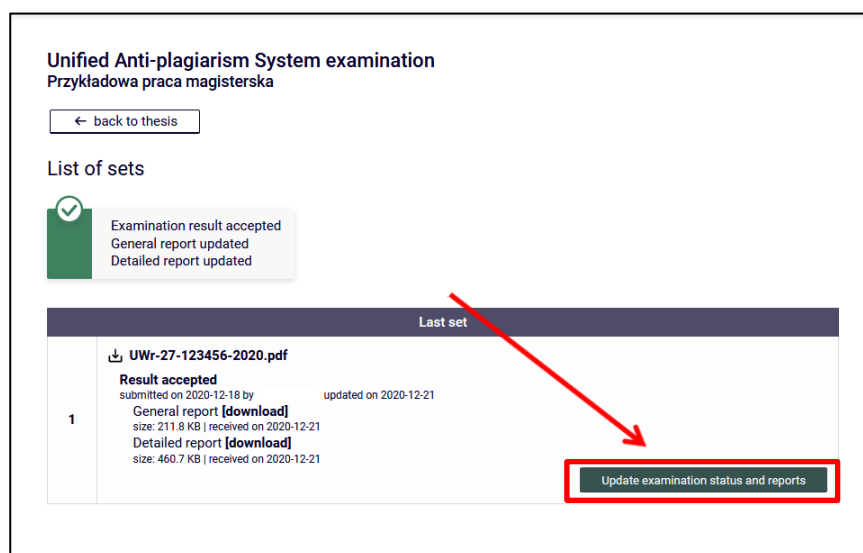


Figure 19

When the Supervisor after reading the result of the detailed comparisons shown in the report from the anti-plagiarism 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):

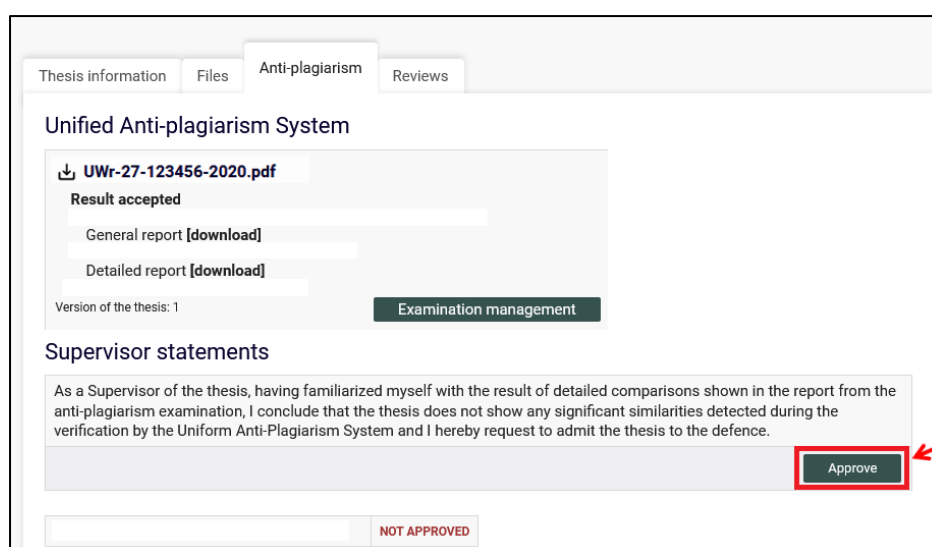


Figure 20

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):



Figure 22

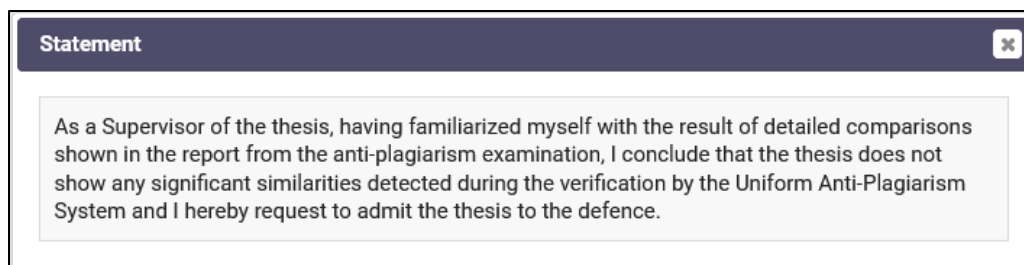


Figure 23

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 by anti-plagiarism system, the **FORWARD TO DATA CORRECTION** button will not be active. 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.

