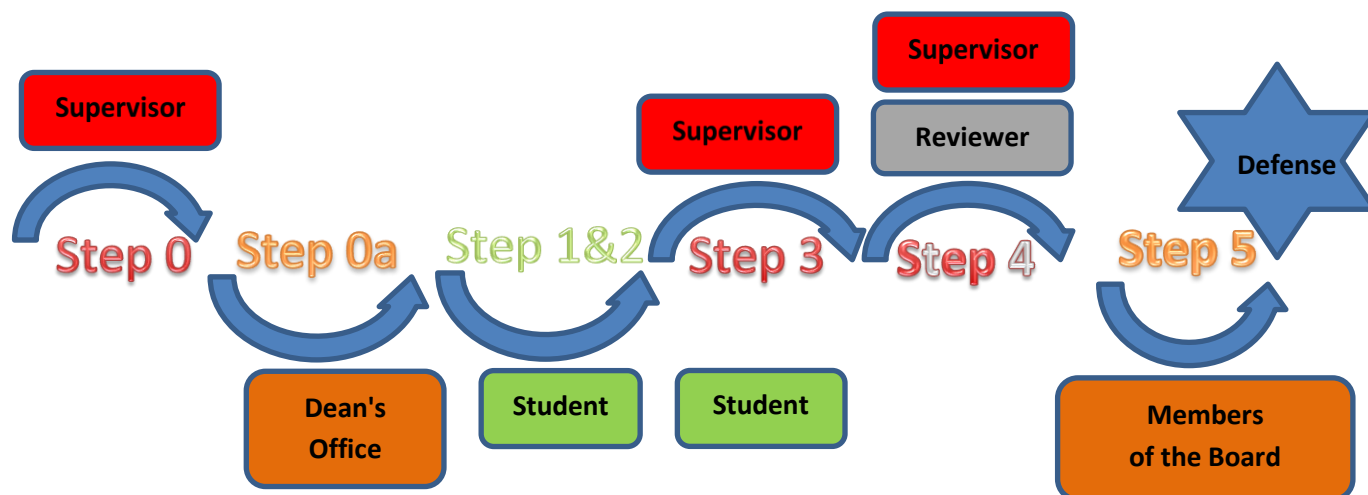


The procedure of registering a diploma thesis in the Archive of Diploma Theses (APD):



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

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

16.06.2023  
USOS 6.8.1

1	Student	<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 1000 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>
2	Student	<p>Enter the electronic copy of the thesis in a single PDF file into the APD system prior to the exam (if the thesis contains attachments, they should be entered into the APD system as single compressed files (.rar, .7z, .gzip, .pdf, .zip)).</p> <p>Determining whether the diploma thesis is to be available in library.</p>
3	Supervisor	<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>
3	Student	<p>May download anti-plagiarism verification results.</p>
4	Supervisor Reviewer	<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>
5	Members of the Board	<p>Fill in and approve the diploma examination Protocol</p>

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

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

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

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

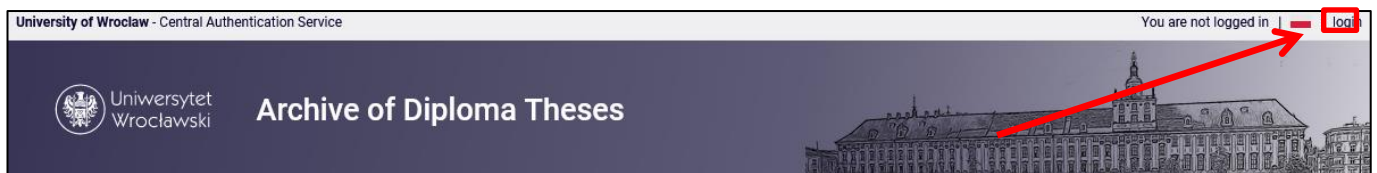


Figure 1

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

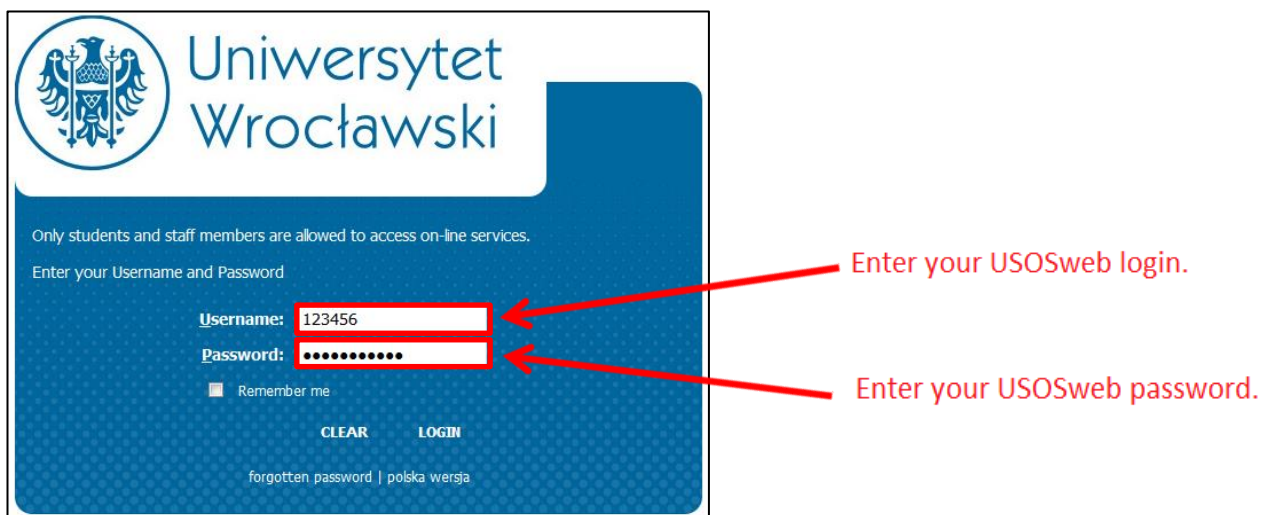


Figure 2:

## 2. My theses and tasks:

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

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

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

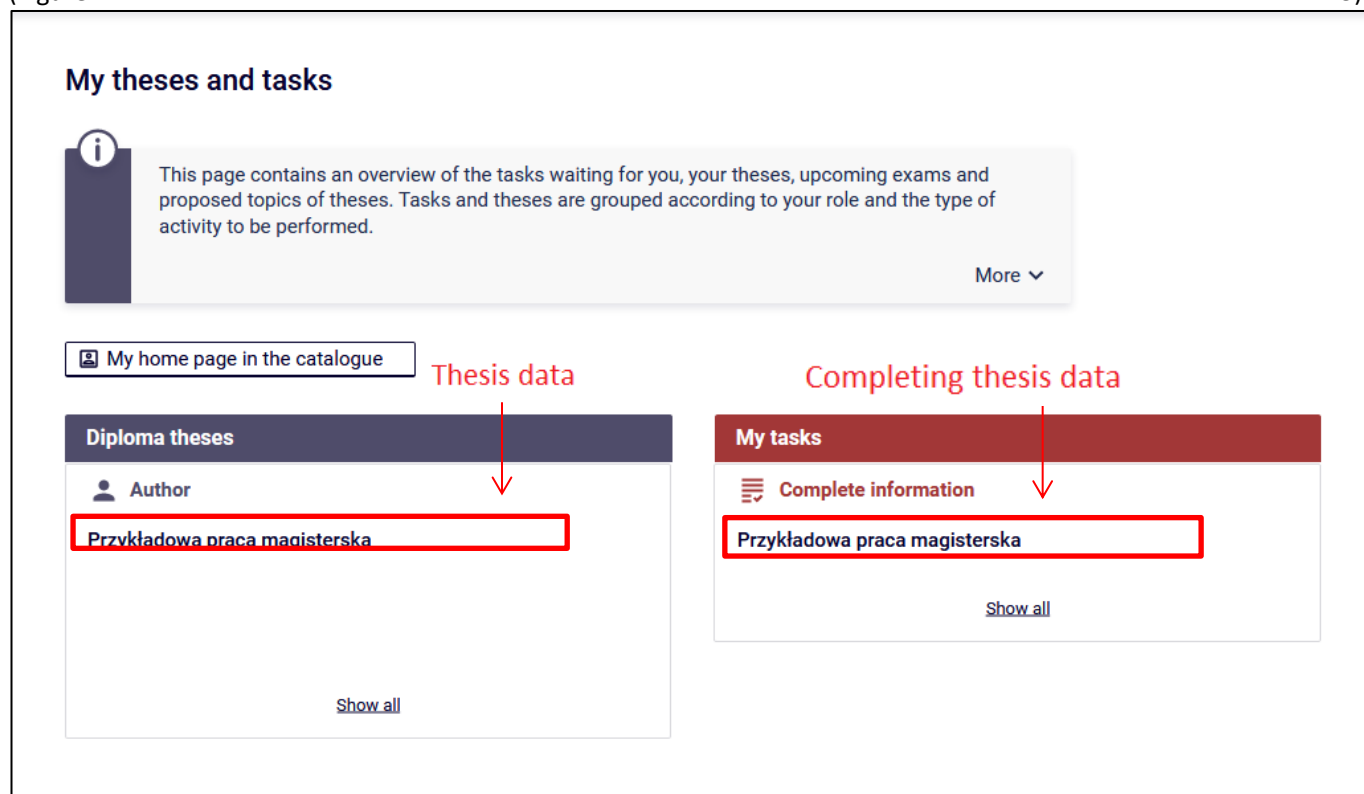


Figure 3

## 3. Provide information about thesis

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

Przykładowa praca magisterska  
Master thesis

← back to previous page

Status

1 Thesis author  
Entering thesis data

2 3 4 5

Go to file upload

Thesis information Files Anti-plagiarism Reviews

Thesis information

Save thesis information

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

Title: Przykładowa praca magisterska

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

Dissertation advisor:

Organizational unit: Faculty of Chemistry

Abstract:

Limit 4000, entered 0 characters

Keywords:

Limit 1000, entered 0 characters

Reviewers:

Status: Author of the thesis should type data

Archiving status: To be archived

Save thesis information

Figure 4

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

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

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

- dissertation title,
- abstract,
- keywords.