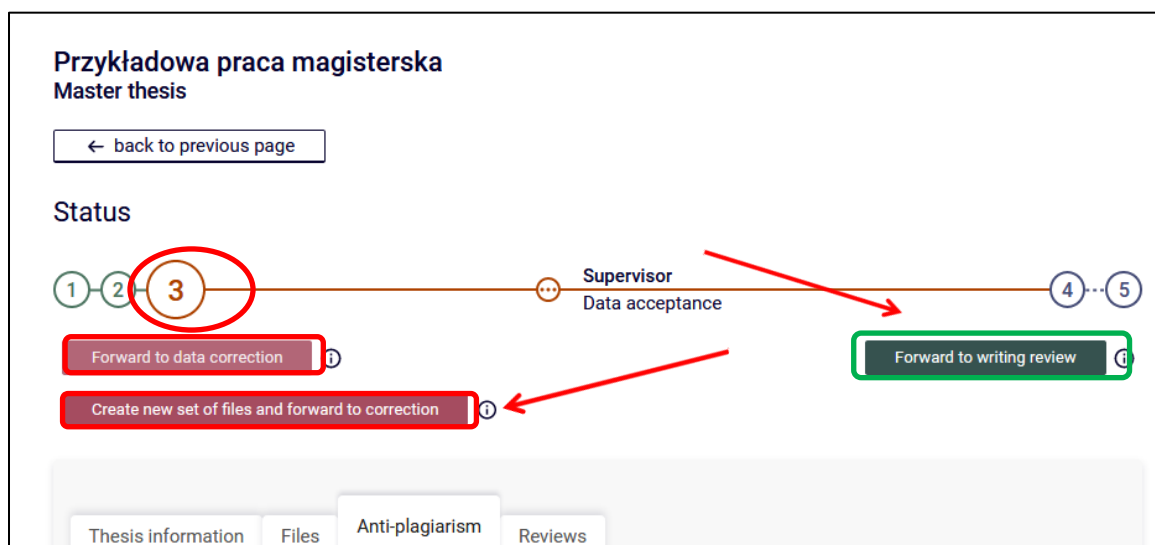


Figure 24

## 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):

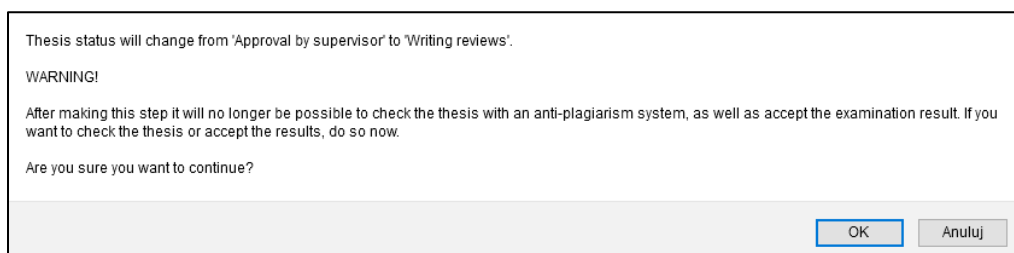


Figure 25

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

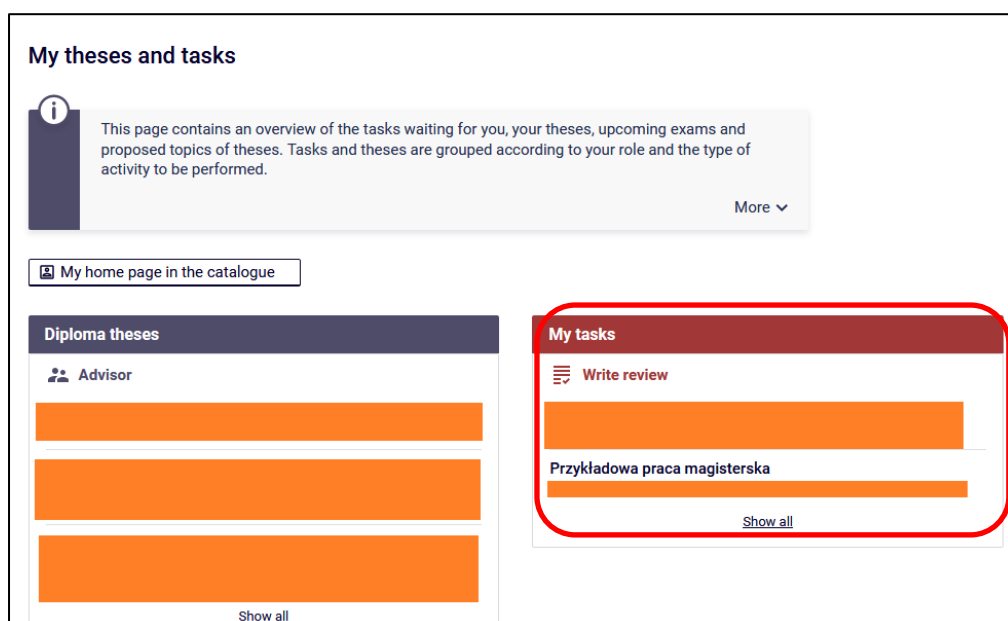