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

Examples of completed information has been shown in Figure 5:

Przykładowa praca magisterska  
Master thesis

[← back to previous page](#)

Status

1 Thesis author  
Entering thesis data 2 3 4 5

[Go to file upload](#) ⓘ

Thesis information Files Anti-plagiarism Reviews

Thesis information

[Save thesis information](#)

Language of the thesis: Polish [PL] ⓘ

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

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

Dissertation advisor: ⓘ

Organizational unit: Faculty of Chemistry

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

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

Reviewers: ⓘ

Status: ⓘ Author of the thesis should type data

Archiving status: ⓘ To be archived

[Save thesis information](#)

Figure 5

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

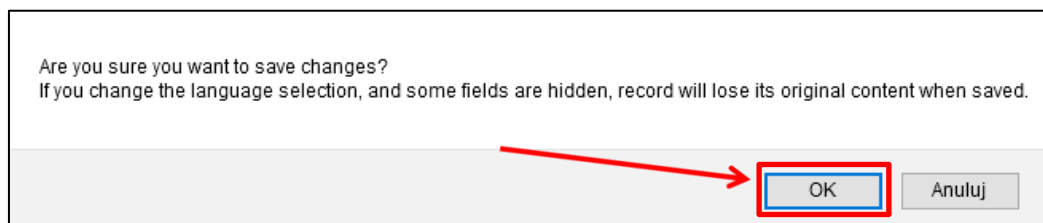


Figure 6

Before adding an attachment with the thesis content, you must approve the copyright statement by clicking the **Approve** button (Figure 7):

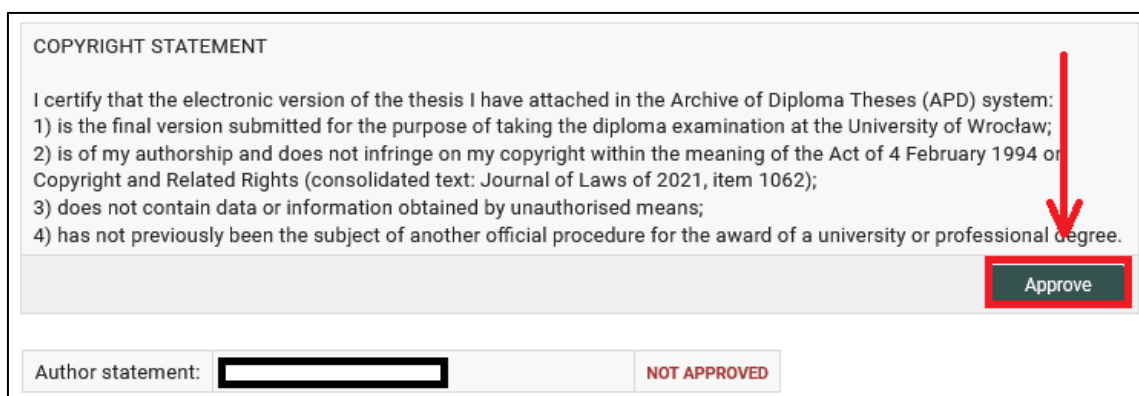
A form titled "COPYRIGHT STATEMENT". The text inside states: "I certify that the electronic version of the thesis I have attached in the Archive of Diploma Theses (APD) system: 1) is the final version submitted for the purpose of taking the diploma examination at the University of Wrocław; 2) is of my authorship and does not infringe on my copyright within the meaning of the Act of 4 February 1994 on Copyright and Related Rights (consolidated text: Journal of Laws of 2021, item 1062); 3) does not contain data or information obtained by unauthorised means; 4) has not previously been the subject of another official procedure for the award of a university or professional degree." At the bottom right, there is a green "Approve" button (highlighted with a red rectangle and a red arrow pointing to it). At the bottom left, there is a field labeled "Author statement:" followed by a text input box and a "NOT APPROVED" button.

Figure 7

To confirm the operation, click **OK** (Figure 8):

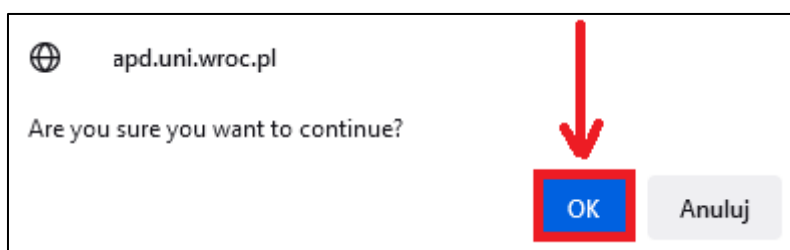


Figure 8

This is what the approved statement looks like (Figure 9 and Figure 10):