Figure 26



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

20.06.2023  
USOS 6.8.1

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):

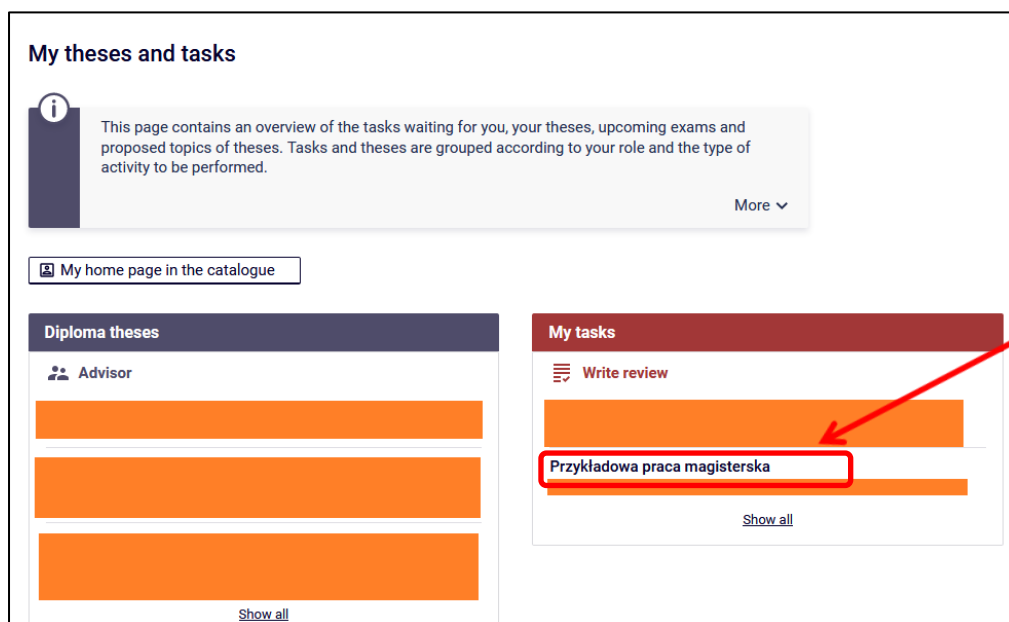


Figure 27

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):

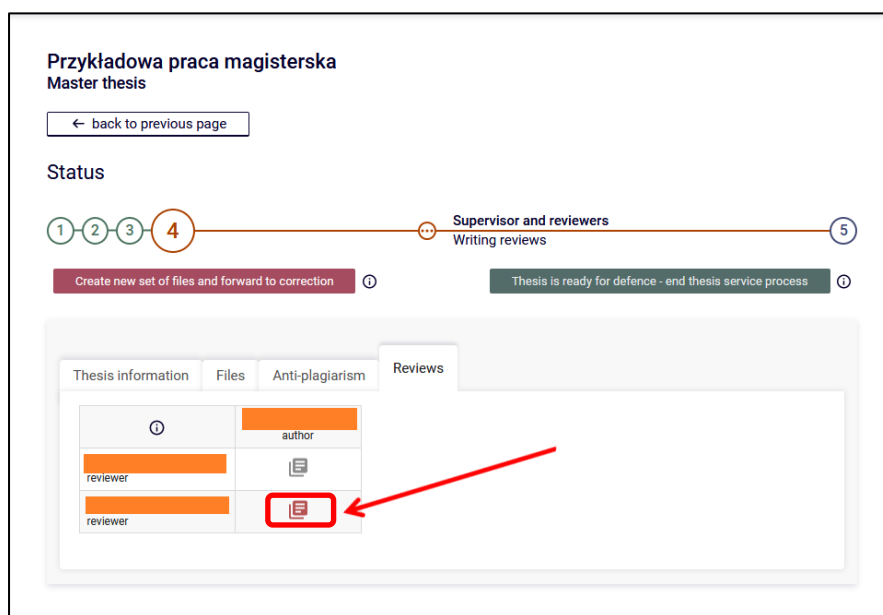


Figure 28

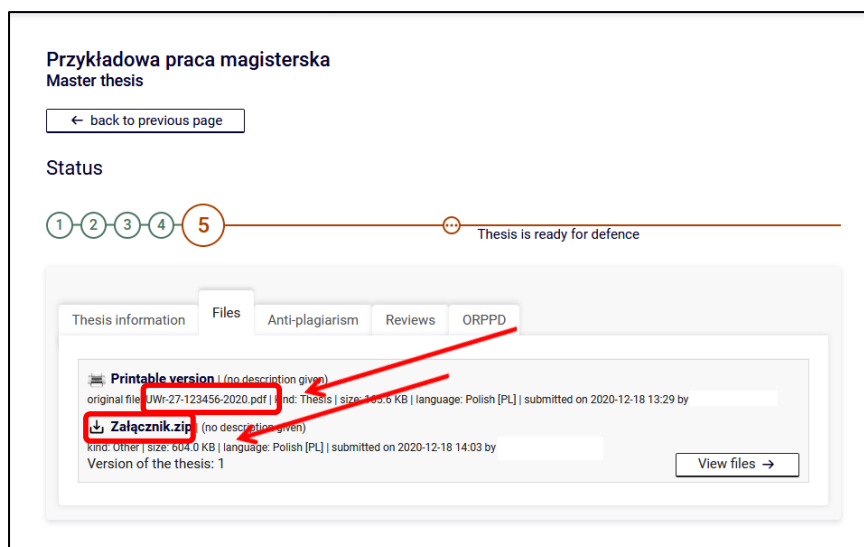


Figure 29

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

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

20.06.2023  
USOS 6.8.1

**Draft of the review**  
Przykładowa praca magisterska

[← back to thesis](#)

Review data	
Thesis title:	Przykładowa praca magisterska
Thesis author:	
Keywords:	Tu wpisz słowa kluczowe pracy w języku polskim.
Question set:	[1] Ocena pracy dyplomowej (recenzje)
Reviewer:	Alina Bieńko
Version of the thesis:	1