Figure 9

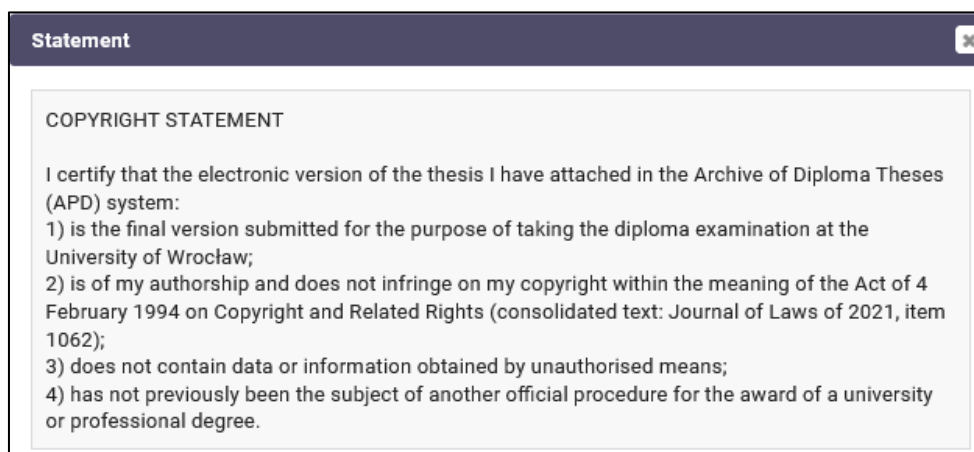


Figure 10

### 3. Adding attachments

After completing information about the thesis, add an attachment with the dissertation. In order to do so click **GO TO FILE UPLOAD** (Figure 11):

Przykładowa praca magisterska  
Master thesis

Status

1 Thesis author  
Entering thesis data 2 3 4 5

Go to file upload

Thesis data has been saved

Thesis information Files Anti-plagiarism Reviews

Thesis information

Save thesis information

Language of the thesis: Polish [PL]

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

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

Dissertation advisor:

Organizational unit: Faculty of Chemistry

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

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

Reviewers:

Status: Author of the thesis should type data

Archiving status: To be archived

Save thesis information

Figure 11

The following message will appear (Figure 12):

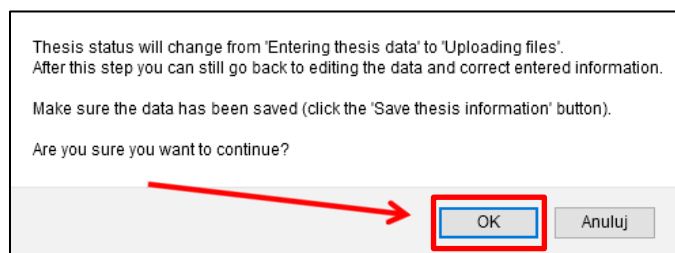


Figure 12

Click **OK**.

To add attachments click **Add files** (Figure 13):

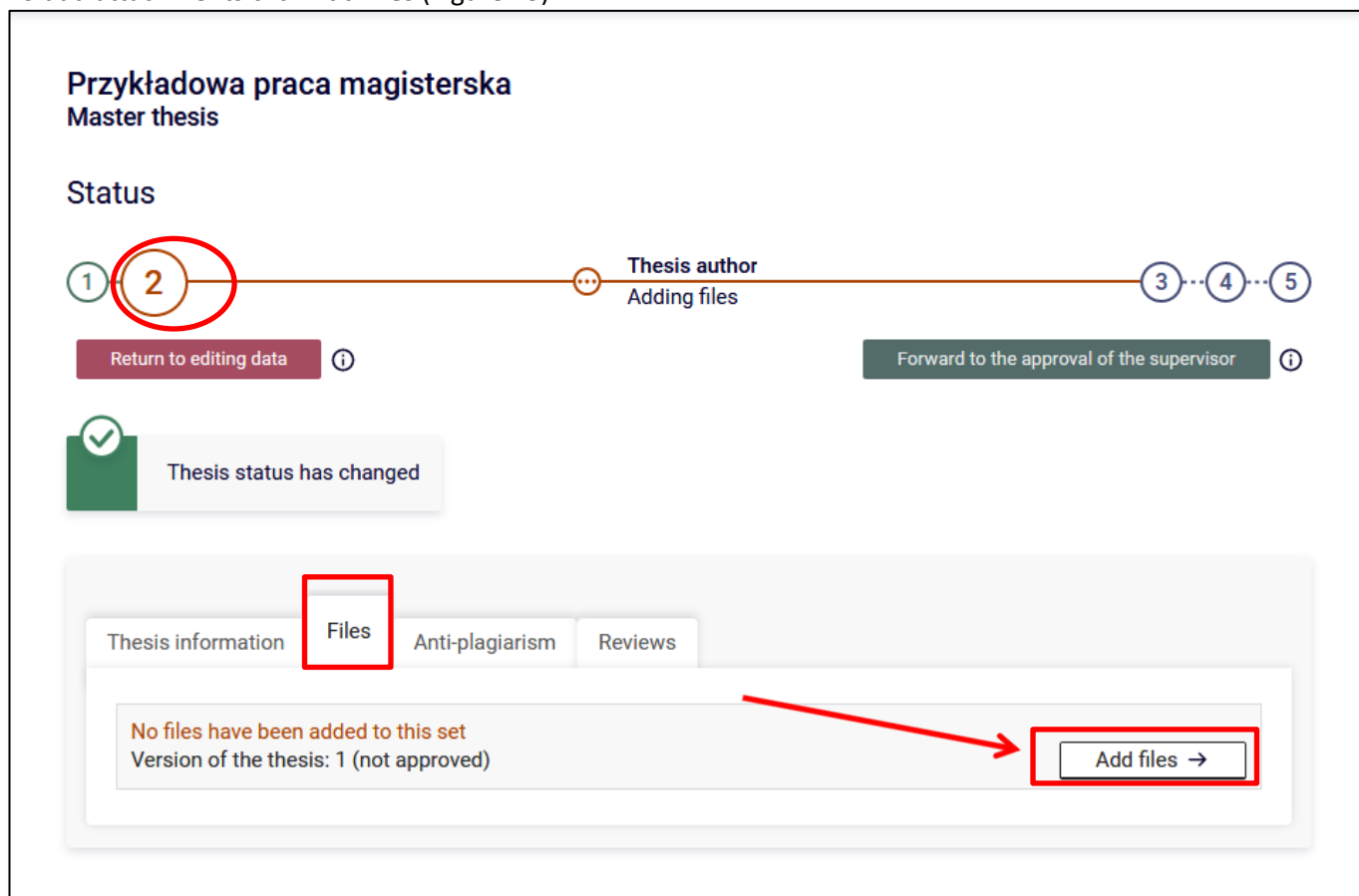


Figure 13

To add a file (Figure 14) with the thesis choose its type: **Thesis** and click **Browse ...** and select a file saved on a disk in pdf format.

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

← back to thesis

**List of sets**

**i** Files are grouped into sets.  
Some types of theses permit to archive more than one set of files - consecutive sets correspond to consecutive versions of the thesis.  
More ▾

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

No	Set elements	Approved
1	no files in the set	NO

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

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

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

**Language:** Polish [PL] ▾

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

Add to the set

Figure 14

A short description of the attachment may also be included.

Adding the attachment should be confirmed by clicking **Add to the Set** (Figure 15):

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

[← back to thesis](#)

**List of sets**

**i** Files are grouped into sets.  
Some types of theses permit to archive more than one set of files - consecutive sets correspond to consecutive versions of the thesis. [More ▾](#)

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

No	Set elements	Approved
1	no files in the set	NO

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

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

**File:** [Przeglądaj...](#) UW-27-123456-2020.pdf  
Authors' personal numbers (PESEL) in the file name will be automatically replaced with their USOS identifiers.

**Language:** Polish [PL] ▾

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

**Add to the set**

Figure 15

## PLEASE NOTE!

The file name will automatically be replaced by the name specified by the University.

Each added attachment will be displayed on the attachment list. It can be deleted from the list using the **Delete** button (Figure 16):

### Files attached to the thesis

Przykładowa praca magisterska

[← back to thesis](#)

#### List of sets

**i** Files are grouped into sets.  
Some types of theses permit to archive more than one set of files - consecutive sets correspond to consecutive versions of the thesis.

More ▾

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

More ▾

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

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

[Add file](#) [Add URL](#) [Add a description of the physical location of the thesis](#)

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

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

Language: Polish [PL]

Description:   
Limit 300, entered 0 characters

[Add to the set](#)

Figure 16

If, in addition to the dissertation, you want to add an attachment, use **Other**, then click **Browse** and select a file from the disk (Figure 17).

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

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

← back to thesis

**List of sets**

**i** Files are grouped into sets.  
Some types of theses permit to archive more than one set of files - consecutive sets correspond to consecutive versions of the thesis.  
More ▾

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

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

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

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

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

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

**Language:** Polish [PL]

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

**Add to the set**

Figure 17

After you have added all the attachments, click **Back to Thesis** to return to the description page (Figure 18):

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

[← back to thesis](#)

**List of sets**

**i** Files are grouped into sets.  
Some types of theses permit to archive more than one set of files - consecutive sets correspond to consecutive versions of the thesis. [More](#) ▾