Review in text format ▼ Change

**Files attached to the reviewed thesis version**

**Printable version** | (no description given)  
original file: UW-27-123456-2020.pdf | kind: Thesis | size: 165.6 KB | language: Polish [PL] | submitted on 2020-12-18 13:29 by

**Zalacznik.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

**Content of the review**

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... Edit answers PDF preview Approve review Clear

- Does the content of the dissertation correspond to the subject laid out in the title?**  
no answer is given
- Assessment of layout, content distribution, chapter order, completeness of theses etc.**  
no answer is given
- Substantive evaluation**  
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
- Evaluation of formal aspects (language, writing technique, table of content, references)**  
no answer is given
- Use of the dissertation (publication, dissemination, source material)**  
no answer is given
- Other comments**  
no answer is given
- I consider the dissertation as ....**  
no answer is given
- Thesis grade**  
not given

Copy... Edit answers PDF preview Approve review Clear

Figure 30

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

20.06.2023  
USOS 6.8.1

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):

Content of the review

! 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.
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. Other comments  
Limit 1000, entered 0 characters
9. I consider the dissertation as ...  
Limit 1000, entered 0 characters
10. Thesis grade  
- choose grade -

Copy... Save Last save: 12:10 Save and exit editing Clear

Figure 31

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

20.06.2023  
USOS 6.8.1

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

Content of the review

All fields are required

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.

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. Other comments  
Limit 1000, entered 0 characters

9. I consider the dissertation as ....  
Limit 1000, entered 0 characters

10. Thesis grade  
-- choose grade --

Copy... Save Last save: 12:10 Save and exit editing Clear

Figure 32

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

20.06.2023  
USOS 6.8.1

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.

**Content of the review**

**Review is not yet ready for approval:**  
There are no answers to questions: 5, 6, 7, 8, 9  
Grade not selected

**Buttons:** Copy... **Edit answers** PDF preview Approve review Clear

1.	<b>Does the content of the dissertation correspond to the subject laid out in the title?</b>
	Tu wpisz odpowiedź na pytanie numer 1.
2.	<b>Assessment of layout, content distribution, chapter order, completeness of theses etc.</b>
	Tu wpisz odpowiedź na pytanie numer 2.
3.	<b>Substantive evaluation</b>
	Tu wpisz odpowiedź na pytanie numer 3.
4.	<b>Does the dissertation present a new approach, and to what extent?</b>
	Tu wpisz odpowiedź na pytanie numer 4.
5.	<b>Selection and use of sources</b>
	no answer is given
6.	<b>Evaluation of formal aspects (language, writing technique, table of content, references)</b>
	no answer is given
7.	<b>Use of the dissertation (publication, dissemination, source material)</b>
	no answer is given
8.	<b>Other comments</b>
	no answer is given
9.	<b>I consider the dissertation as ....</b>
	no answer is given
10.	<b>Thesis grade</b>
	not given

**Buttons:** Copy... Edit answers PDF preview Approve review Clear


Figure 33


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

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

20.06.2023  
USOS 6.8.1

Content of the review

 All fields are required



①

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.

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 38 characters  
Tu wpisz odpowiedź na pytanie numer 5.

6. Evaluation of formal aspects (language, writing technique, table of content, references)

Limit 1200, entered 38 characters  
Tu wpisz odpowiedź na pytanie numer 6.

7. Use of the dissertation (publication, dissemination, source material)

Limit 1000, entered 38 characters  
Tu wpisz odpowiedź na pytanie numer 7.

8. Other comments

Limit 1000, entered 38 characters  
Tu wpisz odpowiedź na pytanie numer 8.

9. I consider the dissertation as ....

Limit 1000, entered 38 characters  
Tu wpisz odpowiedź na pytanie numer 9.

10. Thesis grade

4 - good

①

Figure 34

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

20.06.2023  
USOS 6.8.1

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

Content of the review

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

Figure 35

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

Are you sure you want to approve this review? Approved review cannot be edited.