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

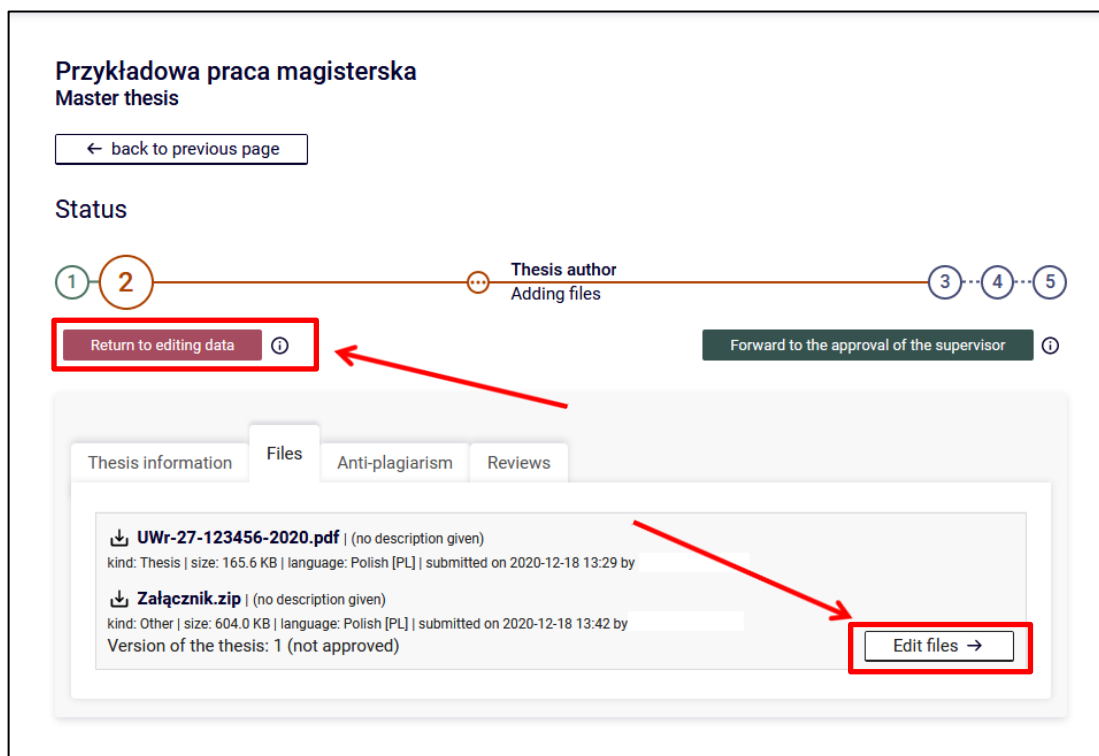
**✓** File "Załącznik.zip" has been added to set 1

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

Figure 18

To return to the page for adding attachments, click **Edit files** (Figure 19):

It is also possible to go back to editing information about thesis (title, abstract, keywords) by clicking **RETURN TO EDITING DATA** (Figure 19):



Przykładowa praca magisterska  
Master thesis

← back to previous page

Status

1 2 3 4 5

Thesis author  
Adding files

Return to editing data ⓘ

Forward to the approval of the supervisor ⓘ

Thesis information Files Anti-plagiarism Reviews

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

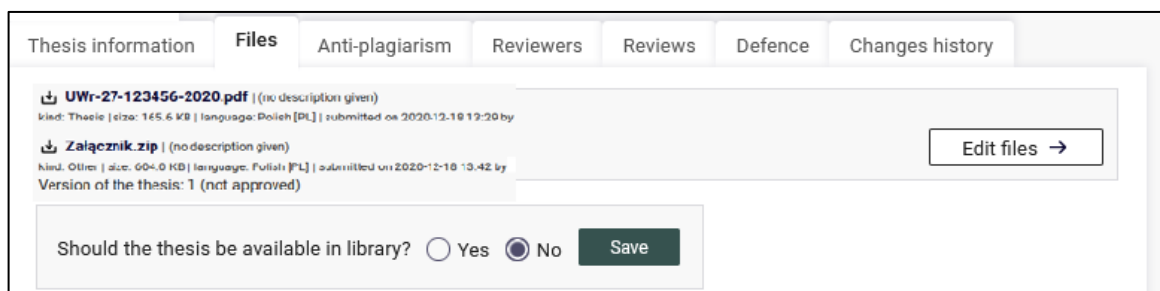
Załącznik.zip | (no description given)  
kind: Other | size: 604.0 KB | language: Polish [PL] | submitted on 2020-12-18 13:42 by

Version of the thesis: 1 (not approved)

Edit files →

Figure 19

The author of the thesis determines whether the thesis is to be available in library (Figure 20):



Thesis information Files Anti-plagiarism Reviewers Reviews Defence Changes history

UWr-27-123456-2020.pdf | (no description given)  
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 13:42 by

Version of the thesis: 1 (not approved)

Edit files →

Should the thesis be available in library? ☐ Yes ☒ No

Figure 20

Select **Yes** or **No**, and then click **Save** (Figure 21):



Should the thesis be available in library? ☒ Yes ☐ No

Figure 21

After completing information and adding attachments containing the thesis it should be forwarded for approval by the Supervisor. To do so, click: **FORWARD TO THE APPROVAL OF THE SUPERVISOR** (Figure 22):

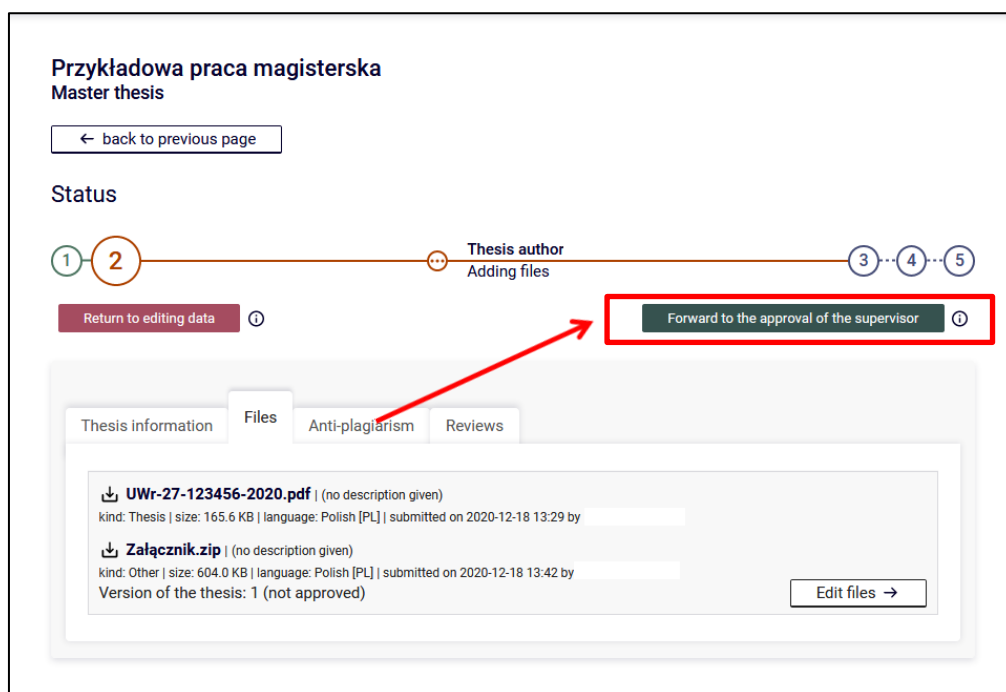


Figure 22

This step cannot be cancelled, therefore it requires conformation (Figure 23):

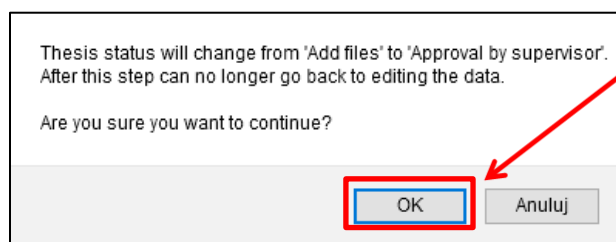


Figure 23

Once approved, click the OK button and the status of the dissertation will change to: **Supervisor** Data acceptance (Figure 24):

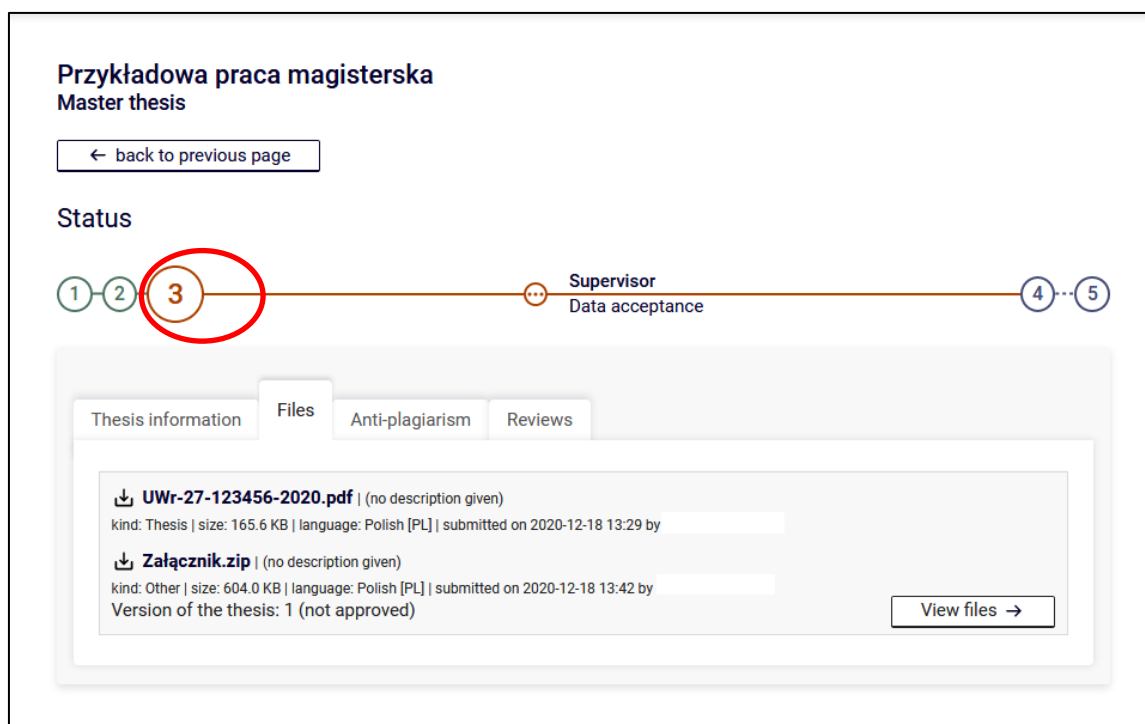


Figure 24

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

### 3. Verification of thesis by the Supervisor

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

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

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

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

The reports from the anti-plagiarism systems are made available to the student (Figure 25):