OK Anuluj

Figure 36



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

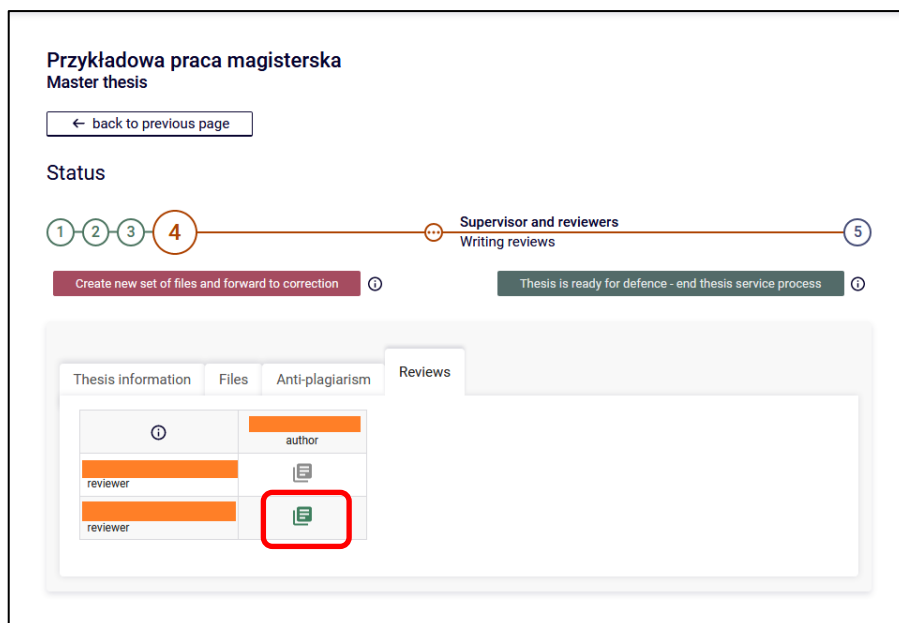


Figure 37

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):

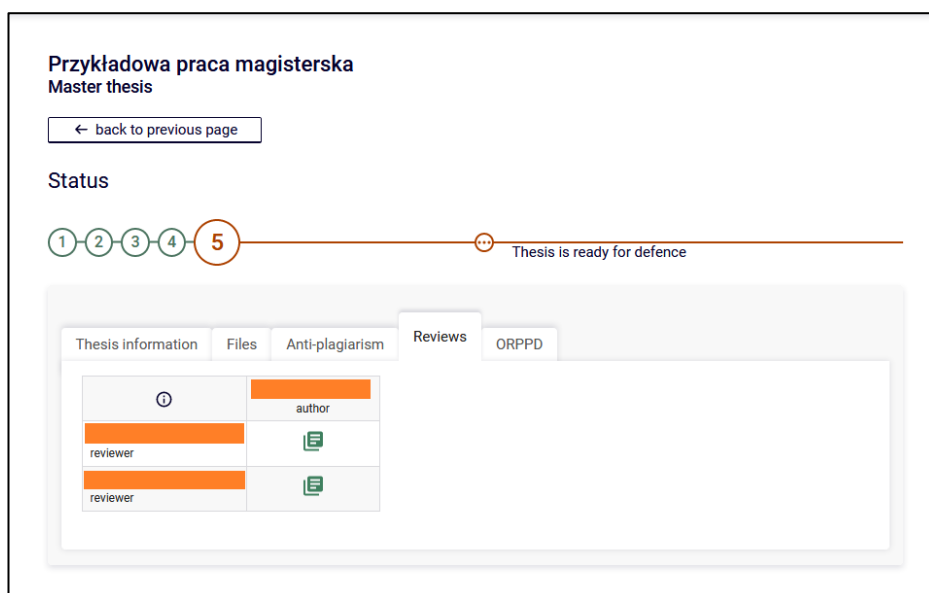


Figure 38