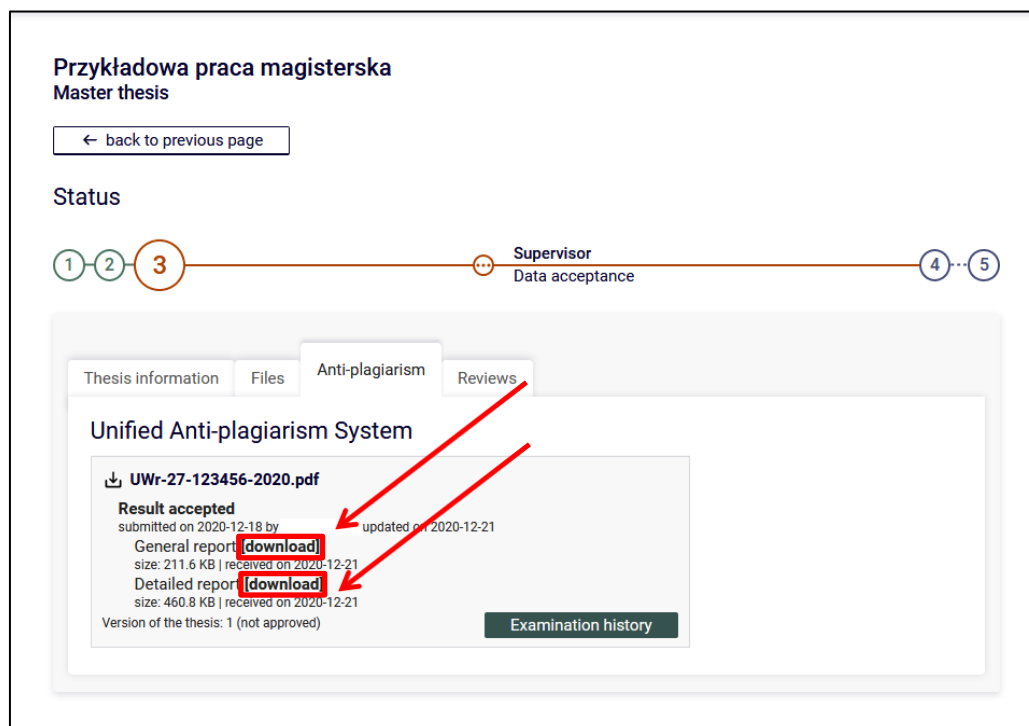


Figure 25

## PLEASE NOTE!

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

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

## 4. Reviews

After the approval of the work by the Supervisor the reviews are entered into the system. Completed and approved reviews can be opened by clicking the Review button next to the name of the Supervisor/Reviewer. Review is available when the icon is green (Figure 26):

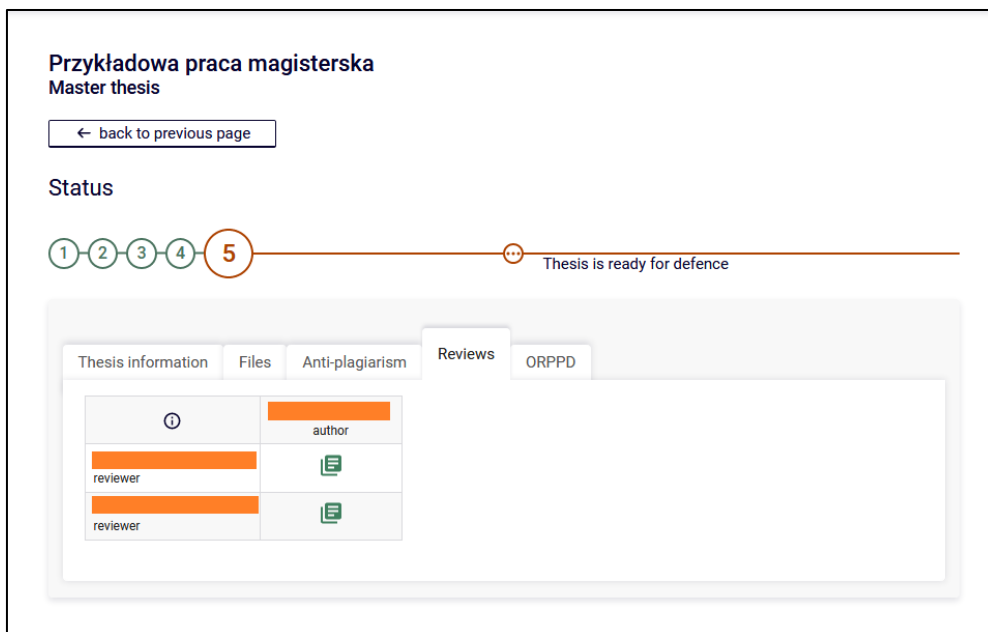


Figure 